

**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 to support direct services to victims of all forms of human trafficking throughout the United States. This fiscal year 2019 solicitation replaces multiple solicitations for OVC's human trafficking direct services programs released separately in previous years. This program furthers the Department's mission by enhancing the field's response to victims of human trafficking.

## **OVC Fiscal Year (FY) 2019 Direct Services to Support Victims of Human Trafficking**

**Applications Due: July 19, 2019**

### **Eligibility**

By statute, grants under this program may be awarded to states, territories, units of local government, federally recognized Indian tribal governments (as determined by the Secretary of the Interior), and nonprofit, nongovernmental organizations (defined as an organization that is described in section 501(c)(3) of Title 26 and is exempt from taxation under 501(a) of such title). For the purposes of this program, a unit of local government is any city, county, township, town, borough, parish, village, or other general purpose political subdivision of a state, territory, or federally recognized Indian tribal government.

All recipients and subrecipients must forgo any profit or management fee.

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

Grantees awarded funding in Fiscal Years (FYs) 2017 or 2018 under the Comprehensive Services for All Victims of Human Trafficking, Specialized Services for Victims of Human Trafficking, or the Enhanced Collaborative Model Human Trafficking Task Force solicitations are not eligible to apply for funding under Purpose Areas 1 and 2 of this program, unless the new proposal outlines new services, cost items, or a distinct geographic scope not included in the FY 2017 or 2018 award.

Under this solicitation, an applicant may submit one or more applications under each purpose area for which they are eligible. OVC may make more than one award to a single organization.

OVC welcomes applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed subrecipients ("subgrantees"). (Note: For additional information on subawards, see "Budget and Associated

Documentation" under [Section D. Application and Submission Information](#).) The applicant must be the entity that would have primary responsibility for carrying out the award, including administering the funding and managing the entire project.

### **Deadline**

Applicants must register with Grants.gov at <https://www.grants.gov/web/grants/register.html> prior to submitting an application. All applications are due by 11:59 p.m. eastern time on July 19, 2019.

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

OJP encourages all applicants 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, 606-545-5035, at <https://www.grants.gov/web/grants/support.html>, or at [support@grants.gov](mailto:support@grants.gov). The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

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

For assistance with application requirements of this solicitation, contact OVC's National Criminal Justice Reference Service (NCJRS) Response Center: toll free at 800-851-3420; via TTY at 301-240-6310 (hearing impaired only); email to [grants@ncjrs.gov](mailto:grants@ncjrs.gov); fax to 301-240-5830; or web chat at <https://webcontact.ncjrs.gov/ncjchat/chat.jsp>. The NCJRS Response Center operates from 10:00 a.m.-6:00 p.m., Eastern Time, Monday through Friday, and from 10:00 a.m.-8:00 p.m., Eastern Time on the solicitation closing date.

For assistance with programmatic requirements of this solicitation, contact the person listed below:

Purpose Area	Program Point of Contact	Telephone; Email
Purpose Area 1: Comprehensive Services for Victims of All Forms of Human Trafficking (choose a focus area) (OVC-2019-15590)  <i>Focus Area 1: Building</i>	Doresa Payton, Victim Justice	202-616-3784;

Purpose Area	Program Point of Contact	Telephone; Email
<i>Capacity to Provide Comprehensive Services</i>	Program Specialist	<a href="mailto:Doresa.Payton@ojp.usdoj.gov">Doresa.Payton@ojp.usdoj.gov</a>
<i>Focus Area 2: Sustaining Capacity to Provide Services to Victims of Human Trafficking</i>	Doresa Payton, Victim Justice Program Specialist	202-616-3784; <a href="mailto:Doresa.Payton@ojp.usdoj.gov">Doresa.Payton@ojp.usdoj.gov</a>
<i>Focus Area 3: Comprehensive Services and Partnership With Enhanced Collaborative Model Human Trafficking Task Forces</i>	Mary Atlas-Terry, Victim Justice Program Specialist	202-353-8473; <a href="mailto:Mary.Atlas-Terry@ojp.usdoj.gov">Mary.Atlas-Terry@ojp.usdoj.gov</a>
Purpose Area 2: Specialized Services (OVC-2019-15591)	Ivette Estrada, Victim Justice Program Specialist	202-307-0932; <a href="mailto:Ivette.Estrada@ojp.usdoj.gov">Ivette.Estrada@ojp.usdoj.gov</a>

**Pre-Application Webinar**

OVC will conduct one pre-application webinar on Friday, June 14, 2019, from 1:00 p.m. to 2:00 p.m. eastern time. Participation in the webinar is optional. OVC staff will review the solicitation requirements and conduct a question and answer session with interested potential applicants. You may register for the webinar at <https://www.ovc.gov/grants/webinars.html>.

Grants.gov number assigned to this solicitation: OVC-2019-15589

Release date: June 5, 2019

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# OVC FY 2019 Direct Services to Support Victims of Human Trafficking (CFDA # 16.320)

## A. Program Description

### Overview

The goal of this program is to enhance the quality and quantity of services available to victims of human trafficking, as defined by the Trafficking Victims Protection Act (TVPA) of 2000, as amended. This solicitation will provide funding for direct services to victims of sex trafficking and labor trafficking, as well as for efforts to increase the capacity of communities to respond to human trafficking through the development of interagency partnerships, professional training, and public awareness activities. This 2019 solicitation replaces multiple solicitations for OVC's human trafficking direct services programs released separately in previous years. The names of the purpose areas in this solicitation align with the names of previously distinct program solicitations.

Victim service providers seeking funding to support comprehensive services and partnerships within multidisciplinary Enhanced Collaborative Model Human Trafficking Task Forces should apply under Focus Area 3 (Purpose Area 1) of this solicitation. Law enforcement applicants seeking funding to support law enforcement activities within multidisciplinary human trafficking task forces should apply for funding offered through the Bureau of Justice Assistance (BJA) funding opportunity titled [FY 2019 Enhanced Collaborative Model \(ECM\) Task Force to Combat Human Trafficking: Supporting Law Enforcement's Role](#).

Applicants may submit separate applications under one or more purpose areas and/or focus areas of this solicitation. An applicant may be selected for more than one award under this solicitation. If selected for more than one award, the grantee will be responsible for demonstrating that the awards do not include duplicative cost items or activities, and may be required to modify the program strategy or budget to avoid duplicative costs and activities.

**Statutory Authority:** The statutory authority for this program is 22 U.S.C. § 7105(b)(2).

### Program-Specific Information

Congress passed, and the President signed into law, the TVPA of 2000 (22 U.S.C. § 7101 et. seq.), which has been reauthorized several times to address the problem of human trafficking in the United States. 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.

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—

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

This program has two distinct purpose areas, each focused on the provision of direct services to victims of human trafficking.

Purpose Area	Focus	Page
<p>Purpose Area 1: Comprehensive Services for Victims of All Forms of Human Trafficking</p>	<p>Purpose Area 1 includes three focus areas (the applicant must indicate the focus area number and title which is being addressed in the Program Abstract):</p> <p><b>Focus Area 1.</b> Building Capacity to Provide Comprehensive Services will provide funding to organizations to strengthen their capacity to provide comprehensive services for victims of all forms of human trafficking. Under this focus area, the first year of the grant project period will be used to plan and strategically develop organizational capacity to provide comprehensive services in-house and through community partnerships to victims of human trafficking. In years two and three of the grant project period, grantees will provide comprehensive services to victims of human trafficking and will be required to submit MOUs from partnering organizations.</p> <p><b>Focus Area 2.</b> Sustaining Capacity to Provide Services to Victims of Human Trafficking will provide funding to experienced service providers to offer comprehensive services outlined within the Comprehensive Services Model (see Appendix B).</p> <p><b>Focus Area 3.</b> Comprehensive Services and Partnership With Enhanced Collaborative Model Human Trafficking Task Forces provides funding to service providers who demonstrate a history of offering direct services to victims of sex trafficking and labor trafficking and working within multidisciplinary human trafficking task forces. Organizations funded under this focus area must submit with their application a Memorandum of Understanding (MOU) with a law enforcement agency that is applying for funding under BJA's FY 2019 solicitation titled <a href="#"><u>Enhanced Collaborative Model Task Force To Combat Human Trafficking: Supporting Law Enforcement's Role</u></a>. Selected victim service applicants will participate actively in the task force and will provide comprehensive services for victims of all forms of human trafficking, as outlined within the Comprehensive Services Model (see Appendix B).</p>	<p>8</p>
<p>Purpose Area 2: Specialized Services</p>	<p>Purpose Area 2 will provide funding to enhance the quality and quantity of specialized services (housing; economic and leadership empowerment and/or education; mental health; substance use disorder; and legal assistance) available to assist victims of human trafficking, as defined by the Trafficking Victims Protection Act of 2000, as amended.</p>	<p>13</p>

The objectives and requirements of these purpose areas are described in detail beginning on page 8. The following information applies to both purpose areas.

### **Activities That Compromise Victim Safety and Recovery**

The following activities have been found to jeopardize victim safety or deter or prevent physical or emotional healing for victims:

1. The development and implementation of policies or procedures that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on factors not related to victim safety;
2. The development and implementation of policies or procedures that compromise the confidentiality of information and privacy of persons receiving OVC-funded services;
3. The development and implementation of policies or procedures that impose requirements on victims in order to receive services (e.g., receive counseling, seek civil or criminal remedies, etc.);
4. The development and implementation of policies or procedures that fail to conduct safety planning with victims;
5. The implementation of project designs and/or budget allocations that fail to account for the accessibility needs of individuals with disabilities and individuals who have limited English proficiency or are Deaf or hard of hearing; and
6. The establishment or enhancement of a multidisciplinary collaborative community response lacking the appropriate policies and procedures regarding victim confidentiality and information sharing for the partnering agencies.

Applications that propose activities that compromise victim safety and recovery may receive a deduction in points during the review process or may be eliminated from further consideration entirely. If funded, grantees may be required to modify their application project narrative and/or budget to remove any activities that are deemed to compromise victim safety.

### **OVC expects applicants to offer services that are as inclusive as possible of all trafficking victims.**

Victims of human trafficking represent a diversity of backgrounds, and may include U.S. citizens, foreign nationals, males, females, adults and minors. Federal laws prohibit recipients of OJP funding from discriminating in the delivery of services on the basis of age, race, color, national origin, sex, religion, or disability. Recipients are also obligated under federal civil rights laws to provide meaningful access to their programs and activities for persons with limited English proficiency. Under certain circumstances, it might be appropriate to limit services based upon age, and to refer otherwise eligible beneficiaries outside of the targeted age group to other services.

A victim-centered and trauma-informed approach must be used to ensure that victims of human trafficking have the opportunity to make informed decisions about the support they need to work through the impact of the crime, address the issues that may have shaped the trafficking situation, and work toward identifying and achieving their personal goals. Grantees should

inform victims about their options and help them work with local, state, tribal, and federal law enforcement in the prosecution of the traffickers.

### **Case Management**

Case management is a central service, as it ensures that victims have support to access a variety of services that are coordinated across multiple systems. It ensures the provision of wraparound services that meet victims where they are and helps them express their choices, while working through the trauma of the situation and interacting with the necessary local and federal partners. Case management should include assessment of client needs, development of individualized service plans, assessment of eligibility for other public or community-based programs, assistance in accessing publicly funded programs, safety planning, assisting with crime victim compensation claims when possible, information and referral, documentation of services provided, and routine follow up to ensure that the victim's needs are being addressed.

Additionally, applicants must ensure that victim advocacy and information about crime victims' rights and services are provided. This may include coordinating with the Federal Bureau of Investigation, U.S. Immigration and Customs Enforcement, and U.S. Attorney's Office (USAO) victim/witness coordinators; victim/witness staff in district attorneys' offices or within local law enforcement; victim advocates within intimate partner violence or sexual assault crisis centers; and local Sexual Assault Response Teams, Sexual Assault Nurse Examiners, and Sexual Assault Forensic Examiner programs. Victim advocates within these settings may provide information on the status of an investigation or prosecution; assistance with the application process for state crime victim compensation benefits; sexual assault forensic medical exam options; accompaniment to court proceedings; additional comprehensive victim services, whether in-house or through referrals; and information to help clients exercise their rights as crime victims within the criminal justice process.

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

The overarching goal of this program is to enhance the quality and quantity of services available to assist all victims of human trafficking in achieving their goals, which may include increased independence and self-sufficiency, and increased feelings of safety and well-being.

### **Purpose-Area Specific Information**

#### **Purpose Area 1: Comprehensive Services for Victims of All Forms of Human Trafficking (OVC-2019-15590)**

Focus Area: 1 – Building Capacity to Provide Comprehensive Services

Focus Area: 2 – Sustaining Capacity to Provide Comprehensive Services to Victims of All Forms of Human Trafficking

Focus Area 3 – Comprehensive Services and Partnership With Enhanced Collaborative Model Human Trafficking Task Forces

### **Purpose Area 1 Objectives and Deliverables**

The objectives of the Comprehensive Services purpose area are to enhance interagency collaboration and the coordinated community response to victims of human trafficking, and to provide high-quality services that address the individualized needs of trafficking victims.

