

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



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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC), is seeking applications 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. The purpose of this grant is to improve jurisdiction-wide coordination and multidisciplinary collaboration to address human trafficking involving children and youth. This program furthers the Department's mission by enhancing the field's response to victims of human trafficking.

## **FY 2016 Improving Outcomes for Child and Youth Victims of Human Trafficking: A Jurisdiction-wide Approach**

**Applications Due: June 29, 2016**

### **Eligibility**

Eligible applicants are states (including U.S. territories and the District of Columbia) and federally recognized Indian tribes (as determined by the Secretary of the Interior). States, federally recognized Indian tribes, and units of local government may partner as co-applicants, when necessary, to achieve the goals of this solicitation; however, a lead state or tribal agency must be identified.

OVC welcomes applications that involve two or more entities that will carry out the funded federal award activities; however, one eligible entity must be the applicant and the other(s) must be proposed as subrecipient(s). The applicant must be the entity with primary responsibility for administering the funding and managing the entire project. Only one application per lead applicant will be considered; however, a subrecipient may be part of multiple proposals.

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

### **Deadline**

Applicants must register with [Grants.gov](#) prior to submitting an application. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 11:59 p.m. eastern time on June 29, 2016.

All applicants are encouraged to read this [Important Notice: Applying for Grants in Grants.gov](#).

For additional information, see [How to Apply](#) in Section D. Application and Submission Information.

## Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, or via email to [support@grants.gov](mailto:support@grants.gov). The [Grants.gov](#) Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must email the OVC contact identified below **within 24 hours after the application deadline** and request approval to submit their application. Additional information on reporting technical issues is found under “Experiencing Unforeseen Grants.gov Technical Issues” in the [How to Apply](#) section.

For assistance with any other requirements of this solicitation, contact Sara Gilmer, Senior Program Specialist, by telephone at 202–353–7223, or by email at [sara.gilmer@usdoj.gov](mailto:sara.gilmer@usdoj.gov).

Grants.gov number assigned to this announcement: OVC-2016-9352

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# **Improving Outcomes for Child and Youth Victims of Human Trafficking: A Jurisdiction-wide Approach (CFDA 16.320)**

## **A. Program Description**

### **Overview**

The purpose of this program is to improve outcomes for child and youth victims of sex and labor trafficking. Applicants must 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 develop a jurisdiction-wide strategy to address these challenges. Applicants must describe how the program would leverage existing victim assistance, law enforcement, and child welfare efforts against human trafficking and commercial sexual exploitation of children and youth in the state or in the tribal jurisdiction. Proposals should detail how the state or federally recognized Indian tribe will demonstrate measurable improvement in outcomes for victims using baseline data.

The statutory authority for this program is the Justice for Victims of Trafficking Act of 2015 (18 U.S.C. 3014(h)(2)); Trafficking Victims Protection Act of 2000 (22 U.S.C. 7105(b)(2)).

### **Program-Specific Information**

To address the problem of human trafficking in the United States, Congress passed, and the President signed into law, the Trafficking Victims Protection Act (TVPA) of 2000 (22 U.S.C. § 7101 et. seq.), which was amended by the Trafficking Victims Protection Reauthorization Act of 2003, and again amended in 2005, 2008, and 2013. The TVPA seeks to combat “severe forms” of human trafficking by punishing traffickers, protecting victims, and mobilizing U.S. Government agencies to wage a global anti-trafficking campaign. In 2014, Congress passed, and the President signed into law, the Preventing Sex Trafficking and Strengthening Families Act (Public Law 113-183). Title I of the law modifies existing or adds new requirements for state and tribal IV-E agencies to identify, report, and determine services to child and youth victims of sex trafficking, including coordination with law enforcement. In 2015, Congress passed, and the President signed into law, the Justice for Victims of Trafficking Act (Public Law 114-22) which created the Domestic Trafficking Victims’ Fund and provided that funds may be used to award grants, including for the purposes of developing, improving, or expanding programs that “assist law enforcement officers, prosecutors, judicial officials, and qualified victims’ services organizations in collaborating to rescue and restore the lives of victims, while investigating and prosecuting offenses involving child human trafficking”.

Under this program, a victim of trafficking is defined as a person who has been subjected to a “severe form of trafficking in persons,” which, as defined in 22 U.S.C. § 7102(9), means:

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

- b. The recruitment, harboring, transportation, provision, or obtaining of a person for labor or services through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

For the purposes of this program, “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 foreign nationals (those with immigration documents and those who are undocumented) and U.S. citizens. Victims are boys, girls, men, and women, and include individuals who identify as lesbian, gay, bisexual, transgender, queer, or questioning (LGBTQ). Child and youth victims of trafficking have specific needs, some of which may not be adequately met through existing systems and programs. Frontline responders are aware of the particular vulnerabilities of children and youth involved in welfare 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 should address both sex and labor trafficking for all child and youth victims, including at-risk populations within the state or jurisdiction. For more background, please refer to the U.S. Department of Health and Human Services’ (HHS) [Guidance to States and Services on Addressing Human Trafficking of Children and Youth in the United States](#).

Applicants should provide brief descriptions of relevant programs and initiatives in the state or tribal jurisdiction, such as anti-trafficking task forces and child exploitation/Innocence Lost task forces; federal, state, local, and tribal programs and grants to provide services to child and youth victims of trafficking; and existing state or tribal anti-trafficking protocols, strategies, or legislation. Successful applications will describe how the state or tribe will (1) ensure that child and youth victims of sex and labor trafficking are provided comprehensive, coordinated, trauma-informed services to fully address their needs; (2) identify eligibility for public benefits and services accessible to victims of trafficking to efficiently use federal, state, local, and tribal funds; (3) ensure that law enforcement efforts are victim-centered; (4) ensure that protocols and policies are established to sustain the proposed program long-term; and (5) interact with the juvenile justice, child welfare, health care, and education systems in the state or jurisdiction. There should be a specific focus on youth transitioning out of systems of care, including foster care and juvenile detention. Applicants should demonstrate existing and proposed partnerships with frontline responders, anti-trafficking experts, and survivor advocates, including any in the form of Memoranda of Understanding (MOUs).

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. Examples of possible programs include:

- Developing a state- or jurisdiction-wide program focused on providing appropriate housing to child and youth victims of trafficking, with a particular focus on the needs of youth transitioning out of care.
- Creating or funding a dedicated law enforcement or prosecutorial unit to proactively investigate and prosecute cases of sex trafficking and labor trafficking involving children and youth in identified high-risk areas.

- Developing a targeted initiative to establish alternative measures to a juvenile justice response and to proactively screen children and youth in conflict with the law for trafficking victimization.
- Integrating screening tools to improve the identification of human trafficking within various sectors and enhance access to services for children and youth.
- Developing 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 officials, child welfare officials, juvenile justice personnel, prosecutors, and judicial personnel, with a particular focus on safe harbor laws aimed at preventing the criminalization and prosecution of child and youth trafficking victims.

