

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



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## OVC FY 2022 Improving Outcomes for Child and Youth Victims of Human Trafficking

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### Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime \(OVC\)](#) seeks applications for funding to improve outcomes for children and youth who are victims of human trafficking by integrating human trafficking policy and programming at the state or tribal level and enhancing coordinated, multidisciplinary, and statewide approaches to serving trafficked youth. This program furthers the DOJ's mission by enhancing statewide or tribal jurisdiction-wide responses to human trafficking.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance to 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.**

This solicitation has two categories. Applicants may apply only for one.

### Category 1: Statewide or Tribal Jurisdiction-wide Response

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) is seeking applications under Category 1 for states or tribes to develop, enhance, and coordinate programs and activities geared toward improving outcomes for child and youth victims of sex and labor trafficking. This program aims to improve statewide coordination and multidisciplinary collaboration across systems to address human trafficking involving children and youth. This program furthers the Department's mission by enhancing the field's response to child and youth victims of human trafficking.

### Category 2: Training and Technical Assistance

OVC is seeking applications under Category 2 to provide training and technical assistance (TTA) to support OVC grantees funded under the Improving Outcomes for Child and Youth Victims of Human Trafficking program. The selected TTA provider is expected to deliver in-depth, proactive, and tailored ongoing support to the project teams in these complex statewide initiatives. The funded applicant will also provide resources and support to states/tribes that are not current OVC grantees under this program, but that are seeking to increase their capacity to improve statewide coordination and multidisciplinary collaboration across systems to address human trafficking involving children and youth.

### Solicitation Categories

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-OVC-2022-00022-PROD	Category 1: Statewide or Tribal Jurisdiction-wide Response	3	\$1,500,000.00	10/1/22 12:00 AM	36
C-OVC-2022-00023-PROD	Category 2: Training and Technical Assistance	1	\$1,000,000.00	10/1/22 12:00 AM	36

**Eligible Applicants:**

For profit organizations other than small businesses, Native American tribal governments (Federally recognized), Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education, Public and State controlled institutions of higher education, Small businesses, State governments

**Eligible Applicants Category 1: Statewide or Tribal Jurisdiction-wide Response**

- State governments\*
- Native American tribal governments (Federally recognized)

**Eligible Applicants Category 2: Training and Technical Assistance**

- Public and State controlled institutions of higher education
- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
- For profit organizations other than small businesses
- Small businesses

For purposes of this solicitation, “state” means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

Eligible subrecipients are states, units of local government, federally recognized Indian tribal governments (as determined by the Secretary of the Interior), and nonprofit (defined as an organization that is described in section 501(c)(3) of Title 26 and is exempt from taxation under 501(a) of such title) organizations (including tribal nonprofits).

Grantees awarded funding in FY 2019–2021 under the Improving Outcomes for Child and Youth Victims of Human Trafficking solicitation are not eligible to apply for funding under this solicitation, unless the new proposal outlines new services, cost items, or a distinct geographic scope not included in the FY 2019–2021 application.

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

Nonprofit organizations that hold money in offshore accounts for the purpose of avoiding paying the tax described in 26 U.S.C. § 511(a) are not eligible to apply.

Category 2 applicants must clearly demonstrate their knowledge and experience in victim services, human trafficking, child and youth victimization, child welfare, juvenile justice, runaway and homeless youth, law enforcement, mental health, and other key components identified by the applicant. Particularly, applicants must demonstrate their knowledge and experience with identifying and responding to labor trafficking. OVC will give special consideration to applicants that have experience providing technical assistance to comprehensive, multisystem planning and implementation efforts to respond to child and youth issues using multidisciplinary

partnerships, balanced approaches, and data-driven strategies, and that demonstrate a desire to expand their efforts to strengthen the response to child and youth victims of human trafficking across systems.

To advance Executive Order 13929 Safe Policing for Safe Communities, the Attorney General determined that all 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 2022 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.

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](#)

OVC may elect to fund applications submitted under this FY 2022 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

### Contact Information

For technical assistance with submitting the Application for Federal Assistance standard form (SF-424) and a Disclosure of Lobbying Activities form (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](mailto:support@grants.gov). The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

For technical assistance with submitting the full application in DOJ's Justice Grants System (JustGrants), contact the JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov). The JustGrants Service Desk operates 5 a.m. to 9 p.m. eastern time Monday-Friday and 9 a.m. to 5 p.m. Saturday, Sunday, and Federal holidays.

For assistance with any other requirements of this solicitation, contact the OJP Response Center by telephone at 800-851-3420 or TTY: 301-240-6310 (hearing impaired only), or by email at [grants@ncjrs.gov](mailto:grants@ncjrs.gov). The OJP Response Center hours of operation are 10:00 a.m. to 6:00 p.m., eastern time Monday–Friday, and 10:00 a.m. to 8:00 p.m. on the solicitation closing date.