All grantees funded through the Comprehensive Services purpose area will engage in all of the following activities to meet program goals, objectives and deliverables:

1. Provide a comprehensive array of direct services (as described in Appendix B) for victims of all forms of human trafficking (sex trafficking and labor trafficking involving U.S. citizens, foreign nationals, males, females, adults and minors), either in-house or through community partnerships; develop referral plans for comprehensive services that are not provided in-house but through community partnerships.
2. Work in collaboration with federal, state, and local law enforcement, local service providers, and community- and faith-based organizations to develop comprehensive response protocols to ensure that trafficking victims are identified and referred for appropriate services;
3. Conduct training and public awareness activities for professionals and community members to improve their knowledge of human trafficking and their ability to identify and respond to victims; and
4. Conduct data collection and action research activities to determine if the program is meeting stated goals and objectives. Submission of a comprehensive final report for the entire project period will be required at the end of the Period of Performance.

*(Note: These objectives are the objectives for all 3 focus areas under Purpose Area 1 and for Purpose Area 2 referenced below).*

Funds awarded through this OVC program are intended primarily to support the cost of direct services that promote victim safety and stability in the aftermath of victimization, leading to the goal of autonomy and economic self-sufficiency. OVC does not set time limits on services and supports the provision of ongoing case management when there are no other specialized programs to provide case management services.

Applicants under this purpose area are strongly encouraged to coordinate with their state or regional Internet Crimes Against Children Task Force (ICAC). When OJP-funded Internet Crimes Against Children Task Forces identify and refer potential human trafficking victims, OVC grantees should ensure that screenings are conducted to determine if the individual is a victim of human trafficking (as defined by the TVPA) and make appropriate service referrals. The services available will be determined by the type of OVC award and the geographic catchment area of the OVC grantee. A list of contact information for ICAC Task Forces funded by the Office of Juvenile Justice and Delinquency Prevention is available [here](#). The application for this solicitation should outline how this referral and screening process would occur, and which agencies would likely be involved.

### **Comprehensive Services Model**

All grantees funded under the Comprehensive Services purpose area must adhere to the Comprehensive Services Model outlined in Appendix B to support victims of sex trafficking and labor trafficking. The Comprehensive Services Model includes a wide variety of services that victims of human trafficking often need to address their needs for safety, security, and healing. No one agency is expected to provide all of the services outlined within the Comprehensive Service Model in-house; however, applicants are expected to demonstrate that there is a coordinated, community-wide approach in place to ensure that each of the services outlined within [Appendix B](#) are available to trafficking victims identified within their community, either in-

house or through project partners and other community-based programs. Local and federal partners involved in the community response to victims and the delivery of a coordinated, community-wide approach include, but are not limited to, local, state, tribal, and federal law enforcement and prosecutors; legal assistance providers; child welfare and child protection service systems; domestic violence, youth, and homeless shelter systems and transitional housing programs; medical and mental health services and systems; immigrant and refugee service providers; child and adult educational systems; job training programs; substance abuse treatment agencies; drop-in centers for youth and adults; detention facilities; faith-based organizations; interpretation and translation providers; and other partners providing critical services.

**Note:** OVC funding may not be used for criminal defense services. Additionally, direct representation on vacatur or expungement matters, through court filings or through other litigation services, is not an allowable cost under this solicitation or with FY 2019 funds. However, grantees may counsel clients on the expungement or vacatur of any charge/conviction for a non-violent crime that is a direct result of being a trafficking victim.

The Comprehensive Services Model supports the development of individualized service plans that are tailored to meet victims' identified needs. Case management, as described previously on page 8, can be rather intensive and is a central service within the Comprehensive Services Model, as it ensures that victims have support in accessing a variety of services that are coordinated across multiple systems. It ensures the provision of "wraparound services" that meet victims where they are, and helps to express their choices while working through the trauma of the situation and interacting with the necessary local and federal partners. Applicants must include a plan to ensure that case management is provided for all victims of human trafficking enrolled in the OVC-funded program, regardless of where the victim resides. For example, case management should be provided, either in-house or through project partners, for victims under the age of 18 who may be placed in foster care, a group home, or reside with family; or, for adults living independently or within a substance abuse treatment center or a shelter.

### **Focus Area-Specific Information**

**(Applicants must indicate the focus area number and title for which they are applying under Purpose Area 1)**

Focus Area 1 – Building Capacity to Provide Comprehensive Services

Focus Area 2 – Sustaining Capacity to Provide Comprehensive Services to Victims of Human Trafficking

Under Focus Areas 1 and 2 applicants must demonstrate capacity to provide or coordinate all of the services identified within the Comprehensive Services Model included in Appendix B. Applicants must include, in their application a description of how they will provide each of the direct services described in the OVC Comprehensive Services Model either in-house or through project partners.

Focus Area 1 is designed to strengthen the capacity of victim service providers who have experience serving victims of human trafficking and/or related populations (e.g., victims of domestic violence, victims of sexual assault, and/or runaway and homeless youth) but who currently have a limited capacity to implement the Comprehensive Services Model due to limited staff and/or partnerships to fully meet the needs of human trafficking victims. Under

this purpose area, grantees will execute a planning phase during the first year of the project for the delivery of comprehensive services in collaboration with community partners. In years 2 and 3 of the project period, grantees will provide comprehensive services to victims of all forms of human trafficking.

Focus Area 2 will provide funding to victim service providers with a demonstrated history of providing comprehensive services to a sustained caseload of a large number of victims of human trafficking. Applicants should demonstrate a sustained significant caseload of trafficking victims and a significant need in their jurisdiction for services (e.g., use of waitlists for certain services).

### Focus Area 3 – Comprehensive Services and Partnership With Enhanced Collaborative Model Human Trafficking Task Forces

Focus Area 3 is designed to support the provision of a comprehensive array of services to victims of sex trafficking and labor trafficking identified in geographic regions where multidisciplinary human trafficking task forces are operating.

Since 2004, OVC and BJA have worked together to develop and enhance a multidisciplinary human trafficking task force model that is intended to support and encourage a collaborative effort among local and federal law enforcement, prosecutors, and victim service providers. These task forces uphold the intent of the TVPA by ensuring that all trafficking victims are identified and receive access to a comprehensive array of supportive services, and that the crimes of human trafficking are successfully investigated and prosecuted at the state and federal levels. Victim-centered investigations and prosecutions of traffickers reduce harm and increase safety for our communities while supporting the healing of victims.

Over the past few years, OVC and BJA have provided joint funding to support Enhanced Collaborative Model Human Trafficking Task Forces, which required a significant amount of coordination by law enforcement and victim service provider applicants to submit joint applications for funding. This year, OVC and BJA are revising the approach to this competitive funding opportunity by allowing separate applications from victim service and law enforcement applicants to fully demonstrate each applicant's strengths related to participation in a human trafficking task force. This year, law enforcement applicants seeking funding to support task force operations and investigations will apply to the FY 2019 BJA Enhanced Collaborative Model Task Force Funding Opportunity, while victim service providers working as members of the Enhanced Collaborative Model Task Forces and providing direct services to victims should submit their application to OVC. The applications will be submitted and evaluated separately within separate peer review processes at OVC and BJA. Each application submitted to OVC and BJA must have an MOU signed by the law enforcement agency and service provider organization applying for funding to demonstrate a commitment to work together as members of a task force. OVC and BJA will discuss the most successful victim service and law enforcement applications prior to making funding decisions. Victim service and law enforcement applicants

should develop stand-alone proposals that address the required activities outlined within the separate OVC or BJA solicitations regardless of whether or not the partnering application is selected for funding.

Victim service applicants from task forces that received funding under the Enhanced Collaborative Model Program in FYs 2017 or 2018 are not eligible to apply in FY 2019. Law enforcement agencies seeking funding to support law enforcement investigations and task force operations are not eligible to apply for this OVC solicitation. Eligible applicants under Focus Area 3 are limited to victim service organizations with demonstrated experience in serving victims of human trafficking who have documented partnerships, via an MOU, with a law enforcement agency that is also applying for funding under the FY 2019 BJA Enhanced Collaborative Model Task Force program. System-based victim service providers housed within law enforcement agencies are not eligible to apply for OVC funding if they are not able to demonstrate the capacity to provide or coordinate the services outlined in [Appendix B](#) for all victims of human trafficking, including those victims who are not involved in an active investigation or prosecution of human trafficking.

Priority consideration may be given to applicants (and/or task forces) from rural areas, including those along or near the Southwest border, and/or federally recognized Indian tribes, defined on Page 1. (For the purpose of this solicitation, a rural jurisdiction is defined as an area having a population of 100,000 or fewer residents.)

Funds under this focus area are to be used primarily to support the delivery of a comprehensive array of services to victims identified within the task force's geographic area; however, the applicant may dedicate some funding to support task force participation, training, outreach, data collection and action research activities.

Focus Area 3 Deliverables include:

1. Develop and implement a coordinated, community-wide approach, leveraging various local, state, tribal, and federal resources to ensure that the services outlined in [Appendix B](#) of this solicitation are available for victims of all forms of human trafficking identified within the specified geographic area, including foreign nationals, U.S. citizens, legal permanent residents (LPRs), adults, minors, males, and females.
2. Develop a trauma-informed intake and screening process to identify individuals as victims of human trafficking, as defined by the TVPA, and determine eligibility for services. Either provide, directly or through project partners, a comprehensive array of direct services to meet the individualized needs of victims of all forms of human trafficking identified within the specified geographic region of the human trafficking task force.
3. Provide substantive participation or leadership in the coordination of multidisciplinary human trafficking task force activities.
4. Assist in the development of operational protocols that outline the roles and responsibilities of task force members and the multidisciplinary response to victims of trafficking identified by the task force. For example, victim service providers may provide leadership or support in the development of policies and procedures related to information sharing and confidentiality of client or case information; data collection; referrals to/from law enforcement and victim service providers; victim protections, requesting Continued Presence, handling cases with large numbers of victims; working with the media; trauma-

informed protocols for identifying, screening and interviewing victims; and protocols to ensure the accessibility of services for trafficking victims with limited English proficiency and those with disabilities.

5. Provide input to multidisciplinary task force partners on all activities related to engaging victims of human trafficking to ensure that the community response to human trafficking is victim-centered and trauma-informed.
6. Develop training for task force partners and other community-based agencies to help the community build capacity to identify human trafficking and provide appropriate services to survivors.
7. Develop public awareness and outreach materials in coordination with the task force to inform the community of the services available to victims of human trafficking within the community.
8. Participate in program data collection and action research activities to determine if the victim service program is meeting stated goals and objectives.

#### **Purpose Area 2: Specialized Services. (OVC-2019-15591)**

This purpose area will provide funding to victim service organizations with a demonstrated history of providing services for victims of human trafficking. The goal is to focus on a number of identified gaps in services to assist victims of all forms of human trafficking. Funding will also support efforts to increase the capacity of communities to respond to human trafficking victims through the development of interagency partnerships, professional training, and public awareness activities.

#### **Purpose Area 2 Objectives and Deliverables**

Purpose Area 2 Objectives:

The objectives are outlined on page 10 and are similar to the objectives under the Comprehensive Services purpose area, with the exception that Purpose Area 2 funding is designed to support only the identified specialized service(s). The majority of OVC funding under this purpose area is to be used primarily to support the delivery of up to five specialized service areas, as described below. Funding can also be used to support training, outreach, data collection, and action research activities.

OVC is interested in supporting programs that focus on one or more of the priority specialized service areas identified below:

1. **Housing services.** Addressing a range of housing options, including but not limited to, emergency shelter, short-term housing assistance, transitional housing, and/or rapid re-housing. For the purposes of this program, all housing services offered are intended to help victims achieve self-sufficiency and transition into safe, affordable and sustainable housing. All proposed specialized shelter programs must be operational and structured in a way to maintain sensitivity to specific types of victims, such as victims with disabilities. Additionally, applicants that propose any specialized housing and shelter program must be able to demonstrate a history of providing housing and shelter services. Applicants should provide information about whether client participation in the

proposed program is voluntary or mandated. Note: Proposals that include new construction or renovation of a housing or shelter facility will not be accepted.

2. **Economic and leadership empowerment and/or education services.** Examples of allowable programs include, but are not limited to, vocational/skills training, financial counseling; job readiness assistance; education programs; and assistance in obtaining educational and professional certifications.
3. **Mental health services.** Programs include, but are not limited to, evidence-based treatment, trauma-informed and recovery support services. Services such as care coordination; peer support; integrated mental health, and medical services must be included. All services and programs need to be person-centered; trauma-specific; and have quality assurance practices for fidelity.
4. **Substance abuse services.** Programs include, but are not limited to, evidence-based prevention, treatment, trauma-informed and recovery support services. Services such as care coordination; peer support; medication-assisted therapies; integrated mental health, and medical services must be included. All services and programs need to be person-centered; trauma-informed; and have quality assurance practices for fidelity.
5. **Legal services.** Comprehensive legal services, addressing the range of legal issues that arise from a client's victimization, may be provided in-house or through referrals to community partners. Examples of allowable services include, but are not limited to, immigration assistance; assistance with civil legal remedies, such as family law (including divorce, custody, and child support; emancipation, dependency, or guardianship; and family reunification); protective orders; employment law (including wage and hour claims); housing and public benefits access; crime victims' rights enforcement; navigating and understanding the criminal justice process and legal resources available to victims.

