U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

Human Trafficking Training and Technical Assistance Program
FY 2020 Competitive Grant Solicitation

CFDA # 16.320

Grants.gov Solicitation Number: BJA-2020-17135

Solicitation Release Date: April 1, 2020

Application Deadline: 11:00 p.m. eastern time on May 18, 2020

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP) is seeking applications for funding the Human Trafficking Training and Technical Assistance Program. This program furthers the Department's mission by assisting agencies to develop effective multidisciplinary strategies that combat and prosecute human trafficking.

This solicitation incorporates the OJP Grant Application Resource Guide by reference. It provides guidance to applicants on how to prepare and submit applications for funding to OJP. If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.

Eligibility (Who may apply):
The following entities are eligible to apply:

- National nonprofit organizations

- For-profit (commercial) organizations (including tribal nonprofit or for-profit organizations)

- Institutions of higher education (including tribal institutions of higher education)

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

Contact information
For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800–518–4726 or 606–545–5035, at https://www.grants.gov/web/grants/support.html, or at support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

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

For assistance with any unforeseen Grants.gov technical issues beyond an applicant's control that prevent it from submitting its application by the deadline, or any other requirement of this solicitation, contact the National Criminal Justice Reference Service (NCJRS) Response Center: toll-free at 800–851–3420; via TTY at 301–240–6310 (hearing impaired only); email grants@ncjrs.gov; fax to 301–240–5830; or web chat at https://webcontact.ncjrs.gov/ncjchat/chat.jsp. The NCJRS Response Center hours of operation are 10:00 a.m. to 6:00 p.m. eastern time, Monday through Friday, and 10:00 a.m. to 8:00 p.m. eastern time on the solicitation close date.

Deadline Details

Applicants must register with Grants.gov at https://www.grants.gov/web/grants/register.html prior to submitting an application. All applications are due by 11 p.m. eastern time on May 18, 2020.

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

An applicant must use the **Add Attachment** button to attach a file to its application. Do not click the paperclip icon to attach files. This action will not attach the files to the application. After adding an attachment, select the **View Attachment** button to confirm you attached the correct file. To remove the file, select the **Delete Attachment** button.

OJP encourages all applicants to read this Important Notice: Applying for Grants in Grants.gov.

For additional information, see the How to Apply (Grants.gov) section in the OJP Grant Application Resource Guide.

Contents

HUMAN TRAFFICKING TRAINING AND TECHNICAL ASSISTANCE PROGRAM
CFDA # 16.320

A. Program Description

Overview
The purpose of this solicitation is to select a set of coordinated training and technical assistance (TTA) providers to deliver a wide range of TTA services to local, state, and tribal jurisdictions, service providers receiving funding under the [Enhanced Collaborative Model (ECM) Task Force to Combat Human Trafficking](#) Program,[1] and others as identified by OJP. TTA providers funded under this solicitation are expected to work in collaboration with other OJP-funded TTA programs that offer a range of services to support both crime victims and victim service providers.

Statutory Authority: The statutory authority for this program is 34 U.S.C. §20705.

Program-specific Information
Applicants may apply for funding in three categories:

> Category 1: ECM Task Forces: Capacity Building and Implementation. Competition ID: BJA-2020-18452

> Category 2: ECM Task Forces: Law Enforcement- and Prosecution-focused Training and Technical Assistance. Competition ID: BJA-2020-18453

> Category 3: Preventing Human Trafficking and Child Exploitation Through Education Partnerships. Competition ID: BJA-2020-18454

This training and technical assistance program will support jurisdictions to:

- Investigate and prosecute acts of severe forms of trafficking in persons and related offenses that occur, in whole or in part, within the territorial jurisdiction of the United States.

- Train law enforcement personnel how to identify victims of severe forms of trafficking in persons and related offenses.

- Educate and train law enforcement personnel in how to establish trust of persons subjected to trafficking and encourage cooperation with prosecution efforts.

