



The U.S. Department of Justice, Office of Justice Programs (OJP), [Office for Victims of Crime](#) (OVC), is pleased to announce that it is seeking applications for funding for comprehensive victim services for pre-certified victims of human trafficking in specific locations across the United States where the Bureau of Justice Assistance (BJA) currently funds the law enforcement component of an existing Anti-Human Trafficking Task Force. This program furthers the Department's mission by enhancing the social service field's response to victims of human trafficking.

OVC FY09 Services for Victims of Human Trafficking

Eligibility: Service Providers

By statute, cooperative agreements under this program may be awarded to states, Indian tribes, units of local government, tribal governments, and nonprofit, nongovernmental organizations. Applications for funding under this solicitation will only be accepted from (1.) applicants seeking continuation funding for existing OVC trafficking victim service initiatives, or (2.) applicants from the specific geographic regions and meeting the criteria (including documentation of support from the Anti-Human Trafficking Task Force from the specified region) identified in the "Eligibility" section below.

(See "Eligibility," page 4.)

Deadline

Registration with GMS is required prior to application submission. The deadline for registering against this solicitation in the Grants Management System (GMS) is 8:00 p.m. Eastern Time on Monday, July 13th, 2009.

(See "Deadline: Registration," page 4.)

All applications are due by 8:00 p.m. Eastern Time on Thursday, July 16th, 2009.

(See "Deadline: Application," page 4.)

Contact Information

For assistance with the requirements of this solicitation, contact Mary Atlas-Terry, Victim Justice Program Specialist, at 202-353-8473 or e-mail at mary.atlas-terry@usdoj.gov.

This application must be submitted through OJP's Grant Management System. For technical assistance with submitting the application call the Grants Management System (GMS) Support Hotline at 1-888-549-9901, option 3.

Note: The GMS Support Hotline hours of operation are Monday–Friday from 7:00 a.m. to midnight Eastern Time.

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OVC FY09 Services for Victims Of Human Trafficking (CFDA # 16.320)

Overview

The statutory authority for this program is 22 U.S.C. § 7105(b)(2) (A). The overall goals of this program are to (1) provide timely, high-quality comprehensive services to pre-certified minor and adult victims of severe forms of human trafficking, and (2) enhance interagency collaboration and coordination in the provision of services to such victims. Grantees under this program are required to work in coordination with an existing anti-human trafficking law enforcement task force to meet the immediate and long-term needs of pre-certified trafficking victims wherever they are rescued by law enforcement or through other means.

Deadline: Registration

All applicants must register in GMS to apply online for the funding opportunity titled "OVC FY09 Services for Victims of Human Trafficking." The deadline to register is **8:00 p.m. Eastern Time on Monday, July 13, 2009**. Applicants should begin the registration process a few weeks prior to the GMS registration deadline, particularly if this is the first time they have used the system.

Deadline: Application

The due date for applying for funding under this announcement is **8:00 p.m. Eastern Time on Thursday, July 16th, 2009**.

Eligibility

General. Applications for funding under this solicitation will only be accepted from (1.) applicants seeking continuation funding for existing OVC trafficking victim service initiatives, or (2.) new applicants from the geographic regions specified below.

Cooperative agreements under this program may be awarded to states, Indian tribes, units of local government, tribal governments, and nonprofit, nongovernmental organizations. For the purposes of this program, a unit of local government is any city, county, township, town, borough, parish, village, or other general-purpose political subdivision of a state, including local courts, law enforcement agencies, prosecutor's offices, and shelters. All applicants must demonstrate that they have the expertise and organizational capacity to successfully undertake an initiative that involves significant collaboration with other agencies, including victim service and faith-based organizations, the criminal justice system, and other community service providers to develop, expand, or enhance services to pre-certified victims of severe forms of trafficking who are not U.S. citizens or lawful permanent residents.

Task Force Support. Applicants must demonstrate that they have the support of the Bureau of Justice Assistance (BJA)-funded Anti-Human Trafficking Task Force, as well as the U.S. Attorney, in their region. All applicants must include a current Memorandum of Understanding (MOU) with the law enforcement organization in its region that receives Anti-Human Trafficking Task Force funding from BJA. In addition, all applicants must either obtain (a) the signature of the U.S. Attorney or the Assistant U.S. Attorney (AUSA) who will work in coordination with the task force, on the MOU between the applicant and the Task Force; or (b) a letter of support from that U.S. Attorney or AUSA. Applications that do not include documentation of support as described above will not be considered for funding.

The MOU between the applicant service provider and the task force must—

- (1) Identify members of the task force and respective roles, responsibilities, and processes on identifying and serving adult and child victims of human trafficking within the defined geographic area.
- (2) Commit all signing parties to the development of written protocols related to these activities early in the life of the grant.
- (3) Commit the OVC and BJA grantees to the coordination of the collection of data to support accurate reporting on the performance measures of the OVC and BJA grants including reporting to BJS through the Human Trafficking Reporting System.
- (4) Build and/or enhance collaborative efforts among the trafficking victim services agency, law enforcement, and other trafficking victim service providers that leverage limited resources and strengthen but do not duplicate existing trafficking victims service efforts, including the following:
 - a. Identifying and serving victims through a coordinated community response.
 - b. Promoting greater community public awareness and understanding of the nature and scope of human trafficking.
 - c. Working collaboratively with law enforcement to develop training to help law enforcement proactively identify, rescue, and place victims with service providers that:
 - i. Understand the complex legal and immigration issues attached to assisting victims of human trafficking.
 - ii. Understand the complex service needs of human trafficking victims to ensure their safety, reduce trauma, and support the victims' ability to work with law enforcement to hold their traffickers accountable.

* A sample MOU is provided in Appendix A of this solicitation.

New Applicants. Applications from new applicants (those not currently receiving OVC funds for services for victims of human trafficking) will only be accepted from applicants that can demonstrate the support of the BJA-funded Anti-Human Trafficking Law Enforcement Task Force and the U.S. Attorney (as described above) in the following regions:

- (1) The San Jose Police Department Human Trafficking Task Force, serving the counties of Santa Clara, Santa Cruz, San Benito, and Monterey, California. Point of Contact for this task force is Sgt. John Vanek, San Jose Police Department Vice Unit, at 408-277-4322 or e-mail john.vanek@sanjoseca.gov .
- (2) The D.C. Task Force on Human Trafficking, serving greater Washington, D.C. metro area. Point of Contact for this task force is Inspector Brian Bray, Metropolitan Police Department, at 202-427-0053 or e-mail brian.bray@dc.gov .
- (3) The Gerald D. Vick Human Trafficking Task Force, serving the Twin Cities Metro Area, St. Paul, Minnesota. Point of Contact for this task force is Sergeant John Bandemer, St. Paul Police Department, at 651-266-5988 or e-mail john.bandemer@ci.stpaul.mn.us.
- (4) The Anti-Human Trafficking Task Forces of Long Island, two BJA funded task forces serving Suffolk and Nassau Counties, Long Island, New York. Point of Contact for Suffolk County is Detective Lieutenant Edward Reilly, Suffolk County Police Department, at 631-854-8535 or email reilledw@suffolkcountyny.gov . Point of Contact for Nassau County is Detective John Birbiglia, Nassau County Police Department, at 516-573-3400 or e-mail jbirbiglia@pdcn.org .
- (5) The Milwaukee Area Human Trafficking Task Force, serving the city of Milwaukee, Wisconsin and the surrounding area. Point of contact for this task force is Captain Anthony Smith, Milwaukee Police Department, at 414-935-7160 or e-mail asmith@milwaukee.gov.