**Note:** OVC funding may not be used for criminal defense services. Direct representation on vacatur or expungement matters, through court filings or through other litigation services, is not an allowable cost under this solicitation or with FY 2019 funds. However, grantees may counsel clients on the expungement or vacatur of any charge/conviction for a non-violent crime that is a direct result of being a trafficking victim.

Purpose Area 2 Deliverables include:

1. Develop policies and procedures promoting linguistically relevant services, including the accessibility of services for program participants with limited English proficiency and those with disabilities.
2. Develop referral plans to other service providers that can support victims who have needs outside the identified specialized service(s). Referral plans should include protocols to ensure that victims are able to access services from another service provider and include a detailed plan describing victim identification, screening, assessment, safety planning, and service planning. Programs must have the capacity to formally identify victims of human trafficking, as defined by the TVPA, and to deliver the identified specialized service(s) to victims directly within their agency and/or through a formal partnership (including referring victims to the appropriate community agency if no such partnership exists).

## **For both purpose areas:**

### **Lobbying, promoting, or advocating the legalization/regulation of prostitution**

The Federal Government is opposed to prostitution and related activities, which are inherently harmful and dehumanizing and contribute to the phenomenon of trafficking in persons. U.S. nongovernmental organizations and their subgrantees cannot use U.S. government funds to lobby for, promote, or advocate the legalization or regulation of prostitution as a legitimate form of work. Foreign nongovernmental organizations and their subgrantees that receive U.S. government funds to fight trafficking in persons cannot lobby for, promote, or advocate the legalization or regulation of prostitution as a legitimate form of work. It is the responsibility of the primary grantee to ensure these criteria are met by its subgrantees.

### Coordinating With Law Enforcement:

OVC strongly encourages all grantees to assist clients in complying with reasonable requests from local, state, federal, or tribal government agencies with the authority to investigate or prosecute trafficking acts. OVC is committed to the elimination of all forms of trafficking in persons, which requires the prosecution of traffickers as a key part of a multifaceted strategy. Victim-centered investigations and prosecutions of traffickers reduce harm and increase safety for our communities while supporting the healing of victims. Notwithstanding, the victim's willingness to collaborate with law enforcement will not be used as a condition of access to any shelter or restorative services funded under this award.

### Letters of Support From Law Enforcement and/or Prosecutorial Agencies

Applicants must provide at least one letter of support from a local, state, tribal, and/or federal law enforcement agency and/or a local, state, tribal, and/or federal prosecutor's office(s). Note that law enforcement and prosecutors' offices providing letters of support may do so for multiple applicants. (Applications for Purpose Area 1, Focus Area 3: Comprehensive Services and Partnership With Enhanced Collaborative Model Human Trafficking Task Forces, must include a Memorandum of Understanding with a law enforcement agency; therefore, the MOU would serve in lieu of the letter(s) of support outlined in this paragraph.)

### Resource Coordination:

Proposals should fill gaps in existing services. All applicants should determine if there is an existing federally funded trafficking victim service provider within their jurisdiction, and work to ensure that the new application does not duplicate existing services currently funded by OVC, the Department of Health and Human Services (HHS), the Office on Violence Against Women, or another federal office or agency.

If there is currently a federally funded trafficking victim service grantee within the same jurisdiction as the applicant's proposal, applicants must document (1) how the new proposal either supports different services than those already funded or provide strong justification for why additional funding is needed to fill existing gaps in services; and (2) how these services will be coordinated within the geographic area.

Applicants must also include information about any other open award of federal and state funds (including programs supported by Victims of Crime Act (VOCA) state victim assistance 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 for services for victims of human trafficking must demonstrate how the new proposal fills gaps in services not previously addressed by the existing OVC grant.

The list of OVC-funded trafficking victim services grantees and the geographic regions they serve are listed on the OVC website at <https://ovc.ncjrs.gov/humantrafficking/traffickingmatrix.html>, and the list of some HHS-funded grantees is available at <https://www.acf.hhs.gov/otip/grants>.

**Applications that fail to address resource coordination with other similar OVC and federally and state-funded grant programs in their proposal will be negatively scored and may receive a deduction in points during the review process.**

With regard to services provided to individual clients, applicants must ensure that eligible victims served under these programs are not concurrently served with other federally funded grants, contracts, or subawards issued to the applicant agency specifically for services for victims of human trafficking, such as awards funded by HHS or other federal sources. The HHS Trafficking Victim Assistance Program (TVAP) is designed to fund case management services on a per capita basis for foreign national victims and potential victims seeking HHS certification. It is a valuable resource in communities where there are funding gaps due to the lack of federally funded victim service providers or significant spikes in caseloads. Applicants should plan on using OVC funds to provide services to foreign national trafficking clients regardless of HHS certification, and should not anticipate leveraging TVAP funds as a matter of course unless extraordinary circumstances arise. Grantees funded under these solicitations desiring to access TVAP funding due to such circumstances must contact their grant monitor to discuss the need.

The Goals, Objectives, and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed in [Section D. Application and Submission Information](#), under Program Narrative.

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

OJP strongly emphasizes the use of data and evidence in policymaking and program development in criminal justice, juvenile justice, and crime victim services.

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; and
- 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 website at <https://www.crimesolutions.gov> is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

### Information Regarding Potential Evaluation of Programs and Activities

DOJ has prioritized the use of evidence-based programming and deems it critical to continue to build and expand the evidence informing criminal and juvenile justice programs to reach the highest level of rigor possible. Therefore, applicants should note that OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. Recipients and subrecipients will be expected to cooperate with program-related assessments or evaluation efforts, including through the collection and provision of information or data requested by OJP (or its designee) for the assessment or evaluation of any activities and/or outcomes of those activities funded under this solicitation. The information or data requested may be in addition to any other financial or performance data already required under this program.

## B. Federal Award Information

OVC expects to make awards for a 36-month period of performance. Awards made under Focus Area 3, for Comprehensive Services and Partnership with Enhanced Collaborative Model Human Trafficking Task Forces will begin on October 1, 2019.

Awards made under Comprehensive Services Focus Areas 1 and 2, and Purpose Area 2 for Specialized Services will begin on January 1, 2020.

OVC expects to make awards under this program as follows:

Purpose Area	Instrument	Number of Awards	Amount of Awards
Purpose Area 1: Comprehensive Services for Victims of All Forms of Human Trafficking	Focus Area 1 – Grant.	Up to 40.	Focus Area 1: Up to \$550,000
	Focus Area 2 – Grant	Number of awards in Focus Areas 1–3 may not be equal, and will be determined based on the quality of applications received.	Focus Area 2: Up to \$925,000
	Focus Area 3 – Cooperative Agreement		Focus Area 3: Up to \$900,000
Purpose Area 2: Specialized Services	Grant	Up to 30	Up to \$650,000

OVC reserves the right to exercise discretion in setting award amounts.

OVC may, in certain cases, provide additional funding in future years to awards made under this solicitation, through continuation awards. In making decisions regarding continuation awards, OJP will consider, among other factors, the availability of appropriations, when the program or project was last competed, OJP's strategic priorities, and OJP's assessment of both the management of the award (for example, timeliness and quality of progress reports), and 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.

## Type of Award

OVC expects to make awards under Comprehensive Services Focus Areas 1 and 2 and Purpose Area 2 for Specialized Services in the form of a grant. See [Administrative, National Policy, and Other Legal Requirements](#), under [Section F. Federal Award Administration Information](#), for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants (and cooperative agreements).

OVC expects to make awards under Purpose Area 1, Focus Area 3: Comprehensive Services and Partnership with Enhanced Collaborative Model Human Trafficking Task Forces in the form of a cooperative agreement, which is a type of award that provides for OJP to have substantial involvement in carrying out award activities. See [Administrative, National Policy, and Other Legal Requirements](#), under [Section F. Federal Award Administration Information](#), for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants (and cooperative agreements).

## Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.303:

- (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.

(Note: For purposes of this solicitation, the phrase “pass-through entity” includes any recipient or subrecipient that provides a subaward (“subgrant”) to a subrecipient (subgrantee) to carry out part of the funded award or program. Additional information on proposed subawards is listed under [What an Application Should Include](#), Section D of this solicitation. The “Part 200 Uniform Requirements” means the DOJ regulation at 2 C.F.R Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200.)

To help ensure that applicants understand the applicable administrative requirements and cost principles, OJP encourages prospective applicants to enroll, at no charge, in the DOJ Grants Financial Management Online Training, available at <https://onlinegfmt.training.ojp.gov>. (This training is required for all OJP award recipients.)

Also, applicants should be aware that OJP collects information from applicants on their financial management and systems of internal controls (among other information) which is used to make award decisions. Under [Section D. Application and Submission Information](#), applicants may access and review a questionnaire – the [OJP Financial Management and System of Internal Controls Questionnaire](#) – that OJP requires **all** applicants (other than an individual applying in his/her personal capacity) to download, complete, and submit as part of the application.

## **Budget Information**

### **Cost Sharing or Match Requirement (cash or in-kind)**

Federal funds awarded under this solicitation may not cover more than 75 percent of the total costs of the project. An applicant must identify the source of the 25-percent non-federal portion of the total project costs and how it will use match funds. (Note: Indian tribes and tribal organizations that otherwise are eligible for an award may be able to apply certain types of funds received from the federal government (for example, certain funds received under an Indian "self-determination contract") to satisfy all or part of a required "non-federal" match.) If a successful applicant's proposed match exceeds the required match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit. ("Match" funds may be used only for purposes that would be allowable for the federal funds.) Recipients may satisfy this match requirement with either cash or in-kind services. See the DOJ Grants Financial Guide at <https://ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.3b.htm> for examples of "in-kind" services. The formula for calculating the match is:

Federal Award Amount ÷ Federal Share Percentage = Adjusted (Total) Project Costs

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

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

$$\begin{aligned} \$350,000 \div 75\% &= \$466,667 \\ 25\% \times \$466,667 &= \$116,667 \text{ match} \end{aligned}$$

For additional information on cost sharing and match, see the DOJ Grants Financial Guide at <https://ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.3b.htm>.

### **Pre-Agreement Costs (also known as Pre-Award Costs)**

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

OJP does not typically approve pre-agreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. All such costs incurred prior to award and prior to approval of the costs are incurred at the sole risk of the applicant. (Generally, no applicant should incur project costs before submitting an application requesting federal funding for those

costs.) Should there be extenuating circumstances that make it appropriate for OJP to consider approving pre-agreement costs, the applicant may contact the point of contact listed on the title page of this solicitation for the requirements concerning written requests for approval. If approved in advance by OJP, award funds may be used for pre-agreement costs, consistent with the recipient's approved budget and applicable cost principles. See the section on Costs Requiring Prior Approval in the DOJ Grants Financial Guide at <https://ojp.gov/financialguide/doj/index.htm> 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, a recipient may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the recipient at a rate that exceeds 110 percent 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. (Note: OJP does not apply this limitation on the use of award funds to the nonprofit organizations listed in Appendix VIII to 2 C.F.R. Part 200.) The 2019 salary table for SES employees is available on the Office of Personnel Management website at <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/19Tables/exec/html/ES.aspx>. 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. (Non-federal funds used for any such additional compensation will not be considered matching funds, where match requirements apply.) If only a portion of an employee's time is charged to an OJP award, the maximum allowable compensation 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, this limitation on compensation rates allowable under an award. An applicant that requests a waiver should include a detailed justification in the budget narrative of its application. An applicant that does not submit a waiver request and justification with its application should anticipate that OJP will require the applicant to adjust and resubmit the budget.

The justification should address, in the context of the work the individual would do under the award, the particular qualifications and expertise of the individual, the uniqueness of a service the individual will provide, the individual's specific knowledge of the proposed program or project, and a statement that explains whether and how the individual's salary under the award would be commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work he/she would do under the award.

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

OJP strongly encourages every applicant that proposes to use award funds for any conference, meeting, or training-related activity (or similar event) to review carefully—before submitting an application—the OJP and DOJ policy and guidance on approval, planning, and reporting of such events, available at <https://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 some conference, meeting, and training costs for grant recipients; and (3) set cost limits, which include 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 "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2019 Awards](#)" in the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>.

## **C. Eligibility Information**

For eligibility information, see the title page.

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

## **D. Application and Submission Information**

### **What an Application Should Include**

This section describes in detail what an application should include. An applicant should anticipate that if it fails to submit an application that contains all of the specified elements, it may negatively affect the review of its application; and, should a decision be made to make an award, it may result in the inclusion of award conditions that preclude the recipient from accessing or using award funds until the recipient satisfies the conditions and OJP makes the funds available.

Moreover, an applicant should anticipate that an application that OJP determines is nonresponsive to the scope of the solicitation, or that OJP determines does not include the application elements that OVC has designated to be critical, will neither proceed to peer review, nor receive further consideration. For this solicitation, OVC has designated the following application elements as critical:

- Program Narrative (if applying for Purpose Area 1, indicate the focus area for which you are applying);
- Budget Detail Worksheet (including the Budget Narrative); and
- For Purpose Area 1, Focus Area 3: an MOU signed by law enforcement agency that articulates responsibilities and commitment of each partner to participate in a multidisciplinary human trafficking task force.

NOTE: OJP has combined the Budget Detail Worksheet and Budget Narrative in a single document collectively referred to as the Budget Detail Worksheet. See "Budget Information and Associated Documentation" below for more information about the Budget Detail Worksheet and where it can be accessed.

