



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) and [Office for Victims of Crime](#) (OVC) are seeking applicants for funding under a joint solicitation to support an enhanced anti-human trafficking law enforcement task force and victim service model designed to identify, rescue, and assist foreign and domestic, adult and minor, victims of human trafficking within the United States. This program furthers the Department's mission by enhancing the law enforcement and social service fields' response to human trafficking victims.

Enhanced Collaborative Model to Combat Human Trafficking FY 2013 Competitive Grant Announcement

Eligibility

Eligible applicants are limited to state, local, and tribal law enforcement agencies and state, local, tribal and nonprofit victim service organizations with a demonstrated, established relationship and capacity to form successful partnerships with key stakeholders to support an enhanced approach to identifying, rescuing, and assisting victims of all forms of human trafficking.

This funding announcement requires two applications from every site seeking funding: one application from a lead state, local, or tribal law enforcement agency (in close collaboration with a partner victim service organization) and one application from a lead victim service organization (in close collaboration with a partner law enforcement agency). See the Note on pages 4-5 for further information about this requirement.

Recipients of awards under this solicitation must be located in the community, jurisdiction, or geographic area specified in the application. Existing OVC or BJA grantees who received new anti-human trafficking funding in FY 2012 are not eligible to apply.

Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. (See "How To Apply," page 30.) All applications are due by 11:59 p.m. eastern time on March 14, 2013. (See "Deadlines: Registration and Application," page 4.)

Contact Information

For technical assistance with submitting the application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035 or via e-mail to support@grants.gov.

Note: The Grants.gov Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

For assistance with any other requirement of this solicitation, contact the BJA Justice Information Center at 1-877-927-5657, via e-mail to JIC@telesishq.com, or by [live web chat](#). The BJA Justice Information Center hours of operation are 8:30 a.m. to 5:00 p.m. eastern time, Monday through Friday, and 8:30 a.m. to 8:00 p.m. eastern time on the solicitation close date.

Law enforcement applicants may also contact Deborah Meader, BJA Policy Advisor, at 202-305-2601 or by e-mail to deborah.meader@usdoj.gov; victim service organizations should contact Mary Atlas-Terry, OVC Victims Justice Program Specialist, at 202-353-8473 or by e-mail to Mary.Atlas-Terry@usdoj.gov.

Grants.gov number assigned to announcement: BJA-2013-3482

Release date: January 15, 2013

Important Note: Law enforcement agencies applying for task force funding and victim service organizations applying for victim service funding must have an established working relationship and must collaborate and submit separate but coordinated applications containing **the same Abstract, Program Narrative, Timeline, and Letter of Intent**. Victim service organizations are also required to submit an attachment outlining a detailed plan for the provision of direct services to victims as outlined in Attachment C.

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Enhanced Collaborative Model to Combat Human Trafficking (CFDA #16.320)

Overview

This FY 2013 program will fund Enhanced Collaborative Model Task Force sites that take a comprehensive approach to combating all forms of trafficking—sex trafficking and labor trafficking of foreign nationals and U.S. citizens (male and female, adults and minors). Cooperative agreements of up to \$500,000 are expected to be awarded. At each selected site, two awards will be made. Awards will be made by BJA to support law enforcement agencies to coordinate the goals, objectives, and activities of the entire task force in close collaboration with the local U.S. Attorney’s Office (USAO) and victim service provider partner. Awards will be made by OVC to support a victim service organization to coordinate the provision of a comprehensive array of culturally and linguistically appropriate services to all trafficking victims identified within the geographic area impacted by the task force. (See “Program-Specific Information,” page 5 for more details about the goals and objectives of the new task forces.)

Deadlines: Registration and Application

Applicants must register with Grants.gov prior to submitting an application. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications well in advance of the application due date. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on March 14, 2013. See the “How To Apply” section on page 28 for details. Note that while the deadline for submission is 11:59 p.m. eastern time on March 14, staff assistance through the BJA Justice Information Center is only available until 8:00 p.m. eastern time (see “Contact Information” on page 2 for more information about BJA’s Justice Information Center).

Eligibility

Refer to the title page for eligibility under this program.

Lobbying, promoting, or advocating the legalization/regulation of prostitution. The U.S. 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 sub-grantees, cannot use U.S. Government funds to lobby for, promote, or advocate the legalization or regulation of prostitution as a legitimate form of work.

Note: This funding announcement requires one application from a lead state, local, or tribal law enforcement agency (in close collaboration with a partner victim service organization) and one application from a lead victim service organization (in close collaboration with a partner law enforcement agency).

BJA and OVC are seeking separate but coordinated proposals from eligible applicants. Each applicant must clearly identify its partner applicant and the specific geographic area

impacted by the task force initiative. Law enforcement applicants must determine if there is an existing OVC funded trafficking victim service provider within their jurisdiction. If an OVC service provider exists, law enforcement must partner with them or provide a strong justification why they are choosing to partner with a different service provider. (For a current listing of OVC funded trafficking victim service providers please visit the OVC web site, www.ojp.usdoj.gov/ovc/grants/traffickingmatrix.html) **In addition, both applications must use identical documents for the following required application attachments: Abstract, Program Narrative, Timeline, and Letter of Intent.** Victim service providers are also required to submit an attachment outlining a detailed plan for the provision of direct services to victims as outlined in Attachment C.

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.), which was amended by the Trafficking Victims Protection Reauthorization Act of 2003, and amended again in 2005 and 2008. The TVPA seeks to combat “severe forms” of human trafficking (for definition, see Appendix A) by punishing traffickers, protecting victims, and mobilizing U.S. Government agencies to wage a global anti-trafficking campaign. TVPA, as amended, contains significant mandates for the U.S. Departments of State, Justice, Labor, Homeland Security, and Health and Human Services, and the U.S. Agency for International Development.

Since FY 2004, BJA and OVC have worked collaboratively to utilize funds appropriated through the TVPA to implement a multidisciplinary anti-human trafficking task force model designed to combat human trafficking by identifying, rescuing, and restoring victims (with a focus on foreign national victims); investigating and prosecuting trafficking crimes; and building awareness about trafficking in the surrounding community. BJA and OVC have supported the multidisciplinary model, funding a total of 42 task forces through awards to law enforcement agencies and victim service organizations since the program’s inception. In February and March 2010, BJA hosted two focus groups with members of currently funded task forces, including representatives from victim service organizations, as well as subject matter experts and representatives of federal agencies to obtain information about lessons learned from the implementation of the task forces and to obtain recommendations for improving the DOJ model to better meet the intended goals of the TVPA. In FY 2011, OVC and BJA released the [Anti-Human Trafficking Task Force Strategy and Operations E-Guide](#), to document lessons learned to-date and serve as a technical assistance resource for both new and established Task Forces. The E-Guide can be viewed on line at www.ovcttac.gov/TaskForceGuide/EGuide/.

The FY 2013 program continues to address the challenges of prior restrictions limiting task force activities according to victim population by funding Enhanced Collaborative Model Task Force sites (for task force definition, see Appendix A) that will take a comprehensive approach to combating all forms of trafficking—sex trafficking and labor trafficking of foreign nationals and U.S. citizens (male and female, adults and minors). BJA and OVC funded seven task forces under this model in FY 2012.

This funding opportunity requires **two applications** (one from a state, local, or tribal law enforcement agency and one from a victim service provider) from each task force location.

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Applicants must work collaboratively to produce their applications. Each award will be monitored by the appropriate DOJ component (BJA for awards to law enforcement agencies and OVC for awards to victim service organizations). The statutory authority for this program is 22 U.S.C. § 7105(b)(2)(A). The task force applicants will be responsible for working collaboratively among themselves and with other key stakeholders/partners to identify, investigate, prosecute, and provide services for victims of all types of human trafficking within the United States:

- Sex and labor trafficking
- Foreign national and domestic
- Male and female (including transgendered individuals)
- Adults and minors

Goals, Objectives, and Deliverables

The overall goals of the task forces funded under this FY 2013 Enhanced Collaborative Model to Combat Human Trafficking solicitation are to:

1. Conduct proactive investigations of sex trafficking and labor trafficking crimes within each task force location in coordination and collaboration with local, state, tribal, regional, and federal law enforcement and regulatory agencies.
2. Identify victims of all forms of human trafficking, as defined by the TVPA, within each task force location and offer a comprehensive array of restorative services to meet each victim's individualized needs.
3. Enhance community capacity to identify and report trafficking crimes by conducting training, public awareness, and outreach activities.

