



---

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

## OVC Fiscal Year (FY) 2013 Services for Victims of Human Trafficking

### Eligibility

By statute, grants under this program may be awarded to states, units of local government (including federally recognized Indian tribal governments, as determined by the Secretary of the Interior), and nonprofit, nongovernmental organizations (including tribal nonprofits). For the purposes of this program, a unit of local government is any city, county, township, town, borough, parish, village, or other general purpose political subdivision of a state or territory. Organizations with a demonstrated history of providing victim assistance, social services, legal services, shelter or mental health services for victims of human trafficking are eligible to apply. OVC may elect to make awards for applications submitted under this solicitation in future fiscal years, dependent on the merit of the applications and on the availability of appropriations.

### Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. (See "How To Apply," page 28.) All applications are due by 11:59 p.m. eastern time on June 10, 2013. (See "Deadlines: Registration and Application," page 3.)

### Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, or via e-mail to [support@grants.gov](mailto:support@grants.gov). **Note:** The [Grants.gov](#) Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

For assistance with any other requirements of this solicitation, contact Olivia Grew, Victim Justice Program Specialist, by phone at 202-616-8803 or e-mail at [Olivia.Grew@usdoj.gov](mailto:Olivia.Grew@usdoj.gov).

Grants.gov number assigned to this announcement: OVC-2013-3615

Release date: April 25, 2013

# Contents

Overview .....	3
Deadlines: Registration and Application .....	3
Eligibility .....	3
Program-Specific Information .....	3
Performance Measures .....	12
Notice of Post-Award FFATA Reporting Requirement .....	14
What an Application Should Include .....	14
Information To Complete the Application for Federal Assistance (SF-424) .....	14
Project Abstract (Attachment 1) .....	14
Program Narrative (Attachment 2) .....	15
Budget Detail Worksheet and Budget Narrative (Attachment 3) .....	17
Indirect Cost Rate Agreement, if Applicable (Attachment 4) .....	19
Project Timeline (Attachment 5) .....	19
Privacy Certificate (Attachment 6) .....	20
Training (Attachment 7) .....	20
Plan for Evaluation and Collecting Data for Performance Measures (Attachment 8) .....	20
Position Descriptions/Resumes (Attachment 9) .....	22
MOUs and Letters of Intent (Attachment 10) .....	22
Additional Attachments .....	22
Copies of Outcome Evaluations, if Available (Attachment 11) .....	22
Tribal Authorizing Resolution, if Applicable (Attachment 12) .....	22
Other Standard Forms .....	24
Selection Criteria .....	24
Review Process .....	24
Additional Requirements .....	25
How To Apply .....	26
Provide Feedback to OJP on This Solicitation .....	29
Application Checklist .....	30

# OVC FY 2013 Services for Victims of Human Trafficking (CFDA # 16.320)

## Overview

The primary goal of this solicitation is to provide timely, high-quality services to victims of human trafficking as defined by the Trafficking Victims Protection Act (TVPA) of 2000, as amended, and to enhance interagency collaboration and coordination in the provision of services to such victims. This program will provide funding to victim service organizations with a demonstrated history of providing trauma-informed, culturally competent services to victims of human trafficking. Funding under this program will support two different program areas, comprehensive services for all victims of human trafficking, and specialized services for victims of human trafficking. Funding also will support efforts to increase the capacity of communities to respond to victims through the development of interagency partnerships and professional training, public outreach, and awareness campaigns. The statutory authority for this program is 22 U.S.C. § 7105(b) (2) (A).

## Deadlines: Registration and Application

Applicants must register with Grants.gov in order to submit an application. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on June 10, 2013. See “How To Apply” on page 26 for details.

## Eligibility

Refer to the title page for eligibility under this program.

**Lobbying, promoting, or advocating the legalization/regulation of prostitution.** The Federal Government is opposed to prostitution and related activities, which are inherently harmful and dehumanizing and contribute to the phenomenon of trafficking in persons. U.S. nongovernmental organizations and their subgrantees cannot use U.S. Government funds to lobby for, promote, or advocate the legalization or regulation of prostitution as a legitimate form of work. Foreign nongovernmental organizations and their subgrantees that receive U.S. Government funds to fight trafficking in persons cannot lobby for, promote, or advocate the legalization or regulation of prostitution as a legitimate form of work. It is the responsibility of the primary grantee to ensure these criteria are met by its subgrantees.

## Program-Specific Information

### Background

To address the problem of human trafficking in the United States, Congress passed, and the President signed into law, the Trafficking Victims Protection Act (TVPA) of 2000 (22 U.S.C. § 7101 et. seq.), which was amended by the Trafficking Victims Protection Reauthorization Act of

2003, and again amended in 2005, 2008, and 2013. TVPA seeks to combat “severe forms” of human trafficking by punishing traffickers, protecting victims, and mobilizing U.S. Government agencies to wage a global anti-trafficking campaign.

OVC strives to uphold the intent of TVPA and its subsequent authorizations to ensure that all trafficking victims, regardless of immigration status, gender, or form of trafficking, receive support in accessing the services they need to heal in the aftermath of crime victimization. Funding through this solicitation will support organizations with the capacity to provide culturally and linguistically appropriate services to address the individualized needs of victims of human trafficking.

Under this program, a victim of trafficking is defined as a person who has been subjected to a “severe form of trafficking in persons,” which, as defined in 22 U.S.C. 7102(8), means:

- a. Sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such an act has not attained 18 years of age; or
- b. 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 subsection to involuntary servitude, peonage, debt bondage, or slavery.

### **Goals and Deliverables**

The primary goal of this solicitation is to provide timely, high-quality services to victims of human trafficking as defined by TVPA, as amended, and to enhance interagency collaboration and coordination in the provision of services to such victims. Funding will support either a comprehensive array of services for trafficking victims in specific geographic areas or specialized services.

Successful applicants will complete the following tasks:

1. Identify victims of sex trafficking and labor trafficking, as defined by TVPA, within the proposed geographic service region; and offer comprehensive **or** specialized services to meet each victim’s individualized needs. (See description of Program Areas on page 5.)
2. Collaborate, as appropriate, with local, state, and federal law enforcement, local public agencies, victim service providers, and nonprofit and faith-based organizations to enhance or expand service delivery to victims of human trafficking.
3. Conduct training and public awareness and outreach activities within a specified geographic service region to improve the community response to victims of human trafficking. **Note: A minimum of 2 percent (but no more than 5 percent) of the total project budget must be dedicated for this purpose.**
4. Conduct a program evaluation to ensure the project meets intended goals related to service provision and impact on victims of human trafficking. Interim and final evaluation reports must be submitted to OVC. **Note: No more than 5 percent of the total project budget must be dedicated for this purpose.**

Funds awarded through this OVC cooperative agreement are intended primarily to support the cost of a comprehensive array of services that help promote victim safety and stability in the short-term aftermath of victim identification, leading to the goal of autonomy and economic self-sufficiency. **Funds are not intended to provide long-term financial assistance to trafficking victims.** Reliance on OVC grant funding to provide long-term assistance to a single victim may weaken the overall integrity of the program.

