

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



OVC FY 2023 Enhanced Collaborative Model (ECM) Task Force to Combat Human Trafficking Training and Technical Assistance (TTA) Program

Assistance Listing Number # 16.320

Grants.gov Opportunity Number: O-OVC-2023-171709

Solicitation Release Date: April 05, 2023 9:00 AM ET

Step 1: Application Grants.gov Deadline: May 31, 2023 11:59 PM ET

Step 2: Application JustGrants Deadline: June 07, 2023 8:59 PM ET

Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) seeks applications to fund training and technical assistance services to support Enhanced Collaborative Model Task Force to Combat Human Trafficking sites throughout the United States. This program furthers the DOJ's mission by supporting law enforcement and social services agencies to effectively implement a multidisciplinary response to human trafficking.

This solicitation incorporates guidance provided in the [OJP Grant Application Resource Guide](#) which provides additional information for applicants to prepare and submit applications to OJP for funding. **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.**

Solicitation Categories

This solicitation does not include Solicitation Categories.

Eligible Applicants:

For profit organizations other than small businesses, Nonprofits having a 501(c)(3) status

with the IRS, other than institutions of higher education, Private institutions of higher education, Public and State controlled institutions of higher education, Small businesses

OVC will consider applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients (subgrantees). For additional information on subawards, see the [OJP Grant Application Resource Guide](#).

Contact Information

For assistance with the requirements of this solicitation, contact the OJP Response Center at 800-851-3420, 301-240-6310 (TTY for hearing-impaired callers only), or grants@ncjrs.gov. The OJP Response Center operates from 10:00 a.m. to 6:00 p.m. eastern time (ET) Monday–Friday, and 10:00 a.m. to 8:00 p.m. ET on the solicitation close date.

Pre-application Information Session

OVC will conduct pre-application webinars during which OVC staff will review all planned FY 2023 anti-trafficking solicitations, provide high-level information about solicitation requirements, and conduct a question-and-answer session with interested potential applicants. Participation is optional. When the webinar has been scheduled, the details and registration information will be available at <https://ovc.ojp.gov/funding/funding-webinars>. Preregistration is required for all participants. Register and follow the instructions at <https://ovc.ojp.gov/funding/funding-webinars>. To use the time most efficiently, OVC encourages participants to review the solicitation and submit any questions they may have in advance and no later than 2 days prior to the webinar. Submit your questions to askovc@ncjrs.gov

with the subject as “Questions for OVC Anti-Human Trafficking Solicitations Webinar.”

Submission Information

Registration: Before submitting an application, all applicants must register with the System for Award Management (SAM). You must renew and validate your registration every 12 months. If you do not renew your SAM registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Registration and renewal can take up to 10 business days to complete.

Submission: Applications must be submitted to DOJ electronically through a two-step process via Grants.gov and JustGrants.

Step 1: The applicant must submit by the Grants.gov deadline the required **Application for Federal Assistance standard form (SF-424)** and a **Disclosure of Lobbying Activities (SF-LLL)** form when they register in Grants.gov at <https://www.grants.gov/web/grants/register.html>. **Submit the SF-424 and SF-LLL as early as possible, but no**

later than 48 hours before the Grants.gov deadline. If an applicant fails to submit in Grants.gov, they will be unable to apply in JustGrants.

For technical assistance with submitting the SF-424 and a SF-LLL in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, Grants.gov Customer Support, or support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

Step 2: The applicant must submit the **full application**, including attachments, in JustGrants at JustGrants.usdoj.gov by the JustGrants application deadline.

For technical assistance with submitting the **full application** in JustGrants, contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov. The JustGrants Service Desk operates 7 a.m. to 9 p.m. ET Monday–Friday and 9 a.m. to 5 p.m. ET on Saturday, Sunday, and Federal holidays.

OJP encourages applicants to review the “[How To Apply](#)” section in the [OJP Grant Application Resource Guide](#) and the [JustGrants website](#) for more information, resources, and training. Applicants should maintain all receipts and confirmations received from SAM.gov, Grants.gov, JustGrants systems.

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Program Description

Overview

OJP is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety and protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

To enhance capacity to identify, assist, and provide services to all victims of human trafficking, OVC leads the Nation in supporting victim-centered and trauma-informed programs, policies, and resources that promote justice, access, and empowerment.

With this solicitation, OVC seeks to provide training and technical assistance support to develop and expand multidisciplinary, collaborative model task forces to combat human trafficking.

Statutory Authority

The statutory authority for this program is 34 U.S.C. § 20705 and 34 U.S.C. § 20708.

Specific Information

To address the crime of human trafficking in the United States, Congress passed the Trafficking Victims Protection Act of 2000 (TVPA), with several subsequent reauthorizations, most recently in 2022.

In the TVPA, a victim of trafficking is defined as a person who has been subjected to a “severe form of trafficking in persons” meaning—

- 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 yet attained 18 years of age; or
- the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

Human trafficking occurs in different settings, and its victims are diverse; trafficking victims can include U.S. citizens, foreign nationals, all genders, and all ages. Human trafficking can be hidden and involve complex, cross-cutting crimes that may result in an investigation taking years to complete. Further, human trafficking victims may need a diverse set of services and support over time, depending on their individual circumstances. Because of these elements and the complex nature of this crime and its victimization, OVC funds eligible state, local, and Tribal jurisdictions to implement a

multidisciplinary, collaborative response to human trafficking. As of February 2023, there are approximately 50 active, OVC-funded ECM task forces across the United States and its territories. (See [FY 2023 Enhanced Collaborative Model \(ECM\) Task Force to Combat Human Trafficking Program](#) for program purpose and objectives.)

OVC funds training and technical assistance to both new task forces and previously funded task forces to increase their skills and abilities to become a sustainable, high functioning task force. Please see [Appendix A](#) for the definition of a “high functioning task force.”

Through this solicitation, OVC seeks to expand the set of TTA services and support available to ECM-funded task forces. This expansion will also benefit the broader anti-trafficking field by producing and sharing a variety of resources developed through this program. The OVC FY23 ECM TTA program will fund one training and technical assistance provider to further develop the ECM Program—both the overall ECM model and a comprehensive TTA program—to support and deliver TTA to state, local, and Tribal ECM task forces, and relevant partners. The TTA provider will assist all active OVC-funded ECM task forces with achieving the program’s objectives and deliverables.