Below is a listing of the primary objectives and key grant requirements of the Enhanced Collaborative Task Force Model that must be addressed. Law enforcement agencies and victim service providers must work together to ensure that all information described below and in Appendix C: OVC Comprehensive Service Model and Program Strategy, are included in the identical program narratives that must be included with the application. Additional information about application requirements can be found in the "What an Application Should Include" section beginning on page 15.

- Applicants must clearly demonstrate a history of investigating trafficking crimes and serving victims of human trafficking within the task force area. This includes documenting the number of previous investigations of suspected incidents, number and results of prosecutions, and number of human trafficking victims served (including a breakdown of sex vs. labor trafficking, U.S. citizen vs. foreign national, adult vs. minor, and male vs. female trafficking victims served). This data may include verifiable local/state/federal statistics regarding investigations, prosecutions, and services to trafficking victims. **Applicants must provide the sources of each data point.**
- Law enforcement and victim service applicants must demonstrate a history of solid working partnerships and collaboration with each other and among all key task force stakeholders, including very close collaboration with the local USAO in that geographic area. (For definitions of "task force" and "key stakeholders," see Appendix A.)

- Consistent, experienced, and committed law enforcement leadership, with a strong presence from the USAO, has been indicated as a key to task force success. As a component of DOJ, the USAO must hold a co-leadership position in the task force with the applicant law enforcement agency and must be closely involved in the day-to-day operation of the task force. This should include, among other things, involvement in planning/strategizing investigations and prosecutions at the state and federal levels; ensuring that data is collected across the task force initiative to complete the required regular reporting of grant performance measures; and the development of consistent policies and protocols, both formal and informal, which guide information sharing on investigations and responses to victims. This would not include the USAO providing assistance with budgetary issues or having fiduciary responsibilities.
- A Letter of Intent signed by the heads of the applicant law enforcement agency and the applicant victim service organization must be submitted at the time of the application. The Letter of Intent must document and demonstrate the existing relationship between them, and must document their commitment to work closely, through planned active coordination, to identify victims and combat all forms of trafficking occurring within the stated geographic area. Grantees awarded under this project will have 90 days after the date of the award to submit to the awarding agency a signed Memorandum of Understanding (MOU) between the USAO, law enforcement agency, victim service provider, and other key task force members. Award funds will be placed on hold if the MOU is not received within 90 days.
- Law enforcement applicants must document a plan to provide strong leadership, administrative support, and necessary dedicated resources to the task force. This includes providing staff and staff time to perform proactive, longer-term investigations; coordinating with service providers on victim needs; coordinating with local, tribal, state, regional, and federal partners; and fulfilling required administrative functions (including federal reporting requirements), without these functions being “add-ons” to staffs’ current full-time responsibilities.
- Law enforcement applicants must plan to place the enhanced collaborative model task force in a location or unit that will promote a focus on all forms of sex trafficking and labor trafficking, without excluding one or the other. The lead law enforcement agency must identify within the application where the task force will be physically located—intelligence, vice, organized crime, or a special unit dedicated to human trafficking. The plan must ensure that there will be resources devoted to conduct long-term investigations in collaboration with a broader group of partners, such as investigators with the Department of Labor or other local/federal task force initiatives; Internet Crimes Against Children Task Forces; or Innocence Lost Task Forces. It is strongly encouraged that the trafficking task force be located in intelligence units, rather than vice units, and that the law enforcement task force staff (state, local, tribal, and federal law enforcement) be co-located in one physical space.
- Law enforcement applicants must document a plan to conduct regularly scheduled, multidisciplinary meetings of the task force members (key stakeholders) to update, discuss, and collaborate on trafficking incidents, investigations, victim services, and training and public awareness activities. These meetings must be held at least quarterly, and must be included on the time-task plan for applicant agencies. Key task force stakeholders (see Appendix A for definition) must participate in task force meetings regularly and ensure inclusion and participation of all stakeholders through use of functional subcommittees and/or opportunities for the broader network of stakeholders to receive and share

information and track progress of task force activities. Task force meetings should have formal, robust agendas and minutes of these meetings should be recorded and maintained for grant reporting purposes.

- The Enhanced Collaborative Model Task Forces must demonstrate that they will utilize a data-driven approach to human trafficking that includes developing and using a set process to gather, analyze, and share intelligence within and across task forces and other law enforcement agencies/victim service organizations. Law enforcement applicants should outline specific identification and investigative strategies to be used.
- Law enforcement and victim service provider applicants must demonstrate a commitment to using victim-centered and trauma-informed approaches during investigations and the delivery of services. This approach is to be used for all trafficking victims, regardless of whether or not there is an arrest or a prosecution related to the case.
- Victim service applicants must address application requirements outlined in Appendix C and describe a plan to ensure that each service listed in the OVC Comprehensive Service Model is made available to all trafficking victims identified within a community, including foreign national/domestic, adult/minor, male/female, sex or labor trafficking victims.
- 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. **Funds are not intended to provide long-term financial assistance to trafficking victims.** Relying on OVC grant funding to provide long-term assistance to a single victim may weaken the overall program integrity.
- Victim service applicants must demonstrate that a coordinated, community-wide approach is in place to leverage various local, state, and federal resources for the provision of a comprehensive array of services for victims identified through this initiative. The following services may be provided with the use of OVC grant funds: housing, food, clothing, medical care, substance abuse treatment, dental care, mental health treatment, support groups, ESL/Literacy Education, job training, transportation, life skills training, legal services, and case management. (See Appendix C for more detail about each of these services.) Direct services may be provided either in-house or through subcontracts or fee-for-services 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 and without demonstrated collaboration with other community based agencies will not be considered responsive to the solicitation.
 - Foreign National Victims (minors and adults): A comprehensive array of services can be provided to a foreign national victim in the short-term aftermath of victim identification until they achieve certification from the U.S. Department of Health and Human Services (HHS), Office of Refugee Resettlement (ORR). Once a trafficking victim achieves 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 no trafficking specific case management and/or legal services exist within a reasonable distance from where the 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.

- Domestic Victims (U.S. citizens and Lawful Permanent Resident (LPR) minors and adults): A comprehensive array of services can be provided to a victim in the short-term aftermath of victim identification until they are 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 victim resides, the grantee may continue to use OVC grant funds to provide case management and legal services.
- Victim service applicants must ensure that eligible victims served under this program are not concurrently served with other federally funded grants, contracts, or sub-awards issued to the applicant agency specifically for services for victims of human trafficking, such as awards funded by ORR, or other federal sources. A grantee that receives both OVC trafficking services funds and ORR trafficking victim assistance funds to serve pre-certified victims, should use funds awarded by OVC until the victim achieves certification. After certification, the victim should be transferred to an ORR trafficking victim assistance funded program.
- Victim service and law enforcement applicants must 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.
- Law enforcement applicants must document a plan for working collaboratively with the primary victim service partner to identify victims, as defined by the TVPA, including working through questions about “who is a victim” in challenging cases. It is strongly encouraged that the USAO be involved on all cases where there is a question or controversy about whether or not an individual should be identified as a victim of trafficking for the purposes of services under this solicitation. In general, victims of human trafficking should not be charged and prosecuted for crimes directly related to the trafficking scheme. (For example, a person identified as a victim of sex trafficking should not be charged with prostitution-related offenses that may have been a result of the trafficking, as this is contradictory to their status as a victim as defined by the TVPA.)
- For the purpose of this program—which seeks to support the goals of the TVPA by combating trafficking, in part, through the successful prosecution of traffickers—adult victims of human trafficking, both foreign national and domestic, are required to cooperate with reasonable requests from law enforcement on the investigation or prosecution of trafficking in persons. Exceptions should be provided to adult victims who would be negatively impacted or traumatized by a requirement to assist law enforcement. Minors (foreign national and domestic) are not required to assist law enforcement; however, they should be encouraged to do so if possible.
- Specifically for foreign national victims, law enforcement applicants must ensure that there is a clear process in place for identified victims who are cooperating with law enforcement to request and receive the documentation needed to support an application for various forms of immigration relief (e.g., T-visa and U-visa) for which they may be eligible. Law enforcement applicants must also ensure and demonstrate that the task force has clear procedures in place with regard to requesting Continued Presence on behalf of victims.