### Submission Information

Applications will be submitted to DOJ in two steps:

**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>. To register in Grants.gov, the applicant will need to ensure that its System for Award Management (SAM) registration is current.

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

### Pre-Application Webinar

OVC will conduct one pre-application webinar during which OVC staff will review the 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>.

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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.

This program intends to improve outcomes for children and youth who are victims of human trafficking by integrating human trafficking policy and programming at the state or tribal level and enhancing coordinated, multidisciplinary, and statewide approaches to serving trafficked youth.

This solicitation has two categories. The first category seeks applications for up to three state or tribal jurisdictions to identify the state or tribe's greatest barriers to identifying and assisting child and youth victims of sex and labor trafficking and/or to investigating and prosecuting these cases, and to develop a statewide or tribal jurisdiction-wide strategy to address these challenges.

The second category seeks an applicant to provide training and technical assistance (TTA) that is tailored and specific to the sites funded under the Improving Outcomes for Child and Youth Victims of Human Trafficking program (both those that are currently funded and those that become funded during the duration of the TTA award), and to support states and tribes that are not currently funded under this program but are seeking to build their capacity to develop a statewide or tribal jurisdiction-wide strategy to address these challenges.

This program will provide funding for services to victims of severe forms of human trafficking, as defined by 22 U.S.C. § 7102(11).

### **Statutory Authority**

Justice for Victims of Trafficking Act of 2015 (18 U.S.C. § 3014(h)(2)) and the Trafficking Victims Protection Act (TVPA) of 2000 (22 U.S.C. § 7105(b)(2))

### **Specific Information**

For the purposes of this program, "child or children" refers to persons under the age of 18, and "youth" refers to individuals aged 16–24 (reflecting the age range covered by the federal government's Interagency Working Group on Youth Programs), unless the state or tribe has another definition for "youth" in state or tribal law.

Sex trafficking and labor trafficking occur in many different settings within communities, and victims of these crimes are very diverse. Child and youth trafficking victims include U.S. citizens and foreign nationals. Child and youth victims of trafficking have specific needs, some of which may not be adequately met through existing systems and programs. Service providers and frontline responders are aware of the particular vulnerabilities of children and youth involved in welfare and justice systems, runaway and homeless youth, unaccompanied minors, and youth transitioning out of care. While each state or tribe may approach the issue of human trafficking somewhat differently, and may engage unique partners, applications for both categories in this solicitation should address the needs of both sex and labor trafficking for all child and youth victims.

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

This solicitation has two categories, each with its own specific goals, objectives, and deliverables. Applicants are strongly encouraged to read through each category very carefully, to ensure that their application is tailored to fit the needs identified in this solicitation.

### **Category 1: Statewide or Tribal Jurisdiction-wide Response Goals**

The overall goal of the program is to improve responses for child and youth victims of trafficking, with a focus on coordination at the statewide or tribal jurisdiction level to create effective change across systems. Recognizing that each jurisdiction is unique, applicants should identify the state or tribe's greatest barriers to identifying and assisting child and youth victims of sex and labor trafficking and/or to investigating and prosecuting these trafficking cases, and propose a program to systematically address those barriers.

### **Category 1: Statewide or Tribal Jurisdiction-wide Response Objectives**

1. Develop and implement a jurisdiction-wide strategy to combat the greatest challenge areas in child and youth sex and labor trafficking within the state or tribe.
2. Develop protocols and procedures to ensure child and youth victims receive appropriate, evidence-based services, including developmentally age-appropriate and/or linguistically tailored referrals and/or services, and strengthen data collection across multiple systems of care that work with and provide services to youth.
3. Develop a unified strategy to provide training to professionals throughout the jurisdiction, including, but not limited to, law enforcement officers, first responders, victim service providers, health care professionals, educators, child welfare officials, juvenile justice personnel, prosecutors, judicial personnel, and other relevant organizations.
4. Fill gaps in existing services and coordinate responses in existing anti-trafficking and youth-serving efforts, including those related to victim assistance, law enforcement, child welfare, runaway and homeless youth, and juvenile justice, among others. Applicants should determine if there is an existing federally funded trafficking victim service provider within their jurisdiction, and work to ensure that an application under this program does not duplicate existing services currently funded by OVC, the Office on Violence Against Women, the Department of Health and Human Services (HHS), or another federal office or agency.
5. Conduct data collection and performance measurement activities to determine if the program is meeting stated goals and objectives.

Special consideration will be given to applications that propose developing or strengthening specific policies, protocols, trainings, standards of care, and/or services to ensure that child and youth victims of trafficking are not criminalized as a result of their victimization.

### **Category 1: Statewide or Tribal Jurisdiction-wide Response Deliverables**

- A written strategic plan. The strategy should be developed with project partners and supported by the baseline data provided in the application. The strategic plan must be finalized by the grantee and approved by OVC within the first year of the project start date. The strategic plan should be revisited and updated annually based on lessons learned during implementation.
- Documented lessons learned related to implementing the statewide strategy and the potential impacts on child and youth victims of human trafficking.
- Written protocols and procedures ensuring child and youth victims receive appropriate evidence-based services, including developmentally age-appropriate and/or linguistically tailored referrals and/or services.
- A written training plan and submission of training materials for jurisdiction stakeholders.
- Outreach and awareness materials, including social media and technology efforts, designed and tailored for those working with children and youth victims of human trafficking.
- Documentation and reporting on services provided.