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

Please review the “Note on File Names and File Types” under [How To Apply](#) to be sure applications are submitted in permitted formats.

## 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).

To avoid processing delays, an applicant must include an accurate legal name on its SF-424. On the SF-424, current OJP award recipients, when completing the field for “Legal Name” (box 8a), should use the same legal name that appears on the prior year award document (which is also the legal name stored in OJP’s financial system). Also, current recipients should enter the Employer Identification Number (EIN) in box 8b exactly as it appears on the prior year award document. An applicant with a current, active award(s) must ensure that its GMS profile is current. If the profile is not current, the applicant should submit a Grant Adjustment Notice (GAN) updating the information on its GMS profile prior to applying under this solicitation.

A new applicant entity should enter its official legal name in box 8a, its address in box 8d, its EIN in box 8b, and its Data Universal Numbering System (DUNS) number in box 8c of the SF-424. A new applicant entity should attach official legal documents to its application (e.g., articles of incorporation, 501(c)(3) status documentation, organizational letterhead) to confirm the legal name, address, and EIN entered into the SF-424. OJP will use the System for Award Management (SAM) to confirm the legal name and DUNS number entered in the SF-424; therefore, an applicant should ensure that the information entered in the SF-424 matches its current registration in SAM. See the [How to Apply](#) section for more information on SAM and DUNS numbers.

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

## 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 (such as Times New Roman) with 1-inch margins.

The abstract must include the following information:

- Legal name of the applicant (if two or more entities are applying, identify the legal name for the lead applicant and the subrecipient(s)).
- Specific description of the geographic area where activities will be focused.
- Amount of federal funding requested.
- Number of trafficking victims served each year in 2015, 2016, and 2017.

- Purpose area number and/or focus area number and title.
- Purpose Area 1:Focus Area 3: Enhanced Collaborative Model Human Trafficking Task Force applicants should also
  - state the formal name of the task force with whom they are coordinating activities;
  - state the name of the law enforcement agency that is applying for BJA FY 2019 funding; and
  - identify if the applicant agency is a federally recognized Indian tribe or from a rural area with a population of 100,000 or fewer residents.

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

### 3. Program Narrative

The program narrative should be double-spaced, using a standard 12-point font (Times New Roman preferred); have no less than 1-inch margins; and should not exceed 25 pages.

Pages should be numbered. 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 (headings) should be included as part of the program narrative. (Note: For information on subawards (including the details on proposed subawards that should be included in the application), see "Budget and Associated Documentation" under [Section D. Application and Submission Information.](#))

#### a. Description of the Issue

Applicants must include the following:

- i. Identification of the nature and scope of the problem that the program will address. Applicants must demonstrate the problem of human trafficking within the targeted geographic region, including local, state, and federal data regarding investigations, prosecutions, and the number of individuals identified as victims of human trafficking in the proposed geographic area. **Applicant must cite the source of this data.**
- ii. Description of previous or current attempts to address the problem, including documentation of the number of trafficking victims served each year during 2015, 2016, and 2017 within the targeted geographic region. At a minimum, applicants must identify the total number of victims previously served within the targeted geographic region, with federal and nonfederal funds; and the types of victims they have served (sex or labor trafficking victims). **Applicant must cite the source of this data.**
- iii. Outstanding problems, gaps in services, and unmet needs regarding services for human trafficking victims in the proposed geographic area. The applicant should also explain why their organization is best suited to meet the identified needs and gaps. See page 15 for more information about what an application must include about describing gaps in services and coordinating resources with other OVC-funded service providers.
- iv. A description of how this funding opportunity will help address these problems.

- v. If the applicant organization is receiving state or federal funding to provide services and support for human trafficking victims, the program strategy must demonstrate how the OVC funding would leverage the other funding to enhance the response to victims. See Resource Coordination on page 15 for more information about what an application must include when describing gaps in services and coordinating resources with other federally funded service providers. **Applications that fail to address resource coordination with other similar OVC and federally and state-funded grant programs in their proposal will be negatively scored during the review process.**

**b. Project Design and Implementation**

- i. Applicants must clearly state the goals, objectives, and primary activities that will be accomplished through this project. These goals, objectives and activities must be in alignment with the stated goals and objectives of the purpose area and/or focus area as described on pages 8–16. Applicants must include a logic model that graphically illustrates how the project’s goals, objectives, and activities are interrelated to address the stated problem. The logic model must be included as a separate attachment, and must include information related to anticipated outputs, performance measures, and short- and long-term outcomes that are anticipated for victims served and the community. Sample logic models are available at [www.ojdp.gov/grantees/pm/logic\\_models.html](http://www.ojdp.gov/grantees/pm/logic_models.html).
- ii. Applicants must describe how all services will be provided by the prime applicant or by partner agencies to address the service needs of all types of trafficking victims that may be identified within a community, including victims of sex trafficking and labor trafficking, males, females, U.S. citizens, foreign nationals, LPRs, adults, and minors as required under each purpose area.
- iii. Purpose Area 1: Comprehensive Service applicants must outline how each of the services identified in Appendix B will be provided to victims of all forms of human trafficking.
- iv. Focus Area 1: Building Capacity to Provide Comprehensive Services applicants must describe the planning and capacity building activities that will occur in year 1 of the project to insure that a comprehensive array of services will be provided to victims of all forms of human trafficking in years 2 and 3.
- v. All applicants must clearly indicate the name of the agency and the staff name or position title of the person(s) that will be providing the direct services outlined in the proposal. For those services provided by project partners, applicants must also include information about how the performance of the service provider will be monitored.
- vi. Applicants must describe how victim safety and confidentiality will be addressed. Applications that propose activities that compromise victim safety and recovery may receive a deduction in points during the review process or may be eliminated from consideration entirely. See Activities That Compromise Victim Safety and Recovery on page 7.

For services to be provided by project partners, applicants must include, for each named partner, an MOU, Letter of Intent, or subcontract that confirms the partner’s agreement to provide the service and describes the cost agreement between the agencies.

Subcontracts, MOUs, or Letters of Intent should be submitted as one separate attachment to the application. See page 38 for information that should be included in subcontracts, MOUs, or Letters of Intent.

- vii. Applicants must describe plans for working in collaboration with law enforcement, local service providers, and community-and faith-based organizations to ensure that trafficking victims are identified and referred for appropriate services.
- viii. Focus Area 3 Enhanced Collaborative Model applicants must describe plans to participate in or lead multidisciplinary human trafficking task force activities, including participating in the development of task force operational protocols.
- ix. Applicants must include implementation plans for conducting local training and public awareness activities and plans to provide staff with professional development opportunities.
- x. Applicants must submit a project timeline as a separate attachment to the application.
- xi. For those applying for funding under Focus Area 3 related to Enhanced Collaborative Model Human Trafficking Task Forces, applicants must submit an MOU to document the existing partnership with the Task Force. See page 36 for information about what should be included in the MOU. For those applying under all other areas of this solicitation (Purpose Area 1, Focus Areas 1 & 2; and Purpose Area 2), applicants must provide at least one letter of support from a local, state, tribal, and/or federal law enforcement agency and/or a local, state, tribal, and/or federal prosecutor's office(s). Note that law enforcement and prosecutors' offices providing letters of support may do so for multiple applicants.

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

- i. Applicants must describe the staffing structure of the program, information about how the program will be managed, and how key staff, including case managers, will be supervised.
- ii. Applicants must include an organizational chart and other information describing the roles and responsibilities of key personnel. Applicants must also provide a list of the personnel responsible for managing and implementing major activities of the project and a description of the current and proposed professional staff members' unique qualifications that will enable them to fulfill their grant responsibilities. Position descriptions and resumes for staff should be included as indicated on page 39. If additional staff will be hired for this project, the applicant should also attach a proposed job description and the selection criteria for the position.
- iii. Applicants must demonstrate that personnel who provide direct services, including case managers, have prior victim service experience and/or will be under the direct supervision of a senior case manager or project director who has such experience.
- iv. Applicants must describe their experience in providing or coordinating services for victims of all forms of human trafficking that might be identified within the target area, including foreign nationals, U.S. citizens, LPRs, adults, minors, males, and females.
- v. Applicants must demonstrate the expertise and organizational capacity to successfully

undertake an initiative that involves significant collaboration with other agencies, potentially including local, state, and federal law enforcement; victim service and faith-based organizations; local medical providers; and other community services to enhance interagency collaboration and the coordinated community response to victims of human trafficking.

- vi. Applicants must describe their experience managing federal grants that support direct services to crime victims and document their administrative and financial capacity to manage federal grants. If the applicant has other grants for providing services to victims of human trafficking, training on human trafficking for professionals, or outreach to trafficking victims, the applicant must describe the scope of each of these grants and describe how activities and data collection on these projects will be tracked separately to avoid duplication.
- vii. Applicants with current federal or state funding for services for victims of human trafficking must demonstrate how this application fills gaps in services or interventions not previously addressed by current available funding.
- viii. Under Purpose Area 1, applications must include the completed table in [Appendix B](#), indicating what organization is providing the services required under the Comprehensive Services Model, as part of the narrative.

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

OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award (see “[General Information about Post-Federal Award Reporting Requirements](#)” in [Section F. Federal Award Administration Information](#)). The performance data directly relate to the goals, objectives, and deliverables identified under "Goals, Objectives, and Deliverables" in [Section A. Program Description](#).

Your response to this section must include the following information:

- A plan for collecting all of the performance measures data required by this solicitation. Award recipients will be required to provide the relevant data by submitting regular client and performance data through OVC’s online Trafficking Information Management System (TIMS) located at <https://tims.ovcttac.gov/>. Applicants should examine the key performance measures and required client data in [Appendix A: Performance Measures Table](#).
- A description of the qualifications of the key staff who will be responsible for collecting data and a plan for using TIMS Online.

Applicants should visit OJP’s performance measurement page at [www.ojp.gov/performance](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP.

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

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

required to submit performance data as part of the reporting requirements under an award.

#### **e. Plan for Action Research**

Applicants must describe a plan for action research activities that will guide them in assessing program performance through the life of the award.

Action research (<https://www.ovc.gov/pdfxt/Action-Research-Fact-Sheet-508.pdf>) involves the collection and analysis of data during a project to assess project performance, identify areas for improvement, and provide direction. It is a collaborative effort between a researcher and project staff that provides timely analysis of data to help inform project activities. Action research is not a systematic investigation designed to develop or contribute to generalizable knowledge, and therefore would not be considered research involving human subjects. Action researchers are expected to be knowledgeable in the collection and analysis of data, relevant evaluation literature, and the operation of the program. Grantees will provide OVC with annual action research reports (annual summary reports and a comprehensive final report over the award period).

#### **The plan must include the following information:**

- A description of the proposed action research consultant(s) who will conduct research and evaluation activities for the project,
- A description of the qualifications of the consultant(s),
- Identification of key staff who will be involved in action research activities and the work of the consultant, and
- An explanation of the basic methodology and timeline for the action research.

The budget detail worksheet must reflect action research activities including the percent of time that staff contribute to action research; the cost of a consultant; and costs related to travel or supplies related to action research. The applicant should incorporate these costs within their Budget Detail Worksheet and Budget Narrative.

Evaluator staff should be external to the applicant organization. Applicants are encouraged to partner with consultants who have a working knowledge of social service programs, such as institutions of higher learning with this specialty.

#### **Note on Project Evaluations**

An applicant that proposes to use award funds 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.” Each applicant should provide sufficient information for OJP to determine whether the particular project it proposes would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ definition of research that appears at 28 C.F.R. Part 46 (“Protection of Human Subjects”). “Research,” for purposes of human subjects’ protection 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 for purposes of human subjects protection, applicants should consult the decision tree in the

“Research and the protection of human subjects” section of the “[Requirements related to Research](#)” webpage of the “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2019 Awards](#),” available through the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>.

Every prospective applicant whose application may propose a research or statistical component also should review the “Data Privacy and Confidentiality Requirements” section on that webpage.

#### 4. Budget and Associated Documentation

The Budget Detail Worksheet and the Budget Narrative are now combined in a single document collectively referred to as the Budget Detail Worksheet. The Budget Detail Worksheet is a user-friendly, fillable, Microsoft Excel-based document designed to calculate totals. Additionally, the Excel workbook contains worksheets for multiple budget years that can be completed as necessary. **All applicants should use the Excel version when completing the proposed budget in an application, except in cases where the applicant does not have access to Microsoft Excel or experiences technical difficulties.** If an applicant does not have access to Microsoft Excel or experiences technical difficulties with the Excel version, then the applicant should use the 508-compliant accessible Adobe Portable Document Format (PDF) version. [When using the PDF version, an applicant must complete it for each year (this format does not allow for computations of multiple years).]

Both versions of the Budget Detail Worksheet can be accessed at <https://ojp.gov/funding/Apply/Forms/BudgetDetailWorksheet.htm>.

##### a. Budget Detail Worksheet

The Budget Detail Worksheet should provide the detailed computation for each budget line item, listing the total cost of each and showing how it was calculated by the applicant. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee paid with grant funds. The Budget Detail Worksheet should present a complete itemization of all proposed costs.