For the purpose of eligibility for services under this grant, adult victims of human trafficking, both foreign national and U.S. citizens, are required to cooperate with reasonable requests from law enforcement on the investigation or prosecution of trafficking in persons. Exceptions will be considered on a case-by-case basis in consultation with OVC for adult victims who would be negatively impacted or traumatized by a requirement to assist law enforcement. Minors (foreign national and domestic) are not required to assist law enforcement; however, they should be encouraged to do so, if possible.

### **Program Areas**

OVC places priority on funding projects that address the comprehensive service needs of all victims of human trafficking that may be identified within a community, including foreign nationals, lawful permanent residents, and U.S. citizens; adults and minors; and male, female, and transgender victims of sex trafficking or labor trafficking. OVC also recognizes the diverse needs of trafficking victims, as well as the diversity of the service providers within the field. This solicitation offers service providers some flexibility to apply for funding to address the needs of trafficking victims within their community. Applicants must state in the Application for Federal Assistance (SF-424) and the project abstract the specific program area under which they are requesting funding. **Each application must target only one of the program areas described below.**

1. **Comprehensive Services for All Victims of Human Trafficking**—Includes comprehensive services for all victims, including foreign national/U.S. citizen, legal permanent resident, adult/minor, male/female, and sex/labor trafficking victims.
2. **Specialized Services for Victims of Human Trafficking**—Funding for direct services that are provided in specific service settings or to specific sub-groups of trafficking victims.

**Note:** Federal laws prohibit recipients of OJP funding from discriminating in the delivery of services on the basis of age, race, color, national origin, sex, religion, or disability. Thus, applicants should note that, should your application propose to focus the provision of services to individuals limited by one of these categories, efforts must still be made to offer services that are as inclusive as possible for all trafficking victims and, when needed, appropriate referrals must be provided. (See “Additional Requirements” page 25.)

### **Comprehensive Services (This is applicable to Program Area 1)**

Applicants seeking funding through this solicitation for Program Area 1 must demonstrate that they have a comprehensive service model in place or have specific plans to use grant funding to develop such a model for male and female victims of sex and labor trafficking, as well as a plan for providing services to minors. A coherent, concise, and complete comprehensive service model will ensure that victims of human trafficking make informed decisions about the support they need to work through the impact of the crime, address the issues that shaped the trafficking situation, and assist the victim in identifying and obtaining their personal goals. This includes informing victims about their options in working with local, state, tribal, and/or federal law enforcement in the prosecution of the trafficker and supporting them through the process; and how they will serve minors who cannot make informed decisions regarding the support they may need.

The comprehensive service model must include a plan to provide intensive case management to the victim regardless of his or her situation, such as a domestic minor placed in foster care, a group home, a detention facility, or residing with family; or an adult living independently or within

a substance abuse treatment center or homeless shelter. The goal of the intensive case management is to ensure the provision of “wraparound services” that meet victims where they are and best inform their choices while they are working through the trauma of the situation and interacting with the necessary local and federal partners. Local and federal partners include, but are not limited to, local, state, tribal, and federal law enforcement and prosecutors; the federal immigration system; legal assistance providers; child welfare and child protection service systems; domestic violence, youth, and homeless shelter systems and transitional housing programs; child and adult educational systems; substance abuse treatment agencies; drop-in centers for youth and adults; detention facilities; medical and mental health services and systems; tribal and native-related services and expertise; and other partners providing critical services.

Victim service organizations funded under this program area must ensure that comprehensive services described below will be made available to all victims identified through this initiative, including foreign national, legal permanent residents, and U.S. citizen victims of sex or labor trafficking, male and female, adult and minor.

Applicants must include a description of how they will provide EACH of the direct services described below, either in-house or through project partners:

- Intake and eligibility assessment.
- Intensive case management, including assessment of client needs, development of individualized service plans, assessment of eligibility for other public or community-based programs, assistance in accessing publicly funded programs, safety planning, assisting with crime victim compensation claims when possible, information and referral, documentation of services provided, and routine followup to ensure that the victim’s needs are being addressed, either in-house or through project partners.
- Shelter/housing and sustenance, including access to a variety of emergency and transitional shelters, group and independent living options, and food.
- Medical care.
- Dental care.
- Mental health treatment, emergency mental health assessments, and individual and/or group counseling.
- Interpreter/translator services.
- Assistance in achieving U.S. Department of Health and Human Services (HHS) certification for foreign national victims, including coordination with law enforcement and allied experts to assist eligible victims to achieve certification (coordination should include task force member agencies); assistance, which may also include coordination with federal law enforcement to request Continued Presence (CP); and assisting the victim in obtaining necessary documents to support their application for services and programs for which they may be eligible.
- Victim advocacy and information about crime victims’ rights and services, including coordination with the Federal Bureau of Investigation, Immigration and Customs Enforcement, and U.S. Attorney’s Office (USAO) victim/witness coordinators; victim/witness staff in district attorneys’ offices or within local law enforcement; victim advocates within intimate partner violence and domestic violence or sexual assault crisis centers; and local Sexual Assault Response Teams, Sexual Assault Nurse Examiners, and Sexual Assault Forensic Examiner programs. Victim advocates within these settings may provide information on the status of an investigation or prosecution; assistance with the application process for state crime victim compensation benefits; sexual assault forensic medical exam options; accompaniment to court proceedings; additional

comprehensive victim services, whether in-house or through referrals; and information to help clients exercise their rights as crime victims within the criminal justice process.

