

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



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Step 2: Application JustGrants Deadline: 8:59 p.m. Eastern Time on June 17, 2024

Contents

Synopsis	4
Program Description Overview.....	4
Eligibility	4
Agency Contact Information	4
Pre-Application Information Session	4
Application Submission Information	5
Registration.....	5
Submission	5
Program Description	6
Program Description Overview.....	6
Statutory Authority.....	6
Specific Information.....	6
Solicitation Goals and Objectives.....	10
Goals	10
Objectives	10
Federal Award Information	11
Awards, Amounts, and Durations	11
Continuation Funding Intent.....	11
Availability of Funds.....	11
Type of Award.....	11
Cost Sharing or Matching Requirement.....	11
Eligibility Information	11

How To Apply.....	12
Application Resources.....	12
How To Apply	12
Registration.....	12
Submission	12
Applying as an Individual	13
Submission Dates and Time	13
Experiencing Unforeseen Technical Issues Preventing Submission of an Application (Technical Waivers).....	13
Application and Submission Information	15
Content of Application Submission and Available Surveys	15
Content of the SF-424 in Grants.gov	15
Content of the JustGrants Application Submission.....	15
Application Review Information	23
Review Criteria	23
Review Process	24
Federal Award Administration Information	24
Federal Award Notices	24
Evidence-Based Programs or Practices	24
Information Regarding Potential Evaluation of Programs and Activities.....	24
Administrative, National Policy, and Other Legal Requirements	24
Civil Rights Compliance.....	24
Financial Management and System of Internal Controls	25
Information Technology Security Clauses	25
General Information About Post-Federal Award Reporting Requirements	25
Federal Awarding Agency Contact(s).....	26
Other Information	26
Freedom of Information and Privacy Act (5 U.S.C. §§ 552 and 552a)	26
Provide Feedback to OJP	26
Performance Measures	26
Application Checklist	26
Pre-Application	26
Application Step 1	27
Application Step 2.....	27
Review, Certify, and Submit Application in JustGrants.....	28

Standard Solicitation Resources29

Synopsis

Program Description Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) is seeking applications for funding.

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

With this solicitation, OVC seeks to fund a 1- to 3-year fellowship (in-person or virtual, part-time or full-time—to be proposed by applicants) to assist the anti-trafficking field in identifying and promoting culturally responsive service models and activities.

This program furthers the DOJ's mission to uphold the rule of law, to keep our country safe, and to protect civil rights.

Eligibility

- Individuals

Applicants must be U.S. citizens. Organizations are not eligible to apply.

OVC may choose to fund applications submitted under this FY 2024 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

Agency Contact Information

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

For procedures related to unforeseen technical issues beyond the control of the applicant that impact submission by the deadlines, see the “How To Apply” section, [Experiencing Unforeseen Technical Issues](#).

For assistance with submitting the [Application for Federal Assistance standard form \(SF-424\)](#) and a [Disclosure of Lobbying Activities \(SF-LLL\)](#) 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 is open 24 hours a day, 7 days a week, except on federal holidays.

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 from 7:00 a.m. to 9:00 p.m. ET Monday–Friday and from 9:00 a.m. to 5:00 p.m. ET on Saturday, Sunday, and federal holidays.

Pre-Application Information Session

OVC will conduct pre-application webinars during which OVC staff will review planned FY 2024 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>. To use the time most efficiently, OVC encourages participants to review this solicitation and submit any questions in advance and no later than 2 days prior to the webinar. Submit your questions to askovc@ncjrs.gov with the subject "Questions for OVC FY24 Human Trafficking Fellowship Program Webinar."

Application Submission Information

Registration

Before submitting an application, an applicant must have a registration in the [System for Award Management \(SAM.gov\)](#).

The SAM.gov registration is not required for a person applying as an "individual" and not on behalf of a company; state, local or tribal government; academic institution; or other type of organization. Individuals should obtain an Employer Identification Number (EIN) and not apply using a social security number: [IRS Apply for an Employer Identification Number \(EIN\) Online](#).

Submission

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants. See the [Submission Dates and Time](#) section for the Grants.gov and JustGrants application deadlines.

Step 1: The applicant must register for this opportunity in Grants.gov at <https://grants.gov/register> and submit by the Grants.gov deadline the required [Application for Federal Assistance standard form \(SF-424\)](#) and a [Disclosure of Lobbying Activities \(SF-LLL\)](#). See the [Submission Dates and Time](#) section for application deadlines.

Step 2: The applicant must submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://justgrants.usdoj.gov) by the JustGrants application deadline. See the [Submission Dates and Time](#) section for application deadlines.

Program Description

Program Description Overview

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Office for Victims of Crime (OVC) is seeking applications for funding.

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

With this solicitation, OVC seeks to fund a 1- to 3-year fellowship (in-person or virtual, part-time or full-time—to be proposed by applicants) to assist the anti-trafficking field in identifying and promoting culturally responsive service models and activities.