Objectives and Deliverables
OJP seeks a set of TTA providers that will provide coordinated delivery of national resources, subject matter expertise, and training critical to improving the capacity of state, local, and tribal

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[1] Since 2004, OJP has worked collaboratively to develop and enhance a multidisciplinary human trafficking task force model that is intended to support and facilitate a collaborative effort among local and federal law enforcement, prosecutors, and victim service providers. These task forces uphold the intent of the Victims of Trafficking and Violence Protection Act of 2000 (TVPA) by ensuring that all trafficking victims are identified and receive access to a broad array of supportive services, and that the crimes of human trafficking are successfully investigated and prosecuted at the state and federal levels.

jurisdictions and service provider partners to implement a multidisciplinary, collaborative approach to combat all forms of human trafficking and dismantle criminal trafficking networks.

The objectives under this solicitation are to:

- Provide ongoing TTA (both remotely and onsite) to strengthen the ECM task force approach and build the capacity of existing and future site-based human trafficking task force grantees throughout the duration of their federal funding.

- Provide subject matter expertise on a range of current human trafficking policy, investigative techniques, and practice issues for both OJP grantees and nongrantees.

- Disseminate materials describing promising practices, organize and convene meetings and forums (as required by OJP), and evaluate and report findings for the benefit of the field.

Category 1: ECM Task Forces: Capacity Building and Implementation

The TTA provider (to include subject matter experts) will mentor and guide current and future OJP-funded anti-trafficking task forces on the core elements of a high functioning ECM task force approach to include: mission and leadership, collaboration, capacity building, defined roles and responsibilities, data collection and information sharing, protocols, and sustainability.

Required Deliverables and Activities:
- **Peer Liaisons**: Recruit, maintain, and facilitate a diverse group of peer experts to work regularly with task forces to provide peer-to-peer advisory support (remotely and onsite) and serve as a liaison between the task forces, OJP, and the TTA provider. The peer experts should have experience in the following areas:

  o Law Enforcement and Prosecution: Managing successful human trafficking investigations and prosecutions; trauma-informed and victim-centered approaches; developing and implementing various protocols and standard operation procedures specific to human trafficking; information sharing; and use of intelligence and advanced analytical methods.

  o Cross System Multidisciplinary Collaborative Strategies: Direct involvement in or having facilitation and capacity building skills among diverse, cross system partnerships, especially between law enforcement and victim service providers.

- **Site Assessments, Support, and Outcomes:** Assist OJP with conducting onsite assessments of newly funded task forces over the course of the federal award by engaging directly with sites on strategic planning, implementation strengths and challenges, and outlining specific action steps. Assist OJP with ongoing site progress and programmatic performance. Produce a minimum of six case studies on high functioning multidisciplinary task forces, their experiences, and results. Use peer liaisons and other experts to create and provide tools and onsite TA support to facilitate multidisciplinary collaboration, partnerships, and clear documentation of the roles and responsibilities for all task force partners.

- **Convene Subject Matter Leaders:** Under the direction of OJP federal staff, convene a minimum of two national and/or regional events that bring together leaders across core task force disciplines to explore, assess, and identify gaps in emerging issues and training and recommend training solutions.

Category 2: ECM Task Forces: Law Enforcement- and Prosecution-focused Training and Technical Assistance

The TTA provider will provide specific training, expertise, and guidance to increase the organizational capacity of multidisciplinary task forces to conduct a range of practices to better identify victims, connect them to appropriate services, and successfully investigate and prosecute human trafficking cases at the state, federal, and tribal levels. Design and delivery of the TTA must be innovative, interactive, and use adult-learning principles.

Required Deliverables and Activities:
- **Triage Training Delivery:** Coordinate with the Category 1 TTA provider to systematically triage TTA delivery for all active, OJP-funded ECM task forces as well as nongrantee entities seeking assistance to operate an ECM task force.

- **Training**: Develop and deliver a catalog of specialized trainings (both in-person and virtual) and related materials (videos, webinars, online curricula) to address core task force operational topics such as leadership and collaboration, case operations, investigation and prosecution (including innovative or emerging techniques and best practices), service delivery, data collection and analysis, and outreach. Applicants should address how they will incorporate new and existing resources in trainings that may involve multisector or joint training and address a variety of critical and emerging human trafficking topics geared toward line level, command, and executive staff.