The ECM TTA program will support OVC ECM task force partners develop and sustain a multidisciplinary approach that increases their capacity to identify and support victims, seek justice on their behalf, and hold traffickers accountable. The program will establish a TTA infrastructure that clearly identifies, defines, and supports the core elements of a high functioning ECM task force model, through all stages of task force development, and assist sites to plan, develop, and implement a set of sustainable, multifaceted strategies including the following:

- Identifying victims of all forms and all ages of human trafficking.
- Connecting victims to developmentally appropriate, culturally responsive, victim-centered and trauma-informed services.
- Assisting task forces in creating and implementing an expanded set of investigative and prosecutorial approaches that are rooted in victim-centered and trauma- and survivor-informed practices.

Because of the diversity in both the stakeholders represented in the ECM model (law enforcement, prosecutors, victim service providers, persons with lived experience, health care providers, and more) and the population served, the successful applicant must propose a collaborative model of TTA that includes a consortium of experienced technical assistance entities with nationally recognized practitioners that possess expertise in the core areas of the ECM program. The successful applicant will oversee the logistical and strategic oversight of a range of TTA through these formal partnerships with other national organizations to provide TTA on all aspects of the ECM model. The ECM TTA provider will coordinate its services with other [OVC anti-trafficking TTA providers](#) at the direction of OVC.

The TTA provider must have demonstrated expertise in successfully managing training and technical assistance programs that address human trafficking to include the following:

- Developing and delivering trainings.
- Supporting peer learning.
- Facilitating knowledge sharing and skill building.
- Creating or maintaining mechanisms to market, promote, and share TTA resources broadly with the field.

The successful applicant will address **five main areas of TTA responsibility**:

- Capacity-building activities such as internal foundation and task force structure support, collaboration tools and relationship management, and strategic planning.
- Victim service provision that is developmentally appropriate, culturally responsive, victim-centered, and trauma-informed.
- Law enforcement and prosecution case and strategic approaches rooted in victim-centered and trauma- and survivor-informed practices to increase victim identification and seek justice on behalf of victims.
- Data collection, analytical support, and ongoing assessment of program impact related to core ECM objectives (increased victim identification, access to and provision of services, and seeking justice on behalf of victims).
- Convenings, workshops, cross-sector trainings and peer learning (both virtual and in person).

Applicants should describe any subrecipients' experience with the ECM program model or relevant area of expertise, and detail the specific technical assistance they will provide to ECM task forces.

Mandatory Program Requirements

Applicants that receive funding under this program will be required to—

- ensure their policies and procedures follow applicable federal and state laws protecting the civil rights of program participants and staff (post-award);
- ensure that the project coordinator/program director and other relevant staff participate in any grantee orientations and OVC-sponsored training and technical assistance;
- describe, as part of routine programmatic reporting, ongoing efforts to enhance ECM grantee responses to labor trafficking; and
- provide all grant-funded staff with at least one session of training (to be delivered by individuals or organizations with reasonable and demonstrable expertise) annually related to diversity, equity, inclusion, and/or accessibility and tied to annual program goals and objectives annually.

Strengthening Responses to Labor Trafficking

Through its award funding, training and technical assistance, and collaboration with federal partners, OVC has worked to strengthen identification of and responses to labor trafficking victims in the United States. Despite these efforts, labor trafficking remains misunderstood, under-identified, underreported, and often unaddressed. As reflected in OVC grantee data, many individuals experience polyvictimization, including both labor and sex trafficking. To increase identification and expand access to services and justice

for victims of labor trafficking, OVC is strengthening its expectations of organizations that receive anti-trafficking award funds. More information about gaps and opportunities in the response to this form of human trafficking is available on [OVC's website](#).

Goals, Objectives, and Deliverables

Goal

The ECM TTA program goal is to provide coordinated and comprehensive national training and technical assistance that is both foundational and critical to improving the capacity of state, local, and Tribal jurisdictions to develop, grow, and sustain a multidisciplinary, collaborative approach to increase identification of victims of all forms of human trafficking, connect them with services, and seek justice on their behalf (which can include investigating and prosecuting traffickers at the local, state, Tribal, and federal levels).

Objectives

An applicant should address all the objectives listed below in the Goals, Objectives, Deliverables and Timeline web-based form. All objectives should include how the project will respond to both sex and labor trafficking:

- Define, refine, and document a set of core elements of the ECM task force model (both a statewide structure and a local/Tribal structure) that improves a jurisdiction's (local, state, or Tribal) ability to effectively address human trafficking using a multidisciplinary approach.
- Provide comprehensive, ongoing TTA (both remotely and onsite) to define and strengthen the ECM task force model approach and build the capacity of existing and future site-based human trafficking task force grantees based on their specific needs throughout the duration of their federal funding.
- Provide a range of relevant subject matter expertise on various emerging issues that impact ECM task force development, growth, and sustainability; investigative techniques; and best practices for both OJP grantees and nongrantees (in consultation with OVC).
- Disseminate materials describing promising and evidence-informed practices, organize and convene meetings and forums (as required by OJP), and evaluate and report findings from these events for the benefit of the field.
- Build and manage a TTA team, in collaboration with OVC, that includes relevant subject matter experts with a range of pertinent knowledge, skills, and experience that is directly related to the needs of ECM task forces.

Deliverables

1. Create and deliver a **comprehensive training and technical assistance model** that supports both local/Tribal task forces AND statewide task forces.
2. Develop periodic **written reports** for OVC, summarizing TTA activities and task force progress.
3. **Develop an updated roadmap/guide/model** (electronic, print, or both) that clearly identifies and defines the core elements of a successful ECM task force model that guides task forces on a path to plan, develop, and implement a set of sustainable, multifaceted strategies to identify and serve victims and to hold traffickers accountable. This tool should be made available in formats that are easily accessible to all OJP and non-OJP funded jurisdictions interested in establishing and sustaining a multidisciplinary approach to fighting human trafficking. The model should reflect the activities/contributions of core partners—victim service providers, law enforcement, prosecutors, lived-experience experts. It should also reflect the different task force structures that exist—statewide, Tribal, and local task forces. Applicants should address how or if elements of the [Development and Operations Roadmap](#) and [OJP Human Trafficking Task Force e-Guide](#) will be incorporated into this deliverable. This deliverable may be published as an OVC/DOJ product, so the applicant should address how they will respond to and incorporate OVC and federal partners' feedback.
4. In consultation with OVC, provide and respond to **general technical assistance requests** from the field, with priority given to OVC-funded ECM task forces.
5. Assist OVC with **onboarding and orienting new and existing OVC-funded task forces** to include annual onboarding and semi-annual orientation sessions, as needed, that can be either virtual or in person.
6. Conduct **site assessment visits (in person or virtual)** to all actively funded OJP task forces during the course of the TTA award, to include both new and previously funded task forces (as of February 2023 approximately 50 task forces) and any additional in- person TTA visits to task forces as determined necessary to address task force needs, in consultation with OVC. All actively funded ECM task forces should receive a minimum of one site assessment visit. Note that OVC may fund additional task forces throughout the duration of this TTA award.
7. **Create, monitor, and adapt a strategic planning document for, and in coordination with, each actively funded ECM task force.** Site assessments and other proposed TTA may inform the development of strategic planning documents. Plans should incorporate key milestones, identify implementation strengths and challenges, and outline clear specific action steps and a timeline.
8. Create and maintain a **dynamic and interactive platform** for resources, templates, tools, peer learning, and other materials for wide dissemination to the

task forces and the field at large.

