

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



Services for Minor Victims of Labor Trafficking OVC FY 2020 Competitive Grant Solicitation

CFDA #16.320

Grants.gov Solicitation Number: OVC-2020-18258

Solicitation Release Date: March 16, 2020

Application Deadline: 11:59 p.m. eastern time on May 18, 2020

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) is seeking applications to support services for minor victims of labor 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 Resource Guide provides guidance to applicants on how to prepare and submit applications for funding to OJP. 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

Pursuant to 22 U.S.C. § 7105(b)(2) the following entities are eligible to apply:

- 1) States and territories
- 2) Units of local government
- 3) Indian tribes
- 4) Nonprofit, nongovernmental victims' service organizations with the capacity to serve human trafficking victims (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)

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.

OVC may make more than one award to a single organization if proposed projects are in distinct geographic areas. 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 program. For additional information on subawards, see the [OJP Grant Application Resource Guide](#).

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. 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 the 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; 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.

Pre-Application Webinar

OVC will conduct one pre-application webinar on Friday, April 3, 2020, 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>.

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 May 18, 2020.

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](#).

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Services for Minor Victims of Labor Trafficking (CFDA # 16.320)

A. Program Description

Overview

OVC's mission is to enhance the nation's capacity to assist crime victims and provide leadership in changing policies and practices to promote justice and healing for all victims of crime. OVC achieves this mission, in part, by administering discretionary award programs to provide direct services to improve the overall quality of victim assistance.

This program is designed to enhance the quality and quantity of services available to assist minor victims of labor trafficking, as defined by the Trafficking Victims Protection Act of 2000 (TVPA), as amended, by providing high-quality services that are developmentally appropriate and tailored for the individual needs of young trafficking victims.

Statutory Authority: This program is authorized by 22 U.S.C. § 7105(b)(2).

Program-Specific Information

The purpose of this program is to develop, expand, or strengthen victim service programs for minor victims of labor trafficking, whose victimization occurred when they were under the age of 18.

Under the TVPA, 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 relevant part) in 22 U.S.C. § 7102(11), means—

- 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.

Organizations funded under this program will provide (directly and through partnerships) services that minor victims of labor trafficking often require to address their needs for safety, security, and healing. They will also be expected to integrate into their programming developmentally appropriate and evidence-based practices. While this program is focused on providing services to minor victims of labor trafficking, organizations should be aware that these victims could have also been exploited in sex trafficking. Applicants should address how they would respond to the needs of victims who are subjected to both sex trafficking and labor trafficking.

For the purposes of this program, a "minor" refers to a person under the age of 18. Under this grant program, 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.

While funds are intended primarily for direct services to minor victims of labor trafficking, services under this program can also extend to the victim's children and 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.

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.

Unallowable Costs

The following activities cannot be supported with grant funds:

Holding Beds

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

Stipends/Incentives To Participate in Services

Neither cash nor non-cash stipends or incentives may be paid to victims to encourage their participation in services.¹

Primary Prevention Activities

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

Mandatory Program Requirements

Applicants that receive funding under this program will be required to—

1. submit the policies, procedures, and rules governing the provision of services for review and approval (post-award).
2. ensure their policies and procedures follow applicable federal and state laws protecting the civil rights of program participants and staff (post-award).
3. ensure that any staff, partner staff, or service providers working with trafficking victims are adequately licensed and trained to work with such victims, including by accessing OVC-supported training and technical assistance.
4. send the project coordinator or program director and one other key staff member to an in-person OVC grantee orientation and have relevant staff participate in OVC-sponsored training and technical assistance.

¹ Nominal cash or non-cash stipends (e.g., taxi or ride share vouchers; public transportation tickets or tokens; money to pay for child care; or gift cards for meals that are necessary when participants receive services) are allowable.

Goals, Objectives, and Deliverables

The primary goal of this program is to develop, expand, or strengthen victim service programs for minor victims of labor trafficking, including programs that provide trauma-informed and developmentally appropriate services.

The objective in providing these services is to achieve increased safety, self-sufficiency, and well-being for victims of human trafficking.

Objectives include—

- (1) provision of services to meet the individualized needs of minor victims of labor trafficking;
- (2) collaboration with, and training for, local partners (e.g., service providers, criminal justice professionals, members of the judiciary, community- and faith-based organizations) to ensure minor victims of labor trafficking are properly identified and referred for appropriate services;
- (3) assistance or referrals to other essential services for minor victims of labor trafficking; and
- (4) data collection and participation in evaluation activities to determine if the program is meeting stated goals and objectives.