Lobbying, promoting, or advocating the legalization/regulation of prostitution. The U.S. 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 sub-grantees, cannot use U.S. Government funds to lobby for, promote, or advocate the legalization or regulation of prostitution as a legitimate form of work. Foreign nongovernmental organizations, and their sub-grantees, 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 sub-grantees.

Faith-Based And Other Community Organizations: Consistent with Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, faith-based and other community organizations that statutorily qualify as eligible applicants under DOJ programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and other community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., remove religious symbols) to receive assistance awards. DOJ grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity by

individuals receiving services must be voluntary. Programs funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

If your organization is a faith-based organization that makes hiring decisions on the basis of religious belief, it may be entitled, under the Religious Freedom Restoration Act, 42 U.S.C. § 2000bb, to receive federal funds and yet maintain that hiring practice, even if the law creating the funding program contains a general ban on religious discrimination in employment. For the circumstances under which this may occur, and the certifications that may be required, please see the section titled, "Funding to Faith-Based Organizations" on the "Other Requirements for OJP Applications" Web page at http://www.ojp.usdoj.gov/funding/other_requirements.htm .

Applicants are also encouraged to review the "Civil Rights Compliance" section on the "[Other Requirements for OJP Applications](#)" Web page, which can be found at the Web address shown above.

American Indian Tribes and Alaska Native Tribes and/or Tribal Organizations: Applicants are limited to for-profit (commercial) organizations, nonprofit organizations, faith-based and community organizations, institutions of higher learning, and consortiums with demonstrated organization and community-based experience working with American Indian and Alaska Native communities, including tribal for-profit (commercial) and nonprofit organizations, tribal colleges and universities, and tribal consortiums.

All tribal applications must be accompanied by a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable government body. If the grant will benefit more than one tribal entity, a current authorizing resolution or other enactment of the tribal council or comparable government body from each tribal entity must be included. If the grant application is being submitted on behalf of a tribal entity, a letter or similar document authorizing the inclusion of the tribal entity named in the application must be included.

Program-Specific Information

Funding under this announcement is contingent on grantee performance. All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

Award Amount: Awards of up to \$300,000 will be made. OVC retains the right to exercise discretion in setting award amounts.

Award Period: The Project Period for each award will be 2 years (24 months).

Match Requirement (cash or in-kind): A cooperative agreement made under this program may not cover more than 75 percent of the total costs of the project being funded. The applicant must identify the source of the 25 percent non-federal portion of the budget and how match funds will be used. Applicants may satisfy this match requirement with either cash or in-kind services. The formula for calculating the match is the following:

Award amount = Adjusted Project Costs X Recipient's share = required match federal share

Example: 75/25% match requirement

For a federal award amount of \$ 300,000, match would be calculated as follows:

$$\frac{\$ 300,000}{75\%} = \$400,000 \times 25\% = \$ 100,000 \text{ match requirement}$$

Grants versus Cooperative Agreements

Cooperative agreements are used when **substantial** collaboration is anticipated between OVC and the award recipient during performance of the proposed activities.

Responsibility for general oversight and redirection of the project, if necessary, rests with OVC. OVC will review and approve all activities in the requirements under the various stages, as enumerated in the solicitation. This includes review and approval in a timely manner of all key personnel selections, consultants, assessments, plans, instruments, manuals, and documents developed or identified for use during the project, with suggestions for modifications.

Responsibility for the coordination of topics addressed or services rendered will be shared by OVC and the recipient. Where appropriate, the recipient will act jointly with OVC to determine modifications to the program plan or budget, and design data collection instruments. In executing this responsibility, OVC requires that its program specialist meet periodically with the recipient (as determined by OVC) throughout the life of the project to discuss project activities, plans, problems, and solutions. Responsibility for the day-to-day conduct of the project rests with the recipient. This specifically includes operations, data collection, analysis, and interpretation.

Limitation on Use of Award Funds for Employee Compensation; Waiver: No portion of any award of more than \$250,000 made under this solicitation may be used to pay any portion of the total cash compensation (salary plus bonuses) of any employee of the award recipient whose total cash compensation exceeds 110% of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The salary table for SES employees is available at www.opm.gov.)

This prohibition may be waived at the discretion of the Assistant Attorney General for the Office of Justice Programs. An applicant that wishes to request a waiver should include a detailed justification in the budget narrative for the application. The justification should include the following: the particular qualification and expertise of the individual, the uniqueness of the service being provided, the individual's specific knowledge of the program or project undertaken with the grant funds and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with her/his qualifications and expertise, and for the work that is to be done.

Background: The needs of trafficking victims are complex. Victims of sex and labor trafficking share some of the same needs as other victims of violent crime and exploitation; however, they experience unique forms of victimization that result in additional and different barriers to service. These barriers (especially for foreign victims) include, but are not limited to language, culture, fear of authorities and, quite often, extreme social isolation. Traffickers control victims through various methods of force, fraud, and coercion, including intimidation, and using psychological, physical, and emotional forms of exploitation. Traffickers may exploit their victims' fear of deportation and use threats of reprisals against loved ones in the home country to further coerce and control their victims. Whether a victim is identified and rescued by law enforcement,

another first responder, or a Good Samaritan, there are a multitude of challenges in providing timely, quality services. The success of rescuing a victim of trafficking and assisting the victim to obtain “certification” (and thereby eligibility to receive public benefits similar to those provided to refugees) is dependant upon the coordination of a full range of direct services that are mobilized quickly, often with very little advanced notice. Thorough, expert assessment is necessary to prioritize the order of service provision according to the unique needs of each victim. Culturally and linguistically appropriate psychological, emotional, and physical care must be provided throughout the process. Victim service providers, law enforcement (on local, state, and federal levels) and other key community partners must work closely with one another to ensure that all service needs—from emergency medical assessment and treatment and long-term mental health care to appropriate housing—are met. Victims who receive immediate physical, mental, and emotional support will be much more able and willing to participate in the investigation and prosecution of their traffickers. Due to the complex nature of these victims’ needs, most agencies cannot provide every service needed by minor and adult trafficking victims; therefore, multidisciplinary, cross-agency collaboration is necessary for a successful rescue. This multidisciplinary approach ensures that each victim has access to the services they need from the time they are first encountered.