9. Under the direction of OVC, **plan and conduct national and/or regional meetings, workshops, or other educational sessions** for task forces, focused both on implementation and sustainability issues for both statewide task forces and local/Tribal task forces. Applicants should plan for up to three sessions during the TTA award period.
10. In addition to the three sessions listed above, develop/deliver a minimum of **one convening/event per year (at least one in person) to bring together disciplines** specifically for knowledge-, capacity-, and skill-building events related to supporting a shared leadership collaborative model and skills necessary for overall task force coordination and leadership.

11. Training

- a. Develop and deliver a **series of specialized trainings** (both in-person and virtual) and related materials (videos, webinars, online curricula) to address all aspects of a high functioning ECM Task Force (see [Appendix A](#)). Applicants should address how they may build on past OJP/DOJ funded trainings, such as those focused on advanced human trafficking investigations, identifying victims and investigating cases of labor trafficking, and trainings geared toward executives or line-level staff to improve an overall organizational response to human trafficking. Applicants should discuss any gaps in the trainings available and propose new trainings that address those gaps. Applicants should explain how/if they will incorporate new and existing resources in multisector or joint trainings.
 - b. Incorporate adult learning principles and include innovative instructional materials. The trainings should increase capacity and enhance the understanding, knowledge, and skills of key task force members across local, state, and Tribal governmental agencies as well as non-governmental service provider organizations to develop and sustain a multidisciplinary approach, with a specific emphasis on practical understanding and implementation of a diverse set of strategic approaches that increase victim identification of all forms and all ages of human trafficking victims.
 - c. Develop a minimum of **18 training events (virtual or in person)** across topics, approximately 6 per year.
 - d. Create a **checklist or other tool** to help ECM task forces assess the relevance of non-OJP funded human trafficking trainings to their specific task force goals, objectives, and priority areas.
12. Develop a **set of tools, sample documents, models, etc., that support task forces in successfully completing required task force deliverables.**

- a. Create a timeline of key milestones for the full award period and across ECM task force development and completion of grant-funded activity and deliverables.
 - b. Develop customizable training templates and tools for outreach, public awareness, and media efforts.
 - c. Create a model task force structure (core team, subcommittees, stakeholder representation, process for membership, clear roles/ responsibilities). Examples include, but are not limited to, sample MOUs, protocols, community assessments, media guides, case generation, and others proposed by the applicant and OVC.
 - d. Create a guide for protocol development for ECM task forces.
 - e. Develop case studies (minimum of five) that provide practical examples of victim-centered multidisciplinary approaches that address both investigative and prosecutorial approaches as well as service delivery and meaningful involvement of lived-experience experts.
13. Develop a minimum of **five reports, publications, or other outreach vehicles** (one for each key area of TTA responsibility) to relay data-driven, practical information about effective implementation and sustainability of the ECM task force model, using specific examples from the field.
 14. Assist task forces with achieving goals and objectives and successful completion of high-quality deliverables. Develop and deliver **a method to review and provide feedback to ECM grantees on deliverables**. (Please see [FY 23 ECM Task Force solicitation](#) for a list of deliverables.) Please note that the FY 23 ECM solicitation includes three categories and an emphasis on supporting task forces with creating and implementing strategies specific to labor trafficking.
 15. Establish, manage, and facilitate a **peer-to-peer learning exchange program** that supports and reflects the core elements of the ECM model and enables task forces to exchange examples of successful victim-centered approaches that increase the identification of victims of human trafficking of all forms and ages and the pursuit of justice on their behalf. The applicant should describe how these exchanges will happen (virtual, in person, both) and how task forces may be selected to serve as peer providers versus peer recipients. The applicant may propose specific topics and/or potential peer task forces or individuals.
 16. Recruit, maintain, and facilitate **peer liaisons** who are diverse 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, OVC, and the TTA provider. Applicants should address how they may build on or adapt past OJP/ DOJ-supported peer liaison programming for the ECM program. The peer experts should have experience managing successful human trafficking

investigations and prosecutions; trauma-informed and victim-centered approaches; providing trauma-informed, victim-centered, and culturally responsive victim services; developing and implementing various protocols and standard operation procedures specific to human trafficking; data collection and information sharing; and the use of intelligence and advanced analytical methods. It is also critical that they have experience in facilitation and capacity-building skills among diverse, cross-system partnerships, especially between law enforcement and victim service providers.

The applicant should ensure that the proposed TTA approach clearly addresses and outlines specifically how it will provide the required support and expertise and produce deliverables that cover all five main areas of TTA provider responsibility outlined previously.

The successful applicant will proactively leverage existing [OVC Human Trafficking TTA](#) on a range of topics, including on meaningful engagement with individuals with lived experience as part of task force leadership, structure, and function. They will also work in close coordination with other OVC TTA on provision of quality services, housing, legal services, employment and others. See [OVC website](#) for current OVC HT TTA projects and topics.

The goals, objectives, and deliverables are directly related to the performance measures that show the completed work's results, as discussed in the "Application and Submission Information" section.

Ensuring Civil Rights

Federal laws prohibit recipients of funding administered by the OJP from discriminating in the delivery of services on the basis of age, race, color, national origin, religion, or disability. Applicable federal laws also prohibit recipients from discriminating on the basis of disability in their employment practices, and from discriminating against employees and beneficiaries on the basis of sex in funded education or training programs. Recipients are also obligated under federal civil rights laws to provide meaningful access to their programs and activities for persons with [limited English proficiency](#). Under certain circumstances, it might be permissible to limit services based upon age. Please note that other federal, state, or local laws prohibiting discrimination may apply.

Enhancing Access to Services and Promoting Survivor Autonomy

OVC is committed to an approach to human trafficking that is trauma-informed, victim-centered, survivor-informed, culturally responsive; and evidence-based. Definitions of these concepts are available in the glossary of [OVC's Model Standards for Serving Victims and Survivors of Crime](#).

In line with these concepts and to enhance survivors' access to victim services, the TTA provider funded under this solicitation will promote practices that remove barriers to receiving services and support survivor autonomy. Such practices will reduce

requirements to engage in services, promote survivors' choice within service delivery, and protect victim privacy and confidentiality.