Applicants should create or fund a full-time program coordinator position to ensure that efforts established under this grant are not duplicative of existing efforts and are properly connected and coordinated with key stakeholders and systems, including federally funded anti-trafficking grantees. While this program focuses on the response to human trafficking involving children and youth, applicants should consider how to leverage the program coordinator position to improve jurisdiction-wide coordination and communication on all forms of human trafficking.

All proposed programs should describe how they will avoid further stigmatizing and/or criminalizing children and youth who have been trafficked and how victim assistance will be trauma-informed, strength-based, and involve options for victimized children and youth.

#### Resource Coordination

Proposals should fill gaps and coordinate responses in existing anti-trafficking efforts, including those related to victim assistance, law enforcement, child welfare, runaway and homeless youth, and juvenile justice, among others. All applicants should determine if there are existing federal or federally funded anti-trafficking initiatives within their jurisdiction and work to ensure that the new application does not duplicate these existing initiatives, including victim assistance or task force efforts. These include victim service providers funded by OVC and HHS, as well as DOJ anti-trafficking task forces, ICAC/Innocence Lost task forces, and anti-trafficking coordination teams (ACTeams), among others. If there is currently a federally funded trafficking victim service grantee or federal task force within the same jurisdiction as the applicant is proposing, applicants must document (1) how the new proposal fills existing gaps in efforts to combat child and youth trafficking in the jurisdiction; and (2) describe how these efforts will be coordinated within the state or tribe. The list of OVC-funded trafficking victim services grantees and the geographic regions they serve are listed on the OVC website at <http://ojp.gov/ovc/grants/traffickingmatrix.html>, FY 2015 BJA-funded task forces are listed at [www.bja.gov/funding/Awards\\_GMS-numbers.pdf](http://www.bja.gov/funding/Awards_GMS-numbers.pdf), and HHS-funded anti-trafficking grantees are listed at [www.acf.hhs.gov/programs/endtrafficking/funding](http://www.acf.hhs.gov/programs/endtrafficking/funding). Applicants are required to coordinate with existing task forces, and OVC will not fund a new proposal that duplicates existing anti-trafficking efforts.

Applicants must also include information about any other open award of federal and state funds that are being or will be used, in whole or in part, for one or more of the identical cost items outlined within this application. Applicants with current OVC funding must demonstrate how the new proposal will fill gaps in services or interventions not previously addressed by the existing OVC grant.

With regard to services provided to individual clients, applicants must ensure that eligible victims served under this program are not concurrently served by other federally funded grants, contracts, or subawards issued to the applicant agency specifically for services for victims of

human trafficking, such as other OVC grants, and awards funded by HHS or other federal sources. An agency that receives OVC trafficking services funds and is an HHS Office on Trafficking in Persons (OTIP) trafficking victim assistance program grantee or subawardee should use funds awarded by OVC to serve pre-certified victims over the age of 18 until the victim achieves OTIP certification. Upon OTIP certification, the victims over the age of 18 should be transferred to an OTIP trafficking victim assistance-funded program. Further guidance will be provided to awarded grantees receiving concurrent funds from OVC and other HHS grant funds.

#### Training and Public Awareness

Training and public awareness activities are integral to a community's response to human trafficking. Applicants are expected to conduct local trainings for project partners and for other community members, and to provide project staff with professional development opportunities (including travel to attend local and national victim assistance or regional or national trafficking conferences). **Under this program, each applicant must allocate a minimum of 2 percent of their total project budget to support the delivery of training to stakeholders within the state or tribal jurisdiction, and to access professional development opportunities.** A Training Plan should be submitted as a separate attachment to the application (Attachment 5). For more information about what should be included in the Training Plan, please refer to page 24.

#### Evaluation and Collecting Data for Performance Measures

Data collection and evaluation activities are necessary to document the required performance measures and ensure projects meet intended goals related to improved outcomes for child and youth victims of human trafficking. **Under this program, each application must allocate a minimum of 2 percent of their total project budget to collect data on the performance measures of this grant.** A Plan for Evaluation and Data Collection for this Solicitation's Performance Measures should be submitted as one separate component to the application. For more information about what should be included in the Plan, please refer to page 16.

#### MOUs and Letters of Intent:

Memoranda of Understanding (MOUs) and Letters of Intent can document stakeholders' commitments to work collaboratively to meet the goals and objectives of the grant (if funded). Statements of support from relevant government entities—such as the Governor, State Attorney General, and authorized state agency representatives from child welfare, juvenile justice, health (physical, mental, and behavioral), and education—are strongly encouraged.

For services, training, or activities to be provided by project partners, the applicant must name the project partner that will provide the specific service in the program narrative, and include, as an attachment to the application, a 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, training, or other work are to be provided as in-kind match, pro bono, or at no-cost to the grant, this should be clearly stated in the MOU or Letter of Intent.

MOUs or Letters of Intent must include the following:

- Names of the organizations involved in the agreement;
- Purpose of the MOU/Letter of Intent and commitment of parties involved;
- Scope of any direct service(s), training, activities, or other work or support to be provided under the agreement;

- Estimated cost of any services or activities provided (fee-for-service, in-kind match, or no-cost);
- Duration of the agreement; and
- Signatures of those named as parties.

MOUs and Letters of Intent should be submitted as a separate attachment to the application (Attachment 6). Applications with insufficient documentation to fully demonstrate the applicant's ability to implement their proposed plan will be negatively impacted during the review process. Awards made to applicants under this solicitation will contain a special condition precluding access to the full amount of grant funds until all supporting documentation is received and approved by OVC.

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

The overarching goal of this program is 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 by enhancing a coordinated, multidisciplinary, and jurisdiction-wide approach to human trafficking. Successful applicants funded through this solicitation will engage in the following general activities in order to meet program goals and objectives:

- Develop and implement a jurisdiction-wide strategy to combat the identified greatest challenge areas in child and youth trafficking within the state or tribe; this strategy must be finalized and approved or enacted within the first year of the program start date. This strategy will also include developing a systematic method to screen for victimization across entities; developing protocols and procedures to ensure child and youth victims receive appropriate services; delivering staff training to implement and sustain the strategy jurisdiction-wide; and strengthening data collection across multiple systems of care.
- Develop, enhance, and coordinate programs and activities geared toward improving outcomes for child and youth victims of sex and labor trafficking. States or tribes should establish a program coordinator role to oversee program implementation and ensure coordination of anti-trafficking efforts in the state or tribal jurisdiction.
- Enhance or develop protocols or policies to ensure that child and youth victims of human trafficking are not penalized for crimes committed as a result of being trafficked, including crimes related to prostitution.