The deliverable to be provided is services, measured quarterly by service-hour or units delivered, type of service, number of new and continuing victims served, and other key data points. Service delivery is reported through OVC's online Trafficking Information Management System (TIMS) located at <https://tims.ovcttac.gov/>. See [Appendix B](#) for TIMS service provision categories.

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](#).

Lobbying, Promoting, or Advocating the Legalization/Regulation of Prostitution

Pursuant to 22 U.S.C § 7110(g), 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 promote, support, or advocate the legalization or practice 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 service 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.

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:	3 awards
Estimated maximum dollar amount for each award:	\$666,667
Total amount anticipated to be awarded under solicitation:	up to \$2 million
Period of Performance start date	October 1, 2020
Period of Performance duration	36 months

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

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 this solicitation as grants. See the "Administrative, National Policy, and Other Legal Requirements" section of the [OJP Grant Application Resource Guide](#) for additional information.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements² 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.

² The "Part 200 Uniform Requirements" means the DOJ regulation at 2 C.F.R Part 2800, which adopts (with certain modifications) the stipends of 2 C.F.R. Part 200.

Budget Information

Cost Sharing or Matching Requirement

Pursuant to 22 U.S.C. § 7105(b)(2), this solicitation requires a 25 percent **cash or in-kind match**. See [OJP Grant Application Resource Guide](#) for additional information on this match requirement.

Please see the [OJP Grant Application Resource Guide](#) for information on the following:
[Pre-agreement Costs \(also known as Pre-award Costs\)](#)
[Limitation on Use of Award Funds for Employee Compensation; Waiver Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs](#)
[Costs Associated with Language Assistance](#) (if applicable)

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

The following application elements **MUST** be included in the application submission for an application to meet the basic minimum requirements (BMR) to advance to peer review and receive consideration for funding: Program Narrative and 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. 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

Include a project abstract that summarizes the proposed project and include:

- Legal Name of Applicant (the agency, not the individual)
- Description of services to be provided under the proposed project
- Geographic area(s) to be served (e.g., city, county)
- List of project partners and their roles in the proposed project
- Federal Amount requested for the 36-month project period. This amount MUST match the total in the Budget Detail Worksheet, including the Narrative, and the federal amount requested on the SF-424.

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 12-point Times New Roman font with 1-inch margins.

3. Program Narrative

The Program Narrative may not exceed 15 double-spaced pages, using 12-point Times New Roman font with 1-inch margins. Pages should be numbered. If the program narrative fails to comply with these length-related restrictions, OVC may negatively consider such noncompliance in peer review and in final award decisions.

The Program Narrative must include the following four sections:

a. Statement of the Problem

This section must—

1. identify the nature and scope of the problem that the program will address. Applicants must demonstrate the problem of labor trafficking of minors within the targeted geographic area. Applicants should cite the source(s) of this data, which could include local, state, and federal data regarding investigations, prosecutions, and the number of minors identified as victims of labor trafficking in the proposed geographic area and data from victim service providers or other local stakeholders.
2. describe previous or current attempts to address the problem, including documentation of the number of labor trafficking victims served each year during 2018 and 2019 within the targeted geographic area. At a minimum, applicants must identify the total number of victims they previously served within the targeted geographic area, and the types of victims they have served (sex or labor trafficking victims). Applicants must cite the source(s) of this data.
3. describe the communities to be served, including the geographic area, populations in the service area, and any groups that are vulnerable to labor trafficking.
4. describe current efforts to address the service needs of trafficking victims in the geographic area, including programs funded through OVC, the Department of Health and Human Services (HHS), the Office on Violence Against Women, or with Victims of Crime Act (VOCA) state victim assistance funds. Explain how the proposed project is not duplicative and targets identified gaps.

b. Project Design and Implementation

The application must provide a clear link between the proposed activities and the need identified in the “Statement of the Problem” section above.