This program furthers the DOJ's mission to uphold the rule of law, to keep our country safe, and to protect civil rights.

The OVC Human Trafficking Fellow awarded under this program will work collaboratively with OVC and the larger victim services field in identifying and promoting culturally responsive service models and activities that can be shared with the anti-trafficking field to enhance services to victims of severe forms of human trafficking, as defined in 22 U.S.C. § 7102(11):

- Sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such an act has not attained 18 years of age.
- 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.

This solicitation seeks an individual with a background in culturally responsive service provision and strengths-based intervention models. Applications from those with lived experience will be prioritized. Public disclosure of lived experience will not be a required part of the Fellowship, though please be aware that information included in your application, if funded, may be subject to release under the Freedom of Information Act.

The award will be made as a cooperative agreement to cover the activities proposed for an award amount of up to \$400,000 for up to a 3-year project period. OVC may discontinue a project before the end of the project period when necessary (e.g., failure to receive a security clearance, unsatisfactory performance, or mutual agreement). In the unlikely event that this were to occur, OVC would endeavor to inform the Fellow as far in advance as feasible and, though not obligated to do so, end the project at the end of an annual budget period.

Statutory Authority

The statutory authority for this program is 22 U.S.C. 7105(b)(2).

Specific Information

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.

Organizations that understand the strengths of culture and center the design of their service model around culture as a protective factor are part of a paradigm change in service delivery. Some organizations seek to incorporate cultural considerations and practices within existing service models and approaches to supporting victim healing. Research, particularly in American Indian and Alaska Native communities¹, has found that strength-based interventions that center cultural practices and values in their public health and service delivery responses can go beyond meeting basic needs and help victims from underserved communities find healing and justice. These are not simply approaches that include an awareness of cultural responsiveness; instead, they place culture at the core of their interventions.

The awarded Fellow will be expected to focus on assisting the anti-trafficking field in identifying and promoting culturally responsive service models and activities. Work conducted through the fellowship will highlight culture as a protective factor as well as the impact of strength-based approaches that embed culturally responsive practices into the core of their service model.

The Fellow will be expected to identify organizations implementing strength-based interventions that leverage culture in service delivery. The Fellow should not limit their work to approaches found within the anti-trafficking field; rather, promising models should be identified wherever possible, including related service fields, and then shared with the anti-trafficking field.

Through independent analysis and review of existing practice and in-depth virtual and in-person interviews, the Fellow will identify promising program models, describe their implementation, and produce a written analysis of the implications of these models on OVC's programs and policies.

The Fellow will also collect and document examples of practices and stories of the impact of culturally informed services that may be shared with OVC anti-trafficking grantees and the broader anti-trafficking field. The Fellow should propose modes and methods to disseminate their findings widely, including vehicles such as a newsletter, articles in internal and external publications, social media, blogs, formal external reports, and/or presentations. All dissemination activities will be coordinated with and approved by OVC.

The successful applicant must demonstrate in their application the administrative and fiscal capacity to manage a federal award along with the knowledge, skills, and abilities to successfully execute the proposed fellowship activities. Applicants may propose a full-time or part-time fellowship based in Washington, D.C., or conducted remotely. If remote, the selected Fellow will be expected to be onsite at OVC in Washington, D.C., periodically throughout the proposed project period. The specific schedule will be negotiated with OVC upon award. If there are extenuating circumstances that would prevent the Fellow from being periodically onsite at OVC, OVC will consider such exigencies and may make accommodations as necessary.

OVC anticipates funding one Fellow through this solicitation.

Administrative Information

Schedule: The Fellow will be required to work on project activities and deliverables at a level of effort as proposed in the application throughout the project period, with a minimum level of effort

¹ Hodgson CR, DeCoteau RN, Allison-Burbank JD, Godfrey TM. An Updated Systematic Review of Risk and Protective Factors Related to the Resilience and Well-Being of Indigenous Youth in the United States and Canada. *Am Indian Alsk Native Ment Health Res.* 2022;29(3):136-195. doi: 10.5820/aian.2903.2022.136. PMID: 36178751;

not less than 33 percent of a Full-Time-Equivalent position (a Full-Time-Equivalent position is estimated at 2,080 hours per year). Applicants submitting for a part-time fellowship should propose the schedule over the course of 36 months needed to accomplish the goals and deliverables proposed. It is anticipated that the Fellow will be onsite at OVC for some portion of their fellowship period. Applicants should include information about their availability to work onsite at OVC as part of their application. Upon award, OVC will work with the Fellow to determine a schedule for onsite or remote work for the duration of the grant period.

Timesheets: The Fellow will request scheduled drawdowns of grant funds based on the level of effort contributed toward the grant objectives (time spent working on grant deliverables). The grantee must maintain timesheets and other documentation that substantiates and supports the grantee's level of effort for each drawdown period, and this documentation shall be available for inspection and review on request from OVC during the course of the grant.

