

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



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## **Integrated Services for Minor Victims of Human Trafficking FY 2018 Competitive Grant Solicitation**

**CFDA #16.320**

**Grants.gov Solicitation Number:** OVC-2019-15883

**Solicitation Release Date:** February 4, 2019

**Application Deadline:** 11:59 p.m. eastern time on April 4, 2019

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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC), is seeking applications for funding to support direct services to minor victims of all forms of human trafficking throughout the United States. This program furthers the Department's mission by enhancing the field's response to victims of human trafficking.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance to applicants for the preparation and submission to OJP of applications for funding. If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.

### **Eligibility** (Who may apply):

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 (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), nongovernmental organizations (including tribal nonprofits). 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 (including any for-profit organization) must forgo any profit or management fee.

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

OVC may make more than one award to a single organization.

OVC will consider applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as

subrecipients (subgrantees). 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. For additional information on subawards, see the [OJP Grant Application Resource Guide](#).

OVC may elect to fund applications submitted under this FY 2018 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

### **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 (Grants.gov) section in the [OJP Grant Application Resource Guide](#).

For assistance with any other requirements of this solicitation, contact B. Lindsay Waldrop, Victim Justice Program Specialist, by telephone at 202-353-0486, or by email at [Beatrice.L.Waldrop@ojp.usdoj.gov](mailto:Beatrice.L.Waldrop@ojp.usdoj.gov).

For assistance with any other 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/ncichat/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.

### **Pre-Application Webinar**

OVC will conduct one pre-application webinar on February 20, 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://ovc.ncjrs.gov/Solicitation.aspx>.

### **Post-Award Legal Requirements Notice**

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

For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [OJP Grant Application Resource Guide](#).

**Deadline details**

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 April 4, 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.

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.

OJP encourages all applicants to read this [Important Notice: Applying for Grants in Grants.gov](#).

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

## Contents

A. Program Description .....	5
Overview .....	5
Program-Specific Information .....	5
Goals, Objectives, and Deliverables .....	7
Evidence-Based Programs or Practices .....	11
Information Regarding Potential Evaluation of Programs and Activities .....	11
B. Federal Award Information .....	11
Type of Award .....	11
Financial Management and System of Internal Controls .....	12
Budget Information .....	12
Cost Sharing or Matching Requirement .....	12
Pre-agreement Costs (also known as Pre-award Costs) .....	12
Limitation on Use of Award Funds for Employee Compensation; Waiver .....	12
Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs .....	12
Costs Associated with Language Assistance (if applicable) .....	12
C. Eligibility Information .....	13
D. Application and Submission Information .....	13
What an Application Should Include .....	13
How To Apply (Grants.gov) .....	21
E. Application Review Information .....	21
Review Criteria .....	21
Review Process .....	22
F. Federal Award Administration Information .....	22
Federal Award Notices .....	22
Administrative, National Policy, and Other Legal Requirements .....	22
Information Technology (IT) Security Clauses .....	22
General Information about Post-Federal Award Reporting Requirements .....	23
G. Other Information .....	23
Freedom of Information and Privacy Act (5 U.S.C. 552 and U.S.C. 552a) .....	23
Provide Feedback to OJP .....	23
Appendix A: Performance Measures Table .....	24
Appendix C: Application Checklist .....	28

# Integrated Services for Minor Victims of Human Trafficking CFDA # 16.320

## A. Program Description

### Overview

This program is designed to enhance the quality and quantity of services available to assist a minor “victim of trafficking,” as defined by the Trafficking Victims Protection Act of 2000, as amended, by providing high-quality services that are developmentally appropriate and tailored for the individual needs of young trafficking victims. Applicants will define the geographic service area for their proposed program.

**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.

For the purposes of this program, a “minor” refers to a person under the age of 18.

Organizations funded under this program will provide (directly and through partnerships) a comprehensive array of services that minor victims of human trafficking often require to address their needs for safety, security, and healing. Funded applicants will be expected to serve minor victims of sex trafficking and/or labor trafficking. They will also be expected to integrate into programming developmentally appropriate and evidence-based practices widely accepted in other child- and youth-serving systems.