OVC has been providing grant funding to support services to victims of severe forms of human trafficking since January 2003. Since that time, OVC has funded 49 cooperative agreements to support the provision of comprehensive services to pre-certified trafficking victims throughout the Nation. Currently, BJA, within the U.S. Department of Justice, Office of Justice Programs, provides funding to 42 state, territorial, and local law enforcement agencies to form Anti-Human Trafficking Task Forces across the country. Each task force includes, but is not limited to, representation from local or territorial, state, and federal law enforcement, and a trafficking victim service provider funded by OVC to coordinate services on behalf of pre-certified victims of human trafficking. The primary goal of the BJA anti-human trafficking task force is the identification and rescue of foreign victims of human trafficking, with the secondary goal being the successful prosecution of traffickers. To accomplish these goals, the BJA law enforcement grantee works in close collaboration with their Office of the U.S. Attorney to investigate all forms of human trafficking and with the OVC-funded comprehensive trafficking victim services provider to identify and rescue foreign trafficking victims. The major focus of the human trafficking task forces is on identification and rescue of foreign victims of trafficking, but task forces may also investigate trafficking of U.S. citizens.

Victim Eligibility for Services: The OVC Services for Victims of Human Trafficking cooperative agreement provides funding to support services to pre-certified victims of human trafficking, which for this program means a person who is—

- 1) A victim of a severe form of trafficking in persons as defined in the Trafficking Victims Protection Act of 2000 (TVPA), at 22 U.S.C. § 7102(8). Generally, this includes victims of—
 - a) Sex trafficking (where 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); and
 - b) Labor trafficking (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).

- 2) A foreign national (i.e. not a U.S. citizen);
- 3) Willing to assist in every reasonable way in the investigation and prosecution of severe forms of trafficking in persons, (unless this person is under the age of 18);
and
- 4) Has not yet been “certified” as a victim of human trafficking by the U.S. Department of Health and Human Services (HHS) (and is therefore not yet eligible to apply for public benefits and services to the same extent as a refugee).

Once trafficking victims are certified by HHS, they are eligible for a wide range of benefits and services. OVC funds are primarily dedicated to the provision of comprehensive services for victims who are awaiting certification by HHS. U.S. citizens and lawful permanent residents who are victims of trafficking (a.k.a. “domestic trafficking victims”) are generally eligible for public benefits and services without the need for certification, and therefore are not eligible for services under this program. Likewise, funding for services to HHS certified victims should usually be provided through other resources. Only under exceptional circumstances, and with prior written approval from OVC, may this funding be used for services to certified clients. Funds may, however, be used to help a victim achieve certification.

Program Strategy: OVC will fund selected continuation applicants that currently receive OVC funding to provide services to victims of human trafficking. OVC will also fund one new victim service organization in each of the five geographic regions specified above in the Eligibility section. Each organization must demonstrate the capacity to provide a comprehensive array of services to pre-certified foreign national victims of human trafficking in coordination with the BJA-funded Anti-Human Trafficking Task Forces in its region. Each organization must also demonstrate that it has the expertise and organizational capacity to successfully undertake an initiative that involves significant collaboration with other agencies, including local, state, and federal law enforcement, victim service and faith-based organizations, local medical providers, and other community services providers to develop, expand, or enhance services to victims of severe forms of trafficking who are not U.S. citizens or legal residents of the United States. Each organization selected for funding under this program will be expected to conduct training and public awareness activities (for project partners and other community members, as well as their own staff), and to undertake evaluation of activities funded under this program.

The Comprehensive Service Model: Applicants seeking funding through this solicitation must demonstrate that they have a comprehensive service model in place or have specific plans to use grant funding to implement such a model. The application must describe the staffing structure of its program, its plan for providing intensive case management for eligible victims of trafficking, and include a description of how they would provide EACH of the direct services described below, either in-house or through project partners. For services to be provided by project partners, the applicant must name the project partner that will provide the specific services, and include an MOU, letter of intent, or draft sub-contract with a description of the fee structure and cost to the grant for each service. Direct services that applicants must plan to provide, either in-house or through project partners, include the following:

- Intake and eligibility assessment.

- Intensive Case Management, including assessment of client needs, assisting with crime victim compensation claims when possible, explanation of eligibility requirements for service programs, information and referral, documentation of services provided, and routine follow-up to ensure that the victim's needs are being addressed either in-house or through project partners.
- Shelter/housing and sustenance (emergency, transitional and long- term) for male, female, and possibly minor (under age 18) victims of sex and labor trafficking.
- Medical care.
- Dental care.
- Mental Health Treatment- including emergency mental health assessments and individual and/or group counseling.
- Interpreter/translator services.
- Criminal justice system-based advocacy, including information about crime victims' rights and services, information about the status of an investigation or prosecution, assistance with crime victims compensation claims, accompaniment to court proceedings, etc.
- Legal Immigration services- including assistance in screening the client to ensure that the victim meets the definition of human trafficking as described by the TVPA, explanation of legal rights and protections, assistance in obtaining certification, assistance in applying for a T-visa or other immigration relief and immigration advocacy.
- Literacy education and/or job training.
- Transportation.
- 24 hour/ evening and weekend response to client emergencies and emergency calls from law enforcement. This may be a plan to develop a hotline service, a call-forwarding system, rotate an on-call cell phone, or using an existing protocol for responding to victim emergencies and emergency referrals after hours.

Note: If case management services will be contracted out to other organizations, the specific organization(s) must be named in the application, and an MOU or letter of intent must be provided with the application to describe the fee for service or other payment arrangements. Applicants must describe the plan for supervision of the case managers, and if the case management is being contracted to another agency, the applicant must provide a plan for overseeing the services and collecting data regarding the services provided by other case managers. Case Managers should have prior direct service experience in the field of trafficking or other victim services, or must be under the close direction of a supervisor who has such experience.

The applicant's description of its comprehensive service model must include a plan to work with task force member agencies to assist pre-certified trafficking victims to achieve certification

through HHS. Applicants should include a plan for working collaboratively with local, state, and federal agencies to develop clearly defined interagency protocols for assisting victims in obtaining Continued Presence (“CP”) through federal law enforcement, applying for a T-visa, and assisting the victim with the necessary steps to become certified by HHS and access public benefits.