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.

### **Mandatory Program Requirements**

Category 1 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).
2. Ensure that any staff, partner staff, or service providers working with trafficking victims are adequately licensed and trained to work with such victims, including by accessing OVC-supported training and technical assistance.
  3. Send the project coordinator or program director and one other key staff member to a virtual or in-person OVC grantee orientation and have relevant staff participate in OVC-sponsored training and technical assistance.
  4. Provide all grant-funded staff at least one session of training (to be delivered by individuals or organizations with demonstrable expertise) related to Diversity, Equity, Inclusion, and/or Accessibility and tied to program goals and objectives annually.

### **Ensuring Civil Rights**

Federal laws prohibit recipients of funding administered by 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 key 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, programs funded under this solicitation will engage in 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 programs 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 determining a course of action.
- 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.

### **Unallowable Costs**

The following activities cannot be supported with grant funds:

#### **Holding Beds**

Grantees may not "hold beds" in a housing facility by charging their cost to the grant and keeping them empty until a victim needs the bed when other victims need access to the beds, as this may be considered an unallowable contingency payment (see 2 C.F.R. 200.433(c)).

#### **Stipends/Incentives to Participate in Services**

Neither cash nor non-cash stipends or incentives may be paid to victims to encourage their participation in services. Nominal cash or non-cash stipends (e.g., taxi or ride share vouchers, public transportation tickets/tokens, money to pay for child care, or gift cards for meals that are necessary when participants

receive services) are allowable.

### **Primary Prevention Activities**

Per 22 U.S.C. § 7105(b)(2), the purpose of this funding is to support victim service programs; therefore, applicants should not propose primary prevention activities under this program.

### **Category 2: Training and Technical Assistance Goals**

The overall goal of the program is to support states and tribes (both those that are funded under the OVC Improving Outcomes program and those that are not) in strengthening their cross-systems coordinated responses for child and youth victims of trafficking.

### **Category 2: Training and Technical Assistance Objectives**

1. Support program-funded grantees with tailored, project-specific technical assistance as they work to leverage existing victim assistance, law enforcement, and child welfare anti-human trafficking efforts for children and youth in their state or tribal jurisdiction.
2. Provide diverse technical and subject matter expertise and support, in consultation with OVC, to improve states' and tribes' capacity to respond to trafficked children and youth.
3. Review and provide input on training materials and resources developed by OVC-funded grantees prior to grantee submission to OVC.
4. Facilitate ongoing peer-to-peer consultation and networking among states and/or tribes working to improve their response to child and youth trafficking (both those that are funded under the OVC Improving Outcomes program and those that are not), and within a given state/tribe, to promote problem solving and innovation through the exchange of information, lessons learned, and new ideas.
5. Conduct an assessment of each OVC-funded site's strategy, including an analysis of current laws, resources, and issues that impact the strategy.
6. Engage in dialogue with the states/tribes and assist with the development of policies, procedures, and resources to help the grantee: a) be as inclusive as possible of all child and youth trafficking victims in the state or tribal jurisdiction; b) end the criminalization of minor victims of trafficking as a result of their own victimization.
7. Work in coordination with other OVC-funded anti-trafficking TTA providers, leveraging expertise so that information and resources are available and coordinated for grantees.
8. Collect, summarize, and communicate information about the project, useful lessons learned, and recommendations for OVC, states, localities, and systems, including through the development of public-facing tools and resources.

### **Category 2: Training and Technical Assistance Deliverables**

Deliverables should be proposed that help the applicant to meet the objectives listed above. At minimum, the selected applicant will provide:

- A report, matrix, or map of the strategies of each grantee, including documentation of existing resources, successes, and challenges that each site faces, to be shared with OVC and the funded grantees annually.
- Publicly available tools and resources to help states build their capacity to address the trafficking of minors on a statewide or tribal jurisdiction-wide level.
  - For example, a publicly available quarterly newsletter, and distribution thereof, that promotes and highlights the work of the OVC-funded states/tribes under this program and provides guidance to states looking to replicate this work.
- Establishment and implementation of an annual project-specific grantee meeting.

TTA delivery methods should be creative and adaptive according to the needs of the specific grant program and the specific state needs; this could include in-person, online, phone, and email consultations, resource development, and other distance/online learning technologies.