Progress Reports: Progress reports will be used to ensure that the Fellow's activities support the stated award purpose and that the deliverables are being met per the approved timeline. The Fellow's financial, administrative, programmatic compliance, and overall performance will be monitored by a grants manager within the OVC Human Trafficking Division, with ultimate oversight by an OVC Division Director or Deputy Director.

Equipment and supplies: When onsite, OJP will provide a workspace and equipment, including a telephone, a computer, office supplies, and internet access. When working offsite, OJP will provide a telephone and a computer.

Security clearance: Fellows must successfully pass a complete and thorough background investigation and may also be subject to a drug test before the fellowship may begin. If a candidate fails to receive an OJP security clearance, they will be required to withdraw as an OVC Fellow. Individuals who are not U.S. citizens are ineligible because, due to security policies, they would not be able to access DOJ systems and facilities necessary for work under the fellowship award.

Relationship to OVC: Fellows are grantees and not federal employees, and therefore lack any inherent governmental authority. Fellows do not speak on behalf of the Federal Government, nor can they make decisions on behalf of the government. Fellows working on federally-funded activities shall comply with similar standards of conduct and ethics as required of federal employees. When onsite, Fellows are expected to comply with the workplace requirements generally applicable to employees at the worksite.

Federal Debt: Applicants must certify in their application that they have no delinquent federal student loans or other federal debt (not in bankruptcy, forbearance, or under appeal), including delinquent federal tax debt. This is because delinquent federal debt may be subject to the Treasury Offset Program, by which the U.S. Treasury Department takes federal payments, including grant funds, to satisfy the federal debt.

Lobbying: Applicants may not be registered lobbyists at the time the fellowship award is made or during the period of the fellowship.

Financial management training: Successful applicants must take the online financial management training for grantees to ensure understanding of the requirements associated with

recordkeeping and reporting. Information about the DOJ Grants Financial Management Online Training can be found at <https://ojp.gov/training/training.htm>.

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](#). Applicants should consider the needs of these victims in the proposal narrative and propose community partnerships or collaborations that are required to better respond to this population.

Ensuring Access to Support for Male Victims

According to OVC's anti-trafficking grantee data, service providers, multidisciplinary task forces, and other key stakeholders face challenges in identifying and responding to male victims of sex trafficking and labor trafficking. Applicants should consider the needs of these victims in the proposal narrative and propose community partnerships or collaborations that are required to better respond to this population.

Enhancing Access to Services and Promoting Survivor Choice

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, individuals funded under this solicitation will highlight practices that remove barriers to receiving services and support survivor-informed and independent decision making. Such practices will reduce requirements to engage in services, promote survivors' choice within service delivery, and protect victim privacy and confidentiality.

Additional elements found in promising models to be highlighted include the following:

- 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, substance use, 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.

Information on Managing Human Trafficking Awards

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

Solicitation Goals and Objectives

Goals

The OVC Human Trafficking Fellowship program's goal is to assist the anti-trafficking field in identifying and promoting culturally responsive, strength-based service models and activities.

Objectives

An applicant should address all the objectives listed below in the Goals, Objectives, Deliverables and Timeline web-based form.

Objectives of this fellowship include the following:

- Developing and documenting a systematic, replicable criteria for establishing what constitutes a culturally responsive, strength-based program or approach.
- Documenting culturally specific protective factors that can help victims from underserved communities find healing and justice.
- Identifying and promoting strength-based interventions that center cultural practices and values in their service delivery response among OVC anti-trafficking grantees and the larger anti-trafficking field.
- Speaking to experts in the field and reviewing publicly available media reports and published literature to identify organizations implementing culturally responsive, strength-based approaches.
- Conducting in-person and/or virtual interviews and site visits.
- Identifying barriers and innovative solutions to implementing culturally responsive, strength-based interventions.
- Documenting (to the extent feasible) the results and impact of these interventions.
- Producing a written analysis of the implications of these models on existing funding available for victim services, with a focus on OVC-funded programs and OVC policies.
- Creating and delivering informational awareness materials and trainings for external publication (newsletter, articles, social media, blogs, reports, and presentations).
- At the request of OVC, participating in internal and external stakeholder meetings, forums, conferences, and international briefings to provide subject matter expertise and/or present information on OVC's efforts to address the focus area issue.
- Delivering regular updates/reports for the OVC Grants Manager outlining the activities completed (frequency to be negotiated with OVC depending on the level of effort proposed).
- Collaborating with OVC internal groups, such as the OVC Human Trafficking Division and the OVC Communities of Color Working Group (COCWG), to highlight ongoing work

to increase the capacity and availability of strength-based, culturally responsive interventions and victim services for underserved communities.

- Traveling to support the execution of fellowship activities and deliverables as proposed and/or required by OVC.
- Assisting OVC on other special projects within the scope of the award, at OVC's direction.

For information about what the applicant needs to submit regarding Goals, Objectives, and Deliverables, please see the [Application Goals, Objectives, Deliverables, and Timeline Web-Based Form](#).