There are significant intersections among child maltreatment, delinquency, and human trafficking. Victims of trafficking are often involved in the child welfare and juvenile justice systems, and are often subjected to polyvictimization, including various victimizations prior to or during the time they were trafficked. Similarly, adverse childhood experiences including child maltreatment can contribute to minors’ vulnerability to traffickers. Moreover, youth who have

been maltreated have a greater risk of juvenile delinquency, particularly when their trauma is left untreated and unresolved. Minors are often compelled by traffickers to engage in criminal behaviors such as drug dealing and prostitution, further complicating their role in the justice system and access to needed services.

Sex trafficking and labor trafficking occur in many different settings within communities, and victims of these crimes are very diverse. Child and youth victims of trafficking have specific needs, some of which may not be adequately met through existing systems and programs. It is important that these systems account for polyvictimization, providing flexible services for the minor victim as a whole and the differing forms of victimization they may have encountered. Service providers and frontline responders are often aware of the particular vulnerabilities of children and youth involved in welfare systems; runaway and homeless youth; unaccompanied minors; and youth transitioning out of care.

To better understand the services and strategies needed for programs working with minors who have been trafficked, OVC funded the “Services to Domestic Minor Victims of Human Trafficking Demonstration Project” in FY 2009, with a concurrent evaluation funded by the National Institute of Justice and conducted by Research Triangle Institute (RTI). Key findings of the evaluation noted (<https://www.ncjrs.gov/pdffiles1/nij/grants/248578.pdf>):

- The diversity of minors who have been trafficked, to include youth who are pre-adolescents, adolescents and transition age; of any race and culture, male and female.
- The need for tailored programs for minors, working in community collaboration.
- The need for long-term services and healthy, stable relationships able to play a role in the young person’s life, positive peer interactions, and communities.
- The need for programming flexibility and the need to consult children and youth directly, addressing their immediate needs.
- The vital role of trafficking victim service providers. The evaluation found that OVC-funded programs offered unique expertise in trauma and resiliency and the service needs of young people.

For additional background, several reports document the particular experiences and service needs of minors who have been trafficked:

- U.S. Department of Health and Human Services’ (HHS) [Guidance to States and Services on Addressing Human Trafficking of Children and Youth in the United States](#).
- OVC’s Fact Sheet on [Special Issues Facing Juvenile Victims of Human Trafficking in the United States](#).

A child-centered and trauma-informed approach will help ensure that minor 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 shaped the trafficking situation, and work toward identifying and achieving their personal goals. This approach supports the process of informing victims about their options and helping them work with local, state, tribal, and federal law enforcement in the prosecution of the trafficker, as appropriate for children and youth.

For the purpose of eligibility for services under this grant, services are limited to victims who were trafficked and began receiving services while under the age of 18; however, receipt of services can extend beyond the age of 18, as needed and determined by the organization receiving funds, with the goal of transitioning to autonomy and economic self-sufficiency.

Services can also extend to the victim's children, supportive non-offending parents, caregivers, sponsors, and guardians, as these services impact the minor's safety, recovery, and success.

OVC expects applicants to offer services that are as inclusive as possible of all minor trafficking victims. Victims of human trafficking represent a diversity of backgrounds, and may include U.S. citizens or foreign nationals. 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 this program, it is appropriate to limit services based upon age, and to refer otherwise eligible beneficiaries outside of the targeted age group to other services.

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

The goal of the Integrated Services for Minor Victims of Human Trafficking program is to promote the availability of effective, tailored services for minor victims of human trafficking and their families to support their recovery and healing after the crime. Funded applicants will:

- identify a comprehensive array of services that minor victims of human trafficking require to address their needs for safety, security, and healing;
- ensure that minors who have been trafficked are identified and referred for appropriate services; and
- document the progress of the project.

