

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



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## **Services for Minor Victims of Sex Trafficking OVC FY 2020 Competitive Grant Solicitation**

**CFDA #16.320**

**Grants.gov Solicitation Number:** OVC-2020-18633

**Solicitation Release Date:** April 15, 2020

**Application Deadline:** 11:59 p.m. eastern time on May 29, 2020

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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) is seeking applications from states, tribes, and units of local government to develop, expand, and strengthen assistance programs for minor victims of sex trafficking. 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 34 U.S.C. § 20702, the following entities are eligible to apply:

States<sup>1</sup>, tribes<sup>2</sup>, or units of local government that—

- a) have significant criminal activity involving sex trafficking of minors;
- b) have demonstrated cooperation between federal, state, local, and, where applicable, tribal law enforcement agencies, prosecutors, and social service providers in addressing sex trafficking of minors;
- c) have developed a workable, multidisciplinary plan to combat sex trafficking of minors, including—
  - 1) building or establishing a residential care facility for minor victims of sex trafficking;
  - 2) the provision of rehabilitative care to minor victims of sex trafficking;
  - 3) the provision of specialized training for law enforcement officers and social service providers for all forms of sex trafficking, with a focus on sex trafficking of minors;

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<sup>1</sup> "State" is defined in 2 C.F.R. 200.90 as any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any agency or instrumentality thereof exclusive of local governments.

<sup>2</sup> Tribes must be from federally recognized Indian tribal governments that perform law enforcement functions (as determined by the Secretary of the Interior).

- 4) prevention, deterrence, and prosecution of offenses involving sex trafficking of minors;
  - 5) cooperation or referral agreements with organizations providing outreach or other related services to run away and homeless youth; and
  - 6) law enforcement protocols or procedures to screen all individuals arrested for prostitution, whether adult or minor, for victimization by sex trafficking and by other crimes, such as sexual assault and domestic violence; and
- d) provide assurance that a minor victim of sex trafficking shall not be required to collaborate with law enforcement to have access to residential care or services provided with a grant under this section.

**Pursuant to 34 U.S.C. § 20702, an entity shall not be eligible to receive a grant under this program if, during the 5 fiscal years before the eligible entity submits an application for the grant, the entity has been found to have violated the terms or conditions of a Government grant program by using grant funds for unauthorized expenditures or otherwise unallowable costs.**

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

### **Contact Information**

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, at <https://www.grants.gov/web/grants/support.html>, or at [support@grants.gov](mailto:support@grants.gov). The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

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

For assistance with any other requirements of this solicitation, contact 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](mailto:grants@ncjrs.gov); fax to 301-240-5830; or web chat at <https://webcontact.ncjrs.gov/ncjchat/chat.jsp>. The NCJRS Response Center operates from 10:00 a.m.–6:00 p.m. eastern time, Monday through Friday, and from 10:00 a.m.–8:00 p.m. eastern time, on the solicitation closing date.

### **Deadline Details**

Applicants must register with Grants.gov at <https://www.grants.gov/web/grants/register.html> prior to submitting an application.

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 Sex Trafficking (CFDA # 16.320)

## A. Program Description

### Overview

This program is designed to develop, expand, and strengthen assistance programs for minor victims of sex trafficking. Under the authorizing statute, the term "sex trafficking of a minor" means an offense described in section 1591(a) of title 18 or a comparable state law, against a minor.

**Statutory Authority:** This program is authorized by 34 U.S.C. § 20702.

### Program-Specific Information

Under this program, the funded states, tribes, and units of local government will provide (directly and through partnerships) an array of services that minor victims of human trafficking often require to address their needs for safety, security, and healing, such as—