The specific goals, objectives, and deliverables that each applicant presents will be unique depending on the identified needs and challenges of the state or tribe. Applicants must submit a logic model that outlines the target problem(s) and specific goals, objectives, and outcomes that can be addressed with the help of grant funds through this program (see page 15). A more detailed and comprehensive jurisdiction-wide strategy and evaluation plan will be required within a year of the project start date (see page 16).

OVC will give special consideration to jurisdictions with legislation ensuring that laws criminalizing the sale of sex do not apply to minors, particularly when accompanied with statistics demonstrating a decrease in arrests of minors for prostitution-related crimes. OVC will also give special consideration to proposals constructed with the input of human trafficking survivors and incorporating survivor perspectives throughout the implementation of the program. Applicants should demonstrate a willingness to ensure sustainability of the program by providing a plan for continuation of funding of activities after the expiration of the award.

## **Evidence-Based Programs or Practices**

OJP strongly emphasizes the use of data and evidence in policy making and program development in criminal justice, juvenile justice, and crime victim services. HHS acknowledges that, “there is still work to be done to create an evidence base on effective interventions and practices that promote better outcomes specifically for child trafficking victims.”<sup>1</sup> Furthermore, “there are only a few empirical studies of this group, and only a handful of evidence-informed practice models have been tested with this population,” so applicants “should generally look to evidence-based interventions used with other vulnerable youth populations when serving victims of trafficking.”<sup>2</sup>

OJP is committed to:

- Improving the quantity and quality of evidence OJP generates
- Integrating evidence into program, practice, and policy decisions within OJP and the field
- Improving the translation of evidence into practice

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. The [OJP CrimeSolutions.gov](http://OJP.CrimeSolutions.gov) website is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

## **B. Federal Award Information**

OVC estimates that it will make up to two awards of \$1 million–\$3 million each for a 36-month period beginning on October 1, 2016.

OVC may, in certain cases, provide supplemental funding in future years to awards under this solicitation. Important considerations in decisions regarding supplemental funding include, among other factors, the availability of funding, strategic priorities, assessment of the quality of the management of the award (for example, timeliness and quality of progress reports), and assessment of the progress of the work funded under the award.

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

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<sup>1</sup> U.S. Department of Health and Human Services. n.d. “[Guidance to States and Services on Addressing Human Trafficking of Children and Youth in the United States](http://www.acf.hhs.gov/sites/default/files/cb/acyf_human_trafficking_guidance.pdf),” p. 4. Accessed March 3, 2016.

<sup>2</sup> *Ibid*, p.10.

### **Type of Award<sup>3</sup>**

OVC expects that it will make any award from this solicitation in the form of a cooperative agreement, which is a particular type of grant used if OVC expects to have ongoing substantial involvement in award activities. Substantial involvement includes direct oversight and involvement with the grantee organization in implementation of the grant, but does not involve day-to-day project management. See [Administrative, National Policy, and other Legal Requirements](#), under [Section F. Federal Award Administration Information](#), for details regarding the federal involvement anticipated under an award from this solicitation.

### **Financial Management and System of Internal Controls**

Award recipients and subrecipients (including any recipient or subrecipient funded in response to this solicitation that is a pass-through entity<sup>4</sup>) must, as described in the Part 200 Uniform Requirements set out at 2 C.F.R. 200.303:

- (a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the recipient (and any subrecipient) is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- (b) Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards.
- (c) Evaluate and monitor the recipient’s (and any subrecipient’s) compliance with statutes, regulations, and the terms and conditions of Federal awards.
- (d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- (e) Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive or the recipient (or any subrecipient) considers sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

In order to better understand administrative requirements and cost principles, applicants are encouraged to enroll, at no charge, in the Department of Justice Grants Financial Management Online Training available [here](#).

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<sup>3</sup> See generally 31 U.S.C. §§ 6301-6305 (defines and describes various forms of federal assistance relationships, including grants and cooperative agreements (a type of grant)).

<sup>4</sup> For purposes of this solicitation (or program announcement), “pass-through entity” includes any entity eligible to receive funding as a recipient or subrecipient under this solicitation (or program announcement) that, if funded, may make a subaward(s) to a subrecipient(s) to carry out part of the funded program.

## Budget Information

### Cost Sharing or Matching Requirement

#### Match Requirement (cash or in-kind)

Federal funds awarded under this program may not cover more than 75 percent of the total costs of the project. Applicants must identify the source of the 25-percent non-federal portion of the total project costs and how they 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 is restricted to the same uses of funds as allowed for the federal funds.) Applicants may satisfy this match requirement with either cash or in-kind services. The formula for calculating the match is:

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

$$\text{Required Recipient's Share Percentage} \times \text{Adjusted Project Cost} = \text{Required Match}$$

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

$$\frac{\$350,000}{75\%} = \$466,667 \quad 25\% \times \$466,667 = \$116,667 \text{ match}$$

For additional cost sharing and match information, see the [Financial Guide](#).

#### Pre-Agreement Cost (also known as Pre-Award Cost) Approvals

Pre-agreement costs are costs incurred by the applicant prior to the start date of the period of performance of the grant award.

OJP does not typically approve pre-agreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. If approved, pre-agreement costs could be paid from grant funds consistent with a grantee's approved budget, and under applicable cost standards. However, all such costs prior to award and prior to approval of the costs are incurred at the sole risk of an applicant. Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs. Should there be extenuating circumstances that appear to be appropriate for OJP's consideration as pre-agreement costs, the applicant should contact the point of contact listed on the title page of this announcement for details on the requirements for submitting a written request for approval. See the section on "Costs Requiring Prior Approval" in the [Financial Guide](#), for more information.

#### Limitation on Use of Award Funds for Employee Compensation; Waiver

With respect to any award of more than \$250,000 made under this solicitation, recipients may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an

agency with a Certified SES Performance Appraisal System for that year.<sup>5</sup> The 2016 salary table for SES employees is available at the Office of Personnel Management [website](#). Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.) For employees who charge only a portion of their time to an award, the allowable amount to be charged is equal to the percentage of time worked times the maximum salary limitation.

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

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

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

OJP strongly encourages applicants that propose to use award funds for any conference-, meeting-, or training-related activity to review carefully—before submitting an application—the OJP policy and guidance on conference approval, planning, and reporting available at <http://www.ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm>. OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most conference, meeting, and training costs for cooperative agreement recipients and of some conference, meeting, and training costs for grant recipients; and (3) set cost limits, including a general prohibition of all food and beverage 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. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

For additional information, see the "Civil Rights Compliance" section under "Solicitation Requirements" in the [OJP Funding Resource Center](#).

## **C. Eligibility Information**

For eligibility information, see the title page.

For additional information on cost sharing or matching requirements, see [Section B. Federal Award Information](#).

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<sup>5</sup> OJP does not apply this limitation on the use of award funds to the nonprofit organizations listed at Appendix VIII to 2 C.F.R. Part 200.

## Limit on Number of Application Submissions

If an applicant submits multiple versions of the same application, OVC will review only the most recent system-validated version submitted. For more information on system-validated versions, see [How to Apply](#).