- Literacy education, job training, and/or education and GED assistance that is culturally and linguistically appropriate and relevant and beneficial to the victims' current situation
- Life skills training, including managing personal finances, self-care, parenting classes, and programs that help clients achieve self-sufficiency.
- Employment assistance.
- 24-hour evening and weekend response to client emergencies and emergency calls from law enforcement. This may include hotline services, call-forwarding systems or rotating on-call cell phones, and a protocol for responding to victim emergencies and emergency referrals after hours.
- Legal services, including the following
  - Assistance in screening the client to ensure they meet the definition of human trafficking as described by the TVPA.
  - Screening and assessment to determine the type of legal assistance needed.
  - Explanation of legal rights and protections, including assistance in obtaining restitution and victims' rights enforcement and compliance efforts.
  - Coordination with law enforcement to request CP.
  - Assistance in achieving certification or recognition as a minor victim through the HHS Office of Refugee Resettlement (ORR) for eligibility to apply for benefits to the same extent as refugees.
  - Assistance in applying for a T visa or other immigration relief.
  - Assistance with payment of application fees and visa fees, if needed.
  - Assistance on family and civil matters related to the trafficking victimization, including, but not limited to, protection from abuse orders, representation in family court proceedings, and emancipation of minors.
  - Assistance with repatriation or family reunification.
  - Facilitation of representation of the victim by attorneys willing to provide pro bono legal services.
  - General advocacy and assistance on matters that arise as a result of the human trafficking victimization.

**Note:** OVC funding may not be used for criminal defense services.

Comprehensive Services applicants must demonstrate that a coordinated, community-wide approach will be used to leverage various local, state, and federal resources for the provision of a comprehensive array of services for all victims identified through this initiative. Applicants that fail to dedicate adequate funding to support direct services, and applicants that propose to perform all work in-house without demonstrated collaboration with other community-based agencies, will not be considered responsive to the solicitation.

- Foreign National Victims (minors and adults): A comprehensive array of services can be provided to a foreign national victim in the short-term aftermath of victim identification until they achieve certification from the HHS ORR. Once a trafficking victim achieves certification, service providers should refer the victim to other federal, state, or local programs for which the victim may be eligible, including ORR-funded services. If no trafficking-specific case management and/or legal services exist within a reasonable distance from where the trafficking victim resides, the grantee may continue to use OVC grant funds to provide case management and legal services. Approval to use grant funds

for other services beyond case management and legal services for certified foreign national victims must be granted in writing by OVC.

- U.S. Citizens (minors and adults): A comprehensive array of services can be provided to a victim in the short-term aftermath of victim identification until they are able to access other federal, state, or local programs for which they may be eligible. If no trafficking specific case management or legal services exist within a reasonable distance from where the trafficking victim resides, the grantee may continue to use OVC grant funds to provide case management and legal services.

### **Specialized Services (This is applicable to Program Area 2)**

It is expected that no more than two or three awards will be made under the Specialized Services for Victims of Human Trafficking program area. Awards funded under this category will support the delivery of specific services and interventions that are intended to improve the well-being of victims of human trafficking by promoting safety, healing, economic stability, and self-sufficiency. Applications could include, but are not limited to, projects that propose to deliver specialized legal or mental health services for all victims of human trafficking identified within a specific geographic area.

Applicants must describe the specific problem to be addressed and the gap in services that the applicant intends to fill. The applicant must describe the target population that will be served, the specific geographic region that will be covered, and provide a clear implementation plan for the service or intervention that is to be provided.

Applicants must demonstrate prior experience with providing the service/intervention for victims of human trafficking and must provide documentation that supports that the intervention or service is successful in meeting the needs or improving the well-being of trafficking victims. Programs and services must be culturally and linguistically appropriate, developmentally appropriate, and trauma-informed.

**Note:** Specialized services must be implemented in coordination with existing community and state initiatives to combat human trafficking. To the extent possible, specialized service providers should assess the needs of a client and make referrals to serve them comprehensively.

### **ALL Applicants**

Applicants must ensure that eligible victims served under this program are not concurrently served with other federally funded grants, contracts, or subawards issued to the applicant agency specifically for services for victims of human trafficking, such as awards funded by ORR or other federal sources. An agency that receives both OVC trafficking services funds and is an ORR trafficking victim assistance program grantee or subawardee should use funds awarded by OVC to serve pre-certified victims until the victim achieves ORR certification. Upon certification, the victim should be transferred to an ORR trafficking victim assistance-funded program.

Applicants must also include information about any other open award of federal and state funds that are being or will be used, in whole or in part, for one or more of the identical cost items outlined within this application. Applicants with current OVC funding for services for victims of human trafficking must demonstrate how the new proposal fills gaps in services or interventions not previously addressed by the existing OVC grant.

## Training Plan

The Training Plan should be submitted as one separate attachment to the application (Attachment 7). Training and public awareness activities are integral to a community's response to human trafficking. **Under this program, OVC recommends that a minimum of 2 percent (but no more than 5 percent) of the total victim service project cost, including match funds, be dedicated to conducting local trainings for project partners and other community members, and providing project staff with professional development opportunities** (including travel to attend local or national victim assistance or regional or national trafficking conferences). For more information, please refer to page 20.

## Evaluation and Collecting Data for Performance Measures

The Evaluation and Plan for Collecting Data for Performance Measures should be submitted as one separate attachment to the application (Attachment 8).

Evaluation is necessary to ensure projects meet intended goals related to service provision and impact on victims of human trafficking. **Under this program, OVC recommends that no more than 5 percent of the total victim service project budget, including match funds, be used to support a program evaluation.** For more information, please refer to page 20.

## MOUs and Letters of Intent (Attachment 10)

For services to be provided by project partners, the applicant must name the project partner that will provide the specific service, and include, as an attachment to the application, a Letter of Intent or Memorandum of Understanding (MOU) describing the commitment from that organization and a description of the fee structure and cost to the grant (if any) for each service. MOUs and Letters of Intent must include the following: (1) names of the organizations involved in the agreement, (2) scope of the direct service(s) to be provided under the agreement, (3) duration of the agreement, (4) total costs associated with the agreement (if applicable), (5) estimated cost per victim or cost of actual services provided—fee-for-service or no-cost, and (6) whether or not there is a maximum number (cap) of victims that may be served under the agreement. If any of the required direct services above are to be provided pro bono or accessed through other government-subsidized or otherwise funded programs, applicants must describe how services will be provided to victims without the use of grant funds.

Applications with insufficient documentation to fully demonstrate the applicant's ability to implement their proposed service model will be negatively impacted during the review process. Awards made to victim service organizations under this solicitation will contain a special condition precluding access to the full amount of grant funds until all supporting documentation is received and approved by OVC.

## 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.

### **Evidence-based Programs or Practices**

OJP places a strong emphasis on the use of data and evidence in policymaking and program development in criminal justice. OJP is committed to the following:

- Improving the quantity and quality of evidence OJP generates.
- Integrating evidence into program, practice, and policy decisions within OJP and the field.
- Improving the translation of evidence into practice.