- Local-level awareness and education about trafficking, victim identification, and available victim services—when combined with federal partners and coordinated with the USAO—present a formidable force for the investigation, detection, and prevention of human trafficking. Law enforcement applicants must document a plan for the task force to conduct training and community outreach to build community capacity in support of a holistic approach to combating human trafficking in all forms. Responsibility for conducting training and community outreach must not rest solely on any one grantee organization. Resources should be coordinated across both law enforcement and service provider grants and supplemented by additional resources that may exist within the community. Victim service applicants must document a plan that adheres to requirements set forth in Appendix C: OVC Comprehensive Service Model and Project Strategy–Training. Strategies for conducting training and outreach should include providing trainings, presentations at conferences, and developing public awareness materials and messages. Efforts should target communities and specific groups such as:
 - First responders (first line law enforcement, medical, fire/rescue)
 - Victim service providers (nonprofits, faith-based/clergy, etc.)
 - Social service agencies (child protective services, public mental health providers)
 - Prosecutors (state and federal)
 - Licensing and regulatory agencies (Department of Agriculture, Department of Labor, local/county/state inspectors, etc.)
 - Health community (hospital emergency room and health clinic personnel)
 - Utilities and service personnel (cable, telephone, HVAC installers, plumbers, etc.)
 - Worker’s rights groups and unions (agriculture, textile, etc.)
 - Legal service providers (legal aid, law school clinics, employment and immigration lawyers, etc.)
- All applicants must submit, within this application, a plan to collect data to support performance measures (as Attachment 5) of this grant and fulfill grant reporting requirements (See “Performance Measures,” page 13). Law enforcement applicants must, on a monthly basis, report new human trafficking incidents/investigations and update already reported incidents into the law enforcement database, Human Trafficking Reporting System (HTRS). (For more information on HTRS, see “Definitions,” Appendix A.) Victim service providers must report data using the Trafficking Information Management System (TIMS). (See Appendix C for more information about TIMS.) Law enforcement and victim service provider applicants must develop a coordinated approach to the collection of data that should be reported into HTRS and TIMS on a regular basis.
- All applicants should document any plans they may have for conducting basic evaluation activities, incorporating the performance measures required under this program. All applicants must be willing to participate in an evaluation of the program if requested by the awarding agency (BJA or OVC) and should address this within the application. OVC victim service applicants must address evaluation requirements within the application as stated in Appendix C: OVC Comprehensive Service Model and Program Strategy–Evaluation.
- Task force key staff will be required to participate via teleconference in a mandatory kickoff training specifically for key stakeholders for the Enhanced Collaborative Model Task Forces within 90 days of the grant award. Applicants should also plan to attend other trainings and

professional development opportunities as outlined on page 15 under “What an Application Should Include.”

Definitions

For a list of definitions, see Appendix A.

Amount and Length of Awards

BJA and OVC will make awards based on available funding (an equal number to law enforcement and victim service provider partners) up to a maximum of \$500,000 each for a 24-month project period. The project start date should be on or after October 1, 2013.

Awarded task forces may be eligible to receive supplemental funding when their original award period ends. Supplemental funding will be based on funding availability, a review of the task force’s performance, number of victims served by the victim service provider, and fulfillment of award and reporting requirements.

There is a 25-percent cash or in-kind match requirement for all applicants. (See “Match Requirement” on page 12).

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

Budget 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, recipients may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the award recipient at a rate that exceeds 110% 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. The 2012 salary table for SES employees is available at www.opm.gov/oca/12tables/indexSES.asp. 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. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The Assistant Attorney General (AAG) for OJP may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. An applicant requesting a waiver should include a detailed justification in the budget narrative of the application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit the budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service the individual will provide, the individual’s specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual’s salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work to be done.

Minimization of Conference Costs

OJP encourages applicants to review the OJP guidance on conference approval, planning, and reporting that is available on the OJP Web site at www.ojp.gov/funding/confcost.htm. This guidance sets out the current OJP policy, which requires all funding recipients that propose to hold or sponsor conferences (including , meetings, trainings, and other similar events) to minimize costs, requires OJP review and prior written approval of most conference costs for cooperative agreement recipients (and certain costs for grant recipients), and generally prohibits the use of OJP funding to provide food and beverages at conferences. The guidance also sets upper limits on many conference costs, including facility space, audio/visual services, logistical planning services, programmatic planning services, and food and beverages (in the rare cases where food and beverage costs are permitted at all).

Prior review and approval of conference costs can take time (see the guidance for specific deadlines), and applicants should take this into account when submitting proposals. Applicants also should understand that conference cost limits may change and that they should check the guidance for updates before incurring such costs.

Note on food and beverages: OJP may make exceptions to the general prohibition on using OJP funding for food and beverages, but will do so only in rare cases where food and beverages are not otherwise available (e.g., in extremely remote areas); the size of the event and capacity of nearby food and beverage vendors would make it impractical to not provide food and beverages; or a special presentation at a conference requires a plenary address where conference participants have no other time to obtain food and beverages. Any such exception requires OJP's prior written approval. The restriction on food and beverages does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not affect direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

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 by 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.

For additional information, see the "Civil Rights Compliance" section of the OJP "Other Requirements for OJP Applications" web page at www.ojp.gov/funding/other_requirements.htm.

Match Requirement (cash or in-kind)

Federal funds awarded under this program may not cover more than 75 percent of the total costs of the project being funded. The applicant must identify the source of the 25 percent non-federal portion of the total project costs and how match funds will be used. If a successful applicant's proposed match exceeds the required match amount, the match amount that is incorporated into its OJP-approved budget is mandatory and subject to audit. (Match is restricted to the same uses of funds as allowed for the federal funds.) Applicants may satisfy this match requirement with either cash or 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 \$500,000, match would be calculated as follows:

$$\frac{\$500,000}{75\%} = \$666,667 \quad 25\% \times \$666,667 = \$166,667$$

Performance Measures

To assist the Department with fulfilling its responsibilities under the Government Performance and Results Act (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. OJP will require any award recipient, post award, to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. Performance measures for this solicitation are as follows:

BJA Law Enforcement Performance Measures

Objective	Performance Measure(s)	Data Grantee Provides
To increase the identification of trafficking victims through proactive law enforcement, which is victim-centered and collaborative across levels of government.	<p>Numbers of potential and actual foreign and domestic victims of human trafficking.</p> <p>Numbers of foreign and domestic persons confirmed not to be a victim of human trafficking.</p>	<p>Numbers of new foreign persons and domestic persons believed through task force investigation and contact to be potential victims of trafficking, broken down by type of trafficking (sex/labor).</p> <p>Number foreign persons and domestic persons believed through task force investigation and contact to be actual victims of trafficking, broken down by type of trafficking (sex/labor).</p> <p>Number of foreign persons and domestic persons confirmed not to be a victim of a severe form of trafficking, broken down by type of trafficking (sex/labor).</p>
To increase capacity of law enforcement officers to recognize human trafficking and identify victims through training and public awareness.	Percentage of audiences reached through training or public awareness presentations.	<p>Number of the following audiences reached during the reporting period through training or public awareness presentations:</p> <ul style="list-style-type: none"> • Health • Law enforcement • Code enforcement • Social services • Transportation workers • Schools <p>Number of audiences identified for outreach.</p>