Documentation of the applicant service model. Applications that fail to document a comprehensive service model will not be considered responsive to this solicitation’s requirements. Budgets must dedicate adequate and reasonable funding to support services and not dedicate the preponderance of funding to salary/benefits for non-service providing staff and operational costs. It is essential that applicants clearly demonstrate the qualifications and experience of their direct service staff and subcontractor partners.

All applicants must include in the Budget Detail worksheet a line item for each of the direct services listed above, and, in the Project Narrative, a detailed explanation of how these services will be provided. Draft subcontracts, MOUs or letters of intent must be provided at the time of application to explain the fee structures of all services, including those that may be offered at no charge to the grant. Consultant fees for services may not exceed \$450 per day or \$56.25 per hour. If any of the services above are to be provided pro bono or accessed through other government subsidized programs, applicants must describe how services will be provided locally without the use of grant funds. Such pro bono or reduced fee services may be included as part of the required match, subject to guidelines regarding match in the OJP *Financial Guide* <http://www.ojp.usdoj.gov/financialguide/index.htm> .

Training. A minimum of five percent (5%) of the total project budget must be used to support training activities. OVC recognizes that training and public awareness activities are integral to the community response to human trafficking. Applicants must document that key staff on the project including project partners providing direct services to crime victims have completed or will complete training in connection with human trafficking. Example: If the total cost of the project (federal share plus match) totaled \$400,000, then the minimum amount that would be allocated for training activities would be \$20,000.

The plan for training must be clearly outlined in the project strategy (or in an attachment to the application) and corresponding costs must be clearly indicated in the Budget Detail Worksheet. Costs associated with training will likely be distributed through various categories of the project budget. Applicants should clearly indicate all costs associated with training by including the word “training” in the line item description.

The training plan provided at the time of application must detail plans and costs for (1.) conducting local trainings for project partners and other community members, and (2.) providing project staff professional development opportunities (i.e., attendance at local or national victim assistance or regional or national trafficking conferences.) Applicants must include a detailed discussion of how they will work with the law enforcement task force to develop and deliver substantive training on human trafficking for law enforcement, other first responders, and members of the community including other service providers. Basic training on trafficking indicators, cultural considerations, safety concerns, and the needs of trafficking victims should be covered. OVC retains the right to review and approve all training materials developed by the grantee.

Costs for conducting these trainings (i.e., training materials, speaker fees) must be outlined in appropriate sections of the budget. Costs for refreshments at training events may be supported

but must be minimal, and grantees adhere to the requirements of the OJP *Financial Guide*. A portion of the funds allocated for training must be used for one or two staff persons to travel to (1.) a Task Force Immersion Training at a location yet to be determined; (2.) the 2010 DOJ National Human Trafficking Conference in the Washington, D.C. area; and (3.) an OVC-required regional training at a location yet to be determined. Costs associated with these trainings would include airfare, hotel, per diem, and local travel for 1 to 2 people. The Immersion Training typically would require travel and lodging for 4 or 5 nights.

Evaluation. A minimum of five percent (5%) of the total project budget must be used to support a program evaluation. Evaluation is necessary to ensure that projects meet their goals in terms of the process of service provision and impact on trafficking victims. Applicants must include a plan to perform a basic evaluation of the project; incorporating the performance measures identified below and other appropriate performance indicators identified by the applicant. Example: If the total cost of this project (federal share plus match) totaled \$400,000, then the minimum amount that would be allocated for evaluation activities would be \$20,000.

A fully developed evaluation plan must be documented in the project strategy (or in an attachment to the application) and the associated costs must be provided in the Budget Detail Worksheet. The evaluation plan must describe a plan to assess the project's effectiveness and to evaluate the accomplishment of project goals and objectives.

Costs associated with evaluation will likely be distributed through various categories of the project budget. Applicants should clearly label all costs associated with evaluation with "Evaluation" in the line item description.

Applicants may use a portion of the minimum amount required for evaluation to hire an external evaluation specialist as a consultant to the project. The plan to use such a consultant should be clearly outlined in the evaluation plan. If the consultant is already known at the time of application submission, the applicant may submit a copy of the proposed contract.

A portion of the funds allocated for evaluation may be used to support activities related to data collection for OVC required performance measures. OVC has developed a Trafficking Information Management System (TIMS) database, in Microsoft Access, to assist grantees with collecting and organizing performance measure data as well as meeting OVC reporting requirements. All successful applicants for victim service funding will receive access to TIMS and the TIMS Users Guide. Although not required to use TIMS, grantees must agree to provide the same statistical data captured through TIMS to OVC and its Training and Technical Assistance Center (TTAC) every 6 months, to coincide with submission of progress reports. The TIMS database helps collect data related to the numbers of clients served, client demographics, the number and types of services provided, referral sources, types of outreach activities, and numbers and disciplines of professionals trained. OVC TTAC will provide training and technical assistance on the use of the TIMS database. Applicants may obtain more information on TIMS or request a hardcopy of TIMS reporting forms by contacting Mary Atlas-Terry at 202-353-8473 or by e-mail at mary.atlas-terry@usdoj.gov.

Performance Measures

To assist in fulfilling the Department’s responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measure the results of their work. Additionally, applicants must discuss their data collection methods in the application. Performance measures for this solicitation are as follows:

Objectives	Performance Measures	Data Grantee Provides
<p>To provide high-quality and timely comprehensive services to pre-certified minors and adult victims of severe forms of human trafficking.</p>	<p>Percentage of grantees that report the capacity to provide the full range of comprehensive services.</p> <p>Number of pre-certified victims served.</p>	<p>Number and types of services provided to pre-certified trafficking victims during the report period. (Broken down by type of service.)</p> <p>Number of services grantee can provide in-house or through contract partnerships during the report period.</p> <p>The number of NEW pre-certified victims served for the first time during the report period.</p> <p>The TOTAL number of pre-certified victims served during the report period. (This includes new clients and existing clients served during the report period.)</p>
<p>To enhance the ability of professionals in the victim service field, law enforcement, other first responders, and key stakeholders to better understand human trafficking and more effectively identify and serve victims.</p>	<p>Number of professionals (by discipline, including law enforcement) who receive training in identifying human trafficking and serving victims.</p>	<p>Number of professionals (by discipline, including law enforcement) who receive training in identifying human trafficking and serving victims during the report period.</p> <p>Note: Data should be broken down according to discipline of trainees, and must not duplicate training numbers reported by the BJA law enforcement task force grantee.</p>

