

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



Enhanced Collaborative Model Task Force to Combat Human Trafficking

OJP FY 2020 Competitive Grant Solicitation

CFDA #16.320

Grants.gov Solicitation Number: OVC-2020-18392

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) is seeking applications to develop or support enhanced collaborative model task forces to combat human trafficking. This program furthers the Department's mission by enhancing the law enforcement and social services fields' 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 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

This funding announcement requires two separate but coordinated applications from each human trafficking task force seeking funding: one application from a lead state, local, or tribal law enforcement agency (which includes state and local departments of public safety or agencies with public safety missions), and one application from a lead victim service organization (which may be a public agency or a nongovernmental organization). The two applications must be developed in collaboration with each other, and must be submitted as a pair, with each applicant naming the other as the primary partner.

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).

Entities which have received human trafficking grants from the Office for Victims of Crime and the Bureau of Justice Assistance in FY 2018 or FY 2019 to support their participation in

multidisciplinary task forces are ineligible to apply unless the new proposed project would differ from or expand the existing funded project(s). EXCEPT, that the five task forces that received partial funding in FY 2019 (Heart of Texas Task Force, Hampton Roads Task Force, Tennessee Human Trafficking Task Force, Tulare County Human Trafficking Task Force, and New Hampshire Task Force) are eligible to apply for joint task force funding for the period 10/1/2020 through 9/30/2023, but, the application budget must justify and detail how a new FY 2020 grant, if awarded, will not duplicate any funds remaining under these previous awards.

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.

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 Monday, March 30, 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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OJP FY 2020 Enhanced Collaborative Model Task Force to Combat Human Trafficking (CFDA # 16.320)

A. Program Description

Overview

The purpose of this solicitation is to support enhanced collaborative model task forces to combat human trafficking, as defined by the Trafficking Victims Protection Act (TVPA) of 2000. Each task force selected for funding will receive two separate grants: one from the Office for Victims of Crime (OVC) to a victim service partner, and one from the Bureau of Justice Assistance (BJA) to a state, local, or tribal law enforcement agency partner.

Purpose Area 1 of this program will support new task forces (that have not received OJP task force funding since FY 2017).

Purpose Area 2 will support existing task forces (that are fully operational and have task force structures and protocols in place), including those that have received OJP task force funding prior to FY 2018, have been operational for a minimum of 3 years, and are working towards expanding their existing efforts.

Statutory Authority: The statutory authority for this program is 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 victims of human trafficking, to include enhancing the capacity of law enforcement and other stakeholders to identify victims and provide justice for those victims through the investigation and prosecution of their traffickers.

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 22 U.S.C. § 7102(11), means—

- sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such an act has not attained 18 years of age; or
- the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

This program has two purpose areas:

Purpose Area 1: Development of Human Trafficking Task Forces will support human trafficking task forces that have recently formed and/or are still in the process of formalizing task force structure and protocols. Funding under this purpose area is intended to help task forces with critical first steps related to starting up a multidisciplinary task force. Successful applicants under Purpose Area 1 will dedicate the first 12–18 months of funding to formalizing task force structure, developing operational procedures, accessing professional development opportunities, delivering training to key stakeholders, and conducting a community assessment to identify potential areas of the community where sex and labor trafficking may be occurring.

Task forces that have never received funding under the Enhanced Collaborative Model Task Force Program and those that received funding prior to FY 2017 but do not meet the definition of an established task force (defined under Purpose Area 2 below) are eligible to apply.

Purpose Area 2: Expanding Human Trafficking Task Force Effectiveness will support established task forces that may have previously received funding under the Enhanced Collaborative Model Task Force Program for a grant that ends on or before September 30, 2020; have strong task force leadership and structure; and have a history of identifying trafficking victims and prosecuting traffickers. Purpose Area 2 allows task forces to compete for funding to expand their task force operations and partnerships, implement task force sustainability plans, and assist OJP in building the capacity of other task forces in the field.

Applications must be from a law enforcement and victim services provider partnership that agree to increase access to an array of services for all human trafficking victims. They must also include a signed Memorandum of Understanding (MOU) between both entities as a required attachment to this application. (See [What An Application Should Include](#).)