	<p>Number of training events conducted.</p> <p>Number of participants who attend training.</p>	<p>Number of trainings or public awareness presentations conducted during the reporting period.</p> <p>Number of persons in attendance at trainings or public awareness presentations during the reporting period.</p>
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OVC Victim Service Provider Performance Measures

Objective	Performance Measure(s)	Data Grantee Provides
To provide high-quality and timely comprehensive services to victims of human trafficking.	Number of trafficking victims served.	<p>The number of NEW foreign national trafficking victims served for the first time during the reporting period, broken down by the type of trafficking (sex/labor or both).</p> <p>The number of NEW domestic trafficking victims served for the first time during the reporting period, broken down by the type of trafficking (sex/labor or both).</p> <p>The TOTAL number of trafficking victims served during the reporting period. (This includes new clients and existing clients served during the reporting period.)</p>
	Percentage of grantees that report the capacity to provide the full range of comprehensive services.	Number and types of services provided to trafficking victims during the reporting period, broken down by type of service.
To enhance the ability of professionals and key stakeholders within the community to better understand human trafficking and more effectively identify and serve victims.	Number and types of professionals who receive training in identifying human trafficking victims and providing services to them.	Number of professionals who receive training in identifying human trafficking and serving victims during the reporting period, broken down by discipline.
To enhance interagency collaboration and the coordinated community response to victims of trafficking.	Percent increase in the number of collaborative partners working with the OVC-funded organization to serve victims of trafficking.	Number of collaborative partners serving trafficking victims at the beginning and end of the reporting period.

OJP does not require applicants to submit performance measures data with their applications. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section “What an Application Should Include” on page 15 for additional information.

Note on Project Evaluations

Applicants that propose to use funds awarded 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

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are conducted only to meet OJP's performance measure data reporting requirements likely do not constitute "research." Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections 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, see the decision tree to assist applicants on the "Research and the Protection of Human Subjects" section of the OJP "Other Requirements for OJP Applications" web page (www.ojp.usdoj.gov/funding/other_requirements.htm). Applicants whose proposals may involve a research or statistical component also should review the "Confidentiality" section on that Web page.

Notice of Post-Award FFATA Reporting Requirement

Applicants should anticipate that OJP will require all recipients (other than individuals) of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding. Reports regarding subawards will be made through the FFATA Subaward Reporting System (FSRS), found at www.fsrs.gov/.

Note also that applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

What an Application Should Include

Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are nonresponsive to the scope of the solicitation, or that do not include an identical project abstract and program narrative for the victim service provider and the law enforcement applicant, budget detail worksheet including a budget narrative, a plan for evaluation, a written commitment to comply with the HTRS (BJA) and TIMS (OVC) data collection requirement for performance measures, a Letter of Intent, and a plan for the provision of direct services to victims (from the victim service provider applicant) will be viewed as nonresponsive by peer reviewers and will be rated as such in peer review. Additionally, because the task force model requires both a law enforcement and a victim service provider partner, applicants that do not include both will neither proceed to peer review nor receive further consideration. The budget detail worksheet and budget narrative may be

combined in one document. However, if only one document is submitted, it must contain **both** narrative and detail information.

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.

Applications must include the elements outlined below. This section, as well as corresponding sections of the solicitation, will be used to review and evaluate the merits of each proposed project and the capabilities of each applicant. Each application will be reviewed using the weighted percentages provided on page 26 under "Selection Criteria."

Each application must include:

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

The SF-424 is a standard form required for use as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and 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).

2. Project Abstract (Attachment 1)

Both partner applicants must submit an ***identical*** 1-page project abstract. The abstract must be a single-spaced summary that clearly describes:

- Applicant's name, title of the project, and dollar amount requested.
- The name of the applicant's partner (either the partner law enforcement agency or victim service organization).
- A specific description of the jurisdiction or geographic area where task force activities will be focused.
- A summary of the goals, objectives, and key deliverables of the project.

Permission to Share Project Abstract with the Public: It is unlikely that BJA or OVC will be able to fund all promising applications submitted under this solicitation, but it may have the opportunity to share information with the public regarding promising but unfunded applications, for example, through a listing on a web page available to the public. The intent of this public posting would be to allow other possible funders to become aware of such proposals.

Applicants are asked to indicate whether they give OJP permission to share their project abstract (including contact information) with the public. Granting (or failing to grant) this permission will not affect OJP's funding decisions, and, if the application is not funded, granting permission will not guarantee that abstract information will be shared, nor will it guarantee funding from any other source.

Note: OJP may choose not to list a project that otherwise would have been included in a listing of promising but unfunded applications, should the abstract fail to meet the format and content requirements noted above.

3. Program Narrative (Attachment 2)

Both partner applicants must submit an ***identical***, coordinated program narrative that is responsive to the solicitation and the requirements outlined below.

OVC victim service applicants must also provide a separate attachment (as Attachment 10) that addresses the requirements set forth in Appendix C: The OVC Comprehensive Service Model and Program Strategy.

The program narrative should be double-spaced, using a standard 12-point font (Times New Roman preferred); have no less than 1-inch margins; and should not exceed 25 pages. Pages should be numbered "1 of 25," "2 of 25," etc. The separate attachment (Attachment 10) provided by OVC victim service applicants should also meet these requirements; however, the attachment should not exceed 20 pages.

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

The program narrative should include three clearly identified separate sections: Statement of the Problem, Project Design/Implementation Plan, and Organizational Capability and Project Management. (Detailed Data Collection/Evaluation Plans and the Time-Task Plan should be separate attachments.)

The following sections should be included as part of the program narrative.

- a. Statement of the Problem: Applicants must include the following:
 - Identification of the problem of human trafficking within the targeted jurisdiction or geographic area, including verifiable local/state/federal data regarding investigations, prosecutions, and services to trafficking victims in the task force area. **Applicants must provide the source of this data.**
 - Outstanding problems, gaps in services, and unmet needs regarding human trafficking in the proposed geographic area.
 - Description of how this funding opportunity will help address these problems.
- b. Project Design and Implementation: Law enforcement applicants and victim service applicants must submit an identical, coherent, concise, and complete plan for the implementation of this project that address the requirements of the solicitation as described below and on pages 5–11 and within Appendix C: OVC Comprehensive Service Model and Project Strategy (for victim service providers). OVC victim service applicants should briefly address the requirements stated in Appendix C within the Program Design and Implementation section but should provide greater detail addressing the requirements of Appendix C in a separate attachment (as Attachment 10).

The following information must be included in both identical program design and implementation plans. Both law enforcement and victim service provider applicants must coordinate and contribute the necessary information to build one program design and implementation plan that addresses all below items.

Items to be addressed by both applicants within the identical narratives:

- Project goals and objectives. The applications from both law enforcement and victim service provider partners from each task force location should have the same overarching goals, which must also be in alignment with the overall goals of this solicitation as stated on pages 6-7. 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 jurisdictional or geographic area targeted.
- The planned structure of the task force that includes a description of leadership, identification of key task force members, roles, and responsibilities of each member. (See page 7 for more detail.)
- The co-leadership role of the USAO with the applicant law enforcement agency, including how the USAO will be involved in the day-to-day operation of the task force.
- Key stakeholder collaboration and commitment, including a demonstration of a well-established partnership and how each will work together.
- A description of the location or investigative unit of the key law enforcement task force members within this structure, and whether or not it will co-locate key task force member agencies at that site (strongly recommended). (See page 8 for more detail.)
- A plan to provide adequate staff, administrative support, and resources for the task force, eliminating add-on responsibilities, to ensure that the task force can meet the goals and requirements of the grant.
- A description of other open awards of federal grant funds, related state or private grants, contracts or community initiatives that will complement this grant program (for example, Rescue and Restore Coalitions, HHS-funded trafficking victim assistance providers, Rescue and Restore Regional Program grants, HHS-funded Enhanced Employment Assistance Programs, Innocence Lost Task Forces, or Internet Crimes Against Children (ICAC) Task Forces). Applicants must provide information about whether or not these other funding sources support identical cost items as outlined within this proposal and describe how these funding sources will be coordinated and tracked separately to avoid duplication.
- A description of specific strategies to be used to ensure that all forms of trafficking will be proactively investigated within each task force jurisdiction, without prioritizing one form of trafficking over another.
- A demonstration of the use of a data-driven approach to combating human trafficking that includes using a set process to gather, analyze, and share intelligence within and across task forces and other law enforcement agencies.