Funded sites under the ECM program will demonstrate their commitment to this approach by maintaining the following. (Note: Many of these requirements are mandated by federal civil rights laws, while others reflect OVC's policy direction to recipients to enhance access to services and promote survivor autonomy.)

- Procedures or policies that provide all survivors access to safe shelter, advocacy services, counseling, and other assistance without exclusions based on actual or perceived sex, age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, involvement in commercial sex, income or lack of income, or the age and/or sex of their children. For those programs that by their design target a particular population (e.g., youth, gender specific) there should be procedures or policies in place to ensure access to comparable, qualified services for other survivors seeking support.
- Procedures or policies that protect the confidentiality of information and/or privacy of persons receiving services.
- Procedures or policies that do not require victims to take certain actions (e.g., receive counseling, report to law enforcement, commit to sobriety) to be eligible for, or to receive services. For youth serving programs with justifiable mandatory requirements, a [shared decision making model](#) should be used to provide minors with agency in participating in decisions that impact them.
- Project designs, products, services, and/or budgets that consider the unique needs of individuals with disabilities, [with limited English proficiency](#), or who are Deaf or hard of hearing, including accessibility for such individuals.

Limitation on Use of Funds (22 U.S.C. § 7110(g))

The following statutory language applies to all awards under this solicitation:

- Restriction on programs – No funds made available to carry out this chapter, or any amendment made by this chapter, may be used to promote, support, or advocate the legalization or practice of prostitution. Nothing in the preceding sentence shall be construed to preclude assistance designed to promote the purposes of this Act by ameliorating the suffering of, or health risks to, victims while they are being trafficked or after they are out of the situation that resulted from such victims being trafficked.
- Restriction on organizations – No funds made available to carry out this chapter, or any amendment made by this chapter, may be used to implement any program that targets victims of severe forms of trafficking in persons described in section 7102(9) (A) of this title through any organization that has not stated in either a grant application, a grant agreement, or both, that it does not promote, support, or advocate the legalization or practice of prostitution. The preceding sentence shall not apply to organizations that provide services to individuals solely after they are no longer engaged in activities that resulted from such victims being trafficked.

Pursuant to the statute above, OVC requires grantees under this program to agree to the

following award condition: *Recipient certifies that it does not promote, support, or advocate the legalization or practice of prostitution, nor will it use grant funds or program match funds to promote, support, or advocate the legalization or practice of prostitution.*

Information on Managing Human Trafficking Awards

For more information on implementation of OVC Human Trafficking awards, please consult the [OVC Human Trafficking Program FAQs](#).

Evidence-Based Programs or Practices

OJP strongly encourages the use of data and evidence in policymaking and program development for 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

OJP may conduct or support an evaluation of the projects and activities funded under this solicitation. For additional information and applicable documentation to be included in the application, see the [OJP Grant Application Resource Guide](#) section entitled “Information Regarding Potential Evaluation of Programs and Activities.”

Priority Areas

The Department of Justice is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety and protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

Priority Considerations Supporting Executive Order 13985, *Advancing Racial Equity and Support for Underserved Communities Through the Federal Government*

In support of this [Executive Order](#), OJP will provide priority consideration when making award decisions to the following:

A. Applications that propose project(s) that are designed to promote racial equity and the removal of barriers to access and opportunity for communities that have been historically underserved, marginalized, and adversely affected by inequality.

To receive this consideration, the applicant must describe how the proposed project(s) will address potential racial inequities and contribute to greater access to services and opportunities for communities that have been historically underserved, marginalized, and adversely affected by inequality, and identify how the project design and implementation will specifically incorporate the input or participation of those communities and populations disproportionately impacted by crime, violence, and the criminal justice

system overall. Examples addressing this requirement include, but are not limited to, the following: budgeted project planning and/or implementation meetings with community stakeholders representing historically underserved and marginalized communities; outreach and/or public awareness campaigns specifically tailored to historically underserved and marginalized communities to encourage participation in the proposed project(s); budgeted incorporation of members representing historically underserved and marginalized communities in program evaluation, surveys, or other means of project feedback; and partnership with organizations that primarily serve communities that have been historically underserved, marginalized, and adversely affected by inequality.

B. Applicants that demonstrate that their capabilities and competencies for implementing their proposed project(s) are enhanced because they (or at least one proposed subrecipient that will receive **at least 40%** of the requested award funding, as demonstrated in the Budget Web-Based Form) identify as a *culturally specific organization*.

To receive this additional priority consideration, applicants must describe how being a culturally specific organization (or funding the culturally specific subrecipient organization (s)) will enhance their ability to implement the proposed project(s) and should also specify which populations are intended or expected to be served or to have their needs addressed under the proposed project(s).

Culturally specific organizations are defined for the purposes of this solicitation as private nonprofit or tribal organizations whose primary purpose as a whole is to provide culturally specific services to racial and ethnic groups, including, among others, Black people, Hispanic and Latino people, Native American and other Indigenous peoples of North America (including Alaska Native, Eskimo, and Aleut), Asian Americans, Native Hawaiians, and/or Pacific Islanders.

Note: Addressing these priority areas is one of many factors that OJP considers in making funding decisions. Receiving priority consideration for one or more priority areas does not guarantee an award.

Federal Award Information

Solicitation Categories

This solicitation does not include Solicitation Categories.

Awards, Amounts and Durations

Anticipated Number of Awards

1

Anticipated Maximum Dollar Amount of Awards

\$3,000,000

Period of Performance Start Date
10/1/23

Period of Performance Duration (Months)
36

Anticipated Total Amount to be Awarded Under Solicitation
\$3,000,000

Continuation Funding Intent

OVC 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 the award-funded work's progress, when making continuation award decisions.

Availability of Funds

This solicitation, and awards under this solicitation, are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by the agency or by law. In addition, nothing in this solicitation is intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

Type of Award

OVC expects to make awards under this solicitation as cooperative agreements, which provide 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 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

The applicant should ensure the budget reflects sufficient costs to successfully complete all deliverables, to include stated quantity of any in-person site visits with task forces, technical assistance visits, convenings, and other costs as needed, across both the applicant and any subawards/consultants.

Cost Sharing or Matching Requirement

This solicitation does not require a match.

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

See the [OJP Grant Application Resource Guide](#) for information on pre-agreement costs (also known as pre-award costs).

Limitation on Use of Award Funds for Employee Compensation: Waiver

See the [OJP Grant Application Resource Guide](#) for information on the Limitation on Use of Award Funds for Employee Compensation; Waiver.

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

See the [OJP Grant Application Resource Guide](#) for information on Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs.