Mandatory Program Requirements

1. Submit the policies and procedures governing the task force provision of victim services to OVC, and any protocols that govern task force operations that relate to investigations and prosecution to BJA for review and approval (post award). Grantees must ensure their policies and procedures follow applicable federal and state laws protecting the civil rights of program participants and staff (post award).
2. Ensure that any persons working with trafficking victims are adequately licensed and/or trained to work with such victims, including by accessing OJP-supported training and technical assistance (TTA).

Goal, Objectives, and Deliverables

The primary goal of this program is to develop or sustain multidisciplinary task forces to combat human trafficking.

Objectives include—

1. developing or sustaining coordination of multidisciplinary human trafficking task force activities;
2. identifying victims of all types of human trafficking;
3. implementing victim-centered, trauma-informed, and collaborative approaches through the development of relevant task force protocols and training;
4. actively involving all task force partners in planning and executing proactive investigations and prosecutions;
5. investigating, referring, and prosecuting both sex and labor trafficking cases at the local, state, tribal, and federal levels;
6. assisting victims of sex trafficking and labor trafficking in achieving increased safety, independence, self-sufficiency, and well-being through the provision of appropriate services; and
7. conducting data collection and ongoing assessment activities to determine if the program is meeting stated goals and objectives.

To ensure effectiveness in achieving grant activities and deliverables, grantees will work closely with OJP and OJP's competitively selected TTA partners to participate in information-sharing

sessions, engage in peer-to-peer learning exchanges regarding promising and effective practices, and receive subject matter expertise that is relevant to support investigating and prosecuting human trafficking cases, as part of a high-functioning, multidisciplinary task force. These TTA activities will support grantees in improving their capacities by addressing the objectives and mandatory activities of effective task force operations and completing quality deliverables in a timely manner. OJP anticipates that the multidisciplinary task forces and related law enforcement and prosecution personnel will be able to leverage TTA resources from a variety of federal agencies.

Purpose Area 1 Activities and Deliverables

Task forces funded under this purpose area will:

1. Establish and formalize the task force leadership, membership, and structure to ensure broad membership from essential agencies (within 12–18 months of award acceptance). The grantee will submit a Memorandum of Understanding (MOU) to OJP documenting the personnel and structure of the task force.
2. Strengthen membership and structure of the task force.
3. Expand collaborative partnerships among federal, state, local, and tribal law enforcement, prosecution, nongovernmental, labor, and regulatory agencies and system- and community-based service providers.
4. Identify a full-time task force coordinator position to manage the day-to-day work of task force activities. The coordinator will manage partnership growth and sustainability and ensure completion of both the administrative and operational activities of the multidisciplinary task force. The coordinator may be supported from either the victim service provider agency or the law enforcement agency.¹ Applicants may benefit from reviewing this webinar [resource](#) on the role of a task force coordinator.
5. Conduct a data-driven community assessment, factoring in the experiences of task force stakeholders, to identify areas within the community where vulnerabilities for trafficking exploitation may be occurring.
6. Finalize and begin to implement task force protocols related to information sharing and confidentiality, referrals to/from law enforcement and victim service providers, communication and working with the media, and data collection and data sharing (within the second year of the award).
7. Jointly deliver targeted training and public awareness materials about sex trafficking and labor trafficking that have a shared message. Task forces should plan on leveraging existing training resources created by BJA and OVC TTA providers, such as [Understanding Human Trafficking](#) and [Anti-Human Trafficking Training and Technical](#)

¹ If the task force coordinator is a law enforcement officer funded under the grant to the law enforcement agency, the following condition applies: Priority - In selecting recipients of grants under this paragraph that are only available for law enforcement operations or [task forces](#), the Attorney General may give priority to any applicant that files an attestation with the Attorney General stating that—

(i) the grant funds awarded under this paragraph—

(I) will be used to assist in the prevention of [severe forms of trafficking in persons](#);

(II) will be used to strengthen efforts to investigate and prosecute those who knowingly benefit financially from participation in a venture that has engaged in any act of human trafficking;

(III) will be used to take affirmative measures to avoid arresting, charging, or prosecuting victims of human trafficking for any offense that is the direct result of their victimization; and

(IV) will not be used to require a victim of human trafficking to collaborate with law enforcement officers as a condition of access to any shelter or restorative services.