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. OJP's [CrimeSolutions.gov](http://CrimeSolutions.gov) Web site is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

### **Amount and Length of Awards**

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

**Award Amount:** The maximum award amounts will be \$400,000 for a combined period of 2 years (24 months). OVC retains the right to exercise discretion in setting award amounts. OVC also retains the right to make funding decisions based on funding priorities, the scope and complexity of the service strategy, and the documented number of victims identified and served.

1. **Comprehensive Services for All Victims of Human Trafficking**—Award amount up to \$400,000. (See pages 5–8.)
2. **Specialized Services for Victims of Human Trafficking**—Award amount up to \$400,000. (See pages 5 and 8–9.)

### **Budget Information**

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

With respect to any award of more than \$250,000 made under this solicitation, recipients may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the award recipient at a rate that 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 2013 salary table for SES employees is available at [www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/](http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/). Note: A recipient may compensate an employee at a greater rate, provided the amount

in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The Assistant Attorney General (AAG) for OJP may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. An applicant requesting a waiver should include a detailed justification in the budget narrative of the application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request that the applicant adjust and resubmit the budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service the individual will provide, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work to be done.

### **Minimization of Conference Costs**

OJP encourages applicants to review the OJP guidance on conference approval, planning, and reporting that is available on the OJP Web site at [www.ojp.gov/funding/confcost.htm](http://www.ojp.gov/funding/confcost.htm). This guidance sets out the current OJP policy, which requires all funding recipients that propose to hold or sponsor conferences (including meetings, trainings, and other similar events) to minimize costs; requires OJP review and prior written approval of most conference costs for cooperative agreement recipients (and certain costs for grant recipients); and generally prohibits the use of OJP funding to provide food and beverages at conferences. The guidance also sets upper limits on many conference costs, including facility space, audio/visual services, logistical planning services, programmatic planning services, and food and beverages (in the rare cases where food and beverage costs are permitted at all).

Prior review and approval of conference costs can take time (see the guidance for specific deadlines), and applicants should take this into account when submitting proposals. Applicants also should understand that conference cost limits may change and that they should check the guidance for updates before incurring such costs.

Note on food and beverages: OJP may make exceptions to the general prohibition on using OJP funding for food and beverages, but will do so only in rare cases where food and beverages are not otherwise available (e.g., in extremely remote areas); the size of the event and capacity of nearby food and beverage vendors would make it impractical to not provide food and beverages; or a special presentation at a conference requires a plenary address where conference participants have no other time to obtain food and beverages. Any such exception requires OJP's prior written approval. The restriction on food and beverages does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not affect direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

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

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

For additional information, see the "Civil Rights Compliance" section of the OJP "Other Requirements for OJP Applications" Web page at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

**Match Requirement (Cash or In-kind)**

Federal funds awarded under this program may not cover more than 75 percent of the total costs of the project. Applicants must identify the source of the 25 percent non-federal portion of the total project costs and how they will use the match funds. If a successful applicant’s proposed match exceeds the required match amount and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit. (Match is restricted to the same uses of funds as allowed for the federal funds.) Applicants may satisfy this match requirement with either cash or in-kind services. The formula for calculating the match is:

$$\frac{\text{Federal Award Amount}}{\text{Federal Share Percentage}} = \text{Adjusted (Total) Project Costs}$$

$$\text{Required Recipient’s Share Percentage} \times \text{Adjusted Project Cost} = \text{Required Match}$$

**Example:** 75%/25% match requirement: for a federal award amount of \$350,000, calculate match as follows:

$$\frac{\$350,000}{75\%} = \$466,667 \quad 25\% \times \$466,667 = \$116,667 \text{ match}$$

**Performance Measures**

To assist the Department with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. OJP will require any award recipient, post award, to provide the data requested in the “Data Grantee Provides” column so that OJP can calculate values for the “Performance Measures” column. Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides
Provide high-quality and timely services to victims of human trafficking.	Number of trafficking victims served.	<p>The number of NEW foreign national victims served for the first time during the reporting period, broken down by the type of trafficking (sex, labor, or both).</p> <p>The number of NEW U.S. citizen trafficking victims served for the first time during the reporting period, broken down by the type of trafficking (sex, labor or both).</p>

		The TOTAL number of trafficking victims served during the reporting period. (This includes new clients and existing clients served during the reporting period.)
	Number of services provided.	Number and types of services provided to trafficking victims during the reporting period, broken down by type of service.
	Number of professionals trained.	Number of professionals trained in identifying human trafficking and serving victims during the reporting period, broken down by discipline.
	Percent increase in the number of collaborative partners working with the OVC-funded organization to serve victims of trafficking.	Number of collaborative partners serving trafficking victims at the beginning and end of the reporting period.

OJP does not require applicants to submit performance measures data with their applications. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section “What an Application Should Include” on page 14 for additional information.

**Note on Project Evaluations**

Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute “research” for purposes of applicable DOJ human subjects protection regulations. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP’s performance measure data reporting requirements likely do not constitute “research.” Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as, “a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge” 28 C.F.R. § 46.102(d). For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the “Research and the Protection of Human Subjects” section of the OJP “Other Requirements for OJP Applications” Web page ([www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm)). Applicants whose proposals may involve a research or statistical component also should review the “Confidentiality” section on that Web page.

## Notice of Post-Award FFATA Reporting Requirement

Applicants should anticipate that OJP will require all recipients (other than individuals) of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), to report award information on any first-tier subawards totaling \$25,000 or more; and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding. Reports regarding subawards will be made through the FFATA Subaward Reporting System (FSRS), found at [www.fsrs.gov](http://www.fsrs.gov).

Please note also that applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

### What an Application Should Include

Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are determined to be nonresponsive to the scope of the solicitation, or that do not include the application elements that OVC has designated to be critical, will neither proceed to peer review or receive further consideration. Under this solicitation, OVC has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet and Budget Narrative. The Budget Detail Worksheet and the Budget Narrative may be combined in one document; however, if only one document is submitted, it must contain **both** detail information and narrative.

OJP strongly recommends that applicants use appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all attachments. Also, OJP recommends that applicants include resumes in a single file.

#### 1. Information To Complete the Application for Federal Assistance (SF-424)

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and GMS take information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable).

#### 2. Project Abstract (Attachment 1)

Applications should include a high-quality "Project Abstract" that summarizes the proposed project in 400 words or less. Project abstracts should be—

- written for a general public audience.
- submitted as a separate attachment with <Project Abstract> as part of its file name.

- single-spaced, using a standard 12-point font (Times New Roman) with 1-inch margins.

The abstract should be a summary that clearly describes the following:

- Applicant's name, title of the project, and dollar amount requested.
- Type of service(s) to be provided (comprehensive or specialized).
- Target population to be served (i.e., all or specialized)
- Jurisdiction or geographic area where activities will be focused.
- Goals, objectives, and key deliverables of the project.