## D. Application and Submission Information

### What an Application Should Include

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

Moreover, applicants should anticipate that applications that are determined to be nonresponsive to the scope of the solicitation, or that do not include the application elements that OVC has designated to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, OVC has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet, Budget Narrative, Logic Model, Time-Task Plan, Plan for Evaluation and Data Collection, Plan for Training and Professional Development, and MOUs and Letters of Intent. Applicants may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one budget document, it must contain **both** narrative and detail information. Please review the “Note on File Names and File Types” under [How to Apply](#) to be sure applications are submitted in permitted formats.

*OJP strongly recommends that applicants use appropriately descriptive file names (e.g., “Program Narrative,” “Budget Detail Worksheet and Budget Narrative,” “Timelines,” “Memoranda of Understanding,” “Resumes”) for all attachments. Also, OJP recommends that applicants include all resumes in a single file.*

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

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and the OJP Grants Management System (GMS) take information from the applicant’s profile to populate the fields on this form. When selecting “type of applicant,” if the applicant is a for-profit entity, select “For-Profit Organization” or “Small Business” (as applicable).

**Intergovernmental Review:** This funding opportunity (program) **is not** subject to [Executive Order 12372](#). (In completing the SF-424, applicants are to make the appropriate selection in response to question 19 to indicate that the “Program is not covered by E.O. 12372.”)

### 2. Project Abstract

Applications should include a high-quality project abstract that summarizes the proposed project in 400 words or less. Project abstracts should be—

- Written for a general public audience.
- Submitted as a separate attachment, with “Project Abstract” as part of its file name.

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

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

All project abstracts should follow the detailed template available at [ojp.gov/funding/Apply/Resources/ProjectAbstractTemplate.pdf](http://ojp.gov/funding/Apply/Resources/ProjectAbstractTemplate.pdf).

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

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

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

### 3. Program Narrative

The program narrative should be double-spaced, using a standard 12-point font (Times New Roman preferred), with 1-inch margins; and should not exceed 25 pages. Pages should be numbered "1 of 25," "2 of 25," etc.

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

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

#### a. Statement of the Problem

Applicants must briefly describe the sex trafficking and labor trafficking of children and youth in their state or tribal jurisdiction. They should use 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. Relevant baseline data might include:

- Number of human trafficking cases investigated, cases prosecuted, and traffickers convicted for calendar years 2014 and 2015, if possible noting how many 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 during calendar years 2014 and 2015.

- Number of child and youth trafficking victims identified and assisted with comprehensive services for calendar years 2014 and 2015.

Applicants should briefly describe any previous or current jurisdiction-wide attempts to address sex and labor trafficking of children and youth, as well as any related research or evaluation studies that contribute to applicants' understanding of its causes and potential solutions. They should identify the challenges (e.g., resources, policy and system barriers, training gaps) to improving outcomes for child and youth victims of trafficking within the state or tribe and provide a clear statement of how funding will allow them to address these challenges. Applicants must also make a convincing case that the project addresses a gap in existing efforts and does not duplicate existing resources.

**b. Project Design and Implementation Plan**

Applicants must clearly state the goals and objectives for the project. The goals and objectives must relate directly to the challenges described in the problem statement and to the purpose of the solicitation, as stated on page 8, and objectives must be measurable.

- Applicants must 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 (Attachment 3) and must include anticipated short- and long-term outcome. Sample logic models are available at [www.ojjdp.gov/grantees/pm/logic\\_models.html](http://www.ojjdp.gov/grantees/pm/logic_models.html).
- Applicants must describe the steps that will be taken to achieve the goals and objectives of the project, including activities outlines on page 8. They must convincingly document that the proposed project will be a jurisdiction-wide 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.
- The project design and implementation plan must be supported by a separate time-task plan (Attachment 4) 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, Gantt chart, or schedule, 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 the jurisdiction.
- Applicant 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 address how the state or tribe will ensure sustainability for the efforts established with this funding after the grant period ends.

### **c. Capabilities and Competencies**

The lead agency must demonstrate it has the expertise and organizational capacity to successfully undertake a jurisdiction-wide initiative that involves significant collaboration with other agencies and partners supporting the effort. Applicants must address the following items in this 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.
- The coordinator who will organize state or tribal efforts to improve outcomes for child and youth victims of human trafficking. This individual must be empowered to lead a multidisciplinary, collaborative effort across many existing systems and with a diverse range of stakeholders.
- Any previous or current experience conducting comprehensive planning to respond to human trafficking and/or commercial sexual exploitation of children and youth.
- 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.
- 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 (Attachment 7).

### **4. Plan for Evaluation and Data Collection for this Solicitation's Performance Measures**

The performance measures for this program are outlined below. Each applicant must allocate a minimum of 2 percent of their total project budgets to collect data on the performance measures of this grant and conduct evaluation activities in assessing program effectiveness through the life of the award. This attachment must be double-spaced, using a standard 12-point font, and should not exceed 4 pages. This attachment must also include an outline of costs to conduct data collection and evaluation activities; these costs should be reflected in the budget detail worksheet and budget narrative.

To demonstrate program progress and success, as well as to assist the Department with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. OJP will require any award recipient, post award, to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides
Develop, enhance, and coordinate programs and activities geared toward improving outcomes for child and youth victims of sex and labor trafficking.	Number of programs and activities developed or enhanced.	Number of programs and activities developed or enhanced to improve outcomes for child and youth victims of sex and labor trafficking; these programs should be integrated into the jurisdiction-wide strategy.
	Number of positions funded or created to conduct strategy development, policy and program coordination, and stakeholder engagement.	Documentation of full-time position created or funded to provide program oversight and implementation.
	Number of stakeholder coordination activities conducted.	<p>List of entities engaged in coordination activities.</p> <p>Timeline of scheduled coordination meetings, list of participants, and minutes from coordination meetings.</p> <p>Number of MOUs/letters of intent from stakeholders.</p>
Develop and implement a jurisdiction-wide strategy to address the state or tribe's greatest challenges in responding to child and youth trafficking.	New strategy developed.	<p>New strategy developed with input of relevant stakeholders.</p> <p>In addition to specific challenge areas addressed, strategy will also include:</p> <ul style="list-style-type: none"> <li>• a systematic method to screen for victimization across entities;</li> <li>• protocols and procedures to ensure child and youth victims receive appropriate services;</li> <li>• delivering staff training to implement and sustain the strategy jurisdiction-wide; and</li> <li>• strengthening data collection across multiple systems of care.</li> </ul> <p>Development of accompanying performance measures matrix for the implementation of the jurisdiction-wide strategy.</p>
	New strategy implemented.	Accomplishment of strategy objectives through collection and reporting of performance measures in the strategy's performance measures matrix.