Costs Associated with Language Assistance (if applicable)

See the [OJP Grant Application Resource Guide](#) for information on Costs Associated with Language Assistance.

Eligibility Information

For eligibility information, see the solicitation cover page.

For information on cost sharing or match requirements, see the “Federal Award Information” section.

Notice regarding law enforcement agencies: State, local, and university or college law enforcement agencies must be certified by an approved independent credentialing body or have started the certification process to be eligible for FY 2023 DOJ discretionary grant funding. To become certified, the law enforcement agency must meet two mandatory conditions: (1) the agency’s use-of-force policies adhere to all applicable federal, state, and local laws, and (2) the agency’s use-of-force policies prohibit chokeholds except in situations where use of deadly force is allowed by law. The certification requirement also applies to law enforcement agencies receiving DOJ discretionary grant funding through a subaward. For detailed information on this certification requirement, please visit <https://cops.usdoj.gov/SafePolicingEO> to access the Standards for Certification on Safe Policing for Safe Communities, the Implementation Fact Sheet, and the List of Designated Independent Credentialing Bodies.

All recipients and subrecipients (including any for-profit organization) must forgo any

profit or management fee.

Application and Submission Information

Content of Application Submission

The following application elements **must** be included in the application to meet the basic minimum requirements to advance to peer review and receive consideration for funding:

- Proposal Abstract
- Proposal Narrative
- Budget Web-Based Form (The web-based form includes the budget details and the budget narrative.)

If OJP determines that an application does not include these elements, it will neither proceed to peer review, nor receive further consideration.

Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov

The SF-424 must be submitted in Grants.gov. It is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. See the [OJP Grant Application Resource Guide](#) for additional information on completing the SF-424.

In Section 8F of the SF-424, please include the name and contact information of the individual **who will complete the application in JustGrants**. JustGrants will use this information (*email address*) to assign the application to this user in JustGrants.

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

Standard Applicant Information (JustGrants 424 and General Agency Information)

The “Standard Applicant Information” section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. The applicant will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, the applicant will need to add ZIP codes for areas affected by the project; confirm their Authorized Representative; and verify and confirm the organization’s unique entity identifier, legal name, and address.

Proposal Abstract

A Proposal Abstract (no more than 400 words) summarizing the proposed

project—including its purpose, primary activities, expected outcomes, the geographic service area, intended beneficiaries, and subrecipients (if known)—must be completed in the JustGrants web-based form. This abstract should be in paragraph form without bullets or tables, written in the third person, and exclude personally identifiable information. Abstracts will be made publicly available on the OJP and USASpending.gov websites if the project is awarded. See the [OJP Grant Application Resource Guide](#) for an example of a proposal abstract. **If priority consideration is being requested, please indicate the priority areas A and/or B selected.**

Proposal Narrative

The Proposal Narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point font; have no less than 1-inch margins; and should not exceed 25 numbered pages. If the Proposal Narrative fails to comply with these length restrictions, OVC may consider such noncompliance in peer review and in final award decision. Tables, charts, and graphs included in the proposal narrative can be created in a legible font smaller than 12-point and will count toward the page limit.

The Proposal Narrative must include the following sections:

a. Statement of the Problem

- 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 approach among local, Tribal, and state jurisdictions to achieve results. Specifically discuss the challenges between a local/Tribal- and a state-led ECM task force.
- Describe the TTA or resources available to multidisciplinary task forces and note any gaps.
- Describe the problem of labor trafficking; what is known and unknown about the problem; current efforts by task forces to identify labor trafficking victims; gaps in a multidisciplinary response to labor trafficking; and what training and technical needs exist to improve the response.

b. Project Design and Implementation

- Provide a comprehensive plan for achieving all TTA objectives and deliverables as stated in this solicitation. Discuss how the lead TTA provider and partners will transfer information and evidence-based practices to members of the ECM task force 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, publications, training, 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 increase identification of victims of all forms and ages of human trafficking, seek justice on their behalf, and hold traffickers accountable.
- Describe how the TTA will encompass evidence-based practices, incorporate innovative and adult learning principles, or will be based on 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 set of TTA services as described in this solicitation.
- Identify methods to promote lessons learned from the human trafficking site-based grantees and successes.
- Describe how the proposed project is designed to enhance responses to labor trafficking victims. Failure to include such a description will be taken into consideration when this section is scored during peer review.
- Describe proactive collaboration with other anti-trafficking TTA providers to prevent duplication and strengthen the accessibility of resources, to include—
 - engaging in regular communication with other federally funded TTA providers, including participating in regular workgroups and in-person or remote OVC-led TTA provider meetings;
 - referring TTA requesters and other stakeholders to other TTA providers as needed;
 - developing and delivering joint TTA, such as webinars, grantee meeting sessions; and
 - working collaboratively with other OVC-funded TTA providers as required by OVC.

If the applicant is seeking priority consideration for **Priority A**, it should address in this section how the proposed projects will promote racial equity and the removal of barriers to access and opportunity for communities that have been historically underserved, marginalized, and adversely affected by inequality, and identify how the project design and implementation will specifically incorporate the input or participation of these communities.

c. Capabilities and Competencies

- 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 followup of these TTA services.
- Describe the organization's and partners' expertise in delivering and implementing TTA on the specific activities described in the solicitation.
 - Provide examples of the organization's experience 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 for oversight of all aspects of the TTA objectives and deliverables, 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; facilitating meetings and/or workshops at the local, regional and national level; navigating and coordinating TTA partnerships; 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.
 - Demonstrate the capacity and expertise of lead and proposed project partners to support and train ECM task forces to respond to labor trafficking.

If the applicant is seeking priority consideration under **Priority B**, it should describe within this section how being a culturally specific organization (or funding a culturally specific subrecipient organization at a minimum of 40% of the project budget) will enhance its ability to implement the proposed project(s), should also specify which populations are intended or expected to be served or have their needs addressed under the proposed project(s), and should include the website address (if applicable) and formal or informal mission statement or principles of the culturally specific organization.

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

This section must include the following information:

- A plan for collecting all the performance measures data required by this solicitation.
- A description of the qualifications of key staff who will be responsible for collecting data and reporting performance measures.

In addition, this plan must describe how the applicant will use the collected data to confirm whether the applicant is enhancing the TTA recipients' ability to respond to labor trafficking victims as described in the application's Project Design and Implementation.

Note: An applicant is **not** required to submit performance data with the application. Rather, performance measure information is included as a notification that award recipients will be required to submit performance data as part of each award's reporting requirements. Some measures are presented as examples, while others are the exact measures that every recipient will be expected to address.