As a separate attachment, the project abstract will **not** count against the page limit for the program narrative.

All project abstracts should follow the detailed template available at [www.ojp.usdoj.gov/funding/Project\\_Abstract\\_Template.pdf](http://www.ojp.usdoj.gov/funding/Project_Abstract_Template.pdf).

**Permission To Share Project Abstract With the Public:** It is unlikely that OVC will be able to fund all promising applications submitted under this solicitation, but it may have the opportunity to share information with the public regarding promising but unfunded applications (for example, through a listing on a Web page available to the public.) The intent of this public posting would be to allow other possible funders to become aware of such proposals.

In the project abstract template, applicants are asked to indicate whether they give OJP permission to share their project abstract (including contact information) with the public. Granting (or failing to grant) this permission will not affect OJP's funding decisions, and, if the application is not funded, granting permission will not guarantee that abstract information will be shared, nor will it guarantee funding from any other source.

Note: OJP may choose not to list a project that otherwise would have been included in a listing of promising but unfunded applications should the abstract fail to meet the format and content requirements noted above and outlined in the project abstract template.

### 3. Program Narrative (Attachment 2)

The program narrative should be double-spaced, using a standard 12-point font (Times New Roman preferred); have margins that are 1-inch or wider; and not exceed 25 pages. Pages should be numbered "1 of 25," "2 of 25," etc. If the program narrative fails to comply with these length-related restrictions, noncompliance may be considered in peer review and final award decisions.

The program narrative should include three clearly identified separate sections: (1) Statement of the Problem, (2) Project Design/Implementation Plan, and (3) Organizational Capability and Project Management.

Separate attachments should be submitted for the following:

- Budget Detail Worksheet and Budget Narrative (Attachment 3)
- Indirect Cost Rate Agreement, if applicable (Attachment 4)
- Project Timeline (Attachment 5)
- Privacy Certificate (Attachment 6)
- Training Plan (Attachment 7)

- Plan for Evaluation and Collecting Data for Performance Measures (Attachment 8)
- Position Descriptions/Resumes (Attachment 9)
- MOUs and Letters of Intent (Attachment 10).

The following sections should be included as part of the program narrative.

- a. **Statement of the Problem:** Applicants must include the following:
  - Identification of the problem of human trafficking within the targeted jurisdiction or geographic area, including local, state, and federal data regarding investigations, prosecutions, and services to trafficking victims in the proposed geographic area. **Applicant must provide the source of this data.**
  - Outstanding problems, gaps in services, and unmet needs regarding human trafficking in the proposed geographic area.
  - A description of how this funding opportunity will help address these problems.
  
- b. **Project Design and Implementation:** Applicants must submit a coherent, concise, and complete plan for the implementation of this project that addresses the requirements of the solicitation as described below and on pages 5–11.
  - A demonstrated history of serving human trafficking victims. All applicants must provide detailed information on the number of human trafficking victims previously served through their community, state, and/or regional efforts. At a minimum, applicants must identify the total number of victims previously served with federal and non-federal funds; the types of victims they have served (sex or labor trafficking victims); and the geographic service region covered. Applicants must describe how this data was compiled. Additionally, applicants must state how long (in years) they have provided services to human trafficking victims.
  - The capacity to implement the comprehensive services model or a specialized service(s). For each direct service listed on pages 5–11, all applicants must clearly identify the name of the organization or staff person/position that will be providing service(s), how the performance of service provider(s) will be monitored, and the plan for how service(s) will be implemented. For direct services provided by project partners, the applicant must include, for each named project partner, an MOU, letter of intent, or subcontract.
  - If applicable, a plan to ensure that intensive case management and services will be provided for all victims identified through this initiative (victims of sex and labor trafficking, male and female, foreign national and domestic, adults and minors), without excluding one type of victim over another.
  - Subcontracts, MOUs, or letters of intent should be submitted as one separate attachment to the application (Attachment 10). Applications must include documentation that formalizes partnerships between the primary grantee and partner agencies. If any of the required direct services above are to be provided pro bono or accessed through other government subsidized programs, applicants must describe how services will be provided to victims without the use of grant funds.

- c. **Capabilities and Competencies:** Applicants must state their experience with managing federal grants that support direct services to crime victims and document their administrative and financial capacity to manage federal grants. If the applicant has other grants to provide services to victims of human trafficking, training on human trafficking for professionals, or outreach to trafficking victims, the applicant must describe the scope of each of these grants and describe how activities and data collection on these projects will be tracked separately to avoid duplication. Note: Applicants with current OVC funding for services for victims of human trafficking must demonstrate how this application fills gaps in services or interventions not previously addressed by current available funding.

Applicants must demonstrate a history of providing services on behalf of victims of human trafficking. Applicants applying for funding under the Comprehensive Services program area must describe their experience in providing services for all victims of human trafficking that may be identified within the targeted geographic area, including foreign national/U.S. citizen/legal permanent resident, adult/minor, male/female/transgender victims, and victims of sex and labor trafficking. Applicants under the Specialized Services program area must describe their experience in providing the proposed service for the population of trafficking victims identified in the proposal.

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 service providers to develop, expand, or enhance services to victims of severe forms of trafficking. Applicants must also describe how the program will be managed, the staffing structure, and include an organizational chart or other information describing the roles and responsibilities of key personnel.

Additionally, applicants must provide a list of personnel responsible for managing and implementing the major stages of the project; a specific plan for supervision of case managers supported under this project (if additional staff will be hired to complete the project, the applicant should attach a job description and the selection criteria for the position); and a description of the current and proposed professional staff members' unique qualifications that will enable them to fulfill their grant responsibilities.

Note: Key staff, including case managers, must have prior victim service experience or be under the direct supervision of a senior case manager or project director who has such experience.

### **Budget Detail Worksheet and Budget Narrative (Attachment 3)**

a. **Budget Detail Worksheet**

The completion of a budget detail worksheet is required in support of the budget narrative form describe below. The budget detail worksheet should 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 devote to

the project for each employee to be paid through grant funds. The worksheet should present a complete and detailed itemization of all proposed costs.

A sample Budget Detail Worksheet can be found at [www.ojp.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.gov/funding/forms/budget_detail.pdf). Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet.

For questions pertaining to budget and examples of allowable and unallowable costs, see the OJP Financial Guide at [www.ojp.usdoj.gov/financialguide/index.htm](http://www.ojp.usdoj.gov/financialguide/index.htm).