This program places a priority on funding direct services provided by organizations with the capacity to implement a highly collaborative and "comprehensive" service model, engaging all appropriate community resources, to address the needs of minor victims of all forms of human trafficking. Applicants must include a description of how they will provide each of the direct services described in [Appendix B](#), either in-house or through project partners. Applicants must demonstrate that a coordinated, community-wide approach will be used to leverage various local, state, and federal resources for the provision of a comprehensive array of services for all minor victims identified through this initiative. Applicants that fail to dedicate adequate funding to support direct services, and applicants that propose to perform all work in-house without demonstrated collaboration with other community-based agencies, will not be considered responsive to the solicitation.

Human trafficking is a crime that impacts not only the victim, but the entire family, especially when focusing on minor victims. Thus reintegration and support with healthy family members or caregivers is a critical component of the minor's long-term success. The National Child Traumatic Stress Network offers the following definition: "A trauma-informed child and family service system is one in which all parties involved recognize and respond to the impact of traumatic stress on those who have contact with the system including children, caregivers, and service providers."

([https://www.nctsn.org/sites/default/files/resources//what\\_is\\_a\\_trauma\\_informed\\_child\\_family\\_service\\_system.pdf](https://www.nctsn.org/sites/default/files/resources//what_is_a_trauma_informed_child_family_service_system.pdf)). While funds are intended primarily for direct services to minor victims of human trafficking, services under this program can also extend to the victim's children, supportive non-offending parents, caregivers, sponsors, and guardians, as these services impact the minor's safety, recovery, and success. Efforts to refer family members to other free and low-cost services prior to use of OVC funds must be documented.

Limited funding can also be used to support training, outreach, data collection, and action research activities.

Applications must describe how:

- Projects will effectively serve minor victims of sex trafficking and labor trafficking, either in-house or through formal, collaborative partnerships.
- Projects will effectively serve all minor victims regardless of sex, either in-house or through formal, collaborative partnerships.
- The grantee defines “safety” for minor victims.
- Child rights and child developmental needs are incorporated into project design.
- The project takes polyvictimization into account and integrates evidence-based practices from systems serving child victims of crime, such as child abuse and neglect, sexual assault, and interpersonal violence.
- Efforts are made to avoid further stigmatizing and/or criminalizing minors who have been trafficked.
- Services are implemented in coordination with other existing community resources and initiatives. Detail how the project will identify and/or coordinate with culturally specific organizations that can provide tailored services to a language, racial, ethnic and/or other group.
- Mandatory reporting policies and procedures are implemented in the program.
- The grantee will identify eligibility for public benefits and services accessible to minor victims of trafficking and to minor victims of crime (non-trafficking specific) to efficiently use federal, state, local, and tribal funds.
- Projects will be trauma-informed, strength-based, and include options for victimized minors based on developmental needs.

Deliverables of this program will include:

1. Develop policies and procedures promoting developmentally and linguistically appropriate services for minor victims of human trafficking.
2. Develop referral plans to other service providers that can support minor victims as part of comprehensive services provision. 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 minor victims of sex trafficking and labor trafficking, as defined by the TVPA, and to deliver comprehensive services to minor victims of trafficking directly within their agency and/or through a formal partnership (including referring victims to the appropriate community agency if no such partnership exists).
3. Provide comprehensive, “wraparound services” as described in [Appendix B](#). Applicants should detail the coordinated, community-wide approach in place to ensure that each of the services detailed in the services chart below is 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 shelters and transitional housing programs; medical and mental health services and systems; immigrant and refugee service providers; child and adult educational systems; job training programs; mentors, substance abuse treatment agencies; system advocates, Court Appointed Special Advocates (CASA); youth drop-in centers; detention facilities; faith-based service providers; interpretation and translation providers; and other partners providing critical

services. Grantees will be required to separately track and report services provided to minors and services provided to adults under this program. If services provided to minors are part of a mandatory service program, they should be tracked and reported as such. Services to adults should not be mandatory.

4. Provide case management to all victims served, to ensure victims have support to access a variety of services that are coordinated across multiple systems. Case management 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.

The Goals, Objectives, and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed under [What an Application Should Include](#).

#### 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 any victims from receiving safe shelter, advocacy services, counseling, and other assistance;
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 during the review process to remove any activities that are deemed to compromise victim safety.