Enhance or develop policies, procedures, or protocols to ensure that child and youth victims of human trafficking are not penalized for crimes committed as a result of being trafficked, particularly those related to prostitution.	Number of new policies, procedures, and protocols developed.	Number and types of policies, procedures, and protocols developed to reduce the penalization of children and youth for crimes committed as a result of being trafficked, particularly those related to prostitution.
	Number of new policies, procedures, and protocols implemented.	Number and types of policies, procedures, and protocols implemented to reduce the penalization of children and youth for crimes committed as a result of being trafficked, particularly those related to prostitution.
	Number of professionals and participating agencies trained to adopt and use the new policies, procedures, and protocols developed.	Number of professionals and agencies trained.  Documentation of scheduled training to agency staff jurisdiction-wide.
	Percent decrease in number of child and youth victims penalized for crimes forced to commit as a result of being trafficked.	Collection of annual data on number of child and youth victims penalized for crimes forced to commit as a result of their trafficking, working with stakeholder groups providing victim assistance.  Comparison of data throughout life of project with baseline data from 2014 and 2015 to determine whether criminalization of child and youth victims has decreased.

Award recipients will also be required to provide a performance measures matrix for the implementation of their jurisdiction-wide strategy; this matrix will outline objectives, performance measures to assess the achievement of these objectives, and data collection variables that will inform the corresponding performance measures. This matrix will be finalized as part of the strategy within the project’s first year, and applicants will report on actions taken under this matrix at the end of the second and third year of funding.

OVC does not require applicants to submit performance measures data with their application. Performance measures are included as an alert that OVC will require successful applicants to submit specific data as part of their reporting requirements. For the application, applicants should indicate an understanding of these requirements and discuss how they will gather the required data, should they receive funding.

**Note on Project Evaluations**

Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute “research” for purposes of applicable DOJ human subjects protection regulations. However, project evaluations that are intended only to generate internal

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

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as "a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge" 28 C.F.R. § 46.102(d). For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the "Research and the Protection of Human Subjects" section of the [OJP Funding Resource Center](http://www.ojp.gov/funding/Explore/SolicitationRequirements/EvidenceResearchEvaluationRequirements.htm) web page ([www.ojp.gov/funding/Explore/SolicitationRequirements/EvidenceResearchEvaluationRequirements.htm](http://www.ojp.gov/funding/Explore/SolicitationRequirements/EvidenceResearchEvaluationRequirements.htm)). Applicants whose proposals may involve a research or statistical component also should review the "Data Privacy and Confidentiality Requirements" section on that web page.

## 5. Budget Detail Worksheet and Budget Narrative

### a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at [www.ojp.gov/funding/Apply/Resources/BudgetDetailWorksheet.pdf](http://www.ojp.gov/funding/Apply/Resources/BudgetDetailWorksheet.pdf). Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet. The Budget Detail Worksheet should be broken down by year.

For questions pertaining to budget and examples of allowable and unallowable costs, see the Financial Guide at <http://ojp.gov/financialguide/DOJ/index.htm>.

### b. Budget Narrative

The budget narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet, broken down by year. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, necessary for project activities).

Applicants should demonstrate in their budget narratives how they will maximize cost effectiveness of grant expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs, and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format.

**Budgeting for Travel for Required Meetings and Trainings:** Applicants must include costs associated with travel, lodging, per diem, and ground transportation for each of the following required events:

- One DOJ-sponsored human trafficking training of up to 4 days at a location to be determined.
- Three OVC grantee meetings: One person to attend one OVC grantee meeting per year, up to 2 days each, at a location to be determined.

**c. Non-Competitive Procurement Contracts in Excess of Simplified Acquisition Threshold**

If an applicant proposes to make one or more non-competitive procurements of products or services, where the non-competitive procurement will exceed the simplified acquisition threshold (also known as the small purchase threshold), which is currently set at \$150,000, the application should address the considerations outlined in the [Financial Guide](#).

**d. Pre-Agreement Cost Approvals**

For information on pre-agreement costs, see [Section B. Federal Award Information](#).

**6. Indirect Cost Rate Agreement (if applicable)**

Indirect costs are allowed only under the following circumstances:

- (a) The applicant has a current, federally approved indirect cost rate; or
- (b) The applicant is eligible to use and elects to use the “de minimis” indirect cost rate described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.414(f).

Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or, if the applicant’s accounting system permits, costs may be allocated in the direct cost categories. For the definition of Cognizant Federal Agency, see the “Glossary of Terms” in the [Financial Guide](#). For assistance with identifying your cognizant agency, please contact the Customer Service Center at 1-800-458-0786 or at [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov). If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at <http://www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf>.

In order to use the “de minimis” indirect rate, attach written documentation to the application that advises OJP of both the applicant’s eligibility (to use the “de minimis” rate) and its election. If the applicant elects the “de minimis” method, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. In addition, if this method is chosen then it must be used consistently for all federal awards until such time as you choose to negotiate a federally approved indirect cost rate.<sup>6</sup>

**7. Applicant Disclosure of High Risk Status**

Applicants are to disclose whether they are currently designated high risk by another federal grant making agency. This includes any status requiring additional oversight by the federal agency due to past programmatic or financial concerns. If an applicant is designated high risk by another federal grant making agency, you must email the

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<sup>6</sup> See 2 C.F.R. § 200.414(f).

following information to [OJPComplianceReporting@usdoj.gov](mailto:OJPComplianceReporting@usdoj.gov) at the time of application submission:

- The federal agency that currently designated the applicant as high risk
- Date the applicant was designated high risk
- The high risk point of contact name, phone number, and email address, from that federal agency
- Reasons for the high risk status

OJP seeks this information to ensure appropriate federal oversight of any grant award. Disclosing this high risk information does not disqualify any organization from receiving an OJP award. However, additional grant oversight may be included, if necessary, in award documentation.

**8. Additional Attachments**

**a. Applicant Disclosure of Pending Applications (Attachment 1)**

Applicants are to disclose whether they have pending applications for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to State agencies that will subaward federal funds).

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

- The federal or state funding agency
- The solicitation name/project name
- The point of contact information at the applicable funding agency

Federal or State Funding Agency	Solicitation Name/ Project Name	Name/Phone/Email for Point of Contact at Funding Agency
DOJ/COPS	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov
HHS/ Substance Abuse & Mental Health Services Administration	Drug Free Communities Mentoring Program/ North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

Applicants should include the table as a separate attachment to their application. The file should be named "Disclosure of Pending Applications."

Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page (e.g., "[Applicant Name on SF-424] does not have pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.")

**b. Research and Evaluation Independence and Integrity (Attachment 2)**

If a proposal involves research and/or evaluation, regardless of the proposal's other merits, in order to receive funds, the applicant must demonstrate research/evaluation independence, including appropriate safeguards to ensure research/evaluation objectivity and integrity, both in this proposal and as it may relate to the applicant's other current or prior related projects. This documentation may be included as an attachment to the application which addresses BOTH i. and ii. below.