Federal Award Information

Awards, Amounts, and Durations

Anticipated Number of Awards: 1

Anticipated Maximum Dollar Amount per Award: \$400,000

Period of Performance Start Date: October 1, 2024

Period of Performance Duration (Months): Up to 36

Anticipated Total Amount To Be Awarded Under This Solicitation: \$400,000

Continuation Funding Intent

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

Availability of Funds

This funding opportunity, and awards under this funding opportunity, are subject to the availability of funding and to any changes 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

OJP expects to make any award under this funding opportunity as a cooperative agreement, 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 [Application Resource Guide](#) for additional information.

Cost Sharing or Matching Requirement

This funding opportunity does not require a match.

Eligibility Information

For eligibility information, [see the Synopsis section](#).

An "individual" applicant may apply for this funding opportunity. If you work on grant applications on behalf of a company; state, local, or tribal government; academic institution; or other type of organization, then you are not an individual applicant. See the "[How To Apply](#)" section for information on how to apply as an individual.

How To Apply

Application Resources

When preparing and submitting an application, the following resources may aid prospective applicants:

1. Grants.gov [“How to Apply for Grants”](#)
2. OJP [“How To Apply”](#) section in the [Application Resource Guide](#)
3. JustGrants [Application Submission Training](#)

This solicitation (notice of funding opportunity) incorporates guidance provided in the [OJP Grant Application Resource Guide](#) (Application Resource Guide), which provides additional information for applicants to prepare and submit applications to OJP for funding. **If this solicitation requires something different from any guidance provided in the [Application Resource Guide](#), the difference will be noted in this solicitation and the applicant is to follow the guidelines in this solicitation, rather than the guidance in the [Application Resource Guide](#) that is in conflict.**

How To Apply

Registration

Before submitting an application, all applicants must register with the System for Award Management (SAM.gov). An applicant must renew their registration every 12 months. If an applicant does not renew their SAM.gov registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Applicants are encouraged to start the SAM.gov registration process at least 30 days prior to the application deadlines. Applicants who fail to begin the registration or renewal process at least 10 business days prior to the Grants.gov deadline may not complete the process in time and will not be considered for late submission.

Submission

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants.

Step 1: After registering with SAM.gov, the applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://grants.gov/register> by the Grants.gov deadline. **To leave time to address any technical issues that may arise, an applicant should submit the SF-424 and SF-LLL as early as possible and recommended not later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov by the deadline, they will be unable to apply in JustGrants. Applicants can confirm Grants.gov submission by verifying their application status shows as “submitted” or “agency tracking number assigned.”

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

OJP recommends that applicants submit the complete application package in JustGrants at least 48 hours prior to the JustGrants deadline. Some of the required sections of the application will be entered directly into JustGrants, and other sections will require documents to be uploaded and attached. Therefore, applicants should allow enough time before the JustGrants deadline to prepare all the requirements of the application. Applicants may save their progress

in the system and add to or change the application as needed prior to hitting the “Submit” button at the end of the application in JustGrants.

An applicant will receive emails when successfully submitting in Grants.gov and JustGrants and should maintain all emails and other confirmations received from SAM.gov, Grants.gov, and JustGrants systems.

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

Applying as an Individual

The SAM.gov registration is not required for a person applying as an “individual” and not on behalf of a company; state, local, or tribal government; academic institution; or other type of organization.

An individual who wishes to apply for this funding in their personal capacity should use the Funding Opportunity Number (FON) O-OVC-2024-172087 to register with Grants.gov. Enter the FON at <https://apply07.grants.gov/help/html/help/index.htm#t=Register%2FIndividualApplicantRegistration.htm> to complete the registration form and create a username and password for Grants.gov.

Individuals should obtain an Employer Identification Number (EIN) from the Internal Revenue Service. The individual applying for an award will submit the EIN value as the Tax Identification Number (TIN). Individuals should not submit their social security numbers. For additional information, including the steps to obtain an EIN: <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>.

For additional information, see the “How To Apply” section of the [Application Resource Guide](#). Follow the instructions for applying as an individual.

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 June 3, 2024.

The **full application** must be submitted in JustGrants by 8:59 p.m. Eastern Time on June 17, 2024.

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 and application process in sufficient time (i.e., waiting until the due dates identified in this solicitation for those systems to begin the application steps) is not an acceptable reason to request a technical waiver.

Experiencing Unforeseen Technical Issues Preventing Submission of an Application (Technical Waivers)

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 submission of the application on time.

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 documentation of attempts

to receive technical assistance to resolve the issue prior to the application deadline. A tracking number is the most typical documentation and is 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, long call wait times for support do 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.gov Help Desk \(Federal Service Desk\)](#), Monday–Friday from 8:00 a.m. to 8:00 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 7:00 a.m. to 9:00 p.m. ET and Saturday, Sunday, and federal holidays from 9:00 a.m. to 5:00 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 (provide screenshots if applicable);
- 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 that does not provide documentation of a technical issue (including all information listed above), or that 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 [Application Resource Guide](#).