(ii) the applicant will provide dedicated resources for anti-human trafficking law enforcement officers for a period that is longer than the duration of the grant received under this paragraph.

[Assistance](#). Trainings will focus on identification of victims of sex trafficking and labor trafficking; trauma-informed care principles and practices, including trauma-informed protocols for identifying, screening, and interviewing victims of human trafficking; and victim-centered strategies for investigating and prosecuting human trafficking cases. OJP's technical assistance providers will review and consult on the content of planned task force trainings.

8. Provide (directly and through partnerships) an array of services that victims of sex and labor trafficking require to address their individualized needs for safety, security, and healing. See [Appendix B](#) for the types of services that may be provided to trafficking victims under this award.
9. Conduct investigations and prosecutions of sex trafficking and labor trafficking crimes.² A proactive investigation involves the use of more advanced investigative methods and criminal intelligence with preplanning and active collaboration from victim service providers, prosecutors, and key multidisciplinary partners.
10. Assess task force performance and produce annual reports documenting task force efforts.
11. Send project staff to OJP required trainings and meetings.
12. Participate in technical assistance recommended by OJP.

Purpose Area 2 Activities and Deliverables

Task forces funded under this purpose area will:

1. Refine task force protocols related to information sharing and confidentiality, referrals to/from law enforcement and victim service providers, communication and working with the media, and data collection and data sharing.
2. Strengthen and expand collaborative partnerships among federal, state, local, and tribal law enforcement, prosecution, nongovernmental, labor, and regulatory agencies and system- and community-based service providers.
3. Conduct investigations and prosecutions of sex trafficking and labor trafficking crimes. A proactive investigation involves the use of more advanced investigative methods and criminal intelligence with preplanning and active collaboration from victim service providers, prosecutors, and key multidisciplinary partners.
4. Provide (directly and through partnerships) an array of services that victims of sex and labor trafficking require to address their individualized needs for safety, security, and healing. See [Appendix B](#) for the types of services that may be provided to trafficking victims under this award.
5. Jointly deliver targeted training and public awareness materials about sex trafficking and labor trafficking that have a shared message. Task forces should plan on leveraging existing training resources created by BJA and OVC TTA providers, such as [Understanding Human Trafficking](#) and [Anti-Human Trafficking Training and Technical Assistance](#). Trainings will focus on identification of victims of sex trafficking and labor trafficking; trauma-informed care principles and practices, including trauma-informed protocols for identifying, screening, and interviewing victims of human trafficking; and

² Proactive investigations involve the use of more advanced investigative methods and criminal intelligence gathering and analysis. Proactive investigations involve in-depth pre-planning and active collaboration from victim service providers, prosecutors, and key multidisciplinary partners. Some examples of activities that would be considered proactive include: leveraging existing data sources and criminal intelligence gathering and analysis to target investigative strategies based upon the type of human trafficking crime (e.g., illicit massage businesses, trafficking of minors, labor trafficking), conducting concurrent financial investigations, outreach to vulnerable populations, community-oriented and awareness activities, and conducting assessments of available data on labor industries in the community such as prior safety or labor/wage violations or visa abuses.

victim-centered strategies for investigating and prosecuting human trafficking cases. OJP's technical assistance providers will review and consult on the content of planned task force trainings.

6. Continue the implementation of a sustainability plan for human trafficking task force operations.
7. Provide support to newer task forces in person and through webinars, as requested by OJP, to highlight promising practices in human trafficking task force operations, investigations, and services to victims.
8. Develop annual reports documenting task force accomplishments; new protocols; case review procedures; and, under the direction of OJP and OJP TTA providers, tools or resources to highlight a multidisciplinary task force promising or effective practice to share as resource for other jurisdictions, including rural or tribal communities.
9. Send project staff to OJP required trainings and meetings.
10. Participate in technical assistance recommended by OJP.