  Applicants are encouraged to work with a diverse set of organizations to inform and deliver a minimum of 15 training events across topics.

- **Peer-to-Peer Learning**: Establish, manage, and financially support a peer-to-peer site exchange that fosters peer learning across task forces. Newly funded task forces should be able to participate in at least one peer exchange, and applicants may identify any potential peer sites.

Category 3: Preventing Human Trafficking and Child Exploitation Through Education Partnerships

The TTA provider will work with state, local, and tribal law enforcement entities to design a human trafficking and child exploitation identification and prevention program for youth, and then train law enforcement to deliver the program in schools

Required Deliverables and Activities:
- **Develop and Train:** Develop a human trafficking identification and prevention curriculum and train law enforcement to deliver the curriculum in schools. Pilot the curriculum in a minimum of two sites and deliver the final curriculum to a minimum of five sites. All sites should be currently OJP-funded, ECM task force locations.

- **Assess** the training's effectiveness and submit a summary report to OJP on its impact.

The Objectives and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed under What an Application Should Include.

Evidence-based Programs or Practices
OJP strongly emphasizes the use of data and evidence in policymaking and program development in criminal justice, juvenile justice, and crime victim services. For additional

information and resources on evidence-based programs or practices, see the [OJP Grant Application Resource Guide](#).

Information Regarding Potential Evaluation of Programs and Activities
Applicants should note that OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. For additional information, see the [OJP Grant Application Resource Guide](#) section titled Information Regarding Potential Evaluation of Programs and Activities.

B. Federal Award Information

Maximum number of awards OJP expects to make   3

> Category 1: ECM Task Forces: Capacity Building and Implementation Technical Assistance: OJP expects to award one cooperative agreement up to $1,500,000.
>
> Category 2: ECM Task Forces: Law Enforcement- and Prosecution-focused Training and Technical Assistance: OJP expects to award one cooperative agreement up to $2,500,000.
>
> Category 3: Preventing Human Trafficking and Child Exploitation Through Education Partnerships: OJP expects to award one cooperative agreement up to $1,000,000.

The total amount anticipated to be awarded under the solicitation is $5,000,000

The period of performance start date is   October 1, 2020

The period of performance duration is   36 months

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

Under this solicitation, only one application by any particular applicant entity will be considered. An entity may, however, be proposed as a subrecipient (subgrantee) in more than one application.

OJP may elect to fund applications submitted under this FY 2020 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

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

Type of Award
OJP expects to make awards under this solicitation as cooperative agreements, managed by the Bureau of Justice Assistance, which provides for OJP to have substantial involvement in carrying out award activities. See the "Administrative, National Policy, and Other Legal Requirements" section of the [OJP Grant Application Resource Guide](#) for additional information.

Financial Management and System of Internal Controls
Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements[2] as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the OJP Grant Application Resource Guide for additional information.

Budget Information
Cost Sharing or Match Requirement
This solicitation does not require a match.

Please see the OJP Grant Application Resource Guide for information on the following:

  Pre-agreement Costs (also known as Pre-award Costs)

  Limitation on Use of Award Funds for Employee Compensation; Waiver

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

  Costs Associated with Language Assistance (if applicable)

C. Eligibility Information

For eligibility information, see title page.

For information on cost sharing or match requirements, see Section B. Federal Award Information.

D. Application and Submission Information

What an Application Should Include
The following application elements MUST be included in the application submission for an application to meet the basic minimum requirements (BMR) to advance to peer review and receive consideration for funding: Program Narrative, Budget Detail Worksheet and Budget Narrative, and résumés or curriculum vitae for key personnel to include consultants.