<p>To enhance interagency collaboration and the coordinated community response to victims of human trafficking.</p>	<p>Percentage of grantees that implement changes in policy and practice in the community response to victims of trafficking.</p> <p>Increase in the number of collaborative partners working with the OVC-funded organization to serve victims of trafficking.</p>	<p>Changes in policy and practice that occurred during the report period that affect the community response to victims of trafficking.</p> <p>Report what policy and practice changes were made.</p> <p>Number of collaborative partners serving trafficking victims at the beginning and end of the reporting period.</p>
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How to Apply

Grants Management System Instructions. Applications must be submitted through OJP’s online Grants Management System (GMS). To access the system, go to <https://grants.ojp.usdoj.gov>. Applicants must register with GMS and apply on-line for the funding opportunity titled *OVC FY09 Services for Victims of Human Trafficking*. Applicants should begin the process a few weeks prior to the GMS registration deadline, especially if this is the first time they have used the system. For a step-by-step guide, visit <http://www.ojp.gov/gmscbt/> and refer to the section entitled “External Overview: Locating & Applying for Funding Opportunities.” For additional assistance, call the GMS Help Desk at 1–888–549–9901 from 7:00 a.m. to midnight Eastern Time Monday to Friday.

Note: OJP will not review any application whose attachments are in Microsoft Vista or Microsoft 2007 format. Applications submitted via GMS must be in the following formats: Microsoft Word (*.doc), Word Perfect (*.wpd), Microsoft Excel (*.xlm), PDF files (*.pdf), or Text Documents (*.txt). GMS is not yet compatible with Vista and cannot yet process Microsoft Word 2007 documents saved in the new default format with the extension “.docx.” Please ensure the documents you are submitting are saved using “Word 97-2003 Document (*.doc)” format. Additionally, GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: “.com,” “.bat,” “.exe,” “.vbs,” “.cfg,” “.dat,” “.db,” “.dbf,” “.dll,” “.ini,” “.log,” “.ora,” “.sys,” and “.zip.”

CFDA Number: The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.320 titled “Services for Trafficking Victims“.

A DUNS number is required: The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a DUNS (Data Universal Numbering System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1–866–705–5711 or by applying online at <http://www.dnb.com/us/>. Individuals are exempt from this requirement.

Central Contractor Registration (CCR) is required: In addition to the DUNS number requirement, OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about registration procedures can be accessed at www.ccr.gov.

What an Application Must Include:

This section provides specific detail about the required information that must be included in an application.

Application for Federal Assistance (SF-424)

Program Narrative: The program narrative should not exceed 25 doubled-spaced pages in 12-point font with 1-inch margins and must include six separate sections: Project Abstract, Problem Statement, Project Goals and Objectives, Project Design/Implementation Plan, Organizational Capability and Project Management, and Plans for Measuring Progress and Outcomes. Each section is described below.

Please note that the time-task plan is not included in the 25-page limit, and may be submitted as a separate attachment. The plans for training and evaluation may also be submitted as separate attachments.

- **Project Abstract:** The application should include a one-page summary that describes the purpose of the project, goals and objectives, progress to date if the application is for continuation funding, and activities that will be implemented to achieve the project's goals and objectives, methods, and outcomes.
- **Problem Statement:** The problem statement must provide strong rationale for the project and clearly describe how the proposed comprehensive services initiative will address the goals of this program, including the need for new or expanded/continued provision of services in a defined geographical area supported by a law enforcement task force. Applicants should include the number and types of trafficking victims that have been served by the organization and describe knowledge of number and types of trafficking cases investigated by the law enforcement task force.
- **Project Goals and Objectives:** The applicant must specify the goals and objectives of the project and, if the application is for continuation funding, must describe the accomplishments and document the progress of the existing project. The objectives should describe the steps necessary to reach the goals and how the goals will be accomplished. The goals and objectives must be clearly specified, relate directly to the problem statement, and should focus on the provision of a comprehensive array of services to victims in order to assist them in achieving certification.

- **Project Design/Implementation Plan:** The project design and implementation plan must describe the project strategy and discuss how the strategy will address the identified problems and support the goals and objectives. All applicants must include a current MOU with the law enforcement organization in one of the five task force regions identified within this solicitation that is a recipient of Anti-Human Trafficking Task Force funding from BJA. Specific information about this requirement is provided in the “Eligibility” section of this solicitation. The applicant’s strategy or design must include a detailed description of how a comprehensive array of services will be offered, either in-house through specific project partners, to pre-certified victims of human trafficking. The strategy must include a description of how each of the services outlined in the “Program Strategy” section of this application will be provided. For services to be provided by project partners, the applicant must name the project partner that will provide the specific services, and include an MOU, letter of intent, or draft sub-contract with a description of the fee structure and cost to the grant for each service. The applicant must include a detailed staffing structure and a clear plan for the provision of case management for victims enrolled in the project. A plan for the supervision of the case managers must also be included. Applications that do not demonstrate the ability of project staff and/or subcontractor partners’ staff to provide the full range of comprehensive services will not be favorably considered

The applicant must set aside a minimum of 5 percent of the total project budget to support training activities, and include a specific plan for the use of these funds either within the project strategy or as an attachment to the application. More detail about the elements required within the training plan is provided on page 12 and 13 of this solicitation. Information about training costs that should be included in the Budget Detail Worksheet is provided on page 20.

Applicants must develop a time-task plan that clearly identifies major activities and products for the duration of the project period. This plan must include the designation of persons responsible for each task, a schedule for the completion of the activities including submission of quarterly and semi annual reports, and the submission of finished products. In preparing the time-task plan, applicants should make certain that all project activities will occur within the proposed project period. The plan also must provide for the submission of financial and progress reports and the submission of a revised time-task plan within 30 days of the award. Applicants that plan to develop products such as training materials, brochures, or other outreach materials for local dissemination should be aware of the requirement to submit all drafts to OVC for review and approval at least 10 working days in advance of release.

- **Organization Capability and Project Management:** Organizational capability will be assessed on the basis of (1) the applicant’s described management structure and financial capability; (2) results of current grant efforts (if applicable); and (3) the applicant’s project management plan and documentation of the professional staff members’ unique qualifications to perform their assigned tasks.

Applicants must state their experience with managing federal grants that support direct services to crime victims, and must document their administrative and financial capacity to manage federal grants. If the applicant has other grants to provide services to victims of human trafficking, training on human trafficking for professionals, or outreach to trafficking victims, the applicant must describe the scope of each of these grants and

describe how activities and data collection on these projects will be tracked separately to avoid duplication.