- A plan to ensure that intensive case management and services will be provided for all victims identified through this initiative (victims of sex and labor trafficking, male and female, foreign national and domestic, adults and minors), without prioritizing one type of victim over another.
 - A brief description of how the victim service applicant will ensure the provision of EACH of the direct services outlined in Appendix C: OVC Comprehensive Victim Service Model. *A detailed description of the Appendix C requirements must be provided as a separate attachment (Attachment 10).* Each service 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.
 - MOUs or Letters of Intent from victim service partners demonstrating a commitment to provide the services outlined in Appendix C should be provided as separate attachments (as Attachment 8) to the grant application. (See Appendix C for more detail about what the MOU or Letter of Intent should include.) Applications received with inadequate documentation to support how services will be provided by outside agencies will not be considered competitive.
 - A plan for regularly scheduled (at least quarterly) multidisciplinary task force meetings of all stakeholders to update, discuss, and collaborate on trafficking incidents, investigations, and victim services. Include information on how task force leaders will ensure the inclusion and participation of all stakeholders. (See page 8.)
 - A plan to conduct training, outreach, and public awareness activities to build community capacity to combat trafficking in all forms. (Law enforcement applicants, see page 10-11 for specific details about what the training/outreach plan must include. Victim service applicants see Appendix C: OVC Comprehensive Model and Program Strategy.) NOTE: Due to the pre-approval requirements, it is recommended that any trainings that will incur a cost should be not planned during the first quarter of the grant.
 - A description of how program activities are tied to the goals, objectives, and the performance measures applicable to the project. A comprehensive timeline that identifies milestones, lists deliverables numerically, and indicates who is responsible for each activity should be provided as a separate attachment (as Attachment 6) to the grant application. (See page 22.)
 - The identification of the task force key staff who will attend the mandatory OJP-sponsored kickoff training meeting and other trainings and professional development opportunities. (See pages 10-11 and 21.)
- c. Organizational Capability and Project Management: 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:
- Experience and administrative/financial capacity to manage federal grants.

- Identification of key staff responsible for managing and implementing key aspects of the project.
- Documentation of experience and qualifications of key staff that will enable them to successfully implement this project. Victim service applicants must demonstrate that key staff, including case managers, have prior victim service experience or must be under the direct supervision of a senior case manager/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 (male/female/transgender, foreign national and domestic, adults and minor).
- 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 7).

4. Budget Detail Worksheet and Budget Narrative (Attachment 3)

Applicants must provide **separate** budgets that are allowable, cost-effective, and reasonable. Budget line items must relate directly to the program strategy and be explained in the budget narrative.

a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet.

For questions pertaining to budget and examples of allowable and unallowable costs, please see the OJP Financial Guide at www.ojp.usdoj.gov/financialguide/index.htm.

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).

Applicants should demonstrate in their budget narratives how they will maximize cost effectiveness of grant expenditures. Budget Narratives should demonstrate 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 narrative should be mathematically sound and correspond 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 they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

When completing both the budget narrative and the budget detail worksheet, applicants must include the following:

Travel for Required Meetings/Trainings: Applicants should plan to attend the following trainings and allocate these costs within the “Travel” category of the budget (if the traveler is an employee of the applicant organization). Please note: Travel costs associated with key staff who are not directly employed by the grantee organization (a consultant, speaker, or key local task force member) must be listed under the “Consultant” category on the budget detail worksheet.

Applicants must breakout costs associated with travel, lodging, per diem, and ground transportation for each of the following events:

1. One Regional Financial Management Training Seminar sponsored by OJP’s Office of the Chief Financial Officer (OCFO), unless the applicant has previously attended this seminar, or plans to take the training on-line. Specific information about the dates and locations of upcoming OCFO events and information about the DOJ Grants Financial Management Online Training can be found at www.ojp.usdoj.gov/training/training.htm. **(All applicants)**
2. One regional trafficking training, 2 ½–3 days in a location to be determined. **(All applicants)**

Program Match: A 25-percent program match is required (see page 12).

Consultant Rates: Consultant rates may not exceed the maximum of \$450/day or, if paid by the hour, \$56.25/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 \$450/day or \$56.25 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 BJA/OVC after the award is made.

5. Indirect Cost Rate Agreement (Attachment 4, if applicable)

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) Attach a copy of the federally approved indirect cost rate to the application. Applicants that do not have an approved rate may request one through their federal agency, which will review all documentation and approve a rate for the applicant organization or, if the applicant’s accounting system permits, costs may be allocated in the direct cost categories. If DOJ is the cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf.

6. Plans for Evaluation and Collecting the Data Required for this Solicitation’s Performance Measures (Attachment 5)

BJA and OVC do not require applicants to submit performance measures data with their application. Performance measures are included as an alert that BJA or OVC (as appropriate) will require successful applicants to submit specific data to as part of their reporting requirements. This includes submission of data into the HTRS (for law enforcement) and the TIMS (for victim service providers). For the application, applicants

should indicate an understanding of these requirements and discuss how they will gather the required data, should the applicant receive funding.

All applicants should document any plans they may have for conducting basic evaluation activities, incorporating the performance measures required under this grant. (Law enforcement applicants, see pages 13-14. Victim service applicants, see Appendix C: OVC Comprehensive Victim Service Model and Program Strategy.) All applicants must be willing to participate in an evaluation of the program if requested by the awarding agency (BJA or OVC). OVC victim service applicants must address evaluation requirements within the application as stated in Appendix C: OVC Comprehensive Service Model and Program Strategy.

The following should also be specifically addressed:

- A description of what resources will be dedicated to data collection.
- A description of the methods used to collect performance measurement data from staff and sub-contracted partners.
- A plan to fulfill the monthly federal reporting requirements by reporting new human trafficking incidents and updating already reported incidents into the appropriate reporting databases—HTRS (law enforcement) and TIMS (victim service organization).

7. Project Timeline (Attachment 6)

Both partner applicants must submit the same project timeline to demonstrate coordination and integration of goals and objectives across this initiative. The timeline document must show:

- Milestone project goals.
- Related objectives, activities (including data collection and programmatic and financial reporting), and expected completion dates.
- Organization and person(s) responsible for completing each task.
- Project timeline should reflect the entire 24-month award period.

8. Position Descriptions/Resumes (Attachment 7)

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

9. Letter of Intent between Applicant Agencies (Attachment 8)

Both partner applicants must submit the same Letter of Intent signed by the heads of the law enforcement agency and the victim service organization. The letter must demonstrate a strong existing relationship between the applicants and must document the commitment to closely planned active coordination, collaboration, and partnership.

10. Letters of Intent or MOUs with Project Partners (Attachment 9)

Letters of Intent or MOUs from agencies and organizations that will be involved in the task force may be included as one attachment. Victim service applicants must include Letters of Intent or MOUs, as described within Appendix C: OVC Comprehensive Service Model and Project Strategy.

11. Plan for the Provision of Direct Services to Victims (Attachment 10), Victim Service Applicants Only

A detailed description of how the victim service applicant will ensure the provision of EACH of the direct services outlined in Appendix C: OVC Comprehensive Victim Service Model. Each service 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.

12. Training Plan (Attachment 11), Victim Service Applicants Only

Under this program, OVC recommends that a minimum of 2 percent, but no more than 5 percent of the total victim service project cost, including the required match funds, be dedicated to conducting local trainings for project partners and other community members and to providing project staff with professional development opportunities (including travel to attend local or national victim assistance or regional or national trafficking conferences and kickoff meetings). Training should be developed and delivered in coordination with law enforcement partners and task force key stakeholders.