**Direct victim services:** Applicants seeking funds to implement the Comprehensive Service model must dedicate a line item for each of the direct services listed on pages 5–8. Each direct service must be addressed, whether or not there is a charge to the grant. For example, if mental health services are provided at no charge and are not being applied as match, this service should still be listed as a line item in the budget under direct services with \$0 and a narrative justification that states services are free of charge.

Applicants seeking funds to implement a specialized service must dedicate line items, as appropriate, for costs related to the provision of such services over a large geographic area.

Funds awarded through the OVC cooperative agreement are intended to support the cost of direct services for victims, either in-house or through subcontractors or fee-for-service through other community-based agencies. Applicants that fail to dedicate adequate funding to support direct services and applicants that propose to perform all work in-house, without demonstrated collaboration with other community-based agencies, will not be considered responsive to the solicitation.

**Administrative and operational costs:** The budget must direct adequate funding to the required victim support services outlined in this solicitation. Project costs toward salary/benefits for staff and operational costs that do not provide direct victim services should not exceed 10 percent of total project costs.

**Travel for required meetings/trainings:** Applicants should plan to send one or two staff persons to attend the following trainings and allocate these costs within the Travel category of the budget. Applicants must break out costs associated with travel, lodging, per diem, and ground transportation for each of the following events:

1. One 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).
2. One regional trafficking training, 2 ½–3 days in a location to be determined.

Note: Travel costs associated with project staff (e.g., travel for a consultant or a speaker) who are not directly employed by the grantee organization must be listed under the Consultant Budget category on the budget detail worksheet.

**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 that exceed the maximum rate must be strongly justified by the applicant at the time of the application and approved in writing by OVC after the award is made. Consultants or other providers who are donating the cost of their services as match toward the project are also subject to the \$450 per day of \$56.26/hour limitation.

**b. Budget Narrative**

The budget narrative should thoroughly and clearly describe every category of expense listed in the budget detail worksheet. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

Applicants should demonstrate in their budget narrative how they will maximize cost effectiveness of grant expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

The narrative should be mathematically sound and correspond with the information and figures provided in the budget detail worksheet. The narrative should explain how the applicant estimated and calculated all costs, and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the budget detail worksheet, the budget narrative should be broken down by year.

**4. Indirect Cost Rate Agreement, if applicable (Attachment 4)**

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. If DOJ is the cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at [www.ojp.usdoj.gov/funding/pdfs/indirect\\_costs.pdf](http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf).

**5. Project Timeline (Attachment 5)**

The timeline document must include the following:

- Milestone project goals.
- Related objectives, activities (including data collection and programmatic and financial reporting), and expected completion dates.
- Organization and person(s) responsible for completing each task on the timeline.

6. **Privacy Certificate (Attachment 6)**

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, to identification of that individual(s). **OVC requires that applicants submit an updated Privacy Certificate with their application.** A privacy certificate must be approved 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 interview. For sample privacy certificates, visit [www.ojp.usdoj.gov/funding/forms.htm](http://www.ojp.usdoj.gov/funding/forms.htm) and view the two model privacy certificates available for adaptation. For additional guidance on Privacy Certificate content, visit the National Institute of Justice's Privacy Certificate Guidance at [www.ojp.usdoj.gov/nij/funding/humansubjects/privacy-certificate-guidance.htm](http://www.ojp.usdoj.gov/nij/funding/humansubjects/privacy-certificate-guidance.htm).

7. **Training (Attachment 7)**

Training and public awareness activities are integral to a community's response to human trafficking. **Under this program, OVC recommends that a minimum of 2 percent (but no more than 5 percent) of the total victim service project cost, including match funds, be dedicated to conducting local trainings for project partners and other community members, and providing project staff with professional development opportunities** (including travel to attend local or national victim assistance or regional or national trafficking conferences). Training should be developed and delivered in coordination with law enforcement partners and task force key stakeholders.

Note: All training hosted by the applicant organization with funds awarded through this cooperative agreement would be subject to regulations, policies, and guidance outlined on the OJP Web site at [www.ojp.gov/funding/confcost.htm](http://www.ojp.gov/funding/confcost.htm). This includes the requirement to obtain specific DOJ prior approval at least 120 days before the date of a conference, training, or other formal event planned and implemented with the use of grant funds.

The training plan submitted within the application program narrative should include a general implementation timeline for conducting local trainings, including the submission of requests for DOJ prior approval, and for sending key staff to professional development opportunities.

8. **Plan for Evaluation and Collecting Data for Performance Measures (Attachment 8)**

Evaluation is necessary to ensure projects meet intended goals related to service provision and impact on victims of human trafficking. **Under this program, OVC recommends that no more than 5 percent of the total victim service project budget, including match funds, be used to support a program evaluation.**

Applicants may propose to hire an evaluation consultant or utilize existing staff with appropriate expertise. Funds allocated for evaluation may also be used to support activities related to data collection for OVC-required performance measures. (See “Performance Measures,” page 12–13 and “Data Collection” below.)

The evaluation plan must identify the evaluation consultant or key staff who will conduct evaluation activities, qualifications of the consultant or staff selected to conduct evaluation activities, the basic methodology and timeline, and the costs associated with activities.

### **Data Collection**

OVC does not require applicants to submit performance measures data with their application. Performance measures are included as an alert that OVC will require successful applicants to submit specific data as part of their reporting requirements.

For the application, the applicant must include a plan that describes how performance measurement data will be collected. OVC has developed the Trafficking Information Management System (TIMS) Online to assist grantees with collecting, organizing, and reporting performance measure data for this award. TIMS Online can be used as a case management system and helps collect data related to the number of clients served, client demographics, number and types of services provided, referral sources, types of outreach activities, and number and disciplines of professionals trained. All successful applicants for victim service funding will receive access to TIMS Online and the TIMS Users Guide. Grantees are required to use TIMS Online to support performance measurement reporting. OVC’s Training and Technical Assistance Center (TTAC) provides detailed training and technical assistance on the use of the TIMS Online for OVC’s grantees. More information about TIMS Online is available upon request.

### **Research and Evaluation Independence and Integrity**

If a proposal involves research and/or evaluation, regardless of the proposal’s rating under the selection criteria, in order to receive funds, the applicant’s proposal must demonstrate research/evaluation independence, including appropriate safeguards to ensure research/evaluation objectivity and integrity.