### **Mandatory Program Requirements**

Category 2 applicants that receive funding under this program will be required to:

Proactively collaborate with other OVC human trafficking TTA providers to prevent duplication and

- strengthen the accessibility of training and resources.
2. Modify program implementation or deliverables, as requested by OVC, to meet emerging needs, deconflict with other federally funded initiatives, or enhance efforts by jointly delivering TTA.
  3. Provide all grant-funded staff at least one session of training (to be delivered by individuals or organizations with demonstrable expertise) related to diversity, equity, inclusion, and/or accessibility, including meaningful access to language services, and tied to program goals and objectives annually.

### **Limitation on Use of Funds (22 U.S.C. § 7105(b)(2))**

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 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.

Pursuant to the statute above, OVC requires grantees under this program to agree to the following grant 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 Grantee FAQ document](#).

### **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 programs and activities funded under this solicitation. For additional information, see the [OJP Grant Application Resource Guide](#) section entitled "Information Regarding Potential Evaluation of Programs and Activities."

### **OJP 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.

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

Consistent with this Executive Order, the term “underserved community” refers to a population sharing a particular characteristic, as well as a geographic community, that has been systematically denied a full opportunity to participate in aspects of economic, social, and civic life or whose members have been historically underserved, marginalized, and adversely affected by inequality. Such communities include, among others, Black people, Hispanics and Latino/a/e people, Native American and other Indigenous peoples of North America (including Alaska Natives, Eskimos, and Aleuts), Asian Americans, Native Hawaiians, and Pacific Islanders.

In support of Executive Order 13985, OJP will:

- A. Give priority consideration to applications that include project(s) that 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, when making award decisions.

To receive this consideration, the applicant must describe how the proposed project(s) will address potential inequities and barriers to equal opportunity, and/or contribute to greater access to services for underserved and historically marginalized populations.

- B. Give priority consideration to applicants that can demonstrate that their capabilities and competencies for implementing their proposed project(s) are enhanced because the applicant (or at least one proposed subrecipient that will receive at least 30% of the requested award funding, as demonstrated in the Budget Worksheet and Budget Narrative) identifies 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 culturally specific 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 purposes of this solicitation as private nonprofit or tribal organizations whose primary purpose as a whole is to provide culturally specific services to, among others, Black people, Hispanics and Latino/a/e people, Native American and other Indigenous peoples of North America (including Alaska Natives, Eskimos, and Aleuts), 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 is not a guarantee of an award.

## Federal Award Information

### Solicitation Categories

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-OVC-2022-00022-PROD	Category 1: Statewide or Tribal Jurisdiction-wide Response	3	\$1,500,000.00	10/1/22 12:00 AM	36
C-OVC-2022-00023-PROD	Category 2: Training and Technical Assistance	1	\$1,000,000.00	10/1/22 12:00 AM	36

### Awards, Amounts and Durations

**Period of Performance Start Date**  
10/1/22 12:00 AM

**Period of Performance Duration (Months)**  
36

**Anticipated Total Amount to be Awarded Under Solicitation**

\$5,500,000.00

**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 (if any are made) 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.

**Types of Awards**

OVC expects to make awards under Category 1 of this solicitation as grants. See the "Administrative, National Policy, and Other Legal Requirements" section of the [OJP Grant Application Resource Guide](#) for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants.

OVC expects to make an award under Category 2 of this solicitation 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 [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**

**Cost Sharing or Matching Requirement**

This solicitation requires a 25% **cash or in-kind match** from Category 1 applicants. **Match is not required from Category 2 applicants.**

Federal funds awarded under Category 1 of this solicitation may not cover more than 75 percent of the total costs of the project being funded. An applicant must identify the source of the 25 percent nonfederal portion of the total project costs and how it will use match funds. If a successful applicant's proposed match exceeds the required match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit. ("Match" funds may be used only for purposes that would be allowable for the federal funds.) Category 1 recipients must satisfy this match requirement with cash or in-kind match. The formula for calculating match is:

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

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

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

$$\frac{\$1,500,000}{75\%} = \$1,125,000 \qquad 25\% \times \$1,125,000 = \$375,000 \text{ match}$$

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

See the [OJP Grant Application Resource Guide](#) 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](#) 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.

**Application and Submission Information**

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 Worksheet and Budget Narrative (web-based form) (The web-based form includes the budget details and the budget narrative.)

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

**Information to Complete the Application for Federal Assistance (SF-424)**

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 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 its 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 the purpose of the project, primary activities, expected outcomes, the service area, intended beneficiaries and subrecipients (if known), will be completed in the JustGrants web-based form. This abstract should be written in the third person and will be made publicly available on the OJP website if the project is awarded. If you are requesting priority consideration, please indicate the priority area (1(A) and/or 1(B)) you are applying under.

### **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 pages. If the proposal narrative fails to comply with these length restrictions, OVC may consider such noncompliance in peer review and in final award decisions.