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](#).

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.³

Primary Prevention Activities

The purpose of this funding is to support multidisciplinary task force operations; therefore, applicants should not propose primary prevention activities under this program.

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.

³ Nominal cash or non-cash stipends (e.g., taxi or ride share vouchers, public transportation tickets/tokens, money to pay for child care, gift cards for meals that are necessary when participants receive services) are allowable.

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 be aware that the National Institute of Justice (NIJ) is currently conducting an evaluation of the Enhanced Collaborative Model Task Forces currently funded by OVC and BJA. The evaluation includes 10 currently funded task forces. Recipients and subrecipients awarded under this solicitation should expect to cooperate with program-related assessments or evaluation efforts, including the collection and provision of information or data requested by NIJ (or its designee). The information or data requested may be in addition to any other financial or performance data already required under this program.

B. Federal Award Information

Maximum number of awards OJP expects to make:	28 (14 to support law enforcement agencies, and 14 to support victim services provider partners, for a total of 14 task forces)
Purpose Area 1:	18 awards (9 task forces)
Purpose Area 2:	10 awards (5 task forces)

Estimated maximum dollar amount for each award:	
Purpose Area 1:	up to \$1.5 million per task force
Purpose Area 2:	up to \$1.5 million per task force

Applicants may determine how to allocate the \$1.5 million available to each task force between the law enforcement partner and the victim service provider budgets. However, neither partner may submit a budget for more than \$900,000. The total budget request from both partners may not exceed \$1.5 million.

Total amount anticipated to be awarded under solicitation:	approximately \$22 million
Period of Performance start date	October 1, 2020
Period of Performance duration	36 months

OJP 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.

OVC may elect to fund applications submitted under this FY 2020 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

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

OJP expects to make awards under this solicitation as cooperative agreements. 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 Requirements⁴ 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

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

Each task force seeking funding must submit two applications: one from a lead law enforcement applicant and one from a lead victim service provider. The following application elements **MUST** be included in the application submission for an application to meet the basic minimum requirements to advance to peer review and received consideration for funding:

- Identical Project Abstracts
- Identical Program Narratives
- Identical Training Plans
- Identical Time-Task Plans
- Individualized, separate Budget Detail Worksheets and Budget Narratives
- Identical Letter(s) of Intent
- Identical Task Force MOUs

⁴ 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.

See the “Application Elements and Formatting Instructions” section of the [OJP Grant Application Resource Guide](#) for information on what happens to an application that does not contain all the specified elements, or 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 as described below:

- Formal name of the human trafficking task force.
- Description of the geographic area where task force activities will be focused.
- Legal name of the law enforcement applicant.
- Amount of federal funding requested by the law enforcement applicant.
- Legal name of the victim service provider applicant.
- Amount of federal funding requested by the victim service provider applicant.
- The number of human trafficking investigations and prosecutions each year for the jurisdiction in 2017, 2018, and 2019.
- The number of trafficking victims served by the victim service provider and funded partners each year in 2017, 2018, and 2019.

Project abstracts should be —

- written for a general public audience;
- submitted as a separate attachment, with “Project Abstract” as part of its file name; and
- single-spaced, using 12-point Times New Roman font with 1-inch margins.

3. Program Narrative

The Program Narrative may not exceed 20 pages, and should be double-spaced (with 1-inch margins). If the program narrative fails to comply with these length-related restrictions, OJP 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 human trafficking within the targeted geographic area. Applicant should cite the source(s) of this data, which could include local, state, and federal data regarding investigations, prosecutions, and the number of individuals identified as victims of human trafficking in the proposed geographic area along with data from victim service providers or other local stakeholders.
2. Describe previous or current attempts to address the problem, including a description of previous task force efforts, if any, and documentation of the number of trafficking