Applicant must document that key staff on the project have completed or will complete training in connection with human trafficking and include documentation that the applicant possesses the requisite staff and subject matter expertise in the area of human trafficking. Applications must include a clear description of the applicant's management structure. Applicants must describe how the program will be managed and include an organizational chart or information describing the roles and responsibility of key organizational and functional components and personnel. Applicants must also include a list of personnel responsible for managing and implementing the major stages of the project. Resumes of key staff should be attached. If additional staff will be hired to complete the project, the applicant should provide a job description and identify the selection criteria for the position. Applicants must include a description of the current and proposed professional staff members' unique qualifications that will enable them to fulfill their grant responsibilities. Key staff, including case managers, must have prior victim service experience or must be under the direct supervision of a senior case manager/project director who has such experience. Applicants should also provide detailed information about staff who have committed to work on the project contingent upon receipt of funding.

- **Plans for Measuring Progress and Outcomes:** Evaluation is critical to ensure that each OVC project is operating as designed and achieving its goals and objectives. Each applicant must set aside a minimum of 5 percent of the total project budget to support evaluation activities. Each application must include a plan to use funds to assess the project's effectiveness and to evaluate the accomplishment of project goals and objectives. Goals and objectives must be clearly stated, links must be established between program activities and objectives, and performance measures must be identified. The evaluation plan may be submitted as a separate attachment to the application.

The evaluation plan should identify all resources that will be devoted to conducting the assessment, including identification of staff members and staff time, use of outside consultants to assist with the assessment, and any other support costs associated with conducting an evaluation. The applicant should plan to submit evaluation information as part of the semiannual progress report, as well as part of the final report due within 90 days of project completion. If the application is for continuation funding, applicants should describe how they will assess performance in attaining the previously identified outcomes, and additional outcomes identified for the continuation phase of the project. The applicant must state the name of the evaluation consultant that will be used if known and may provide a draft copy of the proposed contract. The performance measures must be stated in the application as well as a description of how they will collect data to support the performance measures for this grant. The applicant must also document intent to collect data using the TIMS database or a similar system.

Privacy Certificate: OVC and recipients of OVC funding are subject to confidentiality requirements protecting research and statistical information collected that is identifiable to a private person under the DOJ regulations found at 28 CFR Part 22. Identifying characteristics include, but are not limited to, identifiers such as name, address, Social Security number or other identifying number, fingerprints, voiceprints, photographs, genetic information, or any other item or combination of data about a person that could reasonably lead, directly or

indirectly, by reference to other information, or to identification of that individual(s). OVC requires recipients of OVC funding to submit a Privacy Certificate prior to engaging in any project activities that involve data collection on individuals through observations, interviews, reports, or review of administrative records, or any project tasks likely to result in the gathering or development of information identifiable to individuals. OVC-funded activities that require a Privacy Certificate prior to conducting the activity include, but may not be limited to, a needs assessment, program evaluation, survey, or focus group interviews. **If the applicant's project includes any activity listed above, the applicant must include a privacy certificate with the application materials submitted.** For sample privacy certificates, visit <http://www.ovc.gov/fund/forms.htm> and view the two model privacy certificates available for adaptation.

Budget Narrative: The applicant is required to complete the budget narrative and budget detail worksheet (see description below). The budget narrative justifies or explains each budget item and relates it to project activities. The budget narrative provides justification for all proposed costs and should closely follow the content of the budget detail worksheet. For example, the narrative should explain how fringe benefits were calculated, how travel costs were estimated, why particular items of equipment or supplies must be purchased, and how overhead or indirect costs were calculated. The budget narrative should justify the specific items listed in the budget detail worksheet in all cost categories and demonstrate that all costs are reasonable. A minimum of five percent (5%) of the total project budget must be used to support evaluation activities, and these costs must be clearly identified in the budget. A minimum of five percent (5%) of the total project budget must be used to support training activities, and these costs must be clearly identified in the budget. (See pages 13 and 14.)

Budget Detail Worksheet: The completion of a budget detail worksheet is required in support of the budget narrative form described above. The budget detail worksheet must list the cost of each budget item and show how the costs were calculated. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee to be paid through grant funds. The budget detail worksheet should present a complete and detailed itemization of all proposed costs. A template of a fillable PDF budget detail worksheet form, which can be used as a guide to assist you in preparation of the budget detail worksheet and narrative, is available at http://www.ojp.usdoj.gov/funding/forms/budget_detail.pdf.

Note: Total costs specified in the Budget Detail Worksheet must match the total amount on line 15.g of the SF 424.

- 1) Travel for Required Meetings/Trainings: Applicants should also plan to attend meetings and trainings as required by OVC. Applicant must breakout costs associated with travel, lodging, per diem and ground transportation for each of the following OVC required events:
 - a. One (1) OVC Discretionary Grantee Meeting in Washington, D.C.;
 - b. One Financial Management Training Seminar sponsored by Office of Justice Programs' (OJP) Office of the Chief Financial Officer (OCFO), unless the grantee has previously attended this seminar. Specific information (such as dates and locations of upcoming OCFO events) can be found at <http://www.ojp.usdoj.gov/training/financial.htm>.

- c. One (1) Regional Trafficking Training (2 ½–3 days) in a location yet to be determined. **(This should be labeled as part of the 5% required for training.)**
 - d. One (1) Immersion Training (5 days) in a location yet to be determined. **(This should be labeled as part of the 5% required for training.)**
 - e. The 2010 DOJ National Trafficking Conference (2 ½ days–3 days) in Washington, DC area. **(This should be labeled as part of the 5% required for training.)**
- 2) Travel for the purpose of staff professional development: These costs should be labeled as part of the 5% required for training and should be itemized as described above. Applicant should provide the name of the conference and conference location, if known.

Please note: Travel costs associated with project staff (i.e. travel for a consultant or a speaker) who are not directly employed by the grantee organization must be listed under the Consultant Budget category on the board information sheet.

- 3) Program Match: A 25 percent (25%) program match is required. To calculate match based on federal share, divide the total federal share by three (3).
- 4) Required Set-Asides: OVC requires a minimum of 5 percent set-aside for evaluation and a minimum of 5 percent set-aside for training. The set-asides for evaluation and training should be 5 percent of the total (not just federal share) project costs. For example: if the total cost of this project (federal share plus match) totaled \$400,000, then the minimum amount that would be allocated for evaluation activities would be \$20,000. Costs for use of the training and evaluation set asides will be distributed in various categories throughout the budget and each item that should be applied to the set aside should be clearly labeled as “Training” or “Evaluation.”
- 5) Consultant Rates: Consultant rates may not exceed the maximum of \$450/day or, if paid by the hour, \$56.25/hour for a maximum 8-hour workday. Rates which exceed the maximum rate must be strongly justified by the applicant and approved in writing by OVC after the award is made. Consultants or other providers who are donating the cost of their services as match toward the project are also subject to the \$450/day or \$56.25 per hour limitation.
- 6) OJP *Financial Guide*: All grantees are required to comply with the OJP *Financial Guide*. The *Financial Guide* includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. The *Financial Guide* may be downloaded through the OJP Web site at <http://www.ojp.usdoj.gov/finguide06/index.htm>. This document will govern the administration of funds by all successful applicants and their contractors.
- 7) Indirect Cost Rate Agreement (if applicable): Indirect costs are allowed provided the applicant has a federally approved indirect cost rate agreement. A copy of the federally approved indirect cost rate agreement should be provided as an attachment to the application.