- i. Administrative costs: Administrative costs are costs related to the salary and fringe benefits of executive-level leadership and accounting/financial administration. Grant funds awarded under this program are intended primarily for provision of direct services to victims of human. Minimal funds should be dedicated toward supporting administrative costs.
- ii. Direct victim services: Applicants must dedicate sufficient funding in the budget to support the direct services required under each program. Purpose Area 1: Comprehensive Service applicants (Focus Areas 1, 2, and 3) must dedicate a line item, within the appropriate budget category, for the direct services outlined in Appendix B. Each direct service must be addressed, whether or not there is a charge to the grant. For example, if employment assistance services are provided at no charge to the grant and are not being applied a match, this service would still be listed as a line item in the budget, with a \$0 appropriation and a narrative justification that describes how services will be provided at no cost to the grant.
- iii. Travel for required trainings: The Travel category of the Budget Detail Worksheet should include costs to support the travel of staff to attend trainings related to human trafficking. For each event requiring staff travel, applicants must breakout costs

associated with travel, lodging, per diem, and ground transportation.

Required trainings for OVC grantees are listed below:

- The Regional Financial Management Training Seminar sponsored by OJP's Office of the Chief Financial Officer (OCFO), unless the applicant has previously attended this seminar or plans to take the training online. Specific information about the dates and locations of upcoming OCFO events and information about the DOJ Grants Financial Management Online Training can be found at [www.ojp.usdoj.gov/training/training.htm](http://www.ojp.usdoj.gov/training/training.htm). The Programmatic Point of Contact and Financial Point of Contact are required to complete this training.
- OVC annual grantee meetings, 2 days each, in Washington, D.C., for up to two staff members per year, subject to change.

Purpose Area 1: Focus Area 3: Enhanced Collaborative Model Human Trafficking Task Force applicants should also plan to attend one 2-day task force kick-off meeting in a location to be determined and one national or regional human trafficking task force peer-to-peer learning event, as determined by OVC and BJA.

Note: Travel costs associated with project staff (e.g., travel for a consultant or a speaker) who are not directly employed by the grantee organization must be listed under the Consultant Budget category on the Budget Detail Worksheet.

- iv. Consultant rates: Consultant rates may not exceed the maximum of \$650 per day or, if paid by the hour, \$81.25 per hour for a maximum 8-hour workday. Rates that exceed the maximum rate must be strongly justified by the applicant at the time of the application and approved in writing by OVC after the award is made. Consultants or other providers who are donating the cost of their services as match toward the project are also subject to the \$650 per day or \$81.25 per hour limitation.

For questions pertaining to budget and examples of allowable and unallowable costs, see the DOJ Grants Financial Guide at <https://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. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

An applicant should demonstrate in its budget narrative how it will maximize cost effectiveness of award 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 budget narrative should be mathematically sound and correspond clearly 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 those costs are necessary to the completion of the proposed project. The narrative may include tables for clarification purposes, but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the budget narrative should describe costs by year.

### c. Information on Proposed Subawards (if any), and on Proposed Procurement Contracts (if any)

Applicants for OJP awards typically may propose to make *subawards*. Applicants also may propose to enter into procurement *contracts* under the award.

Whether an action—for federal grants administrative purposes—is a subaward or procurement contract is a critical distinction as significantly different rules apply to subawards and procurement contracts. If a recipient enters into an agreement that is a subaward of an OJP award, specific rules apply—many of which are set by federal statutes and DOJ regulations; others by award conditions. These rules place particular responsibilities on an OJP recipient for any subawards the OJP recipient may make. The rules determine much of what the written subaward agreement itself must require or provide. The rules also determine much of what an OJP recipient must do both before and after it makes a subaward. If a recipient enters into an agreement that is a procurement contract under an OJP award, a substantially different set of federal rules applies.

OJP has developed the following guidance documents to help clarify the differences between subawards and procurement contracts under an OJP award and outline the compliance and reporting requirements for each. This information can be accessed online at <https://ojp.gov/training/training.htm>.

- [Subawards under OJP Awards and Procurement Contracts under Awards: A Toolkit for OJP Recipients.](#)
- [Checklist to Determine Subrecipient or Contractor Classification.](#)
- [Sole Source Justification Fact Sheet and Sole Source Review Checklist.](#)

In general, the central question is the relationship between what the third party will do under its agreement with the recipient and what the recipient has committed (to OJP) to do under its award to further a public purpose (e.g., services the recipient will provide, products it will develop or modify, research or evaluation it will conduct). If a third party will provide some of the services the recipient has committed (to OJP) to provide, will develop or modify all or part of a product the recipient has committed (to OJP) to develop or modify, or will conduct part of the research or evaluation the recipient has committed (to OJP) to conduct, OJP will consider the agreement with the third party a *subaward* for purposes of federal grants administrative requirements.

This will be true **even if** the recipient, for internal or other non-federal purposes, labels or treats its agreement as a procurement, a contract, or a procurement contract. Neither the title nor the structure of an agreement determines whether the agreement—for purposes of federal grants administrative requirements—is a *subaward* or is instead a procurement *contract* under an award. The substance of the relationship should be given greater consideration than the form of agreement between the recipient and the outside entity.

#### 1. Information on proposed subawards

A recipient of an OJP award may not make subawards ("subgrants") unless the recipient has specific federal authorization to do so. Unless an applicable statute or DOJ regulation specifically authorizes (or requires) subawards, a recipient must have authorization from OJP before it may make a subaward.

A particular subaward may be authorized by OJP because the recipient included a sufficiently detailed description and justification of the proposed subaward in the Program Narrative, Budget Detail Worksheet, and Budget Narrative as approved by OJP. If, however, a particular subaward is not authorized by federal statute or regulation, and is not approved by OJP, the recipient will be required, post-award, to request and obtain written authorization from OJP before it may make the subaward.

If an applicant proposes to make one or more subawards to carry out the federal award and program, the applicant should (1) identify (if known) the proposed subrecipient(s), describe in detail what each subrecipient will do to carry out the federal award and federal program, and (3) provide a justification for the subaward(s), with details on pertinent matters such as special qualifications and areas of expertise. Pertinent information on subawards should appear not only in the Program Narrative, but also in the Budget Detail Worksheet and Budget Narrative.

**2. Information on proposed procurement contracts (with specific justification for proposed noncompetitive contracts over \$250,000)**

Unlike a recipient contemplating a subaward, a recipient of an OJP award generally does not need specific prior federal authorization to enter into an agreement that—for purposes of federal grants administrative requirements—is considered a procurement contract, **provided that** (1) the recipient uses its own documented procurement procedures and (2) those procedures conform to applicable federal law, including the Procurement Standards of the (DOJ) Part 200 Uniform Requirements (as set out at 2 C.F.R. 200.317 - 200.326). The Budget Detail Worksheet and Budget Narrative should identify proposed procurement contracts. (As discussed above, subawards must be identified and described separately from procurement contracts.)

The Procurement Standards in the Part 200 Uniform Requirements, however, reflect a general expectation that agreements that (for purposes of federal grants administrative requirements) constitute procurement “contracts” under awards will be entered into on the basis of full and open competition. All noncompetitive (sole source) procurement contracts must meet the OJP requirements outlined at <https://ojp.gov/training/subawards-procurement.htm>. If a proposed procurement contract would exceed the simplified acquisition threshold—currently \$250,000—a recipient of an OJP award may not proceed without competition unless and until the recipient receives specific advance authorization from OJP to use a noncompetitive approach for the procurement. An applicant that (at the time of its application) intends—without competition—to enter into a procurement contract that would exceed \$250,000 should include a detailed justification that explains to OJP why, in the particular circumstances, it is appropriate to proceed without competition.

If the applicant receives an award, sole source procurements that do not exceed the Simplified Acquisition Threshold (currently \$250,000) must have written justification for the noncompetitive procurement action maintained in the procurement file. If a procurement file does not have the documentation that meets the criteria outlined in 2 C.F.R. 200, the procurement expenditures may not be allowable. Sole source procurement over the \$250,000 Simplified Acquisition Threshold must have prior approval from OJP using a Sole Source GAN. Written documentation justifying the noncompetitive procurement must be submitted with the GAN and maintained in the

procurement file.

**d. Pre-Agreement Costs**

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

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

Indirect costs may be charged to an award only if:

- (a) The recipient has a current (unexpired), federally approved indirect cost rate; or
- (b) The recipient 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).

An applicant with a current (unexpired) federally approved indirect cost rate is to attach a copy of the indirect cost rate agreement to the application. An applicant that does not have a current federally approved rate may request one through its cognizant federal agency, which will review all documentation and approve a rate for the applicant entity, or, if the applicant’s accounting system permits, applicants may propose to allocate costs in the direct cost categories.

For assistance with identifying the appropriate cognizant federal agency for indirect costs, please contact the Office of the Chief Financial Officer (OCFO) Customer Service Center at 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 <https://www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf>.

Certain OJP recipients have the option of electing to use the “de minimis” indirect cost rate. An applicant that is eligible to use the “de minimis” rate that wishes to use the “de minimis” rate should attach written documentation to the application that advises OJP of both (1) the applicant’s eligibility to use the “de minimis” rate, and (2) its election to do so. If an eligible applicant elects the “de minimis” rate, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. The “de minimis” rate may no longer be used once an approved federally negotiated indirect cost rate is in place. (No entity that ever has had a federally approved negotiated indirect cost rate is eligible to use the “de minimis” rate.) For the “de minimis” rate requirements (including information on eligibility to elect to use the rate), see the Part 200 Uniform Requirements, at 2 C.F.R. 200.414(f).

**6. Tribal Authorizing Resolution (if applicable)**

A tribe, tribal organization, or third party that proposes to provide direct services or assistance to residents on tribal lands should include in its application a resolution, letter, affidavit, or other documentation, as appropriate, that demonstrates (as a legal matter) that the applicant has the requisite authorization from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for an award on behalf of a tribe or multiple specific tribes, the application should include appropriate legal documentation, as described above, from all tribes that would receive services or assistance under the award. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without an authorizing resolution or comparable legal documentation from each tribal governing body) may submit, instead, a copy of its consortium bylaws with the application.

An applicant unable to submit an application that includes a fully executed (i.e., signed) copy of legal appropriate documentation, as described above, consistent with the applicable tribe's governance structure, should, at a minimum, submit an unsigned, draft version of such legal documentation as part of its application (except for cases in which, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, OJP will make use of and access to award funds contingent on receipt of the fully executed legal documentation.

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

Every OJP applicant (other than an individual applying in his or her personal capacity) is required to download, complete, and submit the OJP Financial Management and System of Internal Controls Questionnaire (Questionnaire) at <https://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf> as part of its application. The Questionnaire helps OJP assess the financial management and internal control systems, and the associated potential risks of an applicant as part of the pre-award risk assessment process.

The Questionnaire should only be completed by financial staff most familiar with the applicant's systems, policies, and procedures in order to ensure that the correct responses are recorded and submitted to OJP. The responses on the Questionnaire directly impact the pre-award risk assessment and should accurately reflect the applicant's financial management and internal control system at the time of the application. The pre-award risk assessment is only one of multiple factors and criteria used in determining funding. However, a pre-award risk assessment that indicates that an applicant poses a higher risk to OJP may affect the funding decision and/or result in additional reporting requirements, monitoring, special conditions, withholding of award funds, or other additional award requirements.

Among other things, the form requires each applicant to disclose whether it currently is designated "high risk" by a federal grantmaking agency outside of DOJ. For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the applicant's past performance, or other programmatic or financial concerns with the applicant. If an applicant is designated high risk by another federal awarding agency, the applicant must provide the following information:

- The federal awarding agency that currently designates the applicant high risk
- The date the applicant was designated high risk
- The high-risk point of contact at that federal awarding agency (name, phone number, and email address)
- The reasons for the high-risk status, as set out by the federal awarding agency

OJP seeks this information to help ensure appropriate federal oversight of OJP awards. An applicant that is considered "high risk" by another federal awarding agency is not automatically disqualified from receiving an OJP award. OJP may, however, consider the information in award decisions, and may impose additional OJP oversight of any award under this solicitation (including through the conditions that accompany the award document).

**8. Disclosure of Lobbying Activities**

Each applicant must complete and submit this information. An applicant that expends any funds for lobbying activities is to provide all of the information requested on the form Disclosure of Lobbying Activities (SF-LLL) posted at <https://ojp.gov/funding/Apply/Resources/Disclosure.pdf>. An applicant that does not expend any funds for lobbying activities is to enter "N/A" in the text boxes for item 10 ("a. Name and Address of Lobbying Registrant" and "b. Individuals Performing Services").

**9. Applicant Disclosure of Pending Applications**

Each applicant is to disclose whether it has (or is proposed as a subrecipient under) any pending applications for federally funded grants or cooperative agreements that (1) include requests for funding to support the same project being proposed in the application under this solicitation, and (2) would cover any identical cost items outlined in the budget submitted to OJP as part of the application under this solicitation. The applicant is to disclose applications made directly to federal awarding agencies, and also applications for subawards of federal funds (e.g., applications to state agencies that will subaward ("subgrant") federal funds).

OJP seeks this information to help avoid 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.

Each applicant that has one or more pending applications as described above is 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 federal or State funding agency

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

Each applicant should include the table as a separate attachment to its application. The file should be named "Disclosure of Pending Applications." The applicant's Legal Name on the application must match the entity named on the disclosure of pending applications statement.