This section must—

1. clearly state the goals and objectives of this project. Goals and objectives must be in alignment with those stated on page 6 of this solicitation.
2. provide a detailed description of the proposed activities necessary to implement this project and meet the stated goals and objectives.
3. identify specific services that will be provided with grant funds (see [Appendix B](#)) and describe how and where the services will be provided.
4. link project activities to the requirements of this solicitation and justify the logic of the proposed approach.
5. list project partners, as appropriate, to make the project activities effective and sustainable.
6. describe how the applicant plans to ensure project activities are trauma-informed and protect the safety and confidentiality needs of victims.
7. describe how the applicant will meet the individualized service needs of victims and support victim-informed decision-making within the delivery of services.

c. Capabilities and Competencies

This section must—

1. demonstrate the institutional experience and expertise (or have submitted formal agreements with partners with experience and expertise with the application) to effectively implement the requirements of this solicitation.
2. demonstrate a history of providing services on behalf of children and youth and a capacity to address the legal needs of minors, such as parental consent and housing.
3. identify the key individuals and organizations involved in the proposed project.
4. demonstrate that the individuals and organizations identified have the capacity to address the stated need, including the expertise necessary to provide services to labor trafficking victims, and can successfully implement the proposed project activities.
5. describe specific roles and responsibilities of all project partners and key staff.
6. demonstrate that project staff have appropriate training and experience to implement project activities as described in the proposal, and document plans and position descriptions for staff to be hired. Organizational screening policies and procedures for staff working directly with minors should be detailed.
7. demonstrate the capacity and expertise of the lead applicant and all project partners to serve minor victims of labor trafficking.
8. clearly describe who will implement activities as described in the Project Design and Implementation section.
9. describe their experience managing federal grants that support 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, 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.

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](#).

Applicants should visit OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

Your response to this section must include the following information:

1. 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](#) and [Appendix B: Service Categories in TIMS](#).
2. A description of the qualifications of the key staff who will be responsible for collecting data and a plan for using TIMS Online.

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.

In preparing its budget, the applicant is to review carefully the following information that details elements that the application is to address and/or include in the Budget Detail Worksheet (and its accompanying narrative information):

- 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 trafficking. Administrative costs must be reasonable and allocable.

- ii. **Direct services:** Applicants must dedicate sufficient funding in the budget to support the direct services required under this program.
- 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 housing and/or 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 include—
 - 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. The Programmatic Point of Contact and Financial Point of Contact are required to complete this training.
 - annual OVC grantee meetings, 2 days each, for up to two staff members per year, subject to change.

The narrative information included as part of the Budget Detail Worksheet should—

1. display a clear link between the specific project activities and the proposed budget items and not contain items that are not supported by the program narrative.
2. distinguish clearly between subawards and contracts in allocating any grant funds to other entities. Pursuant to 2 C.F.R. § 200.330, a subaward is for the purpose of carrying out a portion of the federal award, such as compensating a partner with which the grantee has a memorandum of understanding (MOU). A contract is for the purpose of obtaining goods and services for the grantee’s own use.

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

5. [Indirect Cost Rate Agreement](#)
6. [Financial Management and System of Internal Controls Questionnaire \(including applicant disclosure of high risk status\)](#)
7. [Disclosure of Lobbying Activities](#)
8. [Applicant Disclosure of Pending Applications](#)
9. [Applicant Disclosure and Justification – DOJ High Risk Grantees³ \(if applicable\)](#)
10. [Tribal Authorizing Resolution \(if applicable\)](#)
11. [Disclosure of Process Related to Executive Compensation](#)

³ 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.

12. Additional Attachments

a. 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.

b. 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.

c. Training Plan

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

d. Letters of Support from Law Enforcement and/or Prosecutorial Agencies

Applicants must provide at least one letter of support, intent, or certification 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.

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-2020-18258.

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.

1. Statement of the Problem (20%)
2. Project Design and Implementation (30%)
3. Capabilities and Competencies (25%)
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%)
5. Budget (10%): complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should demonstrate generally 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.⁴
6. Letters of Support, Letters of Intent, and MOUs from law enforcement agencies and other project partners (10%)

Review Process

OVC reviews the application to make sure that the information presented is reasonable, understandable, measurable, achievable, and 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.

⁴ 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.

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

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

Federal Award Notices

Administrative, National Policy, and Other Legal Requirements

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

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

Information Technology (IT) Security Clauses

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, *semi-annual* 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 page 2.