- 8) Financial Capability Questionnaire: Applicants that are nonprofit or commercial organizations, and have never received any grants from OJP, are required to complete the Financial Capability Questionnaire form. The form must be submitted along with a copy of the organization's most recent audited Financial Statements (review if audited Financial Statements are not available). This form is available at <http://www.ojp.usdoj.gov/funding/forms.htm> under Accounting System and Financial Capability Questionnaire.

Other Program Attachments:

Remaining attachments include the following materials:

- **Résumés of key personnel:** For positions that are vacant, provide job descriptions outlining roles and responsibilities and provide the selection criteria for the proposed new positions (required).
- **A current Memorandum of Understanding (MOU) with the BJA funded law enforcement task force** must be provided with *each* victim service provider application. Please see page 9–10 for information on required elements of the MOU (required).
- **Documentation of support by the U.S. Attorney or the Assistant U.S. Attorney working in coordination with the task force.** This documentation may be either the signature of the U.S. Attorney or the Assistant U.S. Attorney on the MOU described above, or a letter of support from the U.S. Attorney or Assistant U.S. Attorney working with the task force (required).
- **MOUs/Contracts/Letters of Support** must be provided to document payment structures with organizations that will be providing direct services to clients served under this grant (required).
- **A detailed time-task plan** must be provided (required).
- **A Training Plan** must be included in the program strategy or as a separate attachment to the application (required).
- **An Evaluation Plan** must be included in the program strategy or as a separate attachment to the application (required).
- **A Privacy Certificate** must be provided (required). (See page 14 for more detail.)
- **Other attachments** as needed (if applicable).

Selection Criteria

The section entitled “What an Application Must Include”, detailed above, provides the required information that will serve as the selection criteria of this project. Each section of the application will be evaluated using the weighted percentages below.

- **Problem(s) To Be Addressed and Goals and Objectives (15%)**
- **Project Design/Implementation Plan (30%)**
- **Organizational Capability and Project Management (25%)**
- **Plan for Measuring Progress and Outcomes (15%)**
- **Budget and Budget Narrative (15%)**

Review Process

OJP is committed to ensuring a standardized process for awarding grants. OVC reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with program or legislative requirements as stated in the solicitation.

After the review is finalized, OCFO, in consultation with OVC, conducts a financial review of all potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget and budget narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations. OCFO also reviews the award document and verifies the OJP Vendor Number.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final grant award decisions will be made by the Assistant Attorney General, who may also give consideration to factors including, but not limited to, underserved populations, strategic priorities, past performance, and available funding when making awards.

Additional Requirements

Successful applicants selected for award must agree to comply with additional applicable requirements prior to receiving grant funding. We strongly encourage you to review the list below pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at http://www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance
- Funding to Faith-Based Organizations
- Confidentiality and Human Subjects Protection
- Anti-Lobbying Act
- Financial and Government Audit Requirements

- National Environmental Policy Act
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State and Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of Justice Programs [Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-Profit Organizations
- Government Performance and Results Act
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act of 2006

Human Trafficking Alliance Western District of State

Memorandum of Understanding

Mission Statement: The Human Trafficking Rescue Alliance (Alliance) of the Western District of State is a collaboration of local, state and federal law enforcement agencies working together with organizations providing comprehensive services to trafficking victims to 1) identify and rescue victims of human trafficking and 2) to proactively investigate, identify, apprehend and prosecute those engaged in human trafficking.

The Alliance, as initially formed, consists of the U.S. Department of Justice, U.S. Attorney's Office for the Western District of State and the Federal Bureau of Investigation; U.S. Department of Homeland Security, Immigration and Customs Enforcement, Customs and Border Protection, and Coast Guard Investigative Service; U.S. Department of Health and Human Services; U.S. Department of Labor, Office of the Inspector General and Wage and Hour Division; U.S. Department of State, Diplomatic Security; State Attorney General's Office; State Department of Public Safety, State Rangers Division; Large County District Attorney's Office; Large County Sheriff's Office; Big City Police Department; and the Coalition Against Human Trafficking (Coalition) (non-governmental organizations and individuals working toward or with an interest in or assisting victims of human trafficking). Other agencies will be included as identified.

Each member agency agrees to support the overall mission of the Alliance to identify and assist victims of human trafficking and to proactively investigate, identify, apprehend and prosecute the perpetrators of human trafficking. In order to facilitate the goals of the Mission Statement, the member agencies agree to and including, but not limited to, the following participation:

U.S. Attorney's Office will:

- Provide overall direction necessary to facilitate the institutional changes necessary to make the trafficking of humans a priority for law enforcement, governmental and non-governmental organizations and the community as a whole;
- Provide oversight and coordination of the various members of the Alliance by the Deputy Chief, Organized Crime Group, and the Chief of the Civil Rights Unit to ensure that all human trafficking referrals and complaints are fully investigated by the appropriate investigative agency;
- Provide two Assistant U.S. Attorneys for case investigative direction and guidance toward the prosecution of human trafficking organizations and civil rights violators; other prosecution support will be assigned as needed;

- Provide victim and witness notification and services or referrals to human trafficking victims in all cases brought for prosecution by the Alliance's Victim Witness Coordinator;
- Provide development and coordination of training for law enforcement and victim service provider training by the Alliance's Law Enforcement Coordinator;
- Provide liaison services between the Alliance and the Coalition by the Victim Witness Coordinator and the Law Enforcement Coordinator;
- Participate in the development of Task Force protocols.

Federal Bureau of Investigation will:

- Provide support for Alliance by membership and meeting attendance by the civil rights supervisory special agent and coordination with the appropriate organized crime supervisory special agent;
- Provide framework and direction for the Human Trafficking Working Group (Working Group), including the grant funded law enforcement liaison position (LEL);
- Provide full time agent assignments to the Working Group;
- Facilitate the law enforcement agency's determination of certification of trafficking victims which is essential for continued support services.
- Provide victim and witnesses services or referrals to human trafficking victims in all cases being investigated by the FBI Victim Witness Coordinator;
- Participate in the development of Task Force protocols.