The following sections must be included as part of the proposal narrative:

#### **a. Description of the Issue**

##### **Category 1: Statewide or Tribal Jurisdiction-wide Response**

Category 1 applicants must briefly describe the sex trafficking and labor trafficking of children and youth in their state or tribal jurisdiction. They should use state or tribal jurisdiction baseline data to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document existing efforts to address it, citing the source of the data. Note: Data should come from multiple sources and extend beyond national hotline data. Relevant baseline data might include:

- Number of human trafficking cases investigated, cases prosecuted, and traffickers convicted in the state or tribal jurisdiction for calendar years 2019, 2020, and 2021, if possible, noting the number of involved child victims. Applicants are encouraged to include trafficking cases investigated and prosecuted using other relevant federal, state, and tribal statutes, including those related to child exploitation.
- Number of minors (if any) arrested and charged for infractions related to the sale of commercial sex, and/or labor trafficking, during calendar years 2019, 2020, and 2021.
- Number of child and youth trafficking victims identified and assisted with comprehensive services for calendar years 2019, 2020, and 2021.

##### **Category 2: Training and Technical Assistance**

- Category 2 applicants must briefly describe the need for indepth, proactive, and tailored ongoing support to states and tribes working to strengthen their response to trafficking of children and youth. Applicants must demonstrate a clear understanding of the Improving Outcomes for Child and Youth Victims of Human Trafficking program.
- Applicants must describe their understanding of the problem to be addressed, including relevant equity considerations and underserved communities. Applicants should identify existing quantitative and qualitative data that supports their Description of the Issue.

#### **b. Project Design and Implementation**

##### **Category 1: Statewide or Tribal Jurisdiction-wide Response**

Applicants must clearly state the goals and measurable objectives for the project. The goals and objectives must relate directly to the challenges described in the description of the issue and the purpose of the solicitation, and objectives must be measurable.

- Applicants should include a logic model with the application that graphically illustrates how the project's goals, objectives, and activities are interrelated to address the stated problem. The logic model must be included as a separate attachment and must include anticipated short- and long-term outcomes.
- Applicants should describe the steps that will be taken to achieve the goals and objectives of the project. They must convincingly document that the proposed project will be a statewide or tribal jurisdiction effort—that is, the goals, objectives, and deliverables are linked to improving outcomes for child and youth trafficking victims throughout the state or tribe. The strategy or project design must include the identification of a lead agency and a main point of contact within the lead agency to coordinate the effort. It must also contain a description of project phases, tasks, activities, staff responsibilities, interim deliverables, and final products.
- Applicants should describe how victim safety and confidentiality will be ensured. Applications that propose activities that compromise victim safety and recovery may receive a deduction in points during the review process or may be eliminated from consideration entirely.
- Applicants should describe how the proposed project will be accessible to youth with disabilities, youth who are Deaf or hard of hearing, and youth with limited English proficiency. Applicants and any partners should have in place policies and procedures promoting competent and linguistically appropriate services.
- The project design and implementation plan must be supported by a separate time-task plan that delineates organizational responsibility for the activities to be completed and a schedule for the completion of the activities and the submission of finished products. In preparing the time-task plan, applicants should make certain that all project activities will occur within the proposed project period.
- Applicants should describe how they will coordinate this project with existing anti-trafficking efforts, including anti-trafficking task forces or multidisciplinary response teams that may be operating within their jurisdiction.
- Applicants should describe how the perspective and input of human trafficking survivors have been or will be incorporated into the project design and implementation.
- Applicants should describe whether/how they propose to develop or strengthen specific policies, protocols, trainings, standards of care, and/or services to ensure that child and youth victims of trafficking are not criminalized as a result of their victimization.
- If the applicant is seeking priority consideration for Priority 1(A), it should address in this section how the proposed project(s) will promote racial equity and/or the removal of barriers to access and opportunity, and/or contribute to greater access to services, for communities that have been historically underserved, marginalized, and adversely affected by inequality.

## **Category 2: Training and Technical Assistance**

- Applicants should describe how they will provide proactive training and technical assistance to OVC grantees implementing Improving Outcomes for Child and Youth Victims of Human Trafficking awards and states and tribal jurisdictions looking to do similar work.
- Applicants should describe how they will proactively collaborate with other human trafficking TTA providers to prevent duplication and strengthen the accessibility of resources, to include:
  - Engaging in regular communication with other OVC-funded TTA providers, including participating in regular workgroups and in-person or remote OVC-led TTA provider meetings.
  - Referring TTA requesters and grantees to other TTA providers as needed.
  - Developing and delivering joint TTA, such as webinars, grantee meeting sessions, etc.
  - Working collaboratively with other OVC-funded TTA providers as required by OVC.
- Applicants should describe how they will support data collection and assessment, including:
  - Assisting grantees with data collection and analysis to increase the quantity and quality of services being delivered to victims of all forms of human trafficking.
  - Disseminating information on engaging in action research to enhance programming, including supporting grantees in collecting and incorporating client satisfaction data to strengthen