1. providing residential care to minor victims of sex trafficking, including temporary or long-term placement as appropriate;
2. providing 24-hour emergency social services response for minor victims of sex trafficking;
3. providing minor victims of sex trafficking with clothing and other daily necessities needed to keep such victims from returning to living on the street;
4. case management services for minor victims of sex trafficking;
5. mental health counseling for minor victims of sex trafficking, including specialized counseling and substance abuse treatment;
6. legal services for minor victims of sex trafficking;
7. specialized training for social service providers, public sector personnel, and private sector personnel likely to encounter sex trafficking victims on issues related to the sex trafficking of minors and severe forms of trafficking in persons;
8. outreach and education programs to provide information about deterrence and prevention of sex trafficking of minors;
9. programs to provide treatment to individuals charged or cited with purchasing or attempting to purchase sex acts in cases where—
  - a. a treatment program can be mandated as a condition of a sentence, fine, suspended sentence, or probation, or is an appropriate alternative to criminal prosecution; and
  - b. the individual was not charged with purchasing or attempting to purchase sex acts with a minor; and
10. screening and referral of minor victims of severe forms of trafficking in persons.

As established in 34 U.S.C. § 20702, a "minor victim of sex trafficking" means an individual who—

- (A) is younger than 18 years of age, and is a victim of an offense described in section 1591(a) of title 18 or a comparable state law; or
- (B) (i) is not younger than 18 years of age nor older than 20 years of age;

- (ii) before the individual reached 18 years of age, was described in subparagraph (A); and
- (iii) was receiving shelter or services as a minor victim of sex trafficking.

### **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 participants in services.<sup>3</sup>

#### **Construction**

Construction is not an allowable expense under this program. Modifications or refurbishments of existing structures may be permissible expenses in some cases, as determined by OVC on a case-by-case basis

### **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. submit any proposed training, outreach, and education program plans or materials to OVC prior to implementation for review and approval (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. ensure their policies and procedures follow applicable federal and state laws protecting the civil rights of program participants and staff (post-award);
5. 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;
6. direct no less than 67 percent of grant funds awarded under this program for the use of one or more qualified nongovernmental organizations to provide residential care and services (as described in clauses 1 through 4 of the “Program-Specific Information” section on page 5) to minor victims of sex trafficking. A “qualified nongovernmental organization” means an organization that:
  - a. is not a state, tribe, or unit of local government, or an agency of a state, tribe, or unit of local government;
  - b. has demonstrated experience providing services to victims of sex trafficking or related populations (such as runaway and homeless youth), or employs staff specialized in the treatment of sex trafficking victims; and
  - c. demonstrates a plan to sustain the provision of services beyond the period of a grant awarded under this section.

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<sup>3</sup> Nominal cash or non-cash (e.g., taxi or ride share vouchers; public transportation tickets or tokens; or gift cards for meals that are necessary when participants receive services) are allowable.

7. participate in the evaluation of this program. As required under 34 U.S.C. § 20702(b)(4), OJP will enter into a contract with an academic or non-profit organization that has experience in issues related to sex trafficking of minors and evaluation of grant programs to conduct an annual evaluation of each grant made under this section to determine the impact and effectiveness of programs funded with the grant.

Under 34 U.S.C. § 20702, grantees may not require victims to collaborate with law enforcement in order to have access to residential care or services provided with a grant funds.

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

The primary goal of this program is to develop, expand, and strengthen assistance programs for minor victims of sex trafficking.

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

Objectives include—

- a. the provision of services to meet the individualized needs of minor victims of sex trafficking; and
- b. collaboration with, and training for, local partners (e.g., social service providers, public sector personnel, private sector personnel likely to encounter sex trafficking victims) to ensure minor trafficking victims are properly identified and referred for appropriate services.

The deliverable to be provided is services, measured quarterly by service hours 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](#).

### **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.

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

OJP strongly emphasizes the use of data and evidence in policymaking and program development in criminal justice, juvenile justice, and crime victim services. 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 that OJP will 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:	4 awards
Estimated maximum dollar amount for each award:	\$1.5–\$2 million
Total amount anticipated to be awarded under solicitation:	up to \$8 million
Period of Performance start date:	January 1, 2021
Period of Performance duration:	12 months

Under 34 U.S.C. § 20702, grants will be for a 1-year project period. Grants may be renewed for up to three additional 1-year periods, for a total of 4 years.