Application and Submission Information

Content of Application Submission and Available Surveys

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:

- SF-424 and SF-LLL (in Grants.gov)
- Proposal Abstract (in JustGrants)
- Proposal Narrative (in JustGrants)
- Budget Web-Based Form, which includes the budget details and the budget narrative (in JustGrants)

If OJP determines that an application does not include these elements, it will not proceed to peer review and will not receive any further consideration.

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

Content of the JustGrants Application Submission

Entity and User Verification (First Time Applicant)

For first time JustGrants applicants, once the application is received from Grants.gov, DOJ will send an email (from DIAMD-NoReply@usdoj.gov) to the individual listed in Section 8F of the SF-424 with instructions on how to create a JustGrants account. This email should arrive within 24 hours after this individual receives confirmation from Grants.gov of their SF-424 and SF-LLL submissions. Register the Entity Administrator (the person who manages who can access JustGrants on behalf of the applicant), the Application Submitter, and Authorized Representative for the applicant with JustGrants as early as possible and (recommended) not later than 48-72 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive a link in an email to complete the rest of the application in JustGrants. Find additional information on JustGrants Application Submission in the [Application Resource Guide](#).

Standard Applicant 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, and expected outcomes—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 [Application Resource Guide](#) for an [example](#) of a proposal abstract.

Data Requested With Application

The following application elements should be submitted in the web-based forms in JustGrants.

Financial Management and System of Internal Controls Questionnaire (including Applicant Disclosure of High-Risk Status)

The Financial Management and System of Internal Controls Questionnaire helps OJP assess the financial management and internal control systems, and the associated potential risks of an applicant as part of the pre-award risk assessment process. Every OJP applicant (other than an individual applying in their personal capacity, not representing an applicant organization) is required to complete the web-based Questionnaire form in JustGrants. See the [Application Resource Guide: Financial Management and System of Internal Controls Questionnaire \(including Applicant Disclosure of High Risk Status\)](#) for additional guidance on how to complete the questionnaire.

Brief Applicant Entity Questionnaire

The Office of Justice Programs (OJP) is collecting the following information to help assess its efforts to attract a broader range of applicants. These questions apply to the applicant entity and its work and scope only, and not to the specific project(s) being proposed within the application. Responses to the questions will not be considered in the application review process. The questions included in the questionnaire are available in the [Standard Forms & Instructions: Brief Applicant Entity Questionnaire](#).

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 size font; have no less than 1-inch margins; and should not exceed 20 numbered pages. If the Proposal Narrative fails to comply with these length restrictions, OJP may consider such noncompliance in peer review and in final award decisions.

The Proposal Narrative must include the following sections:

a. Statement of the Problem

Describe why this project and the proposed objectives are necessary or address a need. Include supporting information to explain the significance/value.

b. Project Design and Implementation

This section must—

- specify the goals and objectives of this fellowship that will align with the stated goals and objectives of this solicitation;

- outline the process to complete fellowship objectives and deliverables described in this solicitation; and
- include a time-task plan that clearly identifies objectives, major activities, phases of work, and project deliverables. The time-task plan also must provide for the submission of quarterly financial status reports and semiannual progress reports required of all grant recipients. The time-task plan, presented in chart or table form, is not subject to the 20-page narrative limitation.

The Fellow must plan to take the DOJ Grants Financial Management Training Seminar online or in person within 120 days of receipt of the award. Specific information about the dates and locations of upcoming OJP Office of the Chief Financial Officer (OCFO) events and information about the DOJ Grants Financial Management Online Training can be found at <https://www.ojp.gov/training-and-technical-assistance>.

c. Capabilities and Competencies

This section must—

- provide a clear description of professional expertise in the fellowship specialization subject matter areas, including but not limited to experience with culturally responsive service provision; human trafficking; strength-based, victim-centered, and trauma-informed approaches; working with and in impacted communities; and collaborative partnerships to refer and provide trafficking victims with services to meet their individualized needs;
- document experience in developing training materials, resources, or publications for broad audiences of stakeholders; and
- describe other relevant competencies. A resume or curriculum vitae must be included as a separate attachment.

d. Plan for Collecting the Data Required for This Solicitation’s Performance Measures

This section must—

- state the applicant’s understanding of the performance data reporting requirements for this grant program and describe a plan for collecting all the performance measures data required by this solicitation, and
- outline a plan for conducting assessment activities to determine if the project is meeting its goals and objectives.

Note: An applicant is **not** required to submit performance data with the application. Rather, performance measure information is included to provide notice that award recipients will be required to submit performance data as part of each award’s reporting requirements.

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 solicitation goals and objectives identified in the “[Goals and Objectives](#)” section. Applicants can visit [OJP’s performance measurement page](http://www.ojp.gov/performance) at www.ojp.gov/performance for more information on performance measurement activities.