NOTE: All training hosted by the applicant organization with funds awarded through this cooperative agreement would be subject to regulations, policies and guidance outlined on the OJP Web site at www.ojp.gov/funding/confcost.htm. This includes the requirement to obtain specific DOJ prior approval at least 120 days before the date of a conference, training, or other formal event planned and implemented with the use of grant funds.

The training plan submitted within the application program narrative should include a general implementation timeline for conducting local trainings, including the submission of requests for DOJ prior approval, and for sending key staff to professional development opportunities. See pages 10-11 and 21 of the solicitation for more information about training and how training funds should be allocated in the budget.

13. Tribal Authorizing Resolution (Attachment 12, if applicable)

Tribes, tribal organizations, or third parties proposing to provide direct services or assistance to residents on tribal lands should include in their applications a resolution, a letter, affidavit, or other documentation, as appropriate, that certifies that the applicant has the legal authority from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for a grant on behalf of a tribe or multiple specific tribes, then the application should include appropriate legal documentation, as described above, from all tribes that would receive services/assistance under the grant. 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.

14. Additional Attachments

a. Applicant disclosure of pending applications.

Applicants are to disclose whether they have pending applications for federally funded assistance that include requests for funding to support the same project being proposed

under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to State agencies that will be subawarding 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.

Applicants that have pending applications as described above are 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 funding agency

Federal or State Funding Agency	Solicitation Name/Project Name	Name/Phone/E-mail for Point of Contact at Funding Agency
DOJ/COPS	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov
HHS/ 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

Applicants should include the table as a separate attachment, with the file name “Disclosure of Pending Applications,” to their application. Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page. (e.g., “[Applicant Name] does not have pending applications submitted within the last 12 months for federally funded assistance that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.”)

b. Research and Evaluation Independence and Integrity

If a proposal involves research and/or evaluation, regardless of the proposal’s rating under the selection criteria, in order to receive funds, the applicant’s proposal must demonstrate research/evaluation independence, including appropriate safeguards to ensure research/evaluation objectivity and integrity.

For purposes of this solicitation, research and evaluation independence and integrity pertains to ensuring that the design, conduct, or reporting of research/evaluation funded by BJA or OVC grants, cooperative agreements, or contracts will not be biased by any personal or financial conflict of interest on the part of the investigators responsible for the

research/evaluation or on the part of the applicant organization. Conflicts can be either actual or apparent. Examples of potential investigator (or other personal) conflict situations may include where an investigator would be in a position to evaluate a spouse's work product (actual conflict), or where an investigator would be in a position to evaluate the work of a former colleague (apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization could not be given a grant to evaluate a project if that organization had itself provided substantial prior technical assistance to that project, as the organization in such an instance would 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/evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability is a problem.

In the attachment dealing with research and evaluation independence and integrity, the applicant should explain the process and procedures that the applicant has put in place to identify and eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or subrecipients. It should also identify any potential organizational conflicts of interest on the part of the applicant with regard to the proposed research/evaluation. If the applicant reasonably believes that no potential personal or organizational conflicts of interest exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion.

Where potential personal or organizational conflicts of interest exist, in the attachment, the applicant should identify the safeguards the applicant has or will put in place to eliminate, mitigate, explain, or otherwise address those conflicts of interest.

Considerations in assessing research and evaluation independence and integrity will include, but may not be limited to, the adequacy of the applicant's efforts to identify factors that could affect the objectivity/integrity of the proposed staff and/or the organization 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.

15. Other Standard Forms

Additional forms that may be required in connection with an award are available on OJP's funding page at www.ojp.usdoj.gov/funding/forms.htm. For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Note in particular the following forms:

- a. [Standard Assurances](#)*
Applicants must read, certify, and submit in GMS prior to the receipt of any award funds.
- b. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)*
Applicants must read, certify, and submit in GMS prior to the receipt of any award funds.
- c. [Accounting System and Financial Capability Questionnaire](#)
Any applicant (other than an individual) that is a non-governmental entity and that has not received any award from OJP within the past 3 years; must download, complete, and submit this form.

*These OJP Standard Assurances and Certifications are forms which applicants accept in GMS. They are not additional forms to be uploaded at the time of application submission.

Selection Criteria

The “What an Application Should Include” section (pages 15–25) provides detailed information about what will be reviewed and evaluated within each section of the application. Each section of the application will be evaluated using the weighted percentages below. **It is imperative that all elements of the application be addressed as described under “What an Application Should Include” and the corresponding sections of the solicitation.**

1. Statement of the Problem (20 percent of 100) (see page 17)
2. Project Design and Implementation (40 percent of 100) (see page 17)
3. Organizational Capability and Project Management (20 percent of 100) (see page 19)
4. Budget (10 percent of 100) (see pages 20-21)
Provide a proposed budget and budget narrative that are complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should demonstrate 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.¹
5. Plans for Evaluation and Collecting the Data Collection Required for this Solicitation’s Performance Measures (10 percent of 100) (see page 21-22)

Review Process

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

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. BJA may use either internal peer reviewers, external peer reviewers, or a combination, to review the applications under this solicitation. 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. Applications that meet basic minimum requirements will be evaluated, scored, and rated by a peer review panel. Peer reviewers’ ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer (OCFO), in consultation with BJA and OVC, reviews applications for potential discretionary awards to evaluate the fiscal integrity and financial capability of applicants, examines proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and determines whether costs are

¹ Generally speaking, a reasonable cost is a cost that if, 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.

reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

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 consider factors including, but not limited to, underserved populations, geographic diversity, locations of existing open and active trafficking grants, strategic priorities, past performance, and available funding when making awards.

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance
- Civil Rights Compliance Specific to State Administering Agencies
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-profit Organizations
- Government Performance and Results Act (GPRA)

- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act of 2006 (FFATA)
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Policy and Guidance for Conference Approval, Planning, and Reporting
- OJP Training Guiding Principles for Grantees and Subgrantees

How To Apply

Applicants must submit applications through Grants.gov. Applicants must first register with Grants.gov in order to submit an application through Grants.gov, a “one-stop storefront” to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at 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**, 24 hours a day, 7 days a week, except 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 and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications well in advance of 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.

Note: BJA 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 email updates will be notified.

All applicants are required to complete the following steps:

1. **Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used to for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. 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. A DUNS number is usually received within 1-2 business days.
2. **Acquire registration with the System for Award Management (SAM). SAM replaces the Central Contractor Registration (CCR) database** as the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. (Previously, organizations that had submitted applications via Grants.gov were registered with CCR, as it was a requirement for

Grants.gov registration. SAM registration replaces CCR as a pre-requisite for Grants.gov registration.) Applicants must **update or renew their SAM registration annually** to maintain an active status.

Applicants that were previously registered in the CCR database must, at a minimum:

- Create a SAM account;
- Log in to SAM and migrate permissions to the SAM account (all the entity registrations and records have already been migrated).

Applicants that were not previously registered in the CCR database must register in SAM prior to registering in Grants.gov. Information about SAM registration procedures can be accessed at 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. The applicant organization's DUNS number must be used to complete this step. For more information about the registration process, go to www.grants.gov/applicants/get_registered.jsp.
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. Note that an organization can have more than one AOR.
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 BJA-2013-3482.
6. **Select the correct Competition ID.** Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If applying to a solicitation with multiple Competition IDs, select the appropriate Competition ID for the intended purpose area of the application.
7. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. An applicant that expends any funds for lobbying activities must provide the detailed information requested on the form, *Disclosure of Lobbying Activities*, (SF-LLL). Applicants that do not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.
8. **Submit an 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 an e-mail validation message from Grants.gov. The message will state whether OJP has received and validated the application, or rejected it, with an explanation. **Important:** OJP urges applicants to submit applications **well in advance** of the application due date to allow time to receive the validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

Note: Grants.gov only permits the use of specific characters in names of attachment files. Valid file names may only include the following characters: A-Z, a-z, 0-9, underscore

(), hyphen (-), space, and period. Grants.gov will forward the application to OJP's Grants Management System (GMS). 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."