OJP will require each award recipient to submit regular performance data that show the completed work's results. The performance data directly relate to the goals, objectives, and deliverables identified in the "Goals, Objectives, and Deliverables" discussion. Applicants can visit OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

A list of performance measure questions for this program can be found at

<https://ovc.ojp.gov/funding/performance-measures/human-trafficking/tta-providers-questionnaire.pdf>.

OVC will require award recipients to submit quarterly performance measure data and a semi-annual performance report in JustGrants. A list of resources and trainings can be found at <https://ovc.ojp.gov/funding/performance-measures/human-trafficking>.

OVC will provide further guidance on the post-award submission process if the applicant is selected for award.

Note on Project Evaluations

An applicant that proposes to use award funds through this solicitation to conduct project evaluations must follow the guidance in the "Note on Project Evaluations" section in the [OJP Grant Application Resource Guide](#).

Goal, Objective and Deliverables

The applicant will submit the project's goals, objectives, deliverables and timeline in the JustGrants web-based form. The applicant will also enter the projected fiscal year and quarter that each objective and deliverable will be completed. Please refer to the [Application Submission Job Aid](#) for step-by-step directions.

Goals. The applicant should describe the project's intent to change, reduce, or eliminate the problem noted in the previous section and outline the project's goals.

Program Objectives. The applicant should explain how the program will accomplish its

goals. Objectives are specific, quantifiable statements of the project's desired results. They should be measurable and clearly linked to the goal.

Deliverables. Project deliverables refer to outputs—tangible or intangible—that are submitted within the scope of a project.

Budget and Associated Documentation

Please note Unallowable Costs and Limitations on the Use of Funds in the Program-Specific section.

Budget Worksheet and Budget Narrative (Web-based Form)

The applicant will complete the JustGrants web-based budget form. For additional information, see the [OJP Grant Application Resource Guide](#) and the [Complete the Application in JustGrants – Budget](#) training.

If the applicant is seeking priority consideration under Priority A and has proposed activities (such as community or stakeholder meetings, community outreach or public awareness campaigns, community participation in project design, implementation, or evaluation, etc.) to incorporate the input and participation of communities that have been historically underserved, marginalized, and adversely affected by inequality, financial support for the identified activities and participation must be reflected in the web-based budget form.

If the applicant is seeking priority consideration under Priority B based on the identification of at least one proposed subrecipient as a culturally specific organization, the proposed funding for the subrecipient in the web-based budget form **must reflect a minimum of 40% of award funding**. The budget narrative must also describe how the activities that will be funded with the (minimum) 40% of award funding provided to the subrecipient **specifically relate to the priority consideration requested** and described in the Capabilities and Competencies section of the application.

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

See the section on Costs Requiring Prior Approval in the [DOJ Grants Financial Guide Post Award Requirements](#) for more information.

Indirect Cost Rate Agreement (if applicable)

If applicable, the applicant will upload their indirect cost rate agreement as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for more information on indirect costs.

Consultant Rate

See the [DOJ Grants Financial Guide](#) for information on the consultant rates which require prior approval from OJP.

Limitation on Employee Compensation; Waiver

See the [OJP Grant Application Resource Guide](#) for information on the Limitation on Use of Award Funds for Employee Compensation for Awards over \$250,000; Waiver.

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

The applicant will download the questionnaire, complete it, and upload it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for the link to the questionnaire and additional information.

Disclosure of Process Related to Executive Compensation

If applicable, the applicant will upload a description of the process used to determine executive compensation as an attachment in JustGrants. See the “Application Attachments” section of the [OJP Grant Application Resource Guide](#) for information.

Memoranda of Understanding (MOUs) and Other Supportive Documents

Applicants should include for each named partner, a signed Memorandum of Understanding (MOU), Letter of Intent, or subcontract that confirms the partner’s agreement to support the project through commitments of staff time, space, services, or other project needs. For applications submitted from two or more entities, applicants are encouraged to develop and submit signed MOUs or signed Letters of Intent that provide a detailed description of how the agencies will work together to meet project requirements.

Each MOU or Letter of Intent should include the following: (1) names of the organizations involved in the agreement; (2) scope of the direct service(s) and other work to be performed under the agreement; (3) duration of the agreement. Subcontracts, MOUs, or Letters of Intent should be submitted as one separate attachment to the application.

Additional Application Components

The applicant will attach the additional requested documentation in JustGrants.

Curriculum Vitae or Resumes

Provide resumes of key personnel.

Tribal Authorizing Resolution

An application in response to this solicitation may require inclusion of tribal authorizing documentation as an attachment. If applicable, the applicant will upload the tribal authorizing documentation as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for information on tribal authorizing resolutions.

Timeline Form

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

Letters of Support

Applicants may attach Letters of Support, see also **Memoranda of Understanding (MOUs) and Other Supportive Documents**.

Research and Evaluation Independence and Integrity Statement

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. The applicant will upload documentation of its research and evaluation independence and integrity as an attachment in JustGrants. For additional information, see the [OJP Grant Application Resource Guide](#).

Supporting Documentation of Past TTA Delivery Experience (required)

Attach documentation of prior TTA experience, which can include individualized site based TTA plan or assessment, sample templates or TA tools, a portion of sample curriculum, any evaluation of TTA.

Disclosures and Assurances

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities

Complete and submit the SF-LLL in Grants.gov. Once the applicant submits in Grants.gov, this information will pre-pend into JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

DOJ Certified Standard Assurances

Review and accept the DOJ Certified Standard Assurances in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

Applicant Disclosure of Duplication in Cost Items

Complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [OJP Grant Application Resource Guide](#) for additional information.

DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing

Review and accept the DOJ Certified Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing. See the [OJP Grant Application Resource Guide](#) for additional information.

Applicant Disclosure and Justification - DOJ High Risk Grantees

If applicable, submit the DOJ High Risk Disclosure and Justification as an attachment in JustGrants. A DOJ High Risk Grantee is an award 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; noncompliance with award terms and conditions on prior awards or is otherwise not responsible. See the [OJP Grant Application Resource Guide](#) for additional information.

How to Apply

Registration: Before submitting an application, all applicants must register with the System for Award Management (SAM). You must renew and validate your registration every 12 months. If you do not renew your SAM registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Registration and renewal can take up to 10 business days to complete.

Submission: Applications must be submitted to DOJ electronically through a two-step process via Grants.gov and JustGrants.

Step 1: After registering with SAM, the applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html> by the Grants.gov deadline. **Submit the SF-424 and SF-LLL as early as possible, but no later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov, they will be unable to apply in JustGrants.

Step 2: The applicant must then submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov) by the JustGrants deadline.