- i. For purposes of this solicitation, applicants must document research and evaluation independence and integrity by including, at a minimum, one of the following two items:
  - a. A specific assurance that the applicant has reviewed its proposal to identify any research integrity issues (including all principal investigators and sub-recipients) and has concluded that the design, conduct, or reporting of research and evaluation funded by OVC grants, cooperative agreements, or contracts will not be biased by any personal or financial conflict of interest on the part of part of its staff, consultants, and/or sub-recipients responsible for the research and evaluation or on the part of the applicant organization;

OR

- b. A specific listing of actual or perceived conflicts of interest that the applicant has identified in relation to this proposal. These conflicts could be either personal (related to specific staff, consultants, and/or sub-recipients) or organizational (related to the applicant or any subgrantee organization). Examples of potential investigator (or other personal) conflict situations may include, but are not limited to, those in which an investigator would be in a position to evaluate a spouse's work product (actual conflict), or an investigator would be in a position to evaluate the work of a former or current colleague (potential apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization could not be given a grant to evaluate a project if that organization had itself provided substantial prior technical assistance to that specific project or a location implementing the project (whether funded by OJP or other sources), as the organization in such an instance would appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research or evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and

reliability of an evaluation or research product is a problem and must be disclosed.

- ii. In addition, for purposes of this solicitation, applicants must address the issue of possible mitigation of research integrity concerns by including, at a minimum, one of the following two items:
  - a. If an applicant reasonably believes that no potential personal or organizational conflicts of interest exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion. Applicants **MUST** also include an explanation of the specific processes and procedures that the applicant will put in place to identify and eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or sub-recipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest.

OR

- b. If the applicant has identified specific personal or organizational conflicts of interest in its proposal during this review, the applicant must propose a specific and robust mitigation plan to address conflicts noted above. At a minimum, the plan must include specific processes and procedures that the applicant will put in place to eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or sub-recipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan, if any, will be accepted as proposed.

Considerations in assessing research and evaluation independence and integrity will include, but are not be limited to, the adequacy of the applicant's efforts to identify factors that could affect the objectivity or integrity of the proposed staff and/or the organization in carrying out the research, development, or evaluation activity; and the adequacy of the applicant's existing or proposed remedies to control any such factors.

**c. Logic Model (Attachment 3)**

Please refer to Logic Model information on page 15.

**d. Time-Task Plan (Attachment 4)**

The applicant must submit a project timeline that covers the 3-year period of the award. The timeline will demonstrate coordination and integration of goals and objectives across this initiative. The Time-Task Plan must show:

- Project goals.
- Related objectives and activities, including jurisdiction-wide strategy development and implementation, training, evaluation, and programmatic and financial reporting timelines.

- The key staff responsible for completing each task.

**e. Plan for Delivering Training and Accessing Professional Development Opportunities (Attachment 5)**

Applicants must allocate a minimum of 2 percent of their total project budget to support the delivery of training to stakeholders within the community, and to access professional development opportunities. This attachment must be double-spaced, using a standard 12-point font, and should not exceed 4 pages. This attachment must detail the plan for developing or adapting training and public awareness materials that will be used by stakeholders to educate their communities about human trafficking. The plan should include a description of how the applicant will determine what groups, individuals, or organizations to target for training activities to improve the ability of the stakeholder and frontline responders to identify and serve child and youth victims of human trafficking. It must identify key staff who will conduct these activities, and the percentage of their time that will be dedicated to training activities. This attachment must also include a plan for grantees obtaining training and professional development opportunities to improve their ability to respond to human trafficking victims and to investigate and prosecute trafficking crimes. Applicants must identify conferences or training opportunities for which they will use grant funds to attend. This attachment should also outline the costs for each applicant to deliver training and access professional development opportunities, and each applicant must clearly identify their share of the cost within their budget detail worksheet and budget narrative. (See page 12 for information about requirements for prior approval and reporting for formal trainings, meetings, and conferences supported with award funds.) Applicants are encouraged to adapt and leverage existing federally funded training materials and content to prevent duplication of effort.

**f. Memoranda of Understanding (MOUs) and Letters of Intent (Attachment 6)**

Please refer to “Program-Specific Information” on page 7. OVC recommends that MOUs and Letters of Intent be included in a single file.

**g. Resumes of Key Personnel (Attachment 7)**

Resumes of all key personnel identified in the application must be submitted. OJP recommends that resumes be included in a single file.

**9. Financial Management and System of Internal Controls Questionnaire**

In accordance with the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.205, federal agencies must have in place a framework for evaluating the risks posed by applicants before they receive a federal award. To facilitate part of this risk evaluation, **all** applicants (other than an individual) are to download, complete, and submit this [form](#).

**10. Disclosure of Lobbying Activities**

All applicants must complete this information. Applicants that expend any funds for lobbying activities are to provide the detailed information requested on the form Disclosure of Lobbying Activities (SF-LLL). Applicants that do not expend any funds for lobbying activities are to enter “N/A” in the text boxes for item 10 (“a. Name and Address of Lobbying Registrant” and “b. Individuals Performing Services”).

**How to Apply**

Applicants must register in, and submit applications through Grants.gov, a primary source to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at [www.Grants.gov](http://www.Grants.gov). Applicants that experience technical

difficulties during this process should call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, 24 hours a day, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take several weeks** for first-time registrants to receive confirmation and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

OVC strongly encourages all prospective applicants to sign up for Grants.gov email [notifications](#) regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for updates will be automatically notified.

**Browser Information:** Grants.gov was built to be compatible with Internet Explorer. For technical assistance with Google Chrome or another browser, contact Grants.gov Customer Support.

**Note on Attachments:** Grants.gov has two categories of files for attachments: mandatory and optional. OJP receives all files attached in both categories. Please insure all required documents are attached in the mandatory category.

**Note on File Names and File Types:** Grants.gov only permits the use of certain specific characters in names of attachment files. Valid file names may include only the characters shown in the table below. Grants.gov is designed to reject any application that includes an attachment(s) with a file name that contains any characters not shown in the table below.

Characters	Special Characters		
Upper case (A – Z)	Parenthesis ( )	Curly braces { }	Square brackets [ ]
Lower case (a – z)	Ampersand (&)	Tilde (~)	Exclamation point (!)
Underscore ( _ )	Comma ( , )	Semicolon ( ; )	Apostrophe ( ' )
Hyphen ( - )	At sign ( @ )	Number sign ( # )	Dollar sign ( \$ )
Space	Percent sign ( % )	Plus sign ( + )	Equal sign ( = )
Period ( . )	<b>When using the ampersand (&amp;) in XML, applicants must use the “&amp;amp;” format.</b>		

Grants.gov is designed to forward successfully submitted applications to the OJP Grants Management System (GMS).