- victims served each year during 2017, 2018, and 2019 within the targeted geographic area. At a minimum, applicants must identify the total number of victims they previously identified and served within the targeted geographic area, and the types of victims assisted (sex or labor trafficking victims).
3. Describe the communities to be served, including the geographic location, populations in the service area, and any unmet needs regarding identifying and serving victims of all forms of human trafficking.
 4. Describe current efforts to respond to human trafficking in the geographic area, including efforts funded through OVC, BJA, 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 proposed project is not duplicative and targets identified gaps.

b. Project Design and Implementation Plan

The application must provide a clear link between the proposed activities and the need identified in the “Statement of the Problem” section above. [The [Human Trafficking Task Force e-Guide](#) serves as a technical assistance resource for both new and established task forces and describes the multidisciplinary task force as an environment where agencies can learn the roles and capacities of other agencies, leverage resources across the team, and plan and implement collaborative victim-centered and trauma-informed responses to human trafficking victims.]

This section must:

1. Describe the task force leadership structure (existing or planned). Applicants should name the individuals, their roles and responsibilities, and the organizations that they represent.
2. Describe task force membership and structure, identifying representation from law enforcement, prosecutorial agencies, victim service providers, local regulatory agencies, and other related organizations. Representation on the task force should support the task force’s ability to identify victims of sex trafficking and labor trafficking crimes and ensure that the victims have access to a comprehensive array of services. Provide a plan for regularly scheduled multidisciplinary task force meetings. Monthly meetings of task force leadership are recommended.
3. Describe how the project will identify victims of all forms of human trafficking.
4. Describe how the project will address the individualized needs of victims of all forms of trafficking through the delivery of an array of services that will be provided with grant funds (see [Appendix B](#)). Describe how and where the services will be provided.
5. Describe how the task force coordinator will communicate and coordinate all task force activities with the law enforcement and social service partner. The person performing these responsibilities and the percentage of time that they dedicate to these administrative activities should be clearly indicated as “Task Force Coordination” within the budget.
6. Outline the plan for the development (or refining) of protocols and procedures that describe roles and responsibilities of the task force members and guides the multidisciplinary work of the task force. All applicants must identify the type of protocols that will be developed within the 3-year project period, and include this activity on the Time-Task Plan.
7. Describe the plan to develop protocols related to data and information sharing and confidentiality, referrals to/from law enforcement and victim service providers, communication and working with the media.

8. Describe how victim safety and confidentiality will be ensured during victim identification, investigations, and service delivery. Describe how the applicant will ensure that any applicant staff or funded partner staff working with trafficking victims are adequately licensed and/or trained to work with victims.
9. Describe plans for delivering training to task force partners to ensure that partners are prepared to identify and refer victims to appropriate services and investigate and prosecute cases with a trauma-informed approach. Applicants should describe how they will leverage existing training, including OVC's foundational online training [Understanding Human Trafficking](#), for staff and partners. Post, award, grantees will consult with OVC and BJA's training and technical assistance providers regarding available content to inform training funded under this solicitation.

c. Capabilities and Competencies

This section must:

1. Demonstrate the institutional experience and expertise of both applicants to effectively implement the requirements of this solicitation.
2. Identify the staffing structure of the program, indicate how the program will be managed, and how key staff will be supervised.
3. Demonstrate that the individuals and organizations identified have the capacity and training and experience to implement project activities, including the expertise necessary to investigate and prosecute trafficking crimes, provide services to human trafficking victims, provide training to task force partners, and work collaboratively as a member of a multidisciplinary team.
4. Provide position descriptions for staff to be hired.
5. Describe the applicant's experience managing federal grants that support services to crime victims and/or law enforcement efforts. Document the administrative and financial capacity to manage federal grants. If the applicant has other grants for responding to 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.

To support human trafficking task force efforts, OVC and BJA work to coordinate and provide a variety of TTA resources. The grantees funded under this program are also provided with specific data collection and reporting tools to help them assess the performance of their task force, share information, and submit joint semiannual progress reports to OVC and BJA.

- Victim service organization 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/>. A key 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 data points. Applicants should examine the key performance measures and required service data in [Appendix A: Performance Measures Table](#) and [Appendix B: Service Categories in TIMS](#).