An eligible entity that receives a grant under this program that is found to have used grant funds for any unauthorized expenditure or otherwise unallowable cost shall not be eligible to receive supplemental funding for 2 fiscal years following the year in which the unauthorized expenditure or unallowable cost is reported.

As required by 34 U.S.C. § 20702, at least one of the four grants made under this program will be made to an eligible entity with a state population under 5 million, as determined by the U.S. Census population estimate for 2019.<sup>4</sup>

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 Requirements<sup>5</sup> as set out at 2 C.F.R. § 200.303, comply with standards for financial and program management. See [OJP Grant Application Resource Guide](#) for additional information.

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<sup>4</sup> According to the U.S. Census Bureau’s *Population, Population Change, and Estimated Components of Population Change: April 1, 2010 to July 1, 2019*, these states and territories had a population of under 5 million in 2019: Alabama, Alaska, Arkansas, Connecticut, Delaware, District of Columbia, Hawaii, Idaho, Iowa, Kansas, Kentucky, Louisiana, Maine, Mississippi, Montana, Nebraska, Nevada, New Hampshire, New Mexico, North Dakota, Oklahoma, Oregon, Rhode Island, South Dakota, Utah, Vermont, West Virginia, Wyoming, and American Samoa, Guam, Northern Mariana Islands, Puerto Rico and the U.S. Virgin Islands.

<sup>5</sup> The “Part 200 Uniform Requirements” means the DOJ regulation at 2 C.F.R Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200.

## Budget Information

### Cost Sharing or Matching Requirement

Pursuant to 34 U.S.C. § 20702(g), this solicitation requires a cash or in-kind match, which increases each year of the potential project period as follows:

- (1) 15 percent of the grant during the first year of the project.
- (2) 25 percent of the grant during the second year of the project.
- (3) 40 percent of the grant during the third year of the project.
- (4) 50 percent of the grant during the fourth year of the project.

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 to advance to peer review and receive consideration for funding: Project Abstract, Program Narrative, Budget Detail Worksheet and Budget Narrative, Certification Regarding Unauthorized Expenditures and Unallowable Costs ([Appendix C](#)), and Worksheet on Qualified Nongovernmental Organization Partners ([Appendix D](#)).

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 and include the following:

- Legal name of applicant
- Description of services to be provided under the proposed project
- Geographic area(s) to be served
- List of project partners and their roles in the proposed project. The subawardee(s) selected to receive the 67 percent of grant funds that must be subawards to nongovernmental organizations to provide residential care and services to minor victims of sex trafficking must be listed (see requirement on page 6), and the services they will provide described.
- Federal amount requested for the 12-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; and
- 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 of sex trafficking of minors within the targeted geographic area, including documentation of the number of minor sex trafficking victims identified and/or served each year during 2018 and 2019. 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 sex trafficking in the proposed geographic area and data from victim service providers or other local stakeholders.
2. Describe the communities to be served, including the geographic area, populations in the service area, and any groups that are vulnerable to sex trafficking.
3. Describe previous and current efforts to address the service needs of minor sex trafficking victims in the geographic area, including programs funded through OVC, the Department of Health and Human Services (HHS), or with Victims of Crime Act (VOCA) state victim assistance funds. Explain how the proposed project targets identified gaps and is not duplicative of other projects.

### 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.

This section must—

1. Clearly state the goals and objectives of this project. Link project activities to the requirements of this solicitation and justify the logic of the proposed approach. Goals and objectives must be in alignment with those stated on page 7 of this solicitation.
2. Identify specific services that will be provided with grant funds (see the [Program-Specific Information](#) section for a list of allowable services) and describe how, where, and by whom the services will be provided.
3. Describe the role(s) of required nongovernmental subawardee(s) in the project.
4. Describe how the applicant plans to ensure project activities are trauma-informed and protect the safety and confidentiality needs of victims.
5. Describe how the applicant will meet the individualized service needs of victims and support victim-informed decisionmaking within the delivery of services.