A list of performance measure questions for this program can be found at <https://ovc.ojp.gov/funding/performance-measures/ovc-fellowship-performance-measures.pdf>. Some measures are presented as examples, while others are the exact measures that every recipient will be expected to address.

OVC will require award recipients to submit quarterly performance measure data in the Performance Measurement Tool (PMT) and separately submit 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 require award recipients to submit performance measure data and performance reports in JustGrants. OVC will provide further guidance on the post-award submission process, if the applicant is selected for award.

The Fellow will be required to submit a narrative within their semiannual performance report describing—

- the details of any training activity, report, presentation, informational material, recommendation, or other material developed or enhanced including the location, content, and audience;
- the value of the product to OVC, grantees, and the field;
- feedback received from OVC, grantees, and the field detailing the impact of the product;
- any challenges faced during the past 6 months; and
- planned activities for the next 6 months.

[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 [Application Resource Guide](#).

[Application Goals, Objectives, Deliverables, and Timeline Web-Based Form](#)

The applicant will submit the project’s goals, objectives, deliverables, and timeline in the JustGrants web-based form. This is a summary of the goals, objectives, deliverables, and timeline that relate to the proposal narrative. 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 proposal narrative.
- **Program Objectives and Timeline:** The applicant should include objectives to accomplish its goals. Objectives are specific, measurable actions to reach the project’s desired results. The included timelines should be clearly linked to the goal.
- **Deliverables and Timeline:** Project deliverables refer to outputs—tangible (for example, a report or a website) or intangible (for example, greater feelings of safety reported by the community)—that are documented and submitted within the scope of a project. Deliverables include timelines.

Deliverables Expected by Successful Applicants

OVC expects the Fellow to identify and catalog relevant practices across the United States; conduct qualitative interviews and/or site visits with key stakeholders; and develop and deliver awareness materials, trainings, and presentations. The Fellow will create a final technical report for OVC and a summary document that OVC may choose to disseminate publicly regarding these findings.

The Fellow will be expected to work closely with OVC Training and Technical Assistance (TTA) providers who are assisting OVC grantees in sharing and promoting models identified through the fellowship. Specific deliverables include the following:

- In-person and/or virtual interviews and site visits (as proposed in application).
- Systematic, replicable criteria for establishing what constitutes a culturally responsive, strength-based program or approach.
- A catalog of identified organizations implementing strength-based interventions that leverage culture in service delivery.
- A written analysis for OVC of the implications of these models on OVC's programs and policies, including documenting (to the extent feasible) the results and impact of these interventions.
- Training and awareness materials for external publication (newsletter, social media, blogs, and reports) (as proposed).
- Coordination meetings with relevant TTA providers and other relevant stakeholders.
- Documentation of participation and presentations at conferences, meetings, and trainings on relevant topics (as proposed).
- Updates and reports for the OVC Grants Manager outlining the activities completed (frequency to be negotiated with OVC depending on level of effort proposed).

Program objectives and deliverables should be included in one timeline.

Budget and Associated Documentation

Funding Restrictions

The following are the only allowable expenses under this solicitation:

- Personnel (salary). Applicants should base requested salary on their education and experience level.
- Fringe benefits, itemized separately from salary. These may include life, health, and disability insurance; state workers' compensation; retirement plan; Federal Insurance Contributions Act (FICA) tax (the employer match of 7.65 percent of salary only); and a public transportation stipend that does not exceed \$270 monthly, based on actual expenses. (This amount is based on the current maximum transit subsidy monthly benefit for federal employees and is subject to change.) Applicants must clearly identify which benefits they are requesting and the actual calculations. For example, if the individual is requesting health insurance, the applicant should indicate the amount paid monthly and multiply by 12 to get the annual expense.
- Travel expenses, which will be directed and approved by OVC and will involve site visits, attendance at conferences and meetings, and participation in training, including professional development. Applicants should budget for a minimum of 12 trips over the 3-year period. All trips should be budgeted at \$1,500 each, with a notation that date,

location, and nature of travel will be determined in consultation with OVC management after the award is made. The applicant should include in the Budget Narrative a notation that travel costs, such as per diem and lodging, will not exceed the federal guidelines.

- Supplies, which may include expenses to cover professional reference materials and resources relating to the fellowship activities (not to exceed \$500).
- Expenses associated with professional development and training relating to the OVC fellowship project. Fees for up to three trainings at up to \$2,000 each may be included. Note: Final decisions on trainings will be made in consultation with the Fellow's grant manager. Applicants should identify the type of training they believe would be most helpful to them in carrying out fellowship activities.
- Contract expenses, to include contracted consultant fees, expenses such as translation or interpretation services, or other items. A contract is for the purpose of obtaining goods and services for the recipient's own use and creates a procurement relationship between the recipient and the contractor. While contract expenses are allowable, subawards are not. To learn more about contracts, please see [OJP guidance on subawards and procurement contracts](#).