Any applicant that does not have any pending applications as described above is to submit, as a separate attachment, a statement to this effect: "[Applicant Name on SF-424] does not have (and is not proposed as a subrecipient under) any pending applications submitted within the last 12 months for federally funded grants or cooperative agreements (or for subawards under federal grants or cooperative agreements) that request funding to support the same project

being proposed in this application to OJP and that would cover any identical cost items outlined in the budget submitted as part of this application.”

#### **10. Applicant Disclosure and Justification – DOJ High Risk Grantees<sup>[1]</sup> (if applicable)**

An applicant that is designated as a DOJ High Risk Grantee is to submit, as a separate attachment to its application, information that OJP will use, among other pertinent information, to determine whether it will consider or select the application for an award under this solicitation. The file should be named “DOJ High Risk Grantee Applicant Disclosure and Justification.” (See, also, “Review Process,” below, under Section E. Application Review Information, for a brief discussion of how such information may be considered in the application review process.)

OJP constantly seeks to optimize its investments in criminal- and juvenile justice-focused programs and activities, increase program effectiveness, and maximize the return – and program impact – from limited programmatic resources. Therefore, OJP may remove from consideration or not select for award a “DOJ High Risk Grantee” applicant that is determined to pose a substantial risk of program implementation failure. In making such determinations, OJP will consider one or more of the following factors: the applicant's lack of sufficient progress in addressing required corrective actions necessary for removal of the DOJ High Risk Grantee designation; the nature and severity of the issues leading to or accompanying the applicant's DOJ High Risk Grantee designation; or the applicant's expected ability to manage grant funds and achieve grant goals and objectives.

In this attachment, the applicant is to provide any additional information or justification – especially with regard to corrective actions yet to be implemented (as of the application date) – that may help demonstrate how the applicant has addressed or otherwise mitigated such uncorrected matters, such that any negative impact on the proposed program and its implementation would be immaterial or would be significantly reduced or eliminated. (To the extent that the applicant believes that any of the information provided pursuant to this disclosure may be confidential in nature, the applicant should specifically identify it.)

#### **11. Additional Attachments**

##### **a. Research and Evaluation Independence and Integrity**

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. The applicant must demonstrate independence and integrity regarding both this proposed research and/or evaluation, and any current or prior related projects.

Each application should include an attachment that addresses **both** i. and ii. below.

- i. The applicant is to document research and evaluation independence and integrity by including one of the following two items:

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

a. A specific assurance that the applicant has reviewed its application to identify any actual or potential apparent conflicts of interest (including through review of pertinent information on the principal investigator, any co-principal investigators, and any subrecipients), and that the applicant has identified no such conflicts of interest — whether personal or financial or organizational (including on the part of the applicant entity or on the part of staff, investigators, or subrecipients) — that could affect the independence or integrity of the research, including the design, conduct, and reporting of the research.

OR

b. A specific description of actual or potential apparent conflicts of interest that the applicant has identified—including through review of pertinent information on the principal investigator, any co-principal investigators, and any subrecipients—that could affect the independence or integrity of the research, including the design, conduct, or reporting of the research. These conflicts may be personal (e.g., on the part of investigators or other staff), financial, or organizational (related to the applicant or any subrecipient entity). Some examples of potential investigator (or other personal) conflict situations are 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 would not be given an award 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), because the organization in such an instance might 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, each applicant is to address 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 actual or potential apparent conflicts of interest (personal, financial, or organizational) exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion. The applicant also is to include an explanation of the specific processes and procedures that the applicant has in place, or will put in place, to identify and prevent (or, at the very least, mitigate) any such conflicts of interest pertinent to the funded project during the period of performance. Documentation that may be helpful in this regard may include organizational codes of ethics/conduct and policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan, if any, will be accepted as proposed.

OR

b. If the applicant has identified actual or potential apparent conflicts of interest

(personal, financial, or organizational) that could affect the independence and integrity of the research, including the design, conduct, or reporting of the research, the applicant is to provide a specific and robust mitigation plan to address each of those conflicts. At a minimum, the applicant is expected to explain the specific processes and procedures that the applicant has in place, or will put in place, to identify and eliminate (or, at the very least, mitigate) any such conflicts of interest pertinent to the funded project during the period of performance. Documentation that may be helpful in this regard may include organizational codes of ethics/conduct and policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan, if any, will be accepted as proposed.

OJP will assess research and evaluation independence and integrity based on considerations such as the adequacy of the applicant's efforts to identify factors that could affect the objectivity or integrity of the proposed staff and/or the applicant entity (and any subrecipients) 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.

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

An applicant that is a nonprofit organization may be required to make certain disclosures relating to the processes it uses to determine the compensation of its officers, directors, trustees, and key employees.

Under certain circumstances, a nonprofit organization that provides unreasonably high compensation to certain persons may subject both the organization's managers and those who receive the compensation to additional federal taxes. A rebuttable presumption of the reasonableness of a nonprofit organization's compensation arrangements, however, may be available if the nonprofit organization satisfied certain rules set out in Internal Revenue Service (IRS) regulations with regard to its compensation decisions.

Each applicant nonprofit organization must state at the time of its application (question 9c in the "OJP Financial Management and System of Internal Controls Questionnaire" located at <http://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf> and mentioned earlier) whether or not the applicant entity believes (or asserts) that it currently satisfies the requirements of 26 C.F.R. 53.4958-6 (which relate to establishing or invoking a rebuttable presumption of reasonableness of compensation of certain individuals and entities).

A nonprofit organization that states in the questionnaire that it believes (or asserts) that it has satisfied the requirements of 26 C.F.R. 53.4958-6 must then disclose, in an attachment to its application (to be titled "Disclosure of Process Related to Executive Compensation"), the process used by the applicant nonprofit organization to determine the compensation of its officers, directors, trustees, and key employees (together, "covered persons").

At a minimum, the disclosure must describe in pertinent detail (1) the composition of the body that reviews and approves compensation arrangements for covered persons; (2) the methods and practices used by the applicant nonprofit organization

to ensure that no individual with a conflict of interest participates as a member of the body that reviews and approves a compensation arrangement for a covered person; the appropriate data as to comparability of compensation that is obtained in advance and relied upon by the body that reviews and approves compensation arrangements for covered persons; and (4) the written or electronic records that the applicant organization maintains as concurrent documentation of the decisions with respect to compensation of covered persons made by the body that reviews and approves such compensation arrangements, including records of deliberations and of the basis for decisions.

For purposes of the required disclosure, the following terms and phrases have the meanings set out by the IRS for use in connection with 26 C.F.R. 53.4958-6: officers, directors, trustees, key employees, compensation, conflict of interest, appropriate data as to comparability, adequate documentation, and concurrent documentation.

Applicant nonprofit organizations should note that following receipt of an appropriate request, OJP may be authorized or required by law to make information submitted to satisfy this requirement available for public inspection. Also, a recipient may be required to make a prompt supplemental disclosure after the award in certain circumstances (e.g., changes in the way the organization determines compensation).

**c. Logic Model**

Applicants must include a logic model that graphically illustrates how the project's goals, objectives, and activities are interrelated to address the stated problem. See the "Project Design and Implementation" section on page 24 for more information about what to include in the logic model.

**d. Service Partner MOUs, Letters of Intent, and Subcontracts/Subgrants**

For services 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 subcontract/subgrant, Letter of Intent, or MOU describing the commitment from that organization to perform a specific service, and a description of the fee for the service or cost to the grant for each service. If services are to be provided as in-kind match, pro bono, or at no cost to the grant, this must be clearly stated in the MOU, Letter of Intent, or subcontract/subgrant.

MOUs, Letters of Intent, and subcontracts/subgrants must include the following: (1) names of the organizations involved in the agreement; (2) scope of the direct specialized service(s) and other work to be performed under the agreement; (3) duration of the agreement; (4) estimated cost per victim or cost of actual services provided describing whether it is a fee-for-service, in-kind match, or no cost; (5) whether or not there is a cap on the total amount of the agreement; and (6) whether or not there is a maximum number of victims that may be served under the agreement. If any of the required direct services above are to be provided pro bono or accessed through other government- subsidized or otherwise funded programs, applicants must describe how services will be provided to victims without the use of grant funds. MOUs and Letters of Intent should be submitted as one separate attachment to the application.

Applications with insufficient documentation to fully demonstrate the applicant's ability to implement their proposed service plan will be negatively scored 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.

**e. Task Force MOU (For Focus Area 3 Enhanced Collaborative Model Human Trafficking Task Force Victim Service Applicants)**

Victim service providers applying under Focus Area 3 must submit with their application an MOU signed by a law enforcement agency that demonstrates the collaborative partnership between the agencies. The Task Force MOU should include the following elements:

- The name of the task force.
- MOU purpose and commitment to the task force vision, mission and objectives.
- Roles and responsibilities of members.
- Proposed time period for the collaborative work (3 years, beginning October 1 2019 through September 30, 2022).
- Signatures of those named as parties to the MOU.

**f. Letters of Support From Law Enforcement and/or Prosecutorial Agencies**

Applications for both Purpose Areas must include at least one letter of support from a local, state, tribal, and/or federal law enforcement agency and/or a local, state, tribal, and/or federal prosecutor's office(s). Note that law enforcement and prosecutors' offices providing letters of support may do so for multiple applicants. (Applications for Purpose Area 1, Focus Area 3: Comprehensive Services and Partnership With Enhanced Collaborative Model Human Trafficking Task Forces, must include a Memorandum of Understanding with a law enforcement agency; therefore, the MOU would serve in lieu of the letter(s) of support outlined in this paragraph.)

**g. Project Timeline**

The timeline document must include the following:

- Milestone project goals.
- Related objectives, activities (including data collection and programmatic and financial reporting), and expected completion dates.
- Organization and person(s) responsible for completing each task on the timeline.

**h. Position Descriptions and Resumes**

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

**i. Privacy Certificate**

OVC and recipients of OVC funding are subject to confidentiality requirements protecting research and statistical information collected that is identifiable to a private person under the DOJ regulations found at 28 C.F.R. Part 22. Identifying characteristics include, but are not limited to, identifiers such as name, address, Social Security number or other identifying number, fingerprints, voiceprints, photographs, genetic information, or any

other item or combination of data about a person that could reasonably lead, directly or indirectly, by reference to other information, to identification of that individual(s). OVC requires that applicants submit an updated Privacy Certificate with their application. A Privacy Certificate must be approved prior to engaging in any project activities that involve data collection on individuals through observations, interviews, reports, or review of administrative records, or any project tasks likely to result in the gathering or development of information identifiable to individuals. OVC-funded activities that require a Privacy Certificate prior to conducting the activity include, but may not be limited to, a needs assessment, program evaluation, survey, or focus group interview. For sample Privacy Certificates, visit <https://ojp.gov/funding/Apply/Resources/PrivacyCertification.pdf> and view the two model Privacy Certificates available for adaptation. For additional guidance on Privacy Certificate content, visit the National Institute of Justice's Privacy Certificate Guidance at <https://www.nij.gov/funding/humansubjects/pages/privacy-certificate-guidance.aspx>.

### How To Apply

Applicants must register in and submit applications through [Grants.gov](https://www.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 <https://www.grants.gov/web/grants/support.html>. Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, which operates 24 hours a day, 7 days a week, except on 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 of registration and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications at least 72 hours prior to the application due date, in order to allow time for the applicant to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

OJP strongly encourages all prospective applicants to sign up for Grants.gov email notifications regarding this solicitation at <https://www.grants.gov/web/grants/manage-subscriptions.html>. 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. Attachments are also labeled to describe the file being attached (e.g., Project Narrative, Budget Narrative, Other). Please ensure that all required documents are attached in the correct Grants.gov category and are labeled correctly. Do not embed "mandatory" attachments within another file.

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

An application can be checked for errors via the **Check Application** button on the **Forms** tab of the **Manage Workspace** page. The button is active if the set of forms in the workspace matches those required in the application package. If you receive a **Cross-Form Errors** message after clicking the **Check Application** button, refer to the Cross-Form Errors help article for more detailed information about this validation error.

**Note on File Names and File Types:** Grants.gov only permits the use of certain specific characters in the file names of attachments. Valid file names may include only the characters shown in the table below. Grants.gov rejects any application that includes an attachment(s) with a file name that contains any characters not shown in the table below. Grants.gov forwards successfully submitted applications to the OJP Grants Management System (GMS).

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 ( . )			

**\*When using the ampersand (&) in XML, applicants must use the “&amp;” format.**

**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:

### **Unique Entity Identifier (DUNS Number) and SAM**

Every applicant entity must comply with all applicable SAM and unique entity identifier (currently, a DUNS number) requirements. SAM is the repository for certain standard information about federal financial assistance applicants, recipients, and subrecipients. A DUNS number is a unique nine-digit identification number provided by the commercial company Dun and Bradstreet. More detailed information about SAM and the DUNS number is in the numbered sections below.

If an applicant entity has not fully complied with the applicable SAM and unique identifier requirements by the time OJP makes award decisions, OJP may determine that the applicant is not qualified to receive an award and may use that determination as a basis for making the award to a different applicant.

### **Applying as an Individual**

An individual who wishes to apply in his/her personal capacity should search Grants.gov for funding opportunities for which individuals are eligible to apply. Use the Funding Opportunity Number (FON) to register. (An applicant applying as an individual must comply with all applicable Grants.gov individual registration requirements.)