Note: Duplicate Applications

If an applicant submits multiple versions of an application, BJA and OVC will review the most recent version submitted.

Experiencing Unforeseen Grants.gov Technical Issues

Applicants who experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the BJA or OVC staff (as appropriate) **within 24 hours after the application deadline** and request approval to submit their application. The e-mail must describe the technical difficulties, and include a timeline of the applicant's submission efforts, the complete grant application, the applicant DUNS number, and any Grants.gov Help Desk or SAM tracking number(s). **Note: BJA and OVC do not automatically approved requests.** After the program office reviews the submission, and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, BJA or OVC will inform the applicant whether the request to submit a late application has been approved or denied. If the technical issues reported cannot be validated, BJA or OVC will reject the application as untimely.

The following conditions are not valid reasons to permit late submissions: (1) failure to register in sufficient time, (2) failure to follow Grants.gov instructions on how to register and apply as posted on its web site, (3) failure to follow all of the instructions in the OJP solicitation, and (4) technical issues with the applicant's computer or information technology environment, including firewalls.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding web page at www.ojp.usdoj.gov/funding/solicitations.htm.

Provide Feedback to OJP on This Solicitation

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, the application submission process, and/or the application review/peer review process. Feedback may be provided to OJPSolicitationFeedback@usdoj.gov.

IMPORTANT: This email is for feedback and suggestions only. Replies are **not** sent from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, **you must** directly contact the appropriate number or email listed on the front of this solicitation document. These contacts are provided to help ensure that you can directly reach an individual who can address your specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please email your resume to ojpperreview@lmbps.com. The OJP Solicitation Feedback email account will not forward your resume. **Note:** Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.

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/preservation, medical care, dental care, substance abuse treatment, assistance with educational needs/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.

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

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.

Human Trafficking Reporting System (HTRS): an online database managed by the Bureau of Justice Statistics that requires federally funded law enforcement agencies to report monthly on the performance measures listed on page 13 - 14. Agencies must report new investigations/incidents and update already reported ones to fulfill one of the federal reporting requirements of the grant.

Key stakeholders: task force members (key stakeholders) for this program must include, but are not limited to:

- State/local/tribal law enforcement (police, sheriff, etc.).
- Victim service organizations, nongovernmental organizations, and social service agencies with expertise in working with victims of trafficking.
- U.S. Attorney's Office (the designated Assistant U.S. Attorney).
- Federal law enforcement (ICE, DOL, FBI, etc.).
- State Attorney General's Office.
- State and/or district prosecutor's office.
- Federal, state, and local regulatory agencies (ATF, IRS, state licensing departments and regulating bodies, etc.).
- Other critical partners, as identified by the applicants (including criminal justice system victim/witness coordinators/specialists on local, state, and federal levels, state monitor advocates, legal services organizations, faith-based organizations, etc.).

Minor: a person who is under the age of 18.

Multidisciplinary anti-human trafficking task force (or "Task Force site"): a grouping of individuals and organizational resources that provides 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 (key stakeholders) for this program must include, but are not limited to those listed above under “Key stakeholders.”

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

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(8):

- 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: Application Checklist

BJA/OVC FY 2012 Enhanced Collaborative Model to Combat Human Trafficking

This application checklist has been created to assist in developing an application.

Eligibility Requirement (see “Eligibility” on cover):

- The federal amount requested is within the allowable limit(s) of \$500,000;
- State, Local, or Tribal Law Enforcement Agency; OR
- Nonprofit Victim Service Organization

Note: One application from a law enforcement agency and one from a victim service organization proposing to partner under this program is required. Each application should be submitted separately. Law enforcement applicants must determine if there is an existing OVC funded trafficking victim service provider within their jurisdiction. If an OVC service provider exists law enforcement must partner with them or provide a strong justification why they are choosing to partner with a different service provider. (For a current listing of OVC funded trafficking victim service providers please visit the OVC Web site, <http://www.ojp.usdoj.gov/ovc/grants/traffickingmatrix.html>)

Grants.gov Registration (see “How To Apply,” page 28):

- Acquire a DUNS number if applicant organization does not already have one
- Acquire or renew registration with the System for Award Management (SAM).
Note: Applicants must update or renew their SAM registration at least once per year to maintain an active status.
- Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password
- Acquire authorization for your AOR from the E-Business Point of Contact
- Find the funding opportunity on Grants.gov

Application Submission Deadline (see “Deadlines: Registration and Application,” page 4):

- Applications are due by 11:59 p.m. eastern time on March 14, 2013. *You are urged to submit your application at least 72 hours prior to the application submission deadline.*

What an Application Should Include:

****Note: Both applicant partners must use the same Project Abstract, Program Narrative, Project Timeline, and Letter of Intent in their application.****

The application components (elements) should address the specific selection criteria (see “Selection Criteria,” page 25 - 26) for that component. The selection criteria will be used to review and evaluate the merits of each proposed project and the capabilities of each applicant.

- Application for Federal Assistance (SF-424) (see page 16)
- Project Abstract (Attachment 1) (see page 16)

- _____ Identical document for both the law enforcement agency and the victim service provider
- _____ Program Narrative (Attachment 2) (see page 17)
 - _____ Statement of the Problem
 - _____ Project Design and Implementation
 - _____ Organizational Capability and Project Management
 - _____ Identical document for both the law enforcement agency and the victim service provider
- _____ Budget Detail Worksheet (Attachment 3) (see page 20)
 - _____ Includes a 25-percent cash or in-kind match included
- _____ Budget Narrative (Attachment 3) (see page 20)
- _____ Disclosure of Lobbying Activities (SF-LLL) (see page 29)
- _____ Indirect Cost Rate Agreement (Attachment 4, if applicable) (see page 21)
- _____ Plans for Evaluation and Collecting the Data Required for this Solicitation's Performance Measures* (Attachment 5) (see page 21)
- _____ Project Timeline (Attachment 6) (see page 22)
 - _____ Identical document for both the law enforcement agency and the victim service provider
- _____ Position Descriptions/Resumes (Attachment 7) (see page 22)
- _____ Tribal Authorizing Resolution (Attachment 12, if applicable) (see page 25)
- _____ Other Standard Forms as applicable (see page 25), including:
 - _____ Accounting System and Financial Capability Questionnaire (if applicable)
 - _____ Standard Assurances
- _____ **Other Attachments:**
 - _____ Letter of Intent (Attachment 8) (see page 22)
 - _____ Identical document for both the law enforcement agency and the victim service provider
 - _____ MOUs and Letters of Intent (Attachment 9) (see page 22)
 - _____ Plan for the Provision of Direct Services to Victims (Attachment 10), victim service applicants only (see page 23)
 - _____ Training Plan (Attachment 11), victim service applications only (see page 23)
 - _____ Disclosure of Pending Applications (see page 23)
 - _____ Research and Evaluation Independence and Integrity (see page 24)

Appendix C: OVC Comprehensive Victim Service Model and Program Strategy

Overview

One award will be made to a provider within each task force site. Under this solicitation, a victim service organization must demonstrate that they have the expertise and organizational capacity to successfully undertake an initiative that involves significant collaboration with local, state, and federal law enforcement, as well as local public agencies, victim service providers, and nonprofit and faith-based organizations that serve or work with immigrant populations, youth, people with disabilities, persons who are homeless, persons who identify as lesbian, gay, bisexual, transgender, and queer (LGBTQ), male victims, persons with substance abuse addictions, among others, in order to implement a comprehensive model of service delivery to victims of sex and labor trafficking as defined by the TVPA of 2000.

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. **Funds are not intended to provide long-term financial assistance to trafficking victims.** Relying on OVC grant funding to provide long-term assistance to a single victim may weaken the overall program integrity.

In addition to the provision of victim services, the organization must devise a plan for conducting training and public awareness activities on human trafficking as well as a plan to implement and execute a program evaluation.