The following expenses are not allowable under this solicitation:

- Equipment, such as costs for laptops or other equipment that will be supplied by OJP.
- Subawards.
- Moving expenses.
- International travel.
- Indirect costs.

Limitation on Use of Funds (22 USC 7110(g))

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

1. 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.
2. 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 will not use grant funds or program match funds to promote, support, or advocate the legalization or practice of prostitution.*

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

[Budget Detail and Narrative Web-Based Form](#)

The applicant will complete the JustGrants web-based budget form, which includes both detailed calculations and budget narrative sections.

For additional information about how to prepare a budget for federal funding, see the “[Application Resource Guide](#)” section on [Budget Preparation and Submission Information](#) and the technical steps to complete the budget form in JustGrants in the [Complete the Application in JustGrants: Budget](#) training.

[Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs](#)

OJP strongly encourages every applicant that proposes to use award funds for any conference-, meeting-, or training-related activity (or similar event) to review carefully—before submitting an application—the [Application Resource Guide](#) for information on prior approval, planning, and reporting of conference/meeting/training costs.

[Costs Associated With Language Assistance \(if applicable\)](#)

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. See the [Application Resource Guide](#) for information on costs associated with language assistance.

[Budget/Financial Attachments](#)

[Pre-Agreement \(Pre-Award\) Costs \(if applicable\)](#)

Pre-agreement costs are defined as costs requiring approval incurred by the applicant prior to the start date of the period of performance of the federal award. OJP does not typically approve pre-agreement costs. If a successful applicant, in anticipation of the Federal award, but before the start date of the period of performance, incurs costs which are necessary for efficient and timely performance of the funded project, those costs may not be charged to the award. See the “Costs Requiring Prior Approval” section in the [DOJ Grants Financial Guide Post-Award Requirements](#) for more information.

[Indirect Cost Rate Agreement \(if applicable\)](#)

Indirect costs are costs of an organization that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for facility operation and maintenance, depreciation, and administrative salaries. The requirements for the development and submission of indirect cost proposals and cost allocation plans are listed in Appendices III – VII of 2 C.F.R. Part 200. A non-federal applicant should follow the guidelines applicable to its type of organization. If applicable, an applicant with a current federally-approved indirect cost rate agreement will upload it as an attachment in JustGrants. See the [DOJ Financial Guide](#) for additional information on [Indirect Cost Rate Agreement](#).

[Consultant Rate \(if applicable\)](#)

Costs for consultant services require prior approval from OJP. If the proposed project expects to fund consultant services, compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace. See the [DOJ Grants Financial Guide](#) for information on the consultant rates, which require prior approval from OJP.

Disclosure of Process Related to Executive Compensation (if applicable)

This notice of funding opportunity expressly modifies the Application Resource Guide by not incorporating its “Disclosure of Process Related to Executive Compensation” provisions. Applicants to this funding opportunity are not required to provide this disclosure.

Additional Application Components

The applicant will attach the additional requested documentation in JustGrants.

Curriculum Vitae or Resumes (if applicable)

Provide resumes of key personnel who will work on the proposed project.

Research and Evaluation Independence and Integrity Statement (if applicable)

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 [Application Resource Guide](#).

Disclosures and Assurances

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities

The SF-LLL attachment that was completed and submitted in Grants.gov is attached to this section.

Applicant Disclosure of Duplication in Cost Items

To ensure funding coordination across grant making agencies, and to avoid unnecessary or inappropriate duplication among grant awards, the applicant will disclose if it has any pending applications for federal funding, including pending applications for subawards of federal funds. Complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [Application Resource Guide](#) for additional information.

DOJ Certified Standard Assurances

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

Application Review Information

Review Criteria

Basic Minimum Review Criteria

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 requirements for all OJP solicitations:

- The application must be submitted by an eligible type of applicant.
- The application must request funding within any stated programmatic funding limits or boundaries.
- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements.

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 (15%): evaluate the applicant's understanding of the program/issue to be addressed.
- Project Design and Implementation (25%): evaluate the strength of the proposal, including information provided in the goals, objectives, timelines, and deliverables web-based form.
- Capabilities and Competencies (45%): evaluate the applicant's administrative and technical capacity to successfully accomplish the goals and objectives.
- Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%): evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
- Budget (10%): evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

Other Review Criteria/Factors

Other important considerations for OJP 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. Costs are allowable when they are reasonable, allocable to, and necessary for the performance of the federal award, and when they comply with the funding statute and agency requirements (to include the conditions of the award), including the cost principles set out in the [Uniform Requirements 2 C.F.R. Part 200, Subpart E](#).

Risk Criteria/Factors

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 with one or more prior federal awards has a satisfactory record of performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM.gov 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 non-public segment of the integrity and performance system accessible through SAM.gov.

Important note on Responsibility/Qualification Data (formerly FAPIIS): An applicant may review and comment on any information about its organization that currently appears in SAM.gov and was entered by a federal awarding agency. OJP will consider such comments by the applicant, in addition to the other information in SAM.gov, in its assessment of the risk posed by the applicant.