Enter the FON at <https://apply07.grants.gov/apply/IndCPRegister> to complete the registration form and create a username and password for Grants.gov. (An applicant applying as an individual should complete all steps below except 1, 2 and 4.)

## Registration and Submission Steps

1. **Acquire a unique entity identifier (currently, a DUNS number).** The Office of Management and Budget requires every applicant for a federal award (other than an individual) to include a "unique entity identifier" in each application, including an application for a supplemental award. Currently, a DUNS number is the required unique entity identifier.

This unique entity identifier is used for tracking purposes, and to validate address and point of contact information for applicants, recipients, and subrecipients. It will be used throughout the life cycle of an OJP award. 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 <https://www.dnb.com/>. A DUNS number is usually received within 2 business days.

2. **Acquire or maintain registration with SAM.** Any applicant for an OJP award creating a new entity registration (or updating or renewing a registration) in SAM.gov must submit an original, signed notarized letter appointing the authorized Entity Administrator within thirty (30) days of the registration activation. **Notarized letters must be submitted via U.S. Postal Service Mail.** Read the Alert at [sam.gov/SAM/](http://sam.gov/SAM/) to learn more about what is required in the notarized letter, and read the *Frequently Asked Questions (FAQs)* at [www.gsa.gov/samupdate](http://www.gsa.gov/samupdate) to learn more about this process change. All applicants for OJP awards (other than individuals) must maintain current registrations in the SAM database. Applicants will need the authorizing official of the organization and an Employer Identification Number (EIN). Information about SAM registration procedures can be accessed at [sam.gov/SAM/](http://sam.gov/SAM/).

An application 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 as long as 48 hours.** OJP recommends that the applicant register or renew registration with SAM as early as possible.

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. An applicant entity's "unique entity identifier" (DUNS number) must be used to complete this step. For more information about the registration process for organizations and other entities, go to <https://www.grants.gov/web/grants/applicants/organization-registration.html>. Individuals registering with Grants.gov should go to <https://www.grants.gov/web/grants/applicants/registration.html>.
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 (CFDA) number for this solicitation is 16.320, titled "Services

for Trafficking Victims,” and the funding opportunity number is OVC-2019-15589.

- 6. Select the correct Competition ID.** Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If applying to a solicitation with multiple Competition IDs, select the appropriate Competition ID for the intended purpose area of the application.

Purpose Area 1: Comprehensive Services for Victims of All Forms of Human Trafficking (OVC-2019-15590)

Purpose Area 2: *Specialized Services*. (OVC-2019-15591)

- 7. Access Funding Opportunity and Application Package from Grants.gov.** Select “Apply for Grants” under the “Applicants” column. Enter your email address to be notified of any changes to the opportunity package before the closing date. Click the Workspace icon to use Grants.gov Workspace.
- 8. Submit a valid application consistent with this solicitation by following the directions in Grants.gov.** To preview the application prior to (or after) submitting, go to the View Application tab in Workspace. For additional information, review the [View Application Tab](#) help article and [Attachments Tab](#) help article. 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. The second will state whether the application has been validated and successfully submitted, or whether it has been 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 an application well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges each applicant to submit its application **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. Applications must be successfully submitted through Grants.gov by 11:59 p.m. eastern time on July 19, 2019.

Go to <https://www.grants.gov/web/grants/applicants/organization-registration.html> for further details on DUNS numbers, SAM, and Grants.gov registration steps and timeframes.

#### **Note: Application Versions**

If an applicant submits multiple versions of the same application, OJP will review only the most recent system-validated version submitted.

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

An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must contact the Grants.gov Customer Support Hotline at <https://www.grants.gov/web/grants/support.html> or the SAM Help Desk (Federal Service Desk) at <https://www.fsd.gov/fsd-gov/home.do> to report the technical issue and receive a tracking number. The applicant must email the OVC contact identified in the Contact Information section on the title page **within 24 hours after the application deadline** to request approval to submit its application after the deadline. The applicant's email must describe the technical difficulties, and must 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: OJP does not automatically approve requests to submit a late application.** After OJP reviews the applicant's request, and contacts the Grants.gov or SAM Help Desks to verify 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 untimely application submission was due to the applicant's failure to follow all required procedures, OJP will deny the applicant's request to submit its application.

The following conditions generally are 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, such as issues with firewalls or browser incompatibility

**Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>.**

## **E. Application Review Information**

### **Review Criteria**

Applications that meet basic minimum requirements will be evaluated by peer reviewers using the following review criteria, which were described in the section of this solicitation titled "What an Application Should Include."

1. Description of the Issue (5%)
2. Project Design and Implementation (35%)
3. Capabilities and Competencies (25%)
4. Plan for Collecting the Data Required for This Solicitation's Performance Measures (2%)
5. Plan for Action Research (3%)
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. (Note: 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.) (20%)
7. MOUs, Letters of Intent, Subcontracts/Subgrants and/or Letter(s) of Support from Law Enforcement and/or Prosecutorial Agencies (10%)

### **Review Process**

OJP is committed to ensuring a fair and open process for making awards. OVC reviews the application to make sure that the information presented is reasonable, understandable,

measurable, achievable, and consistent with the solicitation.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. For purposes of assessing whether an application meets basic minimum requirements and should proceed to further consideration, OJP screens applications for compliance with those requirements. Although specific requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP programs:

- The application must be submitted by an eligible type of applicant.
- The application must request funding within programmatic funding constraints (if applicable).
- The application must be responsive to the scope of the solicitation.
- The application must include all items designated as “critical elements.”

For a list of the critical elements for this solicitation, see “What an Application Should Include” under [Section D. Application and Submission Information](#).

Peer review panels will evaluate, score, and rate applications that meet basic minimum requirements. OVC may use internal peer reviewers, external peer reviewers, or a combination, to assess applications on technical merit using the solicitation’s review criteria. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. An external peer reviewer is an expert in the subject matter of a given solicitation who is not a current DOJ employee. Peer reviewers’ ratings and any resulting recommendations are advisory only, although reviewer views are considered carefully. Other important considerations for OVC include geographic diversity, strategic priorities, and available funding, as well as the extent to which the Budget Detail Worksheet and Budget Narrative accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

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

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

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

The evaluation of risks goes beyond information in SAM, however. OJP itself has in place a framework for evaluating risks posed by applicants for competitive awards. OJP takes into account information pertinent to matters such as—

1. Applicant financial stability and fiscal integrity,

2. Quality of the applicant's management systems, and the applicant's ability to meet prescribed management standards, including those outlined in the DOJ Grants Financial Guide,
3. Applicant's history of performance under OJP and other DOJ awards (including compliance with reporting requirements and award conditions), and awards from other federal agencies,
4. Reports and findings from audits of the applicant, including audits under the Part 200 Uniform Requirements,
5. Applicant's ability to comply with statutory and regulatory requirements, and to effectively implement other award requirements.

**Note on applicants with a “high risk” designation:** Risks associated with DOJ High Risk Grantees, or applicants designated as “high risk” by a federal grant-making agency outside of DOJ, are taken into account during the review process, and each applicant with such “high risk” designations will be considered for funding on a case-by-case basis, depending on the nature and severity of the issues that led to the DOJ High Risk Grantee (or non-DOJ high risk) designation, status of progress in addressing corrective actions, and expected ability to manage grant funds and achieve grant goals and objectives. A “high risk” designated applicant is to submit disclosure and justification documentation consistent with the requirements specified, above, under “What an Application Should Include” in Section C. Application and Submission Information.

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

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

### **Federal Award Notices**

Award notifications will be made by September 30, 2019. OJP sends award notifications 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 steps to take in GMS to start the award acceptance process. GMS automatically issues the notifications at 9:00 p.m. eastern time on the award date.

For each successful applicant, an individual with the necessary authority to bind the applicant will be required to log in; execute a set of legal certifications and a set of legal assurances; designate a financial point of contact; thoroughly review the award, including all award conditions; and sign and accept the award. The award acceptance process requires a physical signature on the award document by the authorized representative. The fully executed award document must then be scanned and submitted to OJP.

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

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

referred to in the assurances and certifications executed in connection with award acceptance). OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions prior to submitting an application.

Applicants should consult the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2019 Awards](#)," available in the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>. In addition, applicants should examine the following two legal documents, as each successful applicant must execute both documents before it may receive any award funds. (An applicant is not required to submit these documents as part of an application.)

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

The webpages accessible through the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2019 Awards](#)" are intended to give applicants for OJP awards a general overview of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants and cooperative agreements awarded in FY 2019. Individual OJP awards typically also will include additional award conditions. Those additional conditions may relate to the particular statute, program, or solicitation under which the award is made; to the substance of the funded application; to the recipient's performance under other federal awards; to the recipient's legal status (e.g., as a for-profit entity); or to other pertinent considerations.

Awards will include a condition (the specific terms of which will govern the award) related to verification of employment eligibility. The condition will, generally speaking, require the recipient (and any subrecipient) that accepts the award to verify the employment eligibility of any individual hired under the award, consonant with 8 U.S.C. § 1324a(a)(1).

Awards will include a condition (the specific terms of which will govern the award) related to competition requirements set forth at 2 C.F.R. § 200.319. The condition will, generally speaking, prohibit recipients (and any subrecipients) from procuring goods and services with award funds by means of any competition that disadvantages or excludes vendors on the basis of their having (or their having had) a prior or existing contractual relationship with the federal government.

OJP will include as appropriate an award condition (the specific terms of which will govern the award) requiring recipients of OJP grant funding that will support projects that involve or serve minors under the age of 18 to develop and implement written screening procedures (consistent with pertinent federal, state, and local law) for individuals who will interact in a staff or volunteer capacity with minors involved in the grant-funded programs.

As stated above, OVC expects that it will make any award under Purpose Area 1, Focus Area 3: Comprehensive Services and Partnership with Enhanced Collaborative Model Human Trafficking Task Forces in the form of a cooperative agreement. Cooperative agreements include a condition in the award document that sets out the nature of the "substantial federal involvement" in carrying out the award and program. Generally stated, under OJP cooperative agreement awards, responsibility for the day-to-day conduct of the funded project rests with the recipient. OJP, however, may have substantial involvement in matters such as substantive

coordination of technical efforts and site selection, and review and approval of project work plans, research designs, data collection instruments, and major project-generated materials. In addition, OJP often indicates in the award terms and conditions that it may redirect the project if necessary.

In addition to an award condition that sets out the nature of the anticipated “substantial federal involvement” in the award, cooperative agreements awarded by OJP include an award condition that requires specific reporting in connection with conferences, meetings, retreats, seminars, symposia, training activities, or similar events funded under the award.

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

In addition to the deliverables described in [Section A. Program Description](#), any recipient of an award under this solicitation will be required to submit the following reports and data.

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

Awards that exceed \$500,000 will include an additional condition that, under specific circumstances, will require the recipient to report (to FAPIIS) information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either the OJP award or any other grant, cooperative agreement, or procurement contract from the federal government. Additional information on this reporting requirement appears in the text of the award condition posted on the OJP webpage at <https://ojp.gov/funding/FAPIIS.htm>.

Data on performance measures. In addition to required reports, each award recipient also must provide data that measure the results of the work done under the award. To demonstrate program progress and success, and to assist DOJ in 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, OJP will require any award recipient, post-award, to provide performance data as part of regular progress reporting. Successful applicants will be required to access OJP’s performance measurement page at <https://ojp.gov/performance/> for an overview of performance measurement activities at OJP. Performance measures for this program are listed in [Appendix A](#).

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

For OJP contact(s), see the title page.

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

## **H. Other Information**

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

All applications submitted to OJP (including all attachments to applications) are subject to the

federal Freedom of Information Act (FOIA) and to the Privacy Act. By law, DOJ may withhold information that is responsive to a request pursuant to FOIA if DOJ determines that the responsive information either is protected under the Privacy Act or falls within the scope of one of nine statutory exemptions under FOIA. DOJ cannot agree in advance of a request pursuant to FOIA not to release some or all portions of an application.

In its review of records that are responsive to a FOIA request, OJP will withhold information in those records that plainly falls within the scope of the Privacy Act or one of the statutory exemptions under FOIA. (Some examples include certain types of information in budgets, and names and contact information for project staff other than certain key personnel.) In appropriate circumstances, OJP will request the views of the applicant/recipient that submitted a responsive document.

For example, if OJP receives a request pursuant to FOIA for an application submitted by a nonprofit or for-profit organization or an institution of higher education, or for an application that involves research, OJP typically will contact the applicant/recipient that submitted the application and ask it to identify—quite precisely—any particular information in the application that the applicant/recipient believes falls under a FOIA exemption, the specific exemption it believes applies, and why. After considering the submission by the applicant/recipient, OJP makes an independent assessment regarding withholding information. OJP generally follows a similar process for requests pursuant to FOIA for applications that may contain law-enforcement sensitive information.

### **Provide Feedback to OJP**

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

**IMPORTANT:** This email is for feedback and suggestions only. OJP does **not** reply from this mailbox to messages it receives in this mailbox. Any prospective applicant that has specific questions on any program or technical aspect of the solicitation **must** use the appropriate telephone number or email listed on the front of this document to obtain information. These contacts are provided to help ensure that prospective applicants can directly reach an individual who can address specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please email your resume to [ojpprsupport@usdoj.gov](mailto:ojpprsupport@usdoj.gov). (Do not send your resume to the OJP Solicitation Feedback email account.) **Note:** Neither you nor anyone else from your organization or entity can be a peer reviewer in a competition in which you or your organization/entity has submitted an application.