Law Enforcement BJA Grantee will:

- Co-facilitate Task Force Meetings;
- Provide management level support for Alliance membership and meeting attendance;
- Act as fiscal agent for the Law Enforcement and Service Provider Multidisciplinary Anti-Trafficking Task Force grant, including providing budgetary and progress reports as required;
- Provide additional law enforcement and administration support as needed on a case-by-case basis;

- Coordinate the development of task force protocols, including protocols related to improving the coordinated community response to victims of human trafficking and the investigation and prosecution of trafficking crimes;
- Identify training needs related to human trafficking crimes within the Sheriff's Office and in the community;
- Facilitate the training of deputy sheriffs in both the identification of potential human trafficking victims, procedures for referral of victims to service provider organizations and the cases to the Working Group and the techniques for successful investigation of complex human trafficking cases;
- Facilitate the law enforcement agency's determination of certification of trafficking victims which is essential for continued support services;
- Coordinate the collection of data to support accurate reporting on the performance measures of the Office for Victims of Crime and the Bureau of Justice Assistance grants and in reporting to the Bureau of Justice Statistics through the Human Trafficking Reporting System.

Immigration and Customs Enforcement will:

- Provide support for Alliance membership and meeting attendance;
- Provide full time agent assignment to the Working Group;
- Provide additional agent and administration support as needed on a case-by-case basis;
- Facilitate the law enforcement agency's determination of certification of trafficking victims which is essential for continued support services;
- Participate in the development of Task Force protocols.

U.S. Department of Health and Human Services will:

- Provide support for Alliance membership and meeting attendance;
- Provide investigative and other support for identified human trafficking cases as needed;
- Identify training needs related to human trafficking crimes within the agency and in the community.

U.S. Department of Homeland Security, Coast Guard Investigative Service will:

- Provide support for Alliance membership and meeting attendance;

- Provide investigative and other support for identified human trafficking cases as needed;
- Identify training needs related to human trafficking crimes within the agency and in the community.

U.S. Department of Homeland Security, Customs and Border Protection will:

- Provide support for Alliance membership and meeting attendance;
- Provide investigative and other support for identified human trafficking cases as needed;
- Identify training needs related to human trafficking crimes within the agency and in the community.

U.S. Department of Labor, Office of Investigations will:

- Provide support for Alliance membership and meeting attendance;
- Provide investigative and other support for identified human trafficking cases as needed;
- Identify training needs related to human trafficking crimes within the agency and in the community.

U.S. Department of Labor, Wage and Hour Division will:

- Provide support for Alliance membership and meeting attendance;
- Provide investigative and other support for identified human trafficking cases as needed;
- Identify training needs related to human trafficking crimes within the agency and in the community.

U.S. Department of State, Diplomatic Security will:

- Provide support for Alliance membership and meeting attendance;
- Provide investigative support for identified human trafficking cases as needed;
- Identify training needs related to human trafficking crimes within the agency and in the community;

State Attorney General's Office will:

- Provide attorney support for Alliance membership and meeting attendance;

- Provide interpretation and guidance in matters falling under the new State human trafficking statute;
- Provide an Assistant Attorney General for case investigative direction and guidance toward the prosecution of human trafficking cases as requested from district attorneys in rural areas; other prosecution support will be assigned as needed;
- Provide victim and witness notification and services or referrals to human trafficking victims in all cases brought for prosecution by the Victim Witness Specialist;
- Participate in the development of Task Force protocols.

State Department of Public Safety, State Rangers Division will:

- Provide support for Alliance membership and meeting attendance;
- Provide investigative and other support for identified human trafficking cases as needed;
- Identify training needs related to human trafficking crimes within the agency and in the community.

Large County District Attorney's Office will:

- Provide attorney support for Alliance membership and meeting attendance;
- Provide an Assistant District Attorney for case investigative direction and guidance toward the prosecution of human trafficking cases; other prosecution support will be assigned as needed;
- Provide victim and witnesses notification and services or referrals to human trafficking victims in all cases brought for prosecution by the Victim Witness Specialist;
- Provide liaison services between the Alliance and the Coalition by the Victim Witness Specialist;
- Participate in the development of Task Force protocols.

Big City Police Department will:

- Provide management level support for Alliance membership and meeting attendance;
- Provide law enforcement, investigative and administration support for identified human trafficking cases as needed on a case by case basis;
- Identify training needs related to human trafficking crimes within the Police Department and in the community;

- Facilitate the training of police officers in both the identification of potential human trafficking victims, procedures for referral of victims to service provider organizations and the cases to the Working Group and the techniques for successful investigation of complex human trafficking cases;
- Participate in the development of Task Force protocols.

OVC Comprehensive Victim Service Provider will:

- Co-facilitate Task Force Meetings;
- Act as the facilitator of Coalition;
- Coordinate information of possible cases reported to Alliance members;
- Act as a liaison for victims and the involved law enforcement entities, when needed and requested;
- Coordinate assistance with other social service providers, particularly in large cases;
- Provide comprehensive services to victims of severe forms of human trafficking;
- Provide victims of human trafficking with information about their rights and options so that victims can make informed choices;
- Facilitate the communication of victims' needs during investigation and prosecution;
- Assist with requests for development and coordination of training;
- Continue to educate the community about the Trafficking Victim's Protection Act and the collaborative efforts of social service providers and law enforcement;
- Participate in the development of Task Force protocols;
- Work collaboratively with the law enforcement BJA grantee organization to coordinate the collection of data to support accurate reporting on the performance measures of the Office for Victims of Crime and the Bureau of Justice Assistance Grants and in reporting to the Bureau of Justice Assistance through the Human Trafficking Reporting System.

Name

Chief of Police, City of Big City

Date

Name

Sheriff, Large County

Date

Name

United States Attorney, Western District of State

Date

Name

Facilitator
Comprehensive Trafficking Victims Services NGO

Date

Name

State Department of Public Safety

Date

Name

District Attorney, Large County

Date

Name

Special Agent in Charge
Federal Bureau of Investigation, Big City

Date

Name

Special Agent in Charge
Immigration and Customs Enforcement

Date

Name

U.S. Department of Health and Human Services,

Date

Name

Special Agent in Charge
Coast Guard Investigative Service
U.S. Department of Homeland Security

Date

Name

Area Port Director, Customs and Border Protection
U.S. Department of Homeland Security

Date

Name

Assistant Special Agent in Charge
U.S. Department of Labor
Office of the Inspector General

Date

Name

District Director
U.S. Department of Labor, Wage and Hour Division

Date

Name

Special Agent in Charge
U.S. Department of State
Bureau of Diplomatic Security

Date

Name

Deputy Attorney General, State of State

Date