For purposes of this solicitation, research and evaluation independence and integrity pertain to ensuring that the design, conduct, or reporting of research/evaluation funded by OVC grants, cooperative agreements, or contracts will not be biased by any personal or financial conflict of interest on the part of the investigators responsible for the research/evaluation or on the part of the applicant organization. Conflicts can be either actual or apparent. Examples of potential investigator (or other personal) conflict situations may include where an investigator would be in a position to evaluate a spouse’s work product (actual conflict), or where an investigator would be in a position to evaluate the work of a former colleague (apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally, an organization could not be given a grant to evaluate a project if that organization had itself provided substantial prior technical assistance to that project, as the organization in such an instance would appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research/evaluation project are objective and reliable. Any outside

personal or financial interest that casts doubt on that objectivity and reliability is a problem.

In the attachment dealing with research and evaluation independence and integrity, the applicant should explain the process and procedures that the applicant put in place to identify and eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or subrecipients. It should also identify any potential organizational conflicts of interest on the part of the applicant with regard to the proposed research/evaluation. If the applicant reasonably believes that no potential personal or organizational conflicts of interest exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion.

Where potential personal or organizational conflicts of interest exist, in the attachment, the applicant should identify the safeguards the applicant has or will put in place to eliminate, mitigate, explain, or otherwise address those conflicts of interest.

Considerations in assessing research and evaluation independence and integrity will include, but may not be limited to, the adequacy of the applicant's efforts to identify factors that could affect the objectivity/integrity of the proposed staff and/or the organization in carrying out the research, development, or evaluation activity; and the adequacy of the applicant's existing or proposed remedies to control any such factors.

**9. Position descriptions/resumes (Attachment 9)**

Position descriptions and resumes for key positions should be tailored to the applicant to demonstrate qualifications of staff involved in the project.

**10. MOUs and Letters of Intent (Attachment 10)**

Only letters of intent submitted at the time of application through Grants.gov may be considered. See page 9 for more information about what MOUs and letters of intent should include.

**11. Additional Attachments**

**a. Copies of outcome evaluations, if available (Attachment 11)**

**b. Tribal Authorizing Resolution, if applicable (Attachment 12)**

Tribes, tribal organizations, or third parties proposing to provide direct services or assistance to residents on tribal lands should include in their application a resolution, a letter, affidavit, or other documentation, as appropriate, that certifies that the applicant has the legal authority from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for a grant on behalf of a tribe or multiple specific tribes, then the application should include appropriate legal documentation, as described above, from all tribes that would receive services/assistance under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without an authorizing resolution or comparable legal documentation from each tribal governing body) may submit, instead, a copy of its consortium bylaws with the application.

Applicants that are unable to submit with the application a fully executed (i.e., signed) copy of appropriate legal documentation, as described above, consistent with the applicable tribe’s governance structure, should, at minimum, submit an unsigned, draft version of such legal documentation as part of its application (except in cases where, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, OVC will make use of and access to funds contingent on receipt of the fully executed legal documentation.

**c. Applicant disclosure of pending applications (Attachment 13)**

Applicants are to disclose whether they have pending applications for federally funded assistance that include requests for funding to support the same project being proposed under this solicitation and that will cover the identical cost items outlined in the budget narrative and budget detail worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to state agencies that will be subawarding federal funds).

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

- The federal or state funding agency.
- The solicitation name/project name.
- The point of contact information at the applicable funding agency.

Federal or State Funding Agency	Solicitation Name/ Project Name	Name/Phone/E-mail for Point of Contact at Funding Agency
DOJ/COPS	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov
HHS/ Substance Abuse & Mental Health Services Administration	Drug Free Communities Mentoring Program/ North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

Applicants should include the table as a separate attachment, with the file name “Disclosure of Pending Applications,” to their application. Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page (E.g., “[Applicant Name] does not have pending applications submitted within the last 12 months for federally funded assistance that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.”).

## 12. Other Standard Forms

Additional forms that OJP may require in connection with an award are available on OJP's funding page at [www.ojp.usdoj.gov/funding/forms.htm](http://www.ojp.usdoj.gov/funding/forms.htm). For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Note in particular the following forms:

- a. [Standard Assurances](#)<sup>\*</sup>  
Applicants must read, certify, and submit this form in GMS prior to the receipt of any award funds.
- b. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)<sup>\*</sup>  
Applicants must read, certify, and submit in GMS prior to the receipt of any award funds.
- c. [Accounting System and Financial Capability Questionnaire](#)  
Any applicant (other than an individual) that is a nongovernmental entity and that has not received any award from OJP within the past 3 years must download, complete, and submit this form.

\*These OJP Standard Assurances and Certifications are forms that applicants accept in GMS. They are not additional forms to be uploaded at the time of application submission.

## Selection Criteria

Applications will be evaluated and rated based on the extent to which the program meets the following selection criteria, which were described in the section of this solicitation titled "What an Application Should Include" on page 14.

1. Statement of the Problem (15%)
2. Project Design and Implementation Plan (30%)
3. Capabilities and Competencies (30%)
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%)
5. Budget: complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). The budget narrative should generally demonstrate how the applicant will maximize cost effectiveness of grant expenditures. The budget narrative should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.<sup>1</sup> (15%)
6. Other Attachments (Training Plan and Evaluation Plan) (5%)

## Review Process

OJP is committed to ensuring a fair and open 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 the solicitation.

---

<sup>1</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.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. OVC may use either internal peer reviewers, external peer reviewers, or a combination, to review the applications. An external peer reviewer is an expert in the subject matter of a given solicitation who is NOT a current DOJ employee. An internal reviewer is a current DOJ employee who is well versed or has expertise in the subject matter of this solicitation. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

Peer reviewers will review the applications submitted under this solicitation that meet the following basic minimum requirements:

- Applications must be submitted by an eligible type of applicant.
- Applicants must request funding within programmatic funding constraints.
- Applications must be responsive to the funding purpose or goal of the solicitation under which they are submitted.
- Applications that fail to include items designated as "critical elements" shall not be forwarded for peer review. For OVC, those critical elements are a Program Narrative, Budget Detail Worksheet, and Budget Narrative.
- During the review process, the organizations named as applicant organizations on all applications for competitive discretionary awards will be checked against current listings in the Excluded Parties List System (EPLS) maintained by the General Services Administration. Applications from organizations currently in the EPLS database as being suspended or debarred from participation in federal grant programs will not be submitted to peer review during the period of suspension or debarment.