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from DIAMD-NoReply@usdoj.gov with instructions on how to create a JustGrants account. Register the Entity Administrator and

the Application Submitter with JustGrants as early as possible but no later than 48-72 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive an emailed link to complete the rest of the application in JustGrants. The Entity Administrator also will need to log into JustGrants to review and invite the applicant's Authorized Representative(s) before an application can be submitted.

Submit the complete application package in JustGrants at least 24 – 48 hours prior to the JustGrants deadline. Some of the application components will be entered directly into JustGrants, and others will require uploading attached documents. Therefore, applicants will need to allow ample time before the JustGrants deadline to prepare each component. Applicants may save their progress in the system and revise the application as needed prior to hitting the Submit button at the end of the application in JustGrants.

For additional information, see the “How to Apply” section in the [OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

Submission Dates and Time

The **SF-424 and the SF-LLL** must be submitted in Grants.gov by 11:59 p.m. eastern time on May 31, 2023.

The **full application** must be submitted in JustGrants by 8:59 p.m. eastern time on June 7, 2023.

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates with sufficient time to correct any errors and resubmit by the submission deadlines if a rejection notification is received. To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline. Failure to begin the SAM.gov, Grants.gov, or JustGrants registration process in sufficient time (i.e., waiting until the date identified in this solicitation) is not an acceptable reason for late submission.

Experiencing Unforeseen Technical Issues Preventing Submission of an Application

OJP will only consider requests to submit an application after the deadline when the applicant can document that a technical issue with a government system prevented application submission.

If an applicant misses a deadline due to unforeseen technical issues with SAM.gov, Grants.gov, or JustGrants, the applicant may request a waiver to submit an application after the deadline. However, the waiver request will not be considered unless it includes a tracking number generated when the applicant contacts the applicable service desks to report technical difficulties. Tracking numbers are generated automatically when an applicant emails the applicable service desks; and for this reason applicants are encouraged to email the appropriate service desk, even if they also intend to call the service desk for phone support. Experiencing wait times for phone support does not

relieve the applicant of the responsibility of getting a tracking number.

An applicant experiencing technical difficulties must contact the associated service desk indicated below to report the technical issue and receive a tracking number:

- SAM.gov - contact the [SAM Help Desk \(Federal Service Desk\)](#), Monday – Friday from 8 a.m. to 8 p.m. ET at 866-606-8220.
- Grants.gov - contact the [Grants.gov Customer Support Hotline](#), 24 hours a day, 7 days a week, except on federal holidays, at 800-518-4726, 606-545-5035, or support@grants.gov.
- JustGrants - contact the JustGrants Service Desk at JustGrants.Support@usdoj.gov or 833-872-5175, Monday – Friday from 5 a.m. to 9 p.m. ET and Saturday, Sunday, and Federal holidays from 9 a.m. to 5 p.m. ET.

If an applicant has technical issues with SAM.gov or Grants.gov, the applicant must contact the OJP Response Center at grants@ncjrs.gov within **24 hours of the Grants.gov deadline** to request approval to submit after the deadline.

If an applicant has technical issues with JustGrants that prevent application submission by the deadline, the applicant must contact the OJP Response Center at grants@ncjrs.gov within **24 hours of the JustGrants deadline** to request approval to submit after the deadline.

Waiver requests sent to the OJP Response Center must—

- describe the technical difficulties experienced,
- include a timeline of the applicant's submission efforts (e.g., date and time the error occurred, date and time of actions taken to resolve the issue and resubmit; and date and time support representatives responded),
- include an attachment of the complete grant application and all the required documentation and materials,
- include the applicant's Unique Entity Identifier (UEI), and
- include any SAM.gov, Grants.gov, and JustGrants Service Desk tracking numbers documenting the technical issue.

OJP will review each waiver request and the required supporting documentation and notify the applicant whether the request for late submission has been approved or denied. An applicant who does not provide documentation of a technical issue or who does not submit a waiver request within the required time period will be denied.

For more details on the waiver process, OJP encourages applicants to review the “Experiencing Unforeseen Technical Issues” section in the [OJP Grant Application](#)

[Resource Guide.](#)

Application Review Information

Review Criteria

Merit Review Criteria

Applications that meet the basic minimum requirements will be evaluated by peer reviewers on how the proposed project/program addresses the following criteria:

Statement of the Problem/Description of the Issue (10%) – evaluate the applicant’s understanding of the program/issue to be addressed.

Project Design and Implementation (40%) – evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.

Capabilities and Competencies (30%) – evaluate the applicant’s administrative and technical capacity of the applicant to successfully accomplish the goals and objectives.

Plan for Collecting the Data Required for this Solicitation’s Performance Measures (10%) – evaluate the applicant’s understanding of the performance data reporting requirements and the plan for collecting the required data.

Budget (5%) – evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

Other (5%) – evaluate the applicant’s documentation of prior experience delivering TTA including, if applicable: individualized site based TTA plan or assessment, sample templates or TA tools, portion of sample curriculum, any evaluation of TTA.

Other Review Criteria/Factors

Other important considerations for OVC include geographic diversity, strategic priorities (specifically including, but not limited to, those priority areas already mentioned, if applicable), available funding, past performance, and the extent to which the Budget Web-Based Form accurately explains project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

Review Process

Applications submitted under this solicitation that meet the basic minimum requirements will be evaluated for technical merit by a peer review panel(s) in accordance with OJP

peer review policy and procedures using the review criteria listed above.

OJP screens applications to ensure they meet the basic minimum requirements prior to conducting the peer review. Although specific requirements may vary, the following are common requirements applicable to all OJP solicitations:

- The application must be submitted by an eligible type of applicant.
- The application must request funding within programmatic funding constraints (if applicable).
- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements.

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 entity. Among other things to help assess whether an applicant with one or more prior federal awards has a satisfactory record of performance, integrity, and business ethics, OJP checks whether the applicant entity 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 entity that appears in the non-public segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

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

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 not only peer review ratings and OVC recommendations, but also other factors as indicated in this section.

Federal Award Administration Information

Federal Award Notices

Generally, award notifications are made by the end of the current Federal fiscal year, September 30th. See the [OJP Grant Application Resource Guide](#) for information on award notifications and instructions.

Administrative, National Policy, and Other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions and all applicable requirements of federal statutes and regulations, including the 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 Security Clauses

An application in response to this solicitation may require inclusion of information related to information technology security. See the [OJP Grant Application Resource Guide](#) for more information.

General Information about Post-Federal Award Reporting Requirements

In addition to the deliverables described in the “Program Description” section, all award recipients under this solicitation will be required to submit certain reports and data.

Required reports

. Award recipients typically must submit quarterly financial reports, semi-annual performance reports, final financial and performance 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 measure data.

Federal Awarding Agency Contact(s)

For OJP contact(s), contact information for Grants.gov, and contact information for JustGrants, see the solicitation cover page.