**c. Capabilities and Competencies**

This section must demonstrate the institutional experience and expertise of the applicant and proposed subawardee(s) to effectively implement the requirements of this solicitation.

1. Demonstrate cooperation between federal, state, local, and, where applicable, tribal law enforcement agencies, prosecutors, and social service providers in addressing sex trafficking of minors;
2. Provide evidence that the applicant has developed a workable, multidisciplinary plan to combat sex trafficking of minors, including—
  - a. building or establishing a residential care facility for minor victims of sex trafficking;
  - b. the provision of rehabilitative care to minor victims of sex trafficking;
  - c. the provision of specialized training for law enforcement officers and social service providers for all forms of sex trafficking, with a focus on sex trafficking of minors;
  - d. prevention, deterrence, and prosecution of offenses involving sex trafficking of minors;
  - e. cooperation or referral agreements with organizations providing outreach or other related services to run away and homeless youth; and
  - f. law enforcement protocols or procedures to screen all individuals arrested for prostitution, whether adult or minor, for victimization by sex trafficking and by other crimes, such as sexual assault and domestic violence.
3. Identify the key individuals and organizations involved in the proposed project and document how the individuals and organizations identified have the capacity and expertise necessary to provide services to minor sex trafficking victims.
4. Describe the applicant's experience managing federal grants that support services to minor victims of crime 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](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP.

Your response to this section must include the following information:

- i. 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](#).
- ii. 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.

**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 budget for the 12-month project period may be no less than \$1.5 million and no more than \$2 million. No less than 67 percent of the federal request must be subawarded to qualified nongovernmental organization partners (see page 6 and Appendix D) for the provision of residential care or support services (as described in clauses (i) through (iv) of the "Program-Specific Information" section on page 5).

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):

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 grant administration and 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](http://www.ojp.usdoj.gov/training/training.htm). The Programmatic Point of Contact and Financial Point of Contact are required to complete this training.
- OVC annual grantee meetings, 2 days each, for up to two staff members per year, subject to change.

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

- 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; and
- 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), 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 Grantees<sup>6</sup>](#) (if applicable)
10. [Tribal Authorizing Resolution](#) (if applicable)
11. [Research and Evaluation Independence and Integrity](#)
12. [Disclosure of Process Related to Executive Compensation](#)

### 13. Additional Attachments

#### a. Subawardee MOUs, Letters of Intent, and Subcontracts/Subgrants

This grant program requires that a minimum of 67 percent of grant funds be subawarded to qualified nongovernmental organizations, as defined in 34 U.S.C. 20702(a)(5), to provide residential care and services to minor victims of sex trafficking (as specified on page 6). Applicants must name the subawardees(s) 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. MOUs, Letters of Intent, and subcontracts/subgrants must include the following: (1) names of the organizations involved in the agreement, (2) scope of the service(s) and other work to be performed under the agreement, and (3) duration of the agreement. MOUs and Letters of Intent should be submitted as one separate attachment to the application.

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<sup>6</sup> A “DOJ High Risk Grantee” is a recipient that has received a DOJ High Risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible.

**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. Certification Regarding Unauthorized Expenditures and Unallowable Costs**

See [Appendix C](#).

**d. Worksheet on Qualified Nongovernmental Organization Partners**

See [Appendix D](#).

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

Applicants must register in and submit applications through [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-2020-18633

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 (30%)
3. Capabilities and Competencies (40%)
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%)
5. Budget (15%): 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.<sup>7</sup>