**GMS does not accept executable file types as application attachments.** These disallowed file types include, but are not limited to, the following extensions: “.com,” “.bat,” “.exe,” “.vbs,” “.cfg,” “.dat,” “.db,” “.dbf,” “.dll,” “.ini,” “.log,” “.ora,” “.sys,” and “.zip.” GMS may reject applications with files that use these extensions. It is important to allow time to change the type of file(s) if the application is rejected.

All applicants are required to complete the following steps:

OJP may not make a federal award to an applicant organization until the applicant organization has complied with all applicable DUNS and SAM requirements. Individual applicants must comply with all Grants.gov requirements. If an applicant has not fully complied with the requirements by the time the federal awarding agency is ready to make a federal award, the

federal awarding agency may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

Individual applicants should search Grants.gov for a funding opportunity for which individuals are eligible to apply. Use the Funding Opportunity Number (FON) to register. Complete the registration form at <https://apply07.grants.gov/apply/IndCPRegister> to create a username and password. Individual applicants should complete all steps except 1, 2, and 4.

- 1. Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866-705-5711 to obtain a DUNS number or apply online at [www.dnb.com](http://www.dnb.com). A DUNS number is usually received within 1-2 business days.
- 2. Acquire registration with the System for Award Management (SAM).** SAM is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. Applicants must **update or renew their SAM registration annually** to maintain an active status. SAM registration and renewal can take as long as 10 business days to complete.

Applications cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. Once the SAM registration/renewal is complete, **the information transfer from SAM to Grants.gov can take up to 48 hours.** OJP recommends that the applicant register or renew registration with SAM as early as possible.

Information about SAM registration procedures can be accessed at [www.sam.gov](http://www.sam.gov).

- 3. Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS number must be used to complete this step. For more information about the registration process for organizations, go to [www.grants.gov/web/grants/register.html](http://www.grants.gov/web/grants/register.html). Individuals registering with Grants.gov should go to <https://apply07.grants.gov/apply/IndCPRegister>.
- 4. Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. The E-Biz POC will need the Marketing Partner Identification Number (MPIN) password obtained when registering with SAM to complete this step. Note that an organization can have more than one AOR.
- 5. Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance number for this solicitation is 16.320, titled "Services for Trafficking Victims," and the funding opportunity number is OVC-2016-9352.

**6. Submit a valid application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive two notifications from Grants.gov. The first will confirm the receipt of the application and the second will state whether the application has been successfully validated, or rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received and then receive a rejection notice a few minutes or hours later. Submitting well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges applicants to submit applications **at least 72 hours prior** to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 11:59 p.m. eastern time on June 29, 2016.

Click [here](#) for further details on DUNS, SAM, and Grants.gov registration steps and timeframes.

#### **Note: Duplicate Applications**

If an applicant submits multiple versions of the same application, OVC will review only the most recent system-validated version submitted. See Note on File Names and File Types under [How to Apply](#).

#### **Experiencing Unforeseen Grants.gov Technical Issues**

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must contact the Grants.gov [Customer Support Hotline](#) or the [SAM Help Desk](#) (Federal Service Desk) to report the technical issue and receive a tracking number. Then applicants must email the OVC contact identified in the Contact Information section on page 2 **within 24 hours after the application deadline** and request approval to submit their application. The email must describe the technical difficulties, and include a timeline of the applicant's submission efforts, the complete grant application, the applicant's DUNS number, and any Grants.gov Help Desk or SAM tracking number(s). **Note: OVC does not automatically approve requests.** After the program office reviews the submission, and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the applicant failed to follow all required procedures, which resulted in an untimely application submission, OJP will deny the applicant's request to submit their application.

The following conditions are generally insufficient to justify late submissions:

- Failure to register in SAM or Grants.gov in sufficient time (SAM registration and renewal can take as long as 10 business days to complete. The information transfer from SAM to Grants.gov can take up to 48 hours.)
- Failure to follow Grants.gov instructions on how to register and apply as posted on its website.
- Failure to follow each instruction in the OJP solicitation.
- Technical issues with the applicant's computer or information technology environment, including firewalls, browser incompatibility, etc.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding web page at <http://ojp.gov/funding/index.htm>.

## E. Application Review Information

### Selection Criteria

1. Statement of the Problem (20%)
2. Project Design and Implementation Plan, including Time-Task Plan and Logic Model (35%)
3. Capabilities and Competencies (15%)
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%)
5. Plan for Delivering Training and Accessing Personal Development (5%)
6. Budget: complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should generally demonstrate how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.<sup>7</sup> Budgets must also reflect 25-percent cost-sharing. (10%)
7. Other: MOUs/Letters of Intent (10%)

### Review Process

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

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. For purposes of assessing whether applicants have met basic minimum requirements, OJP screens applications for compliance with specified program requirements to help determine which applications should proceed to further consideration for award. Although program requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP grant programs:

- Applications must be submitted by an eligible type of applicant
- Applications must request funding within programmatic funding constraints (if applicable)
- Applications must be responsive to the scope of the solicitation
- Applications must include all items designated as "critical elements"
- Applicants will be checked against the System for Award Management (SAM)

For a list of critical elements, see "What an Application Should Include" under [Section D. Application and Submission Information](#).

OVC may use internal peer reviewers, external peer reviewers, or a combination, to assess applications meeting basic minimum requirements on technical merit using the solicitation's selection criteria. An external peer reviewer is an expert in the subject matter of a given solicitation who is not a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. Peer

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<sup>7</sup> Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

reviewers' ratings and any resulting recommendations are advisory only, although their views are considered carefully. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance under prior OVC and OJP awards, and available funding.

OJP reviews applications for potential discretionary awards to evaluate the risks posed by applicants before they receive an award. This review may include but is not limited to the following:

1. Financial stability and fiscal integrity
2. Quality of management systems and ability to meet the management standards prescribed in the Financial Guide
3. History of performance
4. Reports and findings from audits
5. The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on award recipients
6. Proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and whether those costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may consider factors including, but not limited to, peer review ratings, underserved populations, geographic diversity, strategic priorities, past performance under prior OVC and OJP awards, and available funding when making awards.

## **F. Federal Award Administration Information**

### **Federal Award Notices**

OJP sends award notification by email through GMS to the individuals listed in the application as the point of contact and the authorizing official (E-Biz POC and AOR). The email notification includes detailed instructions on how to access and view the award documents, and how to accept the award in GMS. GMS automatically issues the notifications at 9:00 p.m. eastern time on the award date (by September 30, 2016). Recipients will be required to log in; accept any outstanding assurances and certifications on the award; designate a financial point of contact; and review, sign, and accept the award. The award acceptance process involves physical signature of the award document by the authorized representative and the scanning of the fully-executed award document to OJP.