- Collecting data on TTA and participating in performance management and assessment activities to determine if the program is meeting stated goals and objectives.
  - Applicants should describe other activities they will undertake and/or tools and resources they will develop to meet the stated goals and objectives.
  - Applicants should include a timeline for all the tasks and activities to be completed. This timeline/time-task plan should be submitted as a separate attachment to the application.
  - Applicants should link project activities to the requirements of this solicitation and justify the proposed approach.
  - Applicants should describe the role of project partners.
  - Applicants should describe how the applicant plans to ensure project activities are trauma-informed, victim-centered, and survivor-informed.
  - If the applicant is seeking priority consideration for Priority 1(A), it should address in this section how the proposed project(s) will promote racial equity and/or the removal of barriers to access and opportunity, and/or contribute to greater access to services, for communities that have been historically underserved, marginalized, and adversely affected by inequality.
- a. Capabilities and Competencies

### **Category 1: Statewide or Tribal Jurisdiction-wide Response**

The lead agency must demonstrate it has the expertise and organizational capacity to successfully undertake a statewide or tribal jurisdiction initiative that involves significant collaboration with other agencies and partners supporting the effort. Applicants must address the following items in the Capabilities and Competencies section:

- The roles and responsibilities of the lead agency and the partner agencies and/or entities committed to the effort. This discussion must explain the project's organizational structure and operations. Memoranda of Understanding (MOUs) or Letters of Intent should be included as a separate attachment to the application.
- Any previous or current experience conducting comprehensive planning to respond to the trafficking of children and youth.
- A list of personnel, in addition to the identified coordinator, responsible for managing and implementing the major stages of the project, and a description of the current and proposed professional staff members' unique qualifications that enable them to fulfill their responsibilities.
- Resumes for key staff identified must be submitted as a separate attachment to the application.
- Demonstrate that project staff have appropriate training and experience to implement the project activities as described in the proposal, including the knowledge and expertise necessary to implement culturally responsive projects with the identified underserved communities. Document plans and position descriptions for staff to be hired.
- The coordinator who will organize state or tribal efforts to improve outcomes for child and youth victims of human trafficking must be empowered to lead a multidisciplinary, collaborative effort across many existing systems and with a diverse range of stakeholders.
- If the applicant is seeking priority consideration under Priority 1(B), it should describe within this section how being a culturally specific organization (or funding a culturally specific subrecipient organization at a minimum of 30% of the project budget) will enhance its ability to implement the proposed project(s) and should also specify which culturally specific populations are intended or expected to be served or have their needs addressed under the proposed project(s).

If any funds will go to organizations providing victim services, applicants must demonstrate that these entities have substantial experience providing services to victims of human trafficking or related populations (such as runaway and homeless youth), or employ staff specialized in the treatment of human trafficking victims.

### **Category 2: Training and Technical Assistance**

Applicants must address the following items in the Capabilities and Competencies section:

Demonstrate the institutional experience and expertise (or have submitted formal agreements (e.g., MOUs, etc.) with partners with experience and expertise) to effectively implement the requirements

- of this solicitation.
- Identify the key individuals and organizations involved in the proposed project.
- Describe specific roles and responsibilities of all project partners (via MOUs/Letters of Intent) and key staff (via resumes as a separate attachment).
- Demonstrate that the applicant, consultants, and/or partner organizations identified in the proposal have the capacity and experience to implement project activities, including (if applicable) the expertise necessary to deliver culturally responsive TTA to the targeted audience and to address identified challenges related to equity and historically marginalized and underserved communities.
- Document plans and position descriptions for staff to be hired, and the proposed approach to ensuring staff are kept abreast of trends in the anti-trafficking field and in TTA delivery.
- Clearly describe who will implement activities as described in the Project Design and Implementation section.
- Describe their administrative and financial capacity to manage federal funds. If the applicant has other federal funding to deliver training and technical assistance to human trafficking victim service providers, the applicant must describe the scope of each of these grants and describe how activities and data collection on these projects will be tracked separately to avoid duplication.
- If the applicant is seeking priority consideration under Priority 1(B), it should describe within this section how being a culturally specific organization (or funding a culturally specific subrecipient organization at a minimum of 30% of the project budget) will enhance its ability to implement the proposed project(s), and should also specify which culturally specific populations are intended or expected to be served or have their needs addressed under the proposed project(s).

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 of 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 JustGrants.

Note: Category 1 and 2 applicants are **not** required to submit performance data with the application. Rather, performance measure information is included as an alert that successful applicants will be required to submit performance data as part of each award's reporting requirements.

OJP will require each successful applicant 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](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP.

To determine performance measure requirements for this solicitation, use the "Human Trafficking Performance Measures Map with Question Sets by Solicitation" document at <https://ovc.ojp.gov/funding/performance-measures/human-trafficking>. Locate the solicitation title and fiscal year to see assigned performance measure question sets. Examples of the performance measures questionnaires and related question sets, along with other reporting resources, can be found in the drop-down menu for victim service provider, task force, or training and technical assistance grantees.

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 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](#).

**Goals, Objectives, Deliverables, and Timeline**

The applicant will submit the program's goals, objectives, deliverables, and timelines in the JustGrants web-based form.