- Law enforcement applicants will be required to provide the relevant data by submitting quarterly performance metrics through BJA's online Performance Measurement Tool (PMT), located at bjapmt.ojp.gov. Applicants should examine the complete list of performance indicators at https://bjapmt.ojp.gov/help/HT%20ECM_Measures_508.pdf.

This section should—

- state the applicant's understanding of the performance data reporting requirements for this grant program and describe a plan for collecting all of the performance measures data required by this solicitation;
- describe who will be responsible for collecting and reporting the required performance measures and how data will be collected;
- list any additional performance metrics that will be used to assess the project's effectiveness and the process for collecting the information;
- discuss what data sources will be used and any legal, policy, or other barriers to gaining access to the data and how those barriers will be addressed; and
- where applicable, include a description of how agencies will share and analyze aggregate data reported through the PMT and TIMS to document task force achievements and develop a comprehensive understanding of the problem of human trafficking within the geographic region.

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. The budgets for the victim service provider partner and the law enforcement partner should be separate, but complimentary in supporting the overall goals for the task force.

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):

Victim Service Providers

- Priority should be placed within the budget to ensure that sufficient funding is dedicated to the provision of services, either directly or through project partners. Specific services

should be clearly outlined within the budget.

Law Enforcement Agencies

- Personnel to support law enforcement investigations and prosecutions, to include analytical and intelligence functions that directly support human trafficking cases.

All Grantees

- Administrative costs: Administrative costs are costs related to the salary and fringe benefits of executive-level leadership and accounting/financial administration. Administrative costs must be reasonable and allocable.
- 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 and/or multi-disciplinary team operations (for example conflict resolution, strategic planning).
 - As required by BJA, law enforcement grantees will send their Task Force Coordinator, lead law enforcement representative, and /or a prosecutor to three 2-day events over the 36-month project. The events will be determined by BJA.
 - As required by OVC, victim service grantees will send their project coordinator and at least one other staff to three 2-day events over the 36-month project.

In addition, OJP requires all grantees to receive financial management training, either through the Regional Financial Management Training Seminar sponsored by OJP's Office of the Chief Financial Officer (OCFO) or online training (unless the applicant has previously completed this training). 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.

Applicants may also propose other travel for training aligned with their project design for OJP's consideration.

For each event requiring staff travel, applicants must breakout costs associated with travel, lodging, per diem, and ground transportation.

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 an MOU, and 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 Grantees⁵](#) (if applicable)
10. [Tribal Authorizing Resolution](#) (if applicable)
11. [Disclosure of Process Related to Executive Compensation](#)

12. Additional Attachments

a. Task Force Memorandum of Understanding/Agreement (MOU or MOA)

Applicants must submit with their application a task force MOU or MOA that clearly articulates the specific roles and responsibilities of each partner and the scope or level of involvement each agency will have in the overall task force operations. At a minimum, the MOU should include the following information:

- The name of the task force.
- Purpose and commitment to the task force vision, mission, and objective.;
- Roles and responsibilities of the core law enforcement and victim service partners on the task force with regard to task force leadership, task force administration, meeting participation, proactive investigation of trafficking crimes, identification of victims, direct victim services, training, public awareness, and outreach.
- Proposed time period for the collaborative work (3 years, beginning October 1, 2020, through September 30, 2023). Signatures from both the lead victim service provider applicant and a lead law enforcement or prosecutorial applicant.

Purpose Area 1 applicants must submit, with their application, Letter(s) of Intent signed by the following individuals:

- The head of the applicant law enforcement agency.
- The head of the applicant victim service organization.
- A representative of at least one federal law enforcement agency—Homeland Security Investigations (HSI) or the FBI—with jurisdiction over the proposed geographic region of the task force.

If the proposed geographic area of the task force includes tribal lands, applicants should also submit a Letter of Intent from a tribal law enforcement agency, including Bureau of Indian Affairs (BIA) direct service law enforcement, BIA contract law enforcement, tribal law enforcement, or another applicable law enforcement agency with jurisdiction within tribal land. Letters of Intent must demonstrate a commitment to active engagement and substantive participation in task force activities, if the application is funded. The letters can be submitted jointly or separately, but must be included as a separate attachment to the application. For more information on what the task force Letter(s) of Intent must include, see page 19.