#### 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 for 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.

#### 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) 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 OVC and federally and state-funded similar 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. All Integrated Services for Minor Victims of Human Trafficking applicants, who are also TVAP subcontractors, 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.

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

OJP strongly emphasizes the use of data and evidence in policy making and program development in criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices, see the [OJP Grant Application Resource Guide](#).

### **Information Regarding Potential Evaluation of Programs and Activities**

Applicants should note OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. For additional information, see the [OJP Grant Application Resource Guide](#) section, entitled, “Information Regarding Potential Evaluation of Programs and Activities.”

## **B. Federal Award Information**

Maximum number of awards OVC expects to make..... up to 40 awards  
Estimated maximum dollar amount for each award..... up to \$500,000  
Total amount anticipated to be awarded under solicitation .... up to \$20 million  
Period of Performance start date ..... no later than October 1, 2019  
Period of Performance duration ..... 36 months

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 any award under this solicitation in the form of a grant. See the “Administrative, National Policy, and Other Legal Requirements” section of the [OJP Grant Application Resource Guide](#) for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants (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<sup>1</sup> as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See [OJP Grant Application Resource Guide](#) for additional information.

## **Budget Information**

### **Cost Sharing or Matching Requirement**

This solicitation requires a 25 percent **cash or in-kind match**. See [OJP Grant Application Resource Guide](#) for additional information on this match requirement.

### **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 the 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 Post award Requirements at <https://ojp.gov/financialguide/DOJ/index.htm> for more information.

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

For applicants seeking the waiver, see [OJP Grant Application Resource Guide](#) for information.

### **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. See [OJP Grant Application Resource Guide](#) for information.

### **Costs Associated with Language Assistance (if applicable)**

See the [OJP Grant Application Resource Guide](#) for information on costs associated with language assistance that may be allowable.

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<sup>1</sup> 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.

## 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

For this solicitation, OVC has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet, and Budget Narrative.

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

### 1. Complete the Application for Federal Assistance (Standard Form (SF)-424)

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

**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 minor trafficking victims served each year in 2017 and 2018.

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 20 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 should be included as part of the program narrative:

#### a. Statement of the Problem

Applicants must include the following:

- a. 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.**
- b. Description of previous or current attempts to address the problem, including documentation of the number of trafficking victims served each year during 2017 and 2018 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.**
- c. 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 10 for more information about what an application must include about describing gaps in services and coordinating resources with other OVC-funded service providers.
- d. A description of how this funding opportunity will help address the problem(s) and fill gaps in services. 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 10 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 OVC and federally and state-funded similar grant programs in their proposal will be negatively scored during the review process.**

#### b. Project Design and Implementation

Applicants must submit a coherent, concise, and complete plan for the implementation of this project that addresses the requirements of the solicitation as described below and starting on page 8.

- a. Applicants must clearly state the goals, objectives, and primary activities that will be accomplished through this project. These activities must be in alignment with the stated goals and objectives of the project as described on pages 7–11. 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.ojjdp.gov/grantees/pm/logic\\_models.html](http://www.ojjdp.gov/grantees/pm/logic_models.html).
- b. The implementation plan must demonstrate that services will be provided by the prime applicant or by partner agencies to address the service needs of all types of minor trafficking victims that may be identified within a community, including victims of sex trafficking and labor trafficking, all minor victims regardless of sex, U.S. citizens, and foreign nationals.
- c. 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.
- d. 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 9.
- e. 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 20 for information that should be included in subcontracts, MOUs, or Letters of Intent.
- f. Applicants must submit a project timeline as a separate attachment to the application.

**c. Capabilities and Competencies**

- a. Applicants must describe the staffing structure of program, information about how the program will be managed, and how key staff, including case managers, will be supervised.
- b. 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

a separate attachment. If additional staff will be hired to complete various activities for this project, the applicant should also attach a proposed job description and the selection criteria for the position.