See the Application Elements and Formatting Instructions section of the OJP Grant Application Resource Guide for information on what happens to an application that does not contain all of the specified elements or that is nonresponsive to the scope of the solicitation*.*

1. **Application for Federal Assistance (Standard Form (SF)-424)**
   The SF-424 is a required standard form used as a cover sheet for submission of preapplications, applications, and related information. See the OJP Grant Application Resource Guide for additional information on completing the SF-424.

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

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[2] The "Part 200 Uniform Requirements" means the DOJ regulation at 2 C.F.R Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200.

2. **Project Abstract**

   Include an abstract that summarizes the proposed project in 400 words or fewer. Project abstracts should be:

   - Written for a general public audience.

   - Submitted as a separate attachment with "Project Abstract" as part of its file name.

   - Single-spaced, using a standard 12-point Times New Roman font with 1-inch margins.

   In addition, the abstract must: include the names of the lead applicant and the partner applicants (if a partner is included); a brief description of how the applicant plans to address the problem; and the amount of federal funding requested.

   As a separate attachment, the project abstract will not count against the page limit for the program narrative.

3. **Program Narrative**

   The program narrative must respond to the solicitation (see Program-specific Information on pages 4-6) and the review criteria (see pages 11-13) in the order given. The program narrative must be double-spaced, using a standard 12-point Times New Roman font with 1-inch margins, and must not exceed 12 pages. Please number pages "1 of 12," "2 of 12," etc. Charts and graphs may be included in the narrative, and may be single-spaced and feature smaller fonts, as necessary, to present the included data. If the program narrative fails to comply with these length restrictions, BJA may negatively consider such noncompliance in peer review and in final award decisions.

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

   a. Statement of the Problem

   b. Project Design and Implementation

   c. Capabilities and Competencies

   d. Plan for Collecting Data Required for this Solicitation's Performance Measures

   OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award. The performance data directly relate to the objectives and deliverables identified under "Objectives and Deliverables" in Section A. Program Description.

   Applicants should visit OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

   Performance measures for this solicitation are listed in Appendix A: Performance Measures Table.

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

Please note that applicants are **not** required to submit performance data with the application. Performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award.

Post award, grant recipients will be required to submit performance metric data semiannually through BJA's online Training and Technical Assistance Reporting Portal. More information on the reporting requirements can be found at: https://bjatta.bja.ojp.gov/working-with-nttac/providers.

Note on Project Evaluations
An applicant that proposes to use award funds through this solicitation to conduct project evaluations should follow the guidance under Note on Project Evaluations in the OJP Grant Application Resource Guide.

Please see the OJP Grant Application Resource Guide for information on the following:

4. **Budget Information and Associated Documentation** in the "Budget Preparation and Submission Information" section.

   Category 1:
   Peer Liaisons: Applicants should budget for each peer liaison to spend up to 8 hours per month working with the site (monthly calls, other consultations, and advisory support).

   Site assessments: Applicants should budget for an onsite assessment of each newly funded task force over the course of the federal award. BJA and OVC anticipate funding up to 14 ECM task forces in FY 2020.

   Category 2:
   Peer-to-Peer Learning: Applicants should budget for travel costs that will cover a minimum of 40 peer-to-peer learning exchanges for up to 2 task force members and one TTA or peer expert.

   Category 3:
   Applicants should budget for relevant staff and consultants to travel to all pilot and training events.

5. **Indirect Cost Rate Agreement**

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

7. **Disclosure of Lobbying Activities**

8. **Applicant Disclosure of Pending Applications**

9. **Applicant Disclosure and Justification – DOJ High Risk Grantees[1]** **(if applicable)**

10. **Research and Evaluation Independence and Integrity**

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[1] A "DOJ High Risk Grantee" is a recipient that has received a DOJ High Risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible.

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

12. **Additional Attachments**

   a. Timeline
   Attach a timeline that includes each program goal and related objectives and activities, expected completion dates, and responsible person(s) or organization(s).

   b. Résumés and Letters of Support
   Attach the position descriptions, résumés of key program staff and partner(s), if applicable, as well as letters of support.

How To Apply (Grants.gov)
Applicants must register in and submit applications through Grants.gov, a primary source to find federal funding opportunities and apply for funding. Find information on how to apply in response to this solicitation in the OJP Grant Application Resource Guide.