Other Information

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

See the [OJP Grant Application Resource Guide](#) for information on the Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a).

Provide Feedback to OJP

See the [OJP Grant Application Resource Guide](#) for information on how to provide feedback to OJP.

Performance Measures

OVC will require award recipients to submit quarterly performance measure data and semi-annual performance reports in JustGrants. A list of resources and trainings can be found at <https://ovc.ojp.gov/funding/performance-measures/human-trafficking>. Examples of performance measure questions for this project can be found here: <https://ovc.ojp.gov/funding/performance-measures/human-trafficking/tta-providers-questionnaire.pdf>.

Application Checklist

OVC FY 2023 Enhanced Collaborative Model Task Force to Combat Human Trafficking Training and Technical Assistance

This application checklist has been created as an aid in developing an application. For more information, reference [The OJP Application Submission Steps in the OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

Pre-Application

Before Registering in Grants.gov:

- Acquire or renew your Entity's [System for Award Management \(SAM\) Registration Information](#) (see [OJP Grant Application Resource Guide](#))

Register in Grants.gov

- Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password (see [OJP Grant Application Resource Guide](#))
- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see [OJP Grant Application Resource Guide](#))

Find the Funding Opportunity

- Search for the funding opportunity in Grants.gov using the opportunity number, assistance listing number, or keyword(s)
- Access the funding opportunity and application package (see Step 7 in the [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 <https://www.ojp.gov/funding/financialguidedoj/iii-postaward-requirements#6g3y8> (see [OJP Grant Application Resource Guide](#))

Review the Overview of Post-Award Legal Requirements

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2023 Awards](#)" in the [OJP Funding Resource Center](#).

Review the Scope Requirement

- The federal amount requested is within the allowable limit(s) of \$3,000,000.

Review Eligibility Requirement:

- Review the Eligibility section on the cover page and Eligibility Information section in the solicitation.

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## Application Step 1

Submit the SF-424 and **SF-LLL** in Grants.gov

- In Section 8F of the SF-424, include the name and contact information of the individual **who will complete the application in JustGrants and the SF-LLL in Grants.gov**

*Within 48 hours after the SF-424 and SF-LLL submission in Grants.gov, receive four (4) Grants.gov email notifications:*

- a submission receipt
- a validation receipt
- a grantor agency retrieval receipt
- an agency tracking number assignment

*If no Grants.gov receipt and validation email is received, or if error notifications are received:*

- Contact Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov customer support](#), or [support@grants.gov](mailto:support@grants.gov) regarding technical difficulties (see [OJP Grant Application Resource Guide](#))

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from JustGrants with login instructions.

- Proceed to Application Step 2 and complete application in JustGrants

## Application Step 2

Submit the following information in JustGrants

Application Components

- Standard Applicant information (SF-424 information from Grants.gov)
- **Proposal Abstract\***
- **Proposal Narrative\***

Budget and Associated Documentation

- **Budget Web-Based form\***
- 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 Process related to Executive Compensation (see [OJP Grant Application Resource Guide](#))

Additional Application Components

- Tribal Authorizing Resolution (if applicable) (see [OJP Grant Application Resource Guide](#))
- Supporting Documentation of Past TTA Delivery Experience
- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))
- Timeline
- Memorandum of understanding (if applicable)
- Resumes of key personnel (if applicable)
- List of procurement contracts (if applicable)
- Organizational chart (if applicable)

#### Disclosures and Assurances

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (see [OJP Grant Application Resource Guide](#))
- DOJ Certified Standard Assurances (see [OJP Grant Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))

**\* Note: Items designated with an asterisk must be submitted for an application to meet the basic minimum requirements review. If OJP determines that an application does not include the designated items, it will neither proceed to peer review, nor receive further consideration.**

#### Review, Certify and Submit Application in JustGrants

- Any validation errors will immediately display on screen after submission.
- Correct validation errors, if necessary, and then return to the “Certify and Submit” screen to submit the application. Access the [Application Submission Validation Errors Quick Reference Guide](#) for step-by-step instructions to resolve errors prior to submission.
- Once the application is submitted and validated, a confirmation message will appear at the top of the page. Users will also receive a notification in the “bell” alerts confirming submission.

*If no JustGrants application submission confirmation email or validation is received, or if error notification is received:*

- Contact the JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) regarding technical difficulties. See the [OJP Grant Application Resource Guide](#) for additional information.

## **Standard Solicitation Resources**

[OJP Grant Application Resource Guide](#) provides guidance to assist OJP grant applicants in preparing and submitting applications for OJP funding.

[DOJ Grants Financial Guide](#) serves as the primary reference manual to assist award recipients in fulfilling their fiduciary responsibility to safeguard grant funds and to ensure funds are used for the purposes for which they were awarded. It compiles a variety of laws, rules and regulations that affect the financial and administrative management of DOJ awards. This guide serves as a starting point for all award recipients and subrecipients of DOJ grants and cooperative agreements in ensuring the effective day-to-day management of awards.

[JustGrants Resources Website](#) is an entryway into information about JustGrants and the grants management system itself. Through this portal both award recipients and applicants can access training resource and user support options, find frequently asked questions and sign-up for the [JustGrants Update e-newsletter](#).

[JustGrants Application Submission Training Page](#) offers helpful information and resources on the application process. This training page includes e-learning videos, reference guides, checklists and other resources to help applicants complete an application.

[Virtual Q&A Sessions](#) are advertised here and provide opportunities for users to receive topic-specific training, direct technical assistance and support on JustGrants system functionality.

## **APPENDIX A: High Functioning Task Force**

OVC considers a high functioning ECM Task Force to have the following characteristics:

- Has a clear mission, actionable goals, and balanced leadership structure (representing law enforcement, service providers, prosecution, and other key stakeholders).
- Implements its mission and goals through balanced co-leadership and collaboration.
- Is survivor-informed.
- Works to institutionalize and refine task force functions through written protocols that guide overall task force efforts and support sustainability.
- Engages in a diverse set of strategic approaches (i.e., victim-centered, innovative,

survivor-informed, intelligence-led, outreach-based, departmental and systems cross-training) that increase identification of victims of all forms and ages of human trafficking (i.e., does not focus solely on identifying/serving one form/age), provides access to services, AND leverages the efforts and expertise of all task force members.

- Collects, analyzes, and uses data regularly to—
  - better understand their community, identify potential vulnerabilities, and inform task force efforts; and
  - assess task force impact on increased identification of human trafficking victims, voluntary service provision, and holding traffickers accountable.
- Seeks and uses a range of local and state resources to leverage limited federal resources.
- Devotes time and attention to building and maintaining community trust and support.