- c. Applicants must demonstrate that personnel who provide direct services, including case managers, have prior victim service experience or are under the direct supervision of a senior case manager or project director who has such experience. Organizational screening policies and procedures for staff working directly with minors should be detailed.
  - d. Applicants must demonstrate a history of providing services on behalf of children and youth and a capacity to address legal needs of minors, such as parental consent and housing. Applicants must include the number of children and youth served each year in 2017 and 2018 by the applicant agency and the formal partners included in the budget.
  - e. Applicants must describe their experience in providing or coordinating services for minor victims of all forms of human trafficking that might be identified within the target area. Details on labor trafficking victims served and sex trafficking victims served should be provided.
  - f. Applicants must demonstrate the expertise and organizational capacity to successfully undertake an initiative that involves significant collaboration with other child and youth-serving agencies, including local, state, and federal law enforcement, victim service and faith-based organizations, local medical providers, and other community services in order to enhance interagency collaboration and the coordinated community response to minor victims of human trafficking.
  - g. Applicants must state their experience with 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 to provide 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.
  - h. Applicants with current OVC 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.
- 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. 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.

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

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

#### **4. Budget Information and Associated Documentation**

See the Budget Preparation and Submission Information section of the [OJP Grant Application Resource Guide](#) for details on the Budget Detail Worksheet, and on budget information and associated documentation, such as information on proposed subawards, proposed procurement contracts under awards, and pre-agreement costs.

- 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.
- 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.

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.

- iii. 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>.

#### **5. Indirect Cost Rate Agreement**

See the Budget Preparation and Submission Information section of the [OJP Grant Application Resource Guide](#) for information.

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

An application in response to this solicitation may require inclusion of information related to a tribal authorizing resolution. See the [OJP Grant Application Resource Guide](#) for information on tribal authorizing resolutions.

#### **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. See the [OJP Grant Application Resource Guide](#) for additional information and submission instructions for this Questionnaire.

#### **8. Disclosure of Lobbying Activities**

Each applicant must complete and submit this information. See the [OJP Grant Application Resource Guide](#) for additional information and submission instructions for this disclosure.

## **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. For additional information on the submission requirements for this disclosure, see the [OJP Grant Application Resource Guide](#).

## **10. Applicant Disclosure and Justification – DOJ High Risk Grantees<sup>2</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.) See the [OJP Grant Application Resource Guide](#) for additional information and submission instructions for this disclosure.

## **11. 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. For additional information regarding demonstrating research/evaluation independence and integrity, including appropriate safeguards, see the [OJP Grant Application Resource Guide](#).

## **12. 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 <https://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

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<sup>2</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.

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; (3) 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).

### **13. Additional Attachments**

#### **a. 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 14 for more information about what to include in the logic model.

#### **b. 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.

### **How To Apply (Grants.gov)**

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 information on how to apply in response to this solicitation in the [OJP Grant Application Resource Guide](#).

### **Registration and Submission Steps**

Applicants will need the following identifying information when searching for the funding opportunity on Grants.gov.

- 16.320, Services for Trafficking Victims
- OVC-2019-15883.

For information on each registration and submission step, see the [OJP Grant Application Resource Guide](#).

## **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. Statement of the Problem (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 (5%)

5. 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%)
6. MOUs, Letters of Intent, and Subcontracts/Subgrants (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, and achievable, as well as consistent with the solicitation. See the [OJP Grant Application Resource Guide](#) for information on the application review process for this solicitation.

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.

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**

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

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

OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application. See the [OJP Grant Application Resource Guide](#) for additional information on administrative, national policy, and other legal requirements.

### **Information Technology (IT) Security Clauses**

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

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

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

See the [OJP Grant Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measures data.

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

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

For contact information for Grants.gov, see page 2.

## **H. Other Information**

### **Freedom of Information and Privacy Act (5 U.S.C. 552 and U.S.C. 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. See the [OJP Grant Application Resource Guide](#) for information on DOJ and OJP processes with regard to application information requested pursuant to FOIA.

### **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. See the [OJP Grant Application Resource Guide](#) for information on providing solicitation feedback to OJP.