### **Administrative, National Policy, and other Legal Requirements**

If selected for funding, in addition to implementing the funded project consistent with the agency-approved project proposal and budget, the recipient must comply with award terms and conditions, and other legal requirements, including but not limited to OMB, DOJ or other federal regulations which will be included in the award, incorporated into the award by reference, or are otherwise applicable to the award. OJP strongly encourages prospective applicants to review the information pertaining to these requirements **prior** to submitting an application. To assist applicants and recipients in accessing and reviewing this information, OJP has placed pertinent information on its [Solicitation Requirements](#) page of the [OJP Funding Resource Center](#).

Please note in particular the following two forms, which applicants must accept in GMS prior to the receipt of any award funds, as each details legal requirements with which applicants must provide specific assurances and certifications of compliance. Applicants may view these forms in the Apply section of the [OJP Funding Resource Center](#) and are strongly encouraged to review and consider them carefully prior to making an application for OJP grant funds.

- [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)
- [Standard Assurances](#)

Upon grant approval, OJP electronically transmits (via GMS) the award document to the prospective award recipient. In addition to other award information, the award document contains award terms and conditions that specify national policy requirements<sup>8</sup> with which recipients of federal funding must comply; uniform administrative requirements, cost principles, and audit requirements; and program-specific terms and conditions required based on applicable program (statutory) authority or requirements set forth in OJP solicitations and program announcements, and other requirements which may be attached to appropriated funding. For example, certain efforts may call for special requirements, terms, or conditions relating to intellectual property, data/information-sharing or -access, or information security; or audit requirements, expenditures and milestones, or publications and/or press releases. OJP also may place additional terms and conditions on an award based on its risk assessment of the applicant, or for other reasons it determines necessary to fulfill the goals and objectives of the program.

Prospective applicants may access and review the text of mandatory conditions OJP includes in all OJP awards, as well as the text of certain other conditions, such as administrative conditions, via [Mandatory Award Terms and Conditions](#) page of the [OJP Funding Resource Center](#).

As stated above, OVC anticipates that it will make any award from this solicitation in the form of a cooperative agreement. Cooperative agreement awards include standard “federal involvement” conditions that describe the general allocation of responsibility for execution of the funded program. Generally stated, under cooperative agreement awards, responsibility for the day-to-day conduct of the funded project rests with the recipient in implementing the funded and approved proposal and budget, and the award terms and conditions. Responsibility for oversight and redirection of the project, if necessary, rests with OVC.

In addition to any “federal involvement” condition(s), OJP cooperative agreement awards include a special condition specifying certain reporting requirements required in connection with conferences, meetings, retreats, seminars, symposium, training activities, or similar events funded under the award, consistent with OJP policy and guidance on conference approval, planning, and reporting.

### **General Information about Post-Federal Award Reporting Requirements**

Recipients must submit quarterly financial reports, semi-annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the Part 200

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<sup>8</sup> See generally 2 C.F.R. 200.300 (provides a general description of national policy requirements typically applicable to recipients of Federal awards, including the Federal Funding Accountability and Transparency Act of 2006 (FFATA)).

Uniform Requirements. Future awards and fund drawdowns may be withheld if reports are delinquent.

Special reporting requirements may be required by OJP depending on the statutory, legislative or administrative obligations of the recipient or the program.

## **G. Federal Awarding Agency Contact(s)**

For Federal Awarding Agency Contact(s), see the title page.

For contact information for Grants.gov, see the title page.

## **H. Other Information**

### **Provide Feedback to OJP**

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, the application submission process, and/or the application review/peer review process. Provide feedback to [OJPSolicitationFeedback@usdoj.gov](mailto:OJPSolicitationFeedback@usdoj.gov).

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

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

**Application Checklist**  
**Improving Outcomes for Child and Youth Victims of Human Trafficking:**  
**A Jurisdiction-wide Approach**

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

**What an Applicant Should Do:**

*Prior to Registering in Grants.gov:*

- \_\_\_\_\_ Acquire a DUNS Number (see page 26)
- \_\_\_\_\_ Acquire or renew registration with SAM (see page 26)

*To Register with Grants.gov:*

- \_\_\_\_\_ Acquire AOR and Grants.gov username/password (see page 26)
- \_\_\_\_\_ Acquire AOR confirmation from the E-Biz POC (see page 26)

*To Find Funding Opportunity:*

- \_\_\_\_\_ Search for the Funding Opportunity on Grants.gov (see page 26)
- \_\_\_\_\_ Download Funding Opportunity and Application Package (see page 26)
- \_\_\_\_\_ Sign up for Grants.gov email [notifications](#) (optional) (see page 25)
- \_\_\_\_\_ Read [Important Notice: Applying for Grants in Grants.gov](#)
- \_\_\_\_\_ Read OJP policy and guidance on conference approval, planning, and reporting available at [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](#) (see page 12)

*After Application Submission, Receive Grants.gov Email Notifications That:*

- \_\_\_\_\_ (1) application has been received,
- \_\_\_\_\_ (2) application has either been successfully validated or rejected with errors (see page 26)

*If No Grants.gov Receipt, and Validation or Error Notifications are Received:*

- \_\_\_\_\_ contact OVC regarding experiencing technical difficulties (see page 2)

**General Requirements:**

- \_\_\_\_\_ Review the [Solicitation Requirements](#) in the OJP Funding Resource Center.

**Scope Requirement:**

- \_\_\_\_\_ The federal amount requested is within the allowable limit(s) of \$1 million–\$3 million.

**Eligibility Requirement:** See eligibility information set out on the title page.

**What an Application Should Include:**

- \_\_\_\_\_ Application for Federal Assistance (SF-424) (see page 13)
- \_\_\_\_\_ Project Abstract (see page 13)
- \_\_\_\_\_ Program Narrative (see page 14)
- \_\_\_\_\_ Plan for Evaluation and Data Collection for this Solicitation's Performance Measures (see page 16)
- \_\_\_\_\_ Budget Detail Worksheet (see page 19)
- \_\_\_\_\_ Budget Narrative (see page 19)
- \_\_\_\_\_ Indirect Cost Rate Agreement (if applicable) (see page 20)
- \_\_\_\_\_ Applicant Disclosure of High Risk Status (see page 20)
- \_\_\_\_\_ Additional Attachments

_____	Applicant Disclosure of Pending Applications (Attachment 1)	(see page 21)
_____	Research and Evaluation Independence and Integrity (Attachment 2)	(see page 22)
_____	Logic Model (Attachment 3)	(see page 15)
_____	Time-Task Plan (Attachment 4)	(see page 23)
_____	Plan for Delivering Training and Accessing Professional Development Opportunities (Attachment 5)	(see page 24)
_____	MOUs/Letters of Intent (Attachment 6)	(see page 7)
_____	Resumes of Key Personnel (Attachment 7)	(see page 24)
_____	Financial Management and System of Internal Controls Questionnaire	(see page 24)
_____	Disclosure of Lobbying Activities (SF-LLL)	(see page 24)
_____	Employee Compensation Waiver request and justification (if applicable)	(see page 12)