Registration and Submission Steps
Applicants will need the following identifying information when searching for the funding opportunity on Grants.gov.

1. **CFDA #16.320, Services for Trafficking Victims**

2. 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:

   Category 1: ECM Task Forces: Capacity Building and Implementation. Competition ID: BJA-2020-18452

   Category 2: ECM Task Forces: Law Enforcement- and Prosecution-focused Training and Technical Assistance. Competition ID: BJA-2020-18453

   Category 3: Preventing Human Trafficking and Child Exploitation Through Education Partnerships. Competition ID: BJA-2020-18454

For information on each registration and submission step, see the OJP Grant Application Resource Guide.

E. Application Review Information

Review Criteria
Applications that meet basic minimum requirements will be evaluated by peer reviewers using the following review criteria.

1. **Statement of the Problem (10 percent)**
   Describe generally the need for and existing gaps in training and technical assistance specific to addressing human trafficking from a multidisciplinary, collaborative approach.

   Demonstrate a firm understanding of the challenges with implementing a multidisciplinary human trafficking task force among local jurisdictions to achieve results.

2. **Program Design and Implementation (35 percent)**
Provide a comprehensive plan for transferring information and evidence-based practices to members of the human trafficking community. Include the goals, objectives, and deliverables of the TTA program that will be provided to existing and future human trafficking site-based grantees and nongrantees. Applicants should describe how these TTA services will align with existing federally funded tools, roadmaps, and other resources designed to support a multidisciplinary human trafficking task force model.

Describe the program's objectives that are linked to meaningful and measurable outcomes consistent with successful human trafficking multidisciplinary collaborations that identify victims and hold offenders accountable.

Describe how the TTA will encompass evidence-based practices, incorporate innovative and adult learning principles, or will be based upon research knowledge and/or data pertaining to human trafficking.

Describe how the applicant will identify and assess TTA needs for individual grantee sites, establish tailored TTA plans for each task force site, and deliver the services as described in this solicitation.

Identify methods to promote lessons learned from the human trafficking site-based grantees and successes.

Category 2 and 3: The applicant should describe how it will explore, assess, and identify gaps in existing training on topics identified available to law enforcement.

3. **Capabilities and Competencies (35 percent)**
Describe the organization's ability to provide national, proactive, comprehensive, timely, and user-friendly TTA and describe the protocols for the delivery, tracking, assessment, and follow-up on these TTA services.

Describe the organization's expertise in delivering and implementing TTA on the specific activities as described in the solicitation.

Provide examples of the organization's experience in using TTA strategies that include developing tools and resources and using distance learning, peer-to-peer consultations, and onsite and offsite technical assistance. List the subject matter experts with whom the organization plans to work to deliver TTA services. For each subject matter expert, include a letter of support and a copy of their résumé.

Describe the management structure and outline the organization's ability to conduct the individual activities.

Describe the organization's and staff's experience specific to practical experience with human trafficking task forces, multidisciplinary partnerships, designing and delivering training curricula, and investigating or prosecuting human trafficking cases.

Discuss the ability to recruit and partner with individuals and other organizations with the expertise to enhance the organization's and staff's experience in developing and providing TTA.

Include position descriptions for the key positions.

4. **Plan for Collecting the Data Required for this Solicitation's Performance Measures (10 percent)**

    Describe the process for measuring program performance, including meeting timelines and deliverables, and obtaining input and feedback from site-based grantees and stakeholders.

    Identify who will collect the data, who is responsible for performance measurement, how the data will be stored, how any personally identifiable information will be protected, and how the information will be used to guide the program.

    Describe the process to accurately report implementation findings.

5. **Budget (10 percent)**

    Provide a budget that is complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). The budget should include significant monies dedicated to provision of subject matter experts, delivery of trainings, and to support peer-to-peer learning opportunities. Budget narratives should demonstrate generally how the applicant will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the objectives of the program.[3]

Review Process

BJA reviews an application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation requirements. See the OJP Grant Application Resource Guide for information on the application.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant. Among other things to help assess whether an applicant that has one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM as excluded from receiving a federal award.