In addition, Purpose Area 1 grantees are encouraged to seek collaboration with their jurisdiction's United States Attorney's Office.

Successful applicants under Purpose Area 1 will have 12–18 months from the date that they accept the award to develop a task force MOU signed by the lead law enforcement agency, the lead victim service provider, tribal law enforcement (where applicable), and at least one federal law enforcement agency (FBI or HSI). All awards made under Purpose Area 1 will include a special condition precluding access to the full amount of

⁵ 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.

grant funds until an MOU is received and approved by the awarding agencies.

Purpose Area 2 applicants are required to submit with their application a Task Force MOU that includes signatures from the following representatives:

- The lead law enforcement agency.
- The lead victim service provider.
- Federal law enforcement representation, preferably both FBI and HSI. Participation of both HSI and the FBI has been identified as a promising practice of the most successful BJA/OVC-funded task forces; and, although BJA and OVC prefer that both HSI and the FBI sign the MOU, applicants with only one of these agencies as a signatory on the MOU will still be considered. If the proposed geographic area of the task force includes tribal lands, the MOU should also include a signature from tribal law enforcement, including BIA direct service law enforcement, BIA contract law enforcement, tribal law enforcement, or another applicable law enforcement agency with jurisdiction within tribal land. See page 18 for list of the required elements of the Task Force MOU.

Purpose Area 2 applicants are encouraged to seek an MOU signature from the USAO that has jurisdiction over the geographic region covered by the task force.

Task forces with active participation of state labor departments and other types of labor or regulatory agencies, as a member of the task force, will receive priority consideration for funding under this purpose area.

Purpose Area 2 applicants should anticipate that if they fail to submit an MOU, submit an MOU that does not include signatures from all of the required partners, or submit an MOU that does not meet all of the required elements outlined on page 18, it will have negative implications during the peer review process. Should a decision be made to make an award, it will result in the inclusion of special conditions that preclude the law enforcement grantee and the victim service provider grantee from accessing or using award funds, pending submission and acceptance of a fully executed Task Force MOU and the release of the special condition, through a Grant Adjustment Notice (GAN), by the awarding agencies.

b. Subaward MOUs and/or Letters of Intent

Separate from the Task Force MOU described above, for investigative, prosecutorial, or victim service work to be provided by project partners who are not task force MOU signatories, the applicant must name the project partner that will provide the specific work or service in the program narrative, and include, as an attachment to the application, a Letter of Intent (LOI) or MOU describing the commitment from that organization to perform a specific deliverable under the award. The subaward LOI or MOU should describe 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. All MOUs and LOIs should be submitted as one separate attachment to the application.

MOUs and Letters of Intent must include the following:

- 1) Names of the organizations involved in the agreement.
- 2) Scope of the work to be performed under the agreement.
- 3) Duration of the agreement.

- 4) Estimated cost of 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, including limits of hours worked, clients served, etc.

c. 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.

d. Project Time-Task Plan

Attach a 3-year project timeline with an estimated start date of October 1, 2020, identifying each project objective, activity, expected completion date, and responsible person or organization.

e. Plan for Conducting Proactive Trafficking Investigations and Prosecutions

This attachment must be double-spaced, using 12-point Times New Roman font, with 1-inch margins, should not exceed 10 pages, and should:

- Identify the organizational unit from which investigative or prosecutorial efforts will be based.
- Describe the staffing plan.
- Describe how the law enforcement agency will work collaboratively with victim service provider partners in conducting victim-centered investigations.
- Describe the various investigative strategies that the law enforcement agency does or will employ to investigate all forms of trafficking.
- Explain how other federal, state, local, and tribal law enforcement human trafficking investigations and prosecutions are or will be coordinated.
- Describe how tips related to crimes of human trafficking are or will be investigated.
- Describe how victims of trafficking involved in investigations are or will be identified by law enforcement and referred for services.
- Describe any existing protocols that address identification of victims, interviewing victims, and notification to victims of their rights as crime victims.
- Describe how victim confidentiality is or will be maintained by the law enforcement agency.