The OCFO, in consultation with OVC, reviews applications for potential discretionary awards to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget detail worksheet and budget narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

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

## **Additional Requirements**

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- Civil Rights Compliance
- Civil Rights Compliance Specific to State Administering Agencies
- Faith-Based and Other Community Organizations

- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or 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 (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act of 2006 (FFATA)
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Policy and Guidance for Conference Approval, Planning, and Reporting
- OJP Training Guiding Principles for Grantees and Subgrantees

## How To Apply

Applicants must submit applications through Grants.gov. Applicants must first register with Grants.gov, a “one-stop storefront” to find federal funding opportunities and apply for funding, in order to submit an application through Grants.gov. Find complete instructions on how to register and submit an application at [www.Grants.gov](http://www.Grants.gov). Applicants that experience technical **difficulties during this process should call the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035**, 24 hours a day, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take several weeks** for first-time registrants to receive confirmation and a user password. OJP

encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date to allow time 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.

**Note:** OVC encourages all prospective applicants to sign up for Grants.gov e-mail notifications regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for e-mail updates will be notified.

All applicants are required to complete the following steps:

1. **Acquire a DUNS number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating 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, one-time activity. Call Dun and Bradstreet at 866–705–5711 to obtain a DUNS number or apply online at [www.dnb.com](http://www.dnb.com). A DUNS number is usually received within 1-2 business days.
2. **Acquire registration with the System for Award Management (SAM). SAM replaces the Central Contractor Registration (CCR) database** as the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. (Previously, organizations that had submitted applications via Grants.gov were registered with CCR, as it was a requirement for Grants.gov registration. SAM registration replaces CCR as a prerequisite for Grants.gov registration.) Applicants must **update or renew their SAM registration annually** to maintain an active status.

Applicants that were previously registered in the CCR database must, at a minimum:

- Create a SAM account.
- Log in to SAM and migrate permissions to the SAM account (all the entity registrations and records should already have been migrated).

Applicants that were not previously registered in the CCR database must register in SAM prior to registering in Grants.gov. Information about SAM registration procedures can be accessed at [www.sam.gov](http://www.sam.gov).

3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS number must be used to complete this step. For more information about the registration process, go to [www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp).
4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm

the applicant organization's AOR. Note that an organization can have more than one AOR.

5. **Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.320, titled "Services for Trafficking Victims," and the funding opportunity number is OVC-2013-3615.
6. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. Applicants that expend any funds for lobbying activities must provide the detailed information requested on *Disclosure of Lobbying Activities* form (SF-LLL). Applicants that do not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.
7. **Submit an application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The message will state whether the application has been received and validated, or rejected due to errors, with an explanation. **Important:** OJP urges applicants to submit applications **at least 72 hours prior** of the application due date to allow time 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.

**Note: Grants.gov only permits the use of specific characters in names of attachment files. Valid file names may only include the following characters: A-Z, a-z, 0-9, underscore ( \_ ), hyphen (-), space, and period. Grants.gov will forward the application to GMS. 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."

#### **Note: Duplicate Applications**

If an applicant submits multiple versions of an application, OVC will review the most recent version submitted.

#### **Experiencing Unforeseen Grants.gov Technical Issues**

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the OVC contacts identified in the Contact Information section on the title page **within 24 hours after the application deadline** and request approval to submit their application. The e-mail must describe the technical difficulties and include a timeline of the applicant's submission efforts, the complete grant application, the applicant's DUNS number, and any Grants.gov Help Desk or SAM tracking number(s). **Note: OVC does not automatically approve requests.** After the program office reviews the submission and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If the technical issues reported cannot be validated, OJP will reject the application as untimely.

The following conditions are not valid reasons to permit late submissions: failure to register in sufficient time, failure to follow Grants.gov instructions on how to register and apply as posted

on its Web site, failure to follow each instruction in the OJP solicitation, technical issues with the applicant's computer or information technology environment, including firewalls. Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding Web page at [www.ojp.usdoj.gov/funding/solicitations.htm](http://www.ojp.usdoj.gov/funding/solicitations.htm).

## Provide Feedback to OJP on This Solicitation

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, the application submission process, and/or the application review/peer review process. Feedback may be provided to [OJPSolicitationFeedback@usdoj.gov](mailto:OJPSolicitationFeedback@usdoj.gov).

**IMPORTANT:** This e-mail is for feedback and suggestions only. Replies are **not** sent from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, **you must** directly contact the appropriate number or e-mail listed on the front of this solicitation document. These contacts are provided to help ensure that you can directly reach an individual who can address your specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please e-mail your resume to [ojppeerreview@lmbps.com](mailto:ojppeerreview@lmbps.com). The OJP Solicitation Feedback e-mail account will not forward your resume. **Note:** Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.

## Application Checklist

### OVC FY 2013 Services for Victims of Human Trafficking

This application checklist has been created to assist in developing an application.

#### Eligibility Requirement

\_\_\_\_\_ The federal amount requested is within the allowable limit of \$400,000 for a period of 2 years (24 months).

#### Program-Specific Information

- **Comprehensive Services for All Victims of Human Trafficking**—Award amount up to \$400,000. Includes comprehensive services for all victims, including foreign national/U.S. citizen, adult/minor, male/female, sex/labor trafficking victims.
- **Specialized Services for Victims of Human Trafficking**—Award amount up to \$400,000. Funding for direct services that are provided in specific service settings or to specific sub-groups of trafficking victims.

#### What an Application Should Include:

_____ Application for Federal Assistance (SF-424)	(see page 14)
_____ Project Abstract (Attachment 1)	(see page 14)
_____ Program Narrative (Attachment 2)	(see page 15)
_____ Statement of the Problem	(see page 16)
_____ Project Design and Implementation Plan	(see page 16)
_____ Organizational Capability and Project Management	(see page 17)
_____ Budget Detail Worksheet & Budget Narrative (Attachment 3)	(see page 17)
_____ Disclosure of Lobbying Activities (SF-LLL)	(see page 28)
_____ Indirect Cost Rate Agreement, if applicable (Attachment 4)	(see page 19)
_____ Project Timeline (Attachment 5)	(see page 19)
_____ Privacy Certificate (Attachment 6)	(see page 20)
_____ Training Plan (Attachment 7)	(see page 20)
_____ Plans for Evaluation and Collecting Data for Performance Measures (Attachment 8)	(see page 20)
_____ Research and Evaluation Independence and Integrity	(see page 21)
_____ Position Descriptions/Resumes (Attachment 9)	(see page 22)
_____ MOUs and Letters of Intent, if available (Attachment 10)	(see page 22)
_____ Additional Attachments	
_____ Copies of outcome evaluations, if available (Attachment 11)	(see page 22)
_____ Tribal Authorizing Resolution (if applicable) (Attachment 12)	(see page 22)
_____ Disclosure of Pending Applications (Attachment 13)	(see page 23)
_____ Other Standard Forms as applicable, including:	(see page 24)
_____ Accounting System and Financial Capability Questionnaire (if applicable)	