In addition, if OJP anticipates that an award will exceed $250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the nonpublic segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

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

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

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

F. Federal Award Administration Information

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

Federal Award Notices

Administrative, National Policy, and Other Legal Requirements
OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application.

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions, and all applicable requirements of federal statutes and regulations (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance).

For additional information on these legal requirements, see the "Administrative, National Policy, and Other Legal Requirements" section in the [OJP Grant Application Resource Guide](#).

Information Technology (IT) Security Clauses

General Information about [Post-Federal Award Reporting Requirements](#)
In addition to the deliverables described in [Section A. Program Description](#), any recipient of an award under this solicitation will be required to submit certain reports and data.

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

See the [OJP Grant Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measures data.

G. Federal Awarding Agency Contact(s)

For OJP contact(s), see page 2.

For contact information for Grants.gov, see page 2.

H. Other Information

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

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

Provide Feedback to OJP

Appendix A: Performance Measures Table

Objectives	Performance Measure	Data Grantee Provides
Support the development and delivery of a range of training for human trafficking victim identification, investigation, and prosecution through short-term and comprehensive technical assistance.	Number of trainings conducted	Number of trainings (by type): • In-person • Web-based • CD/DVD • Peer-to-peer • Workshop
	Number of participants who attended the training Percentage of participants who successfully completed the training Percentage of participants who rated the training as satisfactory or better Percentage of participants trained who subsequently demonstrated performance improvement	Number of individuals who: • Attended the training (in-person) or started the training (web-based) • Completed the training • Completed an evaluation at the conclusion of the training • Completed an evaluation and rated the training as satisfactory or better • Completed the post-test with an improved score over their pre-test
	Percentage of scholarship recipients surveyed who reported that the training provided information that could be utilized in their jobs	Number of individuals who: • Received a scholarship • Completed the training • Completed a survey at the conclusion of the training • Reported the training provided information that could be utilized in their job
	Number of curricula developed Number of curricula that were pilot tested Percentage of curricula that were revised after pilot testing	Number of training curricula: • Developed • Pilot tested • Revised after being pilot tested
Support the development, implementation, and sustainment of	Percentage of requesting agencies that rated the services as satisfactory or better	• Number of onsite visits completed

Objectives	Performance Measure	Data Grantee Provides
multidisciplinary human trafficking task forces.	Percentage of requesting agencies that were planning to implement one or more recommendations	• Number of reports submitted to requesting agencies after onsite visits • Number of requesting agencies that completed an evaluation of services • Number of agencies that rated the services as satisfactory or better (in terms of timeliness and quality) • Number of follow-ups with requesting agencies completed 6 months after onsite visit • Number of agencies that were planning to implement at least one or more recommendations 6 months after the onsite visit
	Percentage of peer visitors who reported that the visit to the other agency was useful in providing information on policies or practices Percentage of peer visitors who were planning to implement one or more policies or practices 6 months after they were observed at the visited site	• Number of peer-to-peer visits completed • Number of peer visitors who completed an evaluation • Number of peer visitors who reported that the visit was useful in providing information on policies or practices • Number of follow-ups with the requesting peer visitor completed 6 months after the peer-to-peer visit • Number of peer visitors who were planning to implement at least one or more recommendations 6 months after the onsite visit
	Percentage of requesting agencies of other onsite services that rated the services provided as satisfactory or better	• Number of other onsite services provided • Number of requesting agencies that completed an evaluation of other onsite services • Number of agencies that rated the services as satisfactory or better
Increase knowledge of human trafficking task force grantees and the	Number of conferences or advisory/focus groups held	• Number of conferences or advisory/focus groups held