**Appendix A: Performance Measures Table**

Objective	Performance Measure(s)	Description
<p>Enhance the quality and quantity of services available to assist all victims of human trafficking in achieving their goals, either in-house or through referrals.</p>	<p>Percentage of new trafficking victims served.</p> <p>Number of victim services provided.</p> <p>Percent of trafficking victims who received culturally and linguistically appropriate victim-centered services.</p>	<p>Number of NEW trafficking victims served for the first time during the performance period, broken down by the type of trafficking (sex, labor, or both sex and labor).</p> <p>Total number of trafficking victims served during the performance period. This includes NEW clients and existing clients served during the performance period.</p> <p>Total number of services provided to trafficking victims during the performance period, broken down by the type of service.</p>
<p>Work in collaboration with federal, state, and local law enforcement, local service providers, and community- and faith-based organizations to ensure trafficking victims are identified and referred for appropriate services.</p>	<p>Number of collaborative partners providing services.</p> <p>Number of human trafficking victims identified.</p>	<p>Number of collaborative partners providing services.</p> <p>Number of human trafficking victims identified.</p>
<p>Conduct training and public awareness activities for professionals and community members to improve their knowledge of human trafficking and their ability to identify and respond to victims.</p>	<p>Number of training events conducted.</p> <p>Number of participants who attended training.</p>	<p>Number of training events conducted.</p> <p>Number of participants who attended training.</p>
<p>Conduct data collection and action research activities to determine if the program is meeting stated goals and objectives.</p>	<p>Percentage of all required reports completed.</p>	<p>Number of annual action research reports.</p> <p>Submission of a comprehensive final report for the entire project period.</p>

## Appendix B. Comprehensive Services Model

Applicants must include a description of how they will provide each of the direct services described below, either in-house or through project partners. Services should also be detailed in your Budget Detail Worksheet and Budget Narrative. In addition, applicants should complete the right-hand column of this table and submit the table as part of the project narrative.

Service	Definition & Examples	What organization will provide this service? (In House or Named Partner)
Case Management	Intensive case management, including assessment of client needs, development of individualized service plans, assessment of eligibility for other public or community-based programs, assistance in accessing publicly funded programs, safety planning conducted at intake or at the news of a new threat or concern, assistance with crime victim compensation claims when possible, information and referrals, documentation of services provided, and routine follow up to ensure that the victim's needs are being addressed across multiple systems.	
Childcare	Arrangements for the client or their minor dependent(s) to have supervised care as needed.	
Client Intake	Intake and eligibility screening or assessment, to determine if an individual meets the definition of a victim of a severe form of trafficking, as defined by the TVPA, and to determine eligibility for programs and services. For example: <ul style="list-style-type: none"> <li>• Initial client interviews and documentation.</li> <li>• Explanation information related to services and case management (such as victim rights, confidentiality, and responsibilities of client and program staff.)</li> </ul>	
Client Orientation and Life Skills	Life skills training For example: <ul style="list-style-type: none"> <li>• Client orientation to new shelter setting, community, or access to services.</li> <li>• Accompaniment on public transportation to educate clients on how to use the local transportation system.</li> <li>• Managing personal finances, self-care, parenting classes, and programs that help clients achieve self-sufficiency, as developmentally appropriate.</li> </ul>	
Clothing, Food, and Basic Necessities	Provision of new or donated clothing, food items, personal supplies, housing supplies, etc.	
Crisis Intervention and 24-hour Response	24-hour a day response, including evenings and weekends, to client emergencies and emergency calls from law enforcement. This may include hotline services, call-forwarding systems or rotating on-call cell phones, and a protocol for responding to victim emergencies and emergency referrals after hours. Assistance or referrals provided for client emergencies. Provision of intervention techniques aimed at alleviating emotional distress.	
Documentation Assistance	Assistance in obtaining or replacing necessary documents. For example: <ul style="list-style-type: none"> <li>• applications for birth certificate, ID card, social security card.</li> <li>• requesting certification as a victim of trafficking from the U.S. Department of Health and Human Services (HHS) for foreign national victims (HHS certification), including coordination with law enforcement and allied experts to obtain documentation necessary to achieve HHS certification;</li> </ul>	

Service	Definition & Examples	What organization will provide this service? (In House or Named Partner)
	<ul style="list-style-type: none"> <li>• assistance coordinating with federal law enforcement to request Continued Presence (CP).</li> </ul>	
Education	<p>Literacy education, job training, and/or education/GED assistance that is culturally and linguistically appropriate. For example:</p> <ul style="list-style-type: none"> <li>• Assistance with school and homework.</li> <li>• GED assistance.</li> <li>• ESL classes.</li> <li>• Workforce development or certification assistance.</li> </ul>	
Employment Readiness and Assistance	<ul style="list-style-type: none"> <li>• Assistance with needed paperwork for employment</li> <li>• Accompaniment to/from job fairs and interviews</li> <li>• Referrals to workforce development and job placement programs</li> </ul>	
Family Support and Reunification	<ul style="list-style-type: none"> <li>• Relocation expenses related to family reunification. Meetings with client, family, and staff related to family reunification.</li> <li>• Classes for parents and families on understanding trauma in children and youth.</li> </ul>	
Interpreter/translator services	<ul style="list-style-type: none"> <li>• Interpreter used for intake and initial social service assessment, or appointment with attorney or medical provider.</li> <li>• Payment for use of Language Line or other phone interpretation.</li> </ul>	
Legal Services	<p>Legal services, including:</p> <ul style="list-style-type: none"> <li>• assistance in screening each client to ensure they meet the definition of a victim of a severe form of trafficking as defined by the TVPA;</li> <li>• screening and assessment to determine the type of legal assistance needed;</li> <li>• explanation of legal rights and protections, including assistance in obtaining restitution and victims' rights enforcement and compliance efforts;</li> <li>• coordination with law enforcement to request CP;</li> <li>• assistance in achieving HHS certification or, for foreign national minors, an Eligibility Letter for eligibility of benefits to the same extent as refugees;</li> <li>• assistance in applying for a T nonimmigrant status (T-visa) or other immigration relief;</li> <li>• assistance with payment of application fees and visa fees, if needed;</li> <li>• assistance on family and civil matters related to the trafficking victimization, including, but not limited to, protection from abuse orders, representation in family court proceedings, and emancipation of minors;</li> <li>• assistance with repatriation or family reunification;</li> <li>• general advocacy and assistance on matters that arise as a result of the human trafficking victimization.</li> <li>• facilitation of representation of the victim by attorneys willing to provide pro bono legal services;</li> <li>• counseling on expungement or vacatur of any charge/conviction for a non-violent crime that is a direct result of being a trafficking victim; and</li> </ul> <p>Note: OVC funding may not be used for criminal defense services. Additionally, direct representation on vacatur or expungement matters,</p>	

Service	Definition & Examples	What organization will provide this service? (In House or Named Partner)
	through court filings or through other litigation services, is <u>not</u> an allowable cost under this solicitation or with FY 2019 funds.	
Medical and Dental Care	Referrals or making appointments with medical or dental providers on behalf of a client. Accompaniment to a medical or dental appointment. Payment for bill or prescription related to medical or dental care or assistance with filling a prescription.	
Mental health treatment, emergency mental health assessments, and individual and/or group counseling	<p>Mental health treatment, emergency mental health assessments, and individual and/or group counseling. Programs include, but are not limited to, evidence-based treatment, trauma-informed and recovery support services. Services such as care coordination; peer support; integrated mental health and substance use as well as medical services must be included. All services and programs need to be person centered; gender responsive and specific; trauma specific therapies; address disparities and have quality assurance practices for fidelity.</p> <p>For example:</p> <ul style="list-style-type: none"> <li>• Referrals or appointments made on behalf of the client for individual therapy, in-patient or out-patient psychiatric evaluation, or alternative therapeutic techniques</li> <li>• Accompaniment to counseling appointment, psychiatric care, alternative treatment, or support group (led by a therapist)</li> <li>• Payment for prescriptions or assistance with filling prescriptions</li> </ul>	
Shelter and Housing	<p>Shelter, housing, to include access to a variety of emergency and transitional shelters, group and independent living options. For example:</p> <ul style="list-style-type: none"> <li>• Phone calls made to locate and place a client in safe, age-appropriate housing</li> <li>• Meetings held with housing staff and client to assist in client placement</li> <li>• Payment for shelter stay, hotel/motel stay, apartment or portion thereof</li> <li>• Direct housing/shelter assistance as in-kind service</li> </ul>	
Substance Abuse Treatment	<p>Programs include, but are not limited to, evidence-based prevention, treatment, trauma-informed and recovery support services. Services such as care coordination; peer support; medication-assisted therapies; integrated mental health and substance use as well as medical services must be included. All services and programs need to be person centered; gender responsive and specific; trauma specific therapies; address disparities and have quality assurance practices for fidelity.</p>	
System-Based Victim Advocacy	<p>Victim advocacy and information about crime victims' rights and services typically done in coordination with the investigation or prosecution of a crime, including coordination with the Federal Bureau of Investigation, Immigration and Customs Enforcement, and U.S. Attorney's Office victim/witness coordinators; victim/witness staff in district attorneys' offices or within local law enforcement; victim advocates within intimate partner violence and domestic violence or sexual assault crisis centers; and local Sexual Assault Response Teams, Sexual Assault Nurse Examiners, and Sexual Assault Forensic Examiner programs. Victim advocates within these settings may provide information on the status of an investigation or prosecution; assistance with the application process for state crime victim compensation benefits; sexual assault forensic medical exam options; accompaniment to court proceedings; additional comprehensive victim services, whether in-house or through referrals; and information to help</p>	

Service	Definition & Examples	What organization will provide this service? (In House or Named Partner)
	clients exercise their rights as crime victims within the criminal justice process.	
Transportation Assistance	<ul style="list-style-type: none"> <li>• Provision of bus passes or tokens.</li> <li>• Payment of taxi fare.</li> <li>• Case manager provides transportation for client to attend interviews or appointments</li> </ul>	

**Appendix C: Application Checklist**  
**OVC FY 2019 Direct Services to Support Victims of Human Trafficking**

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

**What an Applicant Should Do:**

*Prior to Registering in Grants.gov:*

- Acquire a DUNS Number (see page 41)
- Acquire or renew registration with SAM (see page 41)

*To Register with Grants.gov:*

- Acquire AOR and Grants.gov username/password (see page 42)
- Acquire AOR confirmation from the E-Biz POC (see page 42)

*To Find Funding Opportunity:*

- Search for the Funding Opportunity on Grants.gov (see page 42)
  - Select the Correct Competition ID (see page 43)
- Access Funding Opportunity and Application Package (see page 43)
- Sign up for Grants.gov email [notifications](#) (optional) (see page 40)
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, and reporting available at <https://ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm> (see page 20)

*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 43)

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

- Contact OVC regarding experiencing technical difficulties (see page 2)

**Overview of Post-Award Legal Requirements:**

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2019 Awards](#)" in the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>.

**Scope Requirement:**

- The federal amount requested is within the allowable limit(s) of the specific purpose area as defined on page 17.

**Eligibility Requirement:** For eligibility information, see the title page.

## What an Application Should Include:

- Application for Federal Assistance (SF-424) (see page 22)
  - Articles of Incorporation or 501(c)(3) Status Documentation \* (see page 22)
- Project Abstract (see page 22)
- Program Narrative \* (see page 23)
  - Description of the Issue (see page 23)
  - Project Design and Implementation (see page 24)
  - Capabilities and Competencies (see page 25)
  - Plan for Collecting the Data Required for this Solicitation's Performance Measures
  - Plan for Action Research (see page 27)
- Budget Detail Worksheet (including the Narrative) \* (see page 27)
- Information on Proposed Subawards and/or Proposed Procurement Contracts (if applicable) (see page 30)
- Indirect Cost Rate Agreement (if applicable) (see page 32)
- Tribal Authorizing Resolution (if applicable) (see page 32)
- Financial Management and System of Internal Controls Questionnaire (see page 33)
- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see page 34)
- Applicant Disclosure of Pending Applications (see page 34)
- Applicant Disclosure and Justification – DOJ High Risk Grantees (see page 35)
- Additional Attachments
  - Research and Evaluation Independence and Integrity (see page 35)
  - Disclosure of Process Related to Executive Compensation (see page 37)
  - Logic Model (see page 38)
  - MOUs, Letters of Intent, and/or Subcontracts/Subgrants (see page 38)
  - Task Force MOU (for Purpose Area 1: Focus Area 3) \* (see page 39)
  - Letter(s) of Support from Law Enforcement and/or Prosecutorial Agencies (for Purpose Area 1, Focus Areas 1 & 2; and Purpose Area 2) (see page 44)
  - Project Timeline (see page 39)
  - Position Descriptions and Resumes (see page 39)
  - Privacy Certificate (see page 39)

Request and Justification for Employee Compensation; Waiver (if applicable) (see page 20)

\* Denotes critical elements, as indicated in “What an Application Should Include” under [Section D. Application and Submission Information](#).