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. 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 30. See the [Application Resource Guide](#) for information on award notifications and instructions.

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 (programs or practices that have been evaluated as effective), see the [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 on what should be included in the application, see the [Application Resource Guide](#) section entitled “Information Regarding Potential Evaluation of Programs and Activities.”

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 [Application Resource Guide](#).

Civil Rights Compliance

If a successful applicant accepts funding from OJP—as a recipient of OJP funding—that award recipient must comply with certain federal civil rights laws that prohibit it from discriminating on the basis of race, color, national origin, sex, religion, or disability in how the recipient delivers its program’s services or benefits and in its employment practices. The civil rights laws that may be applicable to the award include Title VI of the Civil Rights Act of 1964 (Title VI), the

nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act of 1968 (Safe Streets Act), and Section 504 of the Rehabilitation Act of 1973. These and other federal civil rights laws are discussed in greater detail here: [Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2024 Awards](#) under the “Civil Rights Requirements” section, and additional resources are available from the [OJP Office for Civil Rights](#).

Part of complying with civil rights laws that prohibit national origin discrimination includes recipients taking reasonable steps to ensure that people who are limited in their English proficiency (LEP) because of their national origin have meaningful access to a recipient’s program and activity. An LEP person is one whose first language is not English and who has a limited ability to read, write, speak, or understand English. To help recipients meet this obligation to serve LEP persons, DOJ has published a number of resources, including a language access assessment and planning tool, which are available at <https://www.lep.gov/language-access-planning>. Additional resources are available at <https://www.ojp.gov/program/civil-rights-office/limited-english-proficient-lep>. If the award recipient proposes a program or activity that would deliver services or benefits to LEP individuals, the recipient may use grant funds to support the costs of taking reasonable steps (e.g., interpretation or translation services) to provide meaningful access. Similarly, recipients are responsible for ensuring that their programs and activities are readily accessible to qualified individuals with disabilities. Applicants for OJP funding must allocate grant funds or explain how other available resources will be used to ensure meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language (ASL) interpreter services for deaf or hard of hearing individuals or the purchase of adaptive equipment for individuals with mobility or cognitive disabilities. For resources, see <https://www.ada.gov/> or contact OJP.

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 [Application Resource Guide](#) for additional information.

Information Technology Security Clauses

An application in response to this solicitation may require inclusion of information related to information technology security. See the [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 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 [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 Synopsis.

Other Information

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

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

Provide Feedback to OJP

See the [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 in the Performance Measurement Tool and separately submit semiannual performance reports in JustGrants. A list of resources and trainings can be found at <https://ovc.ojp.gov/funding/performance-measures/human-trafficking>.

Application Checklist

OVC FY24 Human Trafficking Fellowship Program

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

- Confirm your entity's registration in the [System Award Management \(SAM.gov\)](#) is active through the solicitation period; submit a new or renewal registration in SAM.gov if needed (see [Application Resource Guide](#)).

Register in Grants.gov

- Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password (see [Application Resource Guide](#)).
- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see [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 [Application Resource Guide](#)).
- Sign up for Grants.gov email [notifications](#) (optional) (see [Application Resource Guide](#)).
- Read [Important Notice: Applying for Grants in Grants.gov](#) (about [browser compatibility and special characters in file names](#)).
- Read OJP policy and guidance on conference approval, planning, and reporting available at <https://www.ojp.gov/funding/financialguidedo/iii-postaward-requirements#6g3y8> (see [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 2024 Awards](#)” in the [OJP Funding Resource Center](#).

Review the Scope Requirement

- The federal amount requested is within the allowable limit(s) of \$400,000.

Review Eligibility Requirement

- Review the “Eligibility” section in the Synopsis and “Eligibility Information” section in the solicitation.

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 regarding technical difficulties (see “[Application Resource Guide](#)” [section on Experiencing Unforeseen Technical Issues](#)).

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

- Entity and User Verification (First Time Applicant)
- Standard Applicant information (SF-424 information from Grants.gov)
- Proposal Abstract*
- Proposal Narrative*
- Application Goals, Objectives, Deliverables, and Timeline web-based form

Budget and Associated Documentation

- Budget Detail Narrative and web-based form*
- Financial Management and System of Internal Controls Questionnaire (see [Application Resource Guide](#))
- Indirect Cost Rate Agreement (if applicable) (see [Application Resource Guide](#))

Additional Application Components

- Research and Evaluation Independence and Integrity (if applicable) (see [Application Resource Guide](#))
- Resume or curriculum vitae
- Memorandum of Understanding (if applicable)
- List of procurement contracts (if applicable)

Disclosures and Assurances

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

Standard Solicitation Resources

[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.

[Weekly Training Webinars](#) are advertised here and provide opportunities for users to receive topic-specific training, direct technical assistance, and support on JustGrants system functionality.