Objectives	Performance Measure	Data Grantee Provides
criminal justice community through the development and dissemination of educational materials	Percentage of advisory/focus groups evaluated as satisfactory or better	• Number of conference or advisory/focus group attendees who completed an evaluation • Number of conference or advisory/focus group attendees who rated the advisory/focus group as satisfactory or better
	Number of publications developed Number of publications disseminated	• Number of publications/resources developed • Number of publications/ resources disseminated
	Percentage of websites developed and maintained Percentage increase in the number of visits to websites	• Number of websites developed • Number of websites maintained • Number of visits to websites during the current reporting period • Number of visits to websites during the previous reporting period
	Percentage of information requests responded to	• Number of information requests • Number of information requests responded to

Appendix B: Application Checklist
FY 2020 Human Trafficking Training and Technical Assistance Program

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

What an Applicant Should Do:

Prior to Registering in Grants.gov:
☐ Acquire a DUNS Number   (see OJP Grant Application Resource Guide)

☐ Acquire or renew registration with SAM (see OJP Grant Application Resource Guide)

To Register with Grants.gov:
☐ Acquire AOR and Grants.gov username/password   (see OJP Grant Application Resource Guide)

☐ Acquire AOR confirmation from the E-Biz POC   (see OJP Grant Application Resource Guide)

To Find Funding Opportunity:
☐ Search for the Funding Opportunity on Grants.gov   (see OJP Grant Application Resource Guide)

☐ Select the correct Competition ID   (see page 11)

☐ Access Funding Opportunity and Application Package (see OJP Grant Application Resource Guide)

☐ Sign up for Grants.gov email notifications (optional)   (see OJP Grant Application Resource Guide)

☐ Read Important Notice: Applying for Grants in Grants.gov

☐ Read OJP policy and guidance on conference approval, planning, and reporting available at ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm   (see OJP Grant Application Resource Guide

After Application Submission, Receive Grants.gov Email Notifications That:
☐ (1) application has been received,

☐ (2) application has either been successfully validated or rejected with errors   (see OJP Grant Application Resource Guide)

If No Grants.gov Receipt, and Validation or Error Notifications are Received:
☐ Contact BJA regarding experiencing technical difficulties (see OJP Grant Application Resource Guide)

Overview of Post-Award Legal Requirements:

☐ Review the "Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2020 Awards" in the OJP Funding Resource Center.

Scope Requirement:

☐ The federal amount requested is within the allowable limits of:

Category 1: $1,500,000
Category 2: $2,500,000
Category 3: $1,000,000

Eligibility Requirement:

Eligible applicants are limited to any national nonprofit organizations, for-profit (commercial) organizations (including tribal nonprofit or for-profit organizations), or institutions of higher education (including tribal institutions of higher education) that have expertise and experience in managing TTA for evidence-based criminal justice programs.

What an Application Should Include:

> The following items are critical application elements required to pass Basic Minimum Requirements review. An application that OJP determines does not include the application elements that must be included in the application submission in order for the application to meet the basic minimum requirements will neither proceed to peer review nor receive further consideration.
>
> ☐ Program Narrative   (see page 9)
> ☐ Budget Detail Worksheet and Budget Narrative (see OJP Grant Application Resource Guide)
> ☐   Résumés or curriculum vitae   (see page 11)

☐ Application for Federal Assistance (SF-424)   (see OJP Grant Application Resource Guide)

☐ Project Abstract   (see page 9)

☐ Indirect Cost Rate Agreement (if applicable)   (see OJP Grant Application Resource Guide)

☐ Financial Management and System of Internal Controls Questionnaire (see OJP Grant Application Resource Guide

☐ Disclosure of Lobbying Activities (SF-LLL)   (see OJP Grant Application Resource Guide)

☐ Applicant Disclosure of Pending Applications   (see OJP Grant Application Resource Guide)

☐ Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)   (see OJP Grant Application Resource Guide)

☐ Research and Evaluation Independence and Integrity   (see OJP Grant Application Resource Guide)

☐ Disclosure of Process Related to Executive Compensation   (see OJP Grant Application Resource Guide)

Additional Attachments:

☐ Timeline   (see page 11)

☐ Request and Justification for Employee Compensation; Waiver (if applicable) (see OJP Grant Application Resource Guide)