## Appendix A: Performance Measures Table

Objective	Performance Measure(s)	Description
<p>To identify a comprehensive array of services that minor victims of human trafficking require to address their needs for safety, security, and healing by</p> <p>Providing one or more of the priority specialized service areas for all victims of human trafficking, either in-house or through referrals.</p>	<p>Percentage of minor trafficking victims served.</p> <p>Number of victim services provided.</p> <p>Percentage of minor victims who completed services, if possible.</p> <p>Percentage of trafficking victims referred for services.</p>	<p>Number of NEW minor 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>Number of victims enrolled in services.</p> <p>Number of victims who completed the services in which they were enrolled, if possible.</p> <p>Total number of victims referred for services.</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 in order 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 the 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 coordinated and 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, including managing personal finances, self-care, parenting classes, and programs that help clients achieve self-sufficiency. 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>• Life skills training, including 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> <li>• assistance coordinating with federal law enforcement to request Continued Presence (CP).</li> </ul>	

Service*	Definition & Examples	What organization will provide this service? (In House or Named Partner)
Education	Literacy education, job training, and/or education/GED assistance that is culturally and linguistically appropriate. For example: <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 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	Legal services, including: <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>• facilitation of representation of the victim by attorneys willing to provide pro bono legal services;</li> <li>• counseling on expungement or vacatur of any conviction for a non-violent crime that is a direct result of being a trafficking victim; and</li> <li>• general advocacy and assistance on matters that arise as a result of the human trafficking victimization.</li> </ul> Note: OVC funding may not be used for criminal defense services.	
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 a bill or prescription related to medical or dental care or assistance with filling a prescription.	

Service*	Definition & Examples	What organization will provide this service? (In House or Named Partner)
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 prevention, 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 clients exercise their rights as crime victims within the criminal justice process.</p>	
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**

### **Integrated Services for Minor 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 [the OJP Grant Application Resource Guide](#))
- \_\_\_\_\_ Acquire or renew registration with SAM (see [the OJP Grant Application Resource Guide](#))

##### *To Register with Grants.gov:*

- \_\_\_\_\_ Acquire AOR and Grants.gov username/password (see [the OJP Grant Application Resource Guide](#))
- \_\_\_\_\_ Acquire AOR confirmation from the E-Biz POC (see [the OJP Grant Application Resource Guide](#))

##### *To Find Funding Opportunity:*

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

##### *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 [the OJP Grant Application Resource Guide](#))

##### *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 2018 Awards](#)" in the OJP Funding Resource Center at <https://ojp.gov/funding/Explore/LegalOverview/index.htm>.

#### **Scope Requirement:**

- \_\_\_\_\_ The federal amount requested is within the allowable limit(s) of \$500,000.

**Eligibility Requirement:** See the title page.

## What an Application Should Include:

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

Program Narrative	(see page 14)
Budget Detail Worksheet	(see page 17)
Budget Narrative	(see page 17)

Application for Federal Assistance (SF-424) (see page 13)

Project Abstract (see page 13)

Program Narrative (see page 14)

Statement of the Problem (see page 14)

Project Design and Implementation (see page 15)

Capabilities and Competencies (see page 15)

Plan for Collecting the Data Required for This Solicitation's  
Performance Measures (see page 16)

Budget Detail Worksheet (including Narrative) (see page 17)

Information on Proposed Subawards and/or Proposed Procurement Contracts

(if applicable) (see page 17)

Indirect Cost Rate Agreement (if applicable) (see page 18)

Tribal Authorizing Resolution (if applicable) (see page 18)

Financial Management and System of Internal Controls Questionnaire (see page 18)

[Disclosure of Lobbying Activities \(SF-LLL\)](#) (see page 18)

### Additional Attachments

Applicant Disclosure of Pending Applications (see page 19)

Applicant Disclosure and Justification – DOJ High Risk Grantees (see page 19)

Research and Evaluation Independence and Integrity (see page 19)

Disclosure of Process Related to Executive Compensation (see page 19)

Logic Model (see page 20)

Organizational Chart and Position Descriptions or Resumes (see page 15)

Service Partners MOUs, Letters of Intent, and Subcontracts/Subgrants (see page 20)

Request and Justification for Employee Compensation; Waiver (if applicable)  
(see page 12)