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

H. Other Information

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a) Provide Feedback to OJP

Appendix A: Performance Measures Table

Objective	Performance Measure(s)	Description
Enhance the quality and quantity of services available to assist minor victims of labor trafficking in achieving their goals, either in-house or through referrals.	Percentage of labor trafficking minor victims served.	Total number of labor trafficking victims served during the performance period. This includes NEW clients and existing clients served during the performance period.
	Number of victim services provided.	Number of NEW minor labor trafficking victims served, for the first time during the performance period, broken down by the type of trafficking (labor, or both sex and labor).
	Percentage of labor trafficking victims referred for services.	Total number of services provided to labor trafficking victims during the performance period, broken down by the type of service (see Appendix B for further detail): <ul style="list-style-type: none"> • Advocacy and Legal Assistance • Case Management • Client Safety and Well-Being • Education/Employment Assistance • Health-Related Services • Provision of Material and Housing Assistance • Reunification and Repatriation Assistance • Other Support Services Total number of victims referred to partners for services.
Work in collaboration with federal, state, and local law enforcement, local service providers, and community- and faith-based organizations to ensure labor trafficking victims are identified and referred for appropriate services.	Number of collaborative partners providing services.	Number of collaborative partners providing services.
	Number of labor trafficking victims identified.	Number of labor trafficking victims identified.
Conduct training for professionals to improve their ability to identify and respond to victims.	Number of training events conducted.	Number of training events conducted.
	Number of participants who attended training.	Number of participants who attended training.

Appendix B: Service Categories in TIMS

Type of Service	Service Provision Terms
Advocacy and Legal Assistance	<ul style="list-style-type: none"> ▪ Criminal Justice System-Based Advocacy ▪ Legal Services
Client Coordination	<ul style="list-style-type: none"> ▪ Client Intake ▪ Client Orientation ▪ Ongoing Case Management ▪ Social Service Advocacy and Explanation of Benefits/Entitlements/Availability
Client Safety and Well-Being	<ul style="list-style-type: none"> ▪ Crisis Intervention ▪ Emotional/Moral Support (Informal Counseling) ▪ Mental Health Treatment (Emergency and Long-Term) ▪ Protection/Safety Planning
Education/ Employment Assistance	<ul style="list-style-type: none"> ▪ Education ▪ Employment Assistance
Health-Related Services	<ul style="list-style-type: none"> ▪ Dental (Emergency and Long-Term) ▪ Medical Care (Emergency and Long-Term) ▪ Substance Abuse Treatment
Provision of Material and Housing Assistance	<ul style="list-style-type: none"> ▪ Childcare ▪ Financial Assistance ▪ Housing/Shelter Advocacy ▪ Housing/Shelter Assistance ▪ Personal Items
Reunification and Repatriation Assistance	<ul style="list-style-type: none"> ▪ Family Reunification ▪ Repatriation
Support Services	<ul style="list-style-type: none"> ▪ Interpreter/Translator ▪ Transportation

Appendix C: Application Checklist **OVC FY 2020 Services for Minor Victims of Labor 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 [OJP Grant Application Resource Guide](#))
- Acquire or renew registration with SAM (see [OJP Grant Application Resource Guide](#))

To Register with Grants.gov:

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

To Find Funding Opportunity:

- Search for the Funding Opportunity on Grants.gov (see [OJP Grant Application Resource Guide](#))
- Access Funding Opportunity and Application Package (see [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 (see [OJP Grant Application Resource Guide](#))

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 [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 2020 Awards](#)" in the [OJP Funding Resource Center](#).

Scope Requirement:

- The federal amount requested is within the allowable limits of \$666,667.

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

What an Application Should Include:

The following items are critical application elements required to pass Basic Minimum Requirements review. An application that OJP determines does not include the application elements that must be included in the application submission in order for the application to meet the basic minimum requirements, will neither proceed to peer review, nor receive further consideration.

- Program Narrative (see page 9)
 - Detail Budget Worksheet and Budget Narrative (see [OJP Grant Application Resource Guide](#))
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- Application for Federal Assistance (SF-424) (see [OJP Grant Application Resource Guide](#))
 - Project Abstract (see page 9)
 - Program Narrative (see page 9)
 - Statement of the Problem* (see page 10)
 - Project Design and Implementation* (see page 10)
 - Capabilities and Competencies* (see page 10)
 - Plan for Collecting the Data Required for this Solicitation's Performance Measures* (see page 11)
 - Budget Detail Worksheet (including Narrative) (see [OJP Grant Application Resource Guide](#))
 - Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
 - Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))
 - [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
 - Applicant Disclosure of Pending Applications (see [OJP Grant Application Resource Guide](#))
 - Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))
 - Tribal Authorizing Resolution (if applicable) (see [OJP Grant Application Resource Guide](#))
 - Disclosure of Process Related to Executive Compensation (see [OJP Grant Application Resource Guide](#))

Additional Attachments

- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))
- Service Partner MOUs, Letters of Intent, and Subcontracts/Subgrants (see page 13)

- Position Descriptions and Resumes (see page 13)
- Training Plan (see page 13)
- Letters of Support from Law Enforcement and/or Prosecutorial Agencies (see page 13)