**Budget and Associated Documentation**

**Budget Worksheet and Budget Narrative (Web-based Form)**

The applicant will complete the JustGrants web-based budget form. See the [OJP Grant Application Resource Guide for additional](#) information.

Category 1 applicants should include a description in the budget narrative as to the cash or in-kind match that is included in the project budget.

If the applicant is seeking priority consideration under Priority 1(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 be a minimum of 30% of award funding**.

The budget narrative must also describe how the activities that will be funded with the (minimum) 30% of award funding provided to the subrecipient **specifically relate to the priority consideration requested under Priority 1(B)** and described in the Capabilities and Competencies section of the application.

#### **Indirect Cost Rate Agreement (if applicable)**

The applicant will submit its indirect cost rate agreement by uploading it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

#### **Financial Management Questionnaire (including applicant disclosure of high-risk status)**

The applicant will download the questionnaire, complete it, and submit it by uploading 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 submit a description of the process used to determine executive compensation by uploading the document 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**

#### **Service Partner Memoranda of Understanding (MOUs), Letters of Intent, and Subcontracts/Subgrants**

For Category 1 applicants proposing services to be provided by project partners, the applicant must name the project partner that will provide the specific service in the proposal narrative, and include, as an attachment to the application, a subcontract/subgrant, Letter of Intent, or MOU describing the commitment from that organization to perform a specific service, and a description of the fee for the service or cost to the grant for each service. If services are to be provided as in-kind match, pro bono, or at no cost to the grant, this must be clearly stated in the MOU, Letter of Intent, or subcontract/subgrant. MOUs, Letters of Intent, and subcontracts/subgrants must include the following: (1) names of the organizations involved in the agreement; (2) scope of the direct specialized service(s) and other work to be performed under the agreement; (3) duration of the agreement; (4) estimated cost per victim or cost of actual services provided describing whether it is a fee-for-service, in-kind match, or no cost; (5) whether or not there is a cap on the total amount of the agreement; and (6) whether or not there is a maximum number of victims that may be served under the agreement. If any of the required direct services above are to be provided pro bono or accessed through other government-subsidized or otherwise funded programs, applicants must describe how services will be provided to victims without the use of grant funds. MOUs and Letters of Intent should be submitted as one separate attachment to the application.

#### **Additional Application Components**

Applicants will attach the additional requested documentation in JustGrants.

#### **Curriculum Vitae or Resumes**

## **Position Descriptions and Resumes**

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

## **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 submit the tribal authorizing documentation by uploading it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for information on tribal authorizing resolutions.

## **Timeline Form**

Include a 3-year project timeline with an estimated start date of October 1, 2022, identifying each project objective, activity, expected completion date, and responsible person or organization.

## **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 submit documentation of its research and evaluation independence and integrity by uploading it as an attachment in JustGrants. For additional information, see the [OJP Grant Application Resource Guide](#).

## **Training Plan**

For Category 1 applicants, include a training plan that describes the number and type of training events planned to ensure partners are prepared to identify and refer human trafficking victims. Grantees will consult with OVC's training and technical assistance providers, including OVC Training and Technical Assistance Center (TTAC), regarding available content to inform these trainings.

## **Logic Model**

For Category 1 applicants, see "Project Design and Implementation" in the "Application and Submission Information" section.

## **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. 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; and Drug-Free Workplace Requirements**

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

#### **Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)**

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, or 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**

Step 1: The applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html>.

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

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 June 22, 2022.

The **full application** must be submitted in JustGrants by 8:59 p.m. eastern time on June 29, 2022.

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates to allow sufficient time to correct 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.

#### **Experiencing Unforeseen Technical Issues**

An applicant that experiences unforeseen SAM.gov, Grants.gov, or JustGrants technical issues beyond its control that prevent application submission by the deadline, must demonstrate all efforts in requesting technical support in order to submit an application by the deadline. Technical support is available via phone and email to the applicable SAM.gov, Grants.gov, or JustGrants support centers or service desks in which an applicant received a ticket number for resolution. If an applicant misses a deadline due to unforeseen technical difficulties, the applicant may request a waiver to submit an application after the deadline. *Note: If an applicant does not submit all the required Grants.gov forms by the Grants.gov deadline, the applicant will not be able to proceed to the JustGrants portion of the application process.*

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

- Grants.gov - contact the [Grants.gov Customer Support Hotline](#)
- SAM.gov - contact the [SAM Help Desk \(Federal Service Desk\)](#)
- JustGrants - contact the JustGrants Support Desk at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175

An applicant requesting a waiver to submit a late application must document their request for technical assistance in an email to the OJP Response Center at [grants@ncjrs.gov](mailto:grants@ncjrs.gov) **within 24 hours after the application deadline** to request approval to submit its application after the deadline. If an applicant has technical issues with Grants.gov, the applicant must contact the OJP Response Center within 24 hours of the Grants.gov deadline to request approval to submit after the deadline. Waiver requests to submit after the submission deadline must:

- Describe the technical difficulties experienced;
- Include a timeline of the applicant's submission efforts (e.g., what date and time did the error occur, what date and time was action taken to resolve the issue and resubmit; and what date and time did support representatives respond)
- Include an attachment(s) of the complete grant application and all required documentation and material; and
- Include the applicant's Unique Entity Identifier (UEI) any applicable SAM.gov tracking number(s), Grants.gov Help Desk, and JustGrants Support Desk Ticket Numbers.