The Comprehensive Service Model

Applicants seeking funding through this solicitation must demonstrate that they have a comprehensive service model in place or have specific plans to use grant funding to develop such a model for male and female victims of sex and labor trafficking, as well as a plan for providing services to minors. A coherent, concise, and complete comprehensive service model will ensure that victims of human trafficking 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 assist the victim in identifying and obtaining their personal goals. This includes informing the victim about their options in working with local/state/tribal/federal law enforcement in the prosecution of the trafficker and supporting them through the process, and how they will serve minors who cannot make informed decisions regarding the support they may need.

The comprehensive service model must include a plan to provide intensive case management to the victim regardless of his/her situation, such as a domestic minor placed in foster care, group home, detention facility or residing with family; or, an adult living independently or within a substance abuse treatment center or homeless shelter. The goal of the intensive case management is to ensure the provision of “wrap around services” that meet victims where they are and best informs their choices, while working through the trauma of the situation and interacting with the necessary local and federal partners. Local and federal partners include, but are not limited to, local, state, tribal, and federal law enforcement and prosecutors, the federal immigration system; legal assistance providers; child welfare and child protection service systems; domestic violence, youth, and homeless shelter systems and transitional housing

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programs; child and adult educational systems; substance abuse treatment agencies; drop-in centers for youth and adults; detention facilities; medical and mental health services and systems; tribal/native related services and expertise; and other partners providing critical services.

Victim service organizations funded under this initiative must ensure that comprehensive services described below will be made available to all victims identified through this initiative, including foreign national, legal permanent residents and U.S. citizen victims of sex or labor trafficking, male/female, adult/minor. Applicants must include a description of how they will provide EACH of the direct services described below, either in-house or through project partners.

- Intake and eligibility assessment.
- 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.
- Shelter/housing and sustenance: includes access to a variety of emergency and transitional shelter, group and independent living options, and food.
- Medical care.
- Dental care.
- Mental health treatment, emergency mental health assessments, and individual and/or group counseling.
- Interpreter/translator services.
- Assistance in achieving U.S. Department of Health and Human Services (HHS) certification for foreign national victims, including: coordination with law enforcement and allied experts to assist eligible victims to achieve certification (coordination should include task force member agencies); assistance, which may also include coordination with federal law enforcement to request Continued Presence (CP); and, assisting the victim in obtaining necessary documents to support their application for services and programs for which they may be eligible.
- 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. Attorneys' Offices (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.

- Literacy education, job training, and/or education/GED assistance that is culturally and linguistically appropriate and is relevant and beneficial to the victims' current situation.
- Life skills training, including managing personal finances, self-care, parenting classes, and programs that help clients achieve self-sufficiency.
- Employment assistance.
- 24-hour evening and weekend response 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.
- Legal services, including:
 - assistance in screening the client to ensure that the victim meets the definition of human trafficking as described by the TVPA of 2000;
 - 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 Continued Presence;
 - assistance in achieving certification or recognition as a minor victim through Department of Health and Human Services, Office of Refugee Resettlement, for eligibility to apply for benefits to the same extent as refugees;
 - assistance in applying for a T-visa or other immigration relief;
 - assistance with payment of application fees and visa fees, if needed;
 - assistance on 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;
 - 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.

Victim service 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 and without demonstrated collaboration with other community-based agencies, will not be considered responsive to the solicitation.

- Foreign National Victims (minors and adults): A comprehensive array of services can be provided to a foreign national victim in the short term aftermath of victim identification, until they achieve certification from the U.S. Department of Health and Human Services, Office of Refugee Resettlement (ORR). Once a trafficking victim achieves 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 no trafficking specific case management and/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.
- Domestic Victims (U.S. Citizens and LPR minors and adults): A comprehensive array of services can be provided to a victim, in the short term aftermath of victim identification until they are 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.

Victim service applicants must ensure that eligible victims served under this program are not concurrently served with other Federally funded grants, contracts, or sub-awards issued to the applicant agency specifically for services for victims of human trafficking, such as awards funded by ORR, or other federal sources. A grantee that receives both OVC trafficking services funds and ORR trafficking victim assistance funds to serve pre-certified victims, should use funds awarded by OVC until the victim achieves certification. After certification the victim should be transferred to an ORR victim assistance funded program.

Victim service and law enforcement applicants must 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.

Victim Eligibility for Services

Funding through this solicitation will provide services to victims of human trafficking—foreign national and domestic, minor and adult, male and female, victims of sex and labor trafficking. (See Appendix A: Definitions.)

For purposes of services under this program, an eligible individual would be identified as:

1. A victim of a severe form of trafficking in persons as defined in the Trafficking Victims Protection Act of 2000 (TVPA), at 22 U.S.C. § 7102(8). (See Appendix A: Definitions–“Victim of trafficking.”)
2. A person willing to assist in every reasonable way in the investigation and prosecution of severe forms of trafficking in persons (unless this person is under the age of 18 or would be negatively impacted or traumatized by a requirement to assist law enforcement).

MOUs and Letters of Intent:

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: (1) names of the organizations involved in the agreement; (2) scope of the direct service(s) to be provided under the agreement; (3) duration of the agreement; (4) total costs associated with the agreement (if applicable); (5) estimated cost per victim or cost of actual services provided – fee-for-service or no-cost; and (6) 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 provide 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.

Administrative and Operational Costs:

Funds awarded through this cooperative agreement are intended to support costs for the provision of direct services. Project costs toward salary/benefits for administrative staff and operational costs that do not provide direct victim services should not exceed 10% of total project costs.

Training

The Training Plan should be submitted as one separate attachment to the application (Attachment 11).

Training and public awareness activities are integral to a community’s response to human trafficking. **Under this program, OVC recommends that a minimum of 2 percent (but no more than 5 percent) of the total victim service project cost, including match funds, be dedicated to: conducting local trainings for project partners and other community members; and providing project staff with professional development opportunities** (including travel to attend local or national victim assistance or regional or national trafficking conferences). Training should be developed and delivered in coordination with law enforcement partners and task force key stakeholders.

NOTE: All training hosted by the applicant organization with funds awarded through this cooperative agreement would be subject to regulations, policies and guidance outlined on the OJP web site at www.ojp.gov/funding/confcost.htm. This includes the requirement to obtain specific DOJ prior approval at least 120 days before the date of a conference, training, or other formal event planned and implemented with the use of grant funds.

The training plan submitted within the application program narrative should include a general implementation timeline for conducting local trainings, including the submission of requests for DOJ prior approval, and for sending key staff to professional development opportunities. See pages 22 of the solicitation for more information about training and how training funds should be allocated in the budget.

Evaluation

The Evaluation Plan and Plan for Collecting Data for Performance Measures should be submitted as one separate attachment to the application (Attachment 5).

Evaluation is necessary to ensure projects meet intended goals related to service provision and impact on victims of human trafficking. **Under this program, OVC recommends that no more than 5 percent of the total victim service project budget, including match funds, be used to support a program evaluation.**

Applicants may propose to hire an evaluation consultant or utilize existing staff with appropriate expertise. Funds allocated for evaluation may also be used to support activities related to data collection for OVC-required performance measures. (See "Performance Measures," page 13 - 14 and "Data Collection" below)

The evaluation plan must identify: (1) the evaluation consultant or key staff who will conduct evaluation activities; (2) qualifications of the consultant or staff selected to conduct evaluation activities; (3) the basic methodology and timeline of evaluation activities; and (4) the costs associated with evaluation activities.

Data Collection

The applicant must include a plan that describes how performance measurement data will be collected. OVC has developed the Trafficking Information Management System (TIMS) Online to assist grantees with collecting, organizing and reporting performance measure 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 activities, and number and disciplines of professionals trained. All successful applicants for victim service funding will receive access to TIMS Online and the TIMS Users Guide. Grantees are required to use TIMS Online to support performance measurement reporting. OVC TTAC provides detailed training and technical assistance on the use of the TIMS Online for OVC's grantees. More information about TIMS Online is available upon request.