**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.

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

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, the Assistant Attorney General will make all final award decisions and 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
<p>Enhance the quality and quantity of services available to assist minor victims of sex trafficking.</p>	<p>Percentage of minor sex trafficking victims served.</p> <p>Number of victim services provided.</p> <p>Percentage of minor sex trafficking victims referred for services.</p>	<p>Total number of minor sex trafficking victims served during the performance period. This includes NEW clients and existing clients served during the performance period.</p> <p>Number of NEW minor sex trafficking victims served for the first time during the performance period.</p> <p>Total number of services provided to trafficking victims during the performance period, broken down by the type of service (see <a href="#">Appendix B</a> for further detail):</p> <ul style="list-style-type: none"> <li>• advocacy and legal assistance</li> <li>• case management</li> <li>• client safety and well-being</li> <li>• education/employment assistance</li> <li>• health-related services</li> <li>• provision of material and housing assistance</li> <li>• reunification and repatriation assistance</li> <li>• other support services</li> </ul> <p>Total number of victims referred to partners or subawardees for services.</p>
<p>Work in collaboration with federal, state, and local law enforcement, local service providers, and community- and faith-based organizations to ensure trafficking victims are identified and referred for appropriate services.</p>	<p>Number of collaborative partners providing services.</p> <p>Number of minor sex trafficking victims identified.</p>	<p>Number of collaborative partners providing services.</p> <p>Number of minor sex trafficking victims identified.</p>
<p>Conduct training for professionals to improve their ability to identify and respond to victims.</p>	<p>Number of training events conducted.</p> <p>Number of participants who attended training.</p>	<p>Number of training events conducted.</p> <p>Number of participants who attended training.</p>

## Appendix B: Service Categories in TIMS

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

## Appendix C

### Certification Regarding Unauthorized Expenditures and Unallowable Costs

This page must be signed by the applicant's authorized representative and uploaded with the application. The title of the uploaded file should be "Certification Regarding Unauthorized Expenditures and Unallowable Costs."

I certify that (name of applicant organization) \_\_\_\_\_

has been not violated the terms or conditions of a Federal or state grant program by using grant funds for unauthorized expenditures or otherwise unallowable costs in the last 5 years (e.g., fiscal years 2015 to 2019).

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Signature of Authorized Representative

**Appendix D**

**Worksheet on Qualified Nongovernmental Organization Partners**

Applicants Legal Name \_\_\_\_\_

Amount of Federal Request \_\_\_\_\_

Total Amount of All Subawards for Residential Care and Services \_\_\_\_\_

Percentage of Federal Request Subawarded (Must be equal to or greater than 67%) \_\_\_\_\_

List of Qualified Nongovernmental Organization Partners	Amount of Subaward	Percentage of Subaward (subaward divided by total federal request times 100)
<i><b>Example</b></i> <i>Organization ABC</i>	<i><b>Example</b></i> <i>\$200,000</i>	<i><b>Example</b></i> <i>The federal request is \$2 million.</i>  <i>10%</i>
Organization 1 Legal Name:		
Organization 2 Legal Name:		
Organization 3 Legal Name:		
Organization 4 Legal Name:		
Organization 5 Legal Name:		
Organization 6 Legal Name:		
Organization 7 Legal Name:		

## **Appendix E: Application Checklist OVC FY 2020 Services for Minor Victims of Sex 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](http://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 \$1.5–\$2 million.

**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. 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.

- Project Abstract (see page 10)
  - Program Narrative (see page 10)
  - Detail Budget Worksheet and Budget Narrative  
(see [OJP Grant Application Resource Guide](#))
  - Appendix C: Certification Regarding Unauthorized Expenditures and Unallowable Costs (see page 19)
  - Appendix D: Worksheet on Qualified Nongovernmental Organization Partners (see page 20)
- 
- Application for Federal Assistance (SF-424) (see [OJP Grant Application Resource Guide](#))
  - Project Abstract (see page 10)
  - Program Narrative (see page 10)
    - Statement of the Problem* (see page 10)
    - Project Design and Implementation* (see page 11)
    - Capabilities and Competencies* (see page 12)
    - Plan for Collecting the Data Required for this Solicitation's Performance Measures* (see page 12)
  - 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](#))
  - Research and Evaluation Independence and Integrity (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](#))
- Subawardee MOUs, Letters of Intent, and Subcontracts/Subgrants (see page 13)
- Position Descriptions and Resumes (see page 14)
- Certification Regarding Unauthorized Expenditures and Unallowable Costs (see page 19)
- Worksheet on Qualified Nongovernmental Organization Partners (see page 20)