OJP will review each request for late submission and required supporting documentation and notify the applicant whether the request has been approved or 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:

1. Description of the Issue (10%) - evaluate the applicant's understanding of the program/issue to be addressed.
2. Project Design and Implementation (35%) - evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies (30%) - evaluate the administrative and technical capacity of the applicant to successfully accomplish the goals and objectives.
4. 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.
5. Budget (10%) - evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).
6. Letters of Intent and MOUs from project partners (10%) - evaluate the strength and commitment of partnerships needed to effectively implement the work

#### **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), available funding, past performance, and the extent to which the Budget Worksheet and Budget Narrative (web-based form) accurately explain 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. Among other things to help assess whether an applicant with one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM as excluded from receiving a federal award.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the 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 itself 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.

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**

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 (IT) 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 information on information technology security.

### **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), see the solicitation cover page.

For contact information for Grants.gov, see the solicitation cover page.

For 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

To determine performance measure requirements for this solicitation, use the “Human Trafficking Performance Measures Map with Question Sets by Solicitation” document at <https://ovc.ojp.gov/funding/performance-measures/human-trafficking>. Locate the solicitation title and fiscal year to see assigned performance measure question sets. Examples of the performance measures questionnaires and related question sets, along with other reporting resources, can be found in the drop-down menu for victim service provider, task force, or training and technical assistance grantees.

## Application Checklist

### OVC FY 2022 Improving Outcomes for Child and Youth Victims of Human Trafficking

This application checklist has been created as an aid in developing an application. The [DOJ Application Submission Checklist](#) is another resource.

### What an Applicant Must Do:

*Prior to registering in Grants.gov:*

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

*To 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](#))

*To find the funding opportunity:*

- Search for the funding opportunity in Grants.gov using the opportunity number, Assistance Listing, or keyword(s)
- Select the correct Competition ID
- 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 [ojp.gov/funding/financialguidedo/iii-postaward-requirements#6g3y8](https://ojp.gov/funding/financialguidedo/iii-postaward-requirements#6g3y8) (see [OJP Grant Application Resource Guide](#))

### Overview of Post-Award Legal Requirements:

- Review the “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2022 Awards](#)” in the [OJP Funding Resource Center](#).

### Review Scope Requirement:

- The federal amount requested is within the allowable limit(s) of \$1.5 million for Category 1; \$1 million for Category 2.

### **Review Eligibility Requirement:**

Category 1: Statewide or Tribal Jurisdiction-wide Response

- State governments
- Native American tribal governments (Federally recognized)

Category 2: Training and Technical Assistance

- Public and State controlled institutions of higher education
- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
- For profit organizations other than small businesses
- Small businesses

### **Prepare to submit the Application for Federal Assistance standard form (SF)-424 and Disclosure of Lobbying Activities form (SF-LLL)**

- Review Information to complete the Application for Federal Assistance (SF-424) in Grants.gov
- Complete Standard Applicant Information (SF-424 information from Grants.gov)
- Submit the **SF-424** and **SF-LLL** in Grants.gov

*After the SF-424 and SF-LLL submission in Grants.gov, receive Grants.gov email notifications that:*

- Submission has been received in Grants.gov
- Submission has either been successfully validated or rejected with errors (see [OJP Grant Application Resource Guide](#))

*If no Grants.gov receipt validation, or error notifications are received:*

- Contact OVC or 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](#))

*Receive email notification to complete application in JustGrants*

- Proceed to complete application in JustGrants

### **Content of Application Submission: Critical Application Elements**

The following items are critical application elements required to pass the basic minimum requirements review. If OJP determines that an application does not include the following elements, it will neither proceed to peer review nor receive further consideration.

- Proposal Abstract
- Proposal Narrative
- Budget Worksheet and Budget Narrative (web-based form)

### **Budget and Associated Documentation:**

- 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:**

- Service Partner MOUs, Letters of Intent, and Subcontracts/Subgrants (Category 1 applicants only)
- Position Descriptions and Resumes

- Time-Task Plan
- Training Plan (Category 1 applicants only)
- Logic Model (Category 1 applicants only)
- Tribal Authorizing Resolution (if applicable) (see [OJP Grant Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))

**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; and Drug-Free Workplace Requirements (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))

*Submit application in JustGrants:*

- Application has been successfully submitted in JustGrants

*If no JustGrants application submission, validation, or error notifications are received:*

- Contact the JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) regarding technical difficulties.