f. Plan for Ongoing Assessment of Task Force Operations

All applicants must submit a one-page plan for conducting data collection and analysis activities that will guide the task force in assessing its performance throughout the life of the award. Please consult the Note on Project Evaluations in the [OJP Grant Application Resource Guide](#).

g. Subrecipient and Procurement Contract Disclosures (if applicable)

Each applicant must include a table that details the name of any individual consultant/subgrantee, the subrecipient's organization name, and the subrecipient organization's city and state as a separate attachment to its application. A sample table is provided below. The file should be named "Subrecipient and Procurement Contract Disclosure." An applicant that does not have any proposed subrecipients as described above is to submit, as a separate attachment, a statement to this effect: "[Applicant Name on SF-424] does not have any proposed or anticipated subrecipients or procurement contracts."

Subrecipient's Last Name, First Name, if available	Subrecipient's Organization Name	Subrecipient Organization's City, State
Jane Doe	North County Youth Mentoring Program	North County, Ohio

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
- Purpose Area 1 Development of Human Trafficking Task Forces: Competition ID number: OVC-2020-18396
- Purpose Area 2 Expanding Human Trafficking Task Force Effectiveness Competition ID number: OVC-2020-18397

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 (10%)
2. Project Design and Implementation Plan (40%)
3. Capabilities and Competencies (25%)
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (10%)
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.⁶
6. Letters of Intent and MOUs from project partners (5%)

⁶ 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.

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.

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, 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 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 for Victim Service Providers

Objective	Performance Measure(s)	Description
Enhance the quality and quantity of services available to assist all victims of human trafficking in achieving their goals, either in-house or through referrals.	Percentage of trafficking victims served.	Number of trafficking victims served during the performance period, broken down by the type of trafficking (sex, labor, or both sex and labor). This includes NEW clients and existing clients served during the performance period.
	Percentage of new trafficking victims served.	Total number of NEW trafficking victims served for the first time during the performance period.
	Number of victim services provided.	Total number of services provided to 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
	Percentage of trafficking victims referred for 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 trafficking victims are identified and referred for appropriate services.	Number of collaborative partners providing services.	Number of collaborative partners providing services.
	Number of human trafficking victims identified.	Number of human 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 Enhanced Collaborative Model Task Force to Combat Human Trafficking**

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

What an Applicant Should Do:

- 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](#))
- Select the correct Competition ID (see page 21)
- Access Funding Opportunity and Application Package (see [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, and reporting available at ojp.gov/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 limit of \$900,000.

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.

- Identical Project Abstracts (see page 12)
- Identical Program Narratives (see page 12)
- Identical Training Plans (see page 12)
- Identical Time-Task Plans (see page 12)
- Individualized, separate Budget Detail Worksheets and Budget Narratives (see [OJP Grant Application Resource Guide](#))
- Identical Letter(s) of Intent (see page 18)
- Identical Task Force MOUs (see page 18)

- Application for Federal Assistance (SF-424) (see [OJP Grant Application Resource Guide](#))
- Project Abstract* (see page 13)
- Program Narrative* (see page 13)
 - Statement of the Problem* (see page 13)
 - Project Design and Implementation Plan* (see page 14)
 - Capabilities and Competencies* (see page 15)
 - Plan for Collecting the Data Required for this Solicitation's Performance Measures* (see page 15)
- 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](#))
- Task Force Memorandum of Understanding/Agreement (MOU/MOA)* (see page 18)
- Subaward MOUs and/or Letters of Intent* (see page 19)
- Position Descriptions and Resumes (see page 20)
- Project Time-Task Plan* (see page 20)
- Plan for Conducting Proactive Trafficking Investigations and Prosecutions* (see page 20)
- Plan for Ongoing Assessment of Task Force Operations (see page 20)
- Subrecipient and Procurement Contract Disclosures (if applicable) (see page 20)

* Asterisked items will be identical for the victim service provider and law enforcement agency applicants.