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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) is pleased to announce that it is seeking applications for funding under the Fiscal Year (FY) 2012 Victims of Human Trafficking Fellowship Program. This program furthers the Department's mission by supporting the activities of a fellowship position to assist OVC in its mission to advance victims' rights and services through training, technical assistance, and public awareness activities.

## **FY 2012 Victims of Human Trafficking Fellowship Program**

### **Eligibility**

Applicants must be individuals (organizations are not eligible to apply) who demonstrate the financial and administrative capacity to manage the cooperative agreement; as well as the desire, knowledge, and ability to successfully execute the development of training, technical assistance, public awareness, and other informational resources to meet the needs of victim service providers and allied practitioners who serve victims of human trafficking. The applicant must have prior experience with working on initiatives related to human trafficking. The applicant agrees to abstain from any outside employment, either compensated or uncompensated, for the duration of the fellowship, unless approved in writing by the Director of OVC. Applicants should read the OVC Fellowship Guidelines that are available at [www.ojp.usdoj.gov/ovc/pdfxt/OVC\\_Fellowship\\_Guidelines.pdf](http://www.ojp.usdoj.gov/ovc/pdfxt/OVC_Fellowship_Guidelines.pdf).

### **Deadline**

Applicants must register with [Grants.gov](http://Grants.gov) prior to submitting an application. (See "How To Apply," page 10.) All applications are due by 11:59 p.m. eastern time on May 10, 2012. (See "Deadlines: Registration and Application," page 3.)

### **Contact Information**

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 1-800-518-4726 (606-545-5035 for applicants that reside outside the U.S.), or via e-mail to [support@grants.gov](mailto:support@grants.gov).

For assistance with any other requirement of this solicitation, contact either Bradley Mitchell, OVC Team Lead, at 202-514-9069 or by e-mail at [bradley.mitchell@usdoj.gov](mailto:bradley.mitchell@usdoj.gov), or Mary Atlas-Terry, OVC Victim Justice Program Specialist, at 202-353-8473 or by e-mail at [mary.atlas-terry@usdoj.gov](mailto:mary.atlas-terry@usdoj.gov).

Grants.gov number assigned to announcement: OVC-2012-3258

Release Date: March 27, 2012

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# **FY 2012 Victims of Human Trafficking Fellowship Program (CFDA # 16.582)**

## **Overview**

The mission of the Office for Victims of Crime (OVC) is to enhance the Nation's capacity to assist crime victims and to provide leadership in changing attitudes, policies, and practices to promote justice and healing for crime victims. OVC fulfills its mission, in part, by improving the skills, knowledge, and abilities of crime victim service providers and allied professionals who provide services and support for victims, or who help to ensure that victims are aware of their rights and are able to exercise those rights. The cooperative agreements under the Fellowship Program are authorized by 42 U.S.C. 10603 (c)(1)(A) and (c)(3)(E), which authorizes funding for training, technical assistance, demonstration projects, and fellowships.

The selected fellow will be expected to work exclusively on approved fellowship activities related to the work of the OVC Services for Victims of Human Trafficking Team ("Trafficking Team") during the award period; and, unless approved in writing by the OVC Director, to refrain from engaging in any outside employment, whether compensated or uncompensated, in subject matter areas related to the fellowship activities.

## **Deadlines: Registration and Application**

Applicants must register with Grants.gov prior to submitting an application. OJP encourages applicants to register several weeks before the application submission deadline. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on May 10, 2012. See the "How To Apply" section on page 10 for details.

## **Eligibility**

Refer to the title page for eligibility under this program.

## **Project-Specific Information**

### **Background**

Within the United States, men, women, and children are exploited and harmed through various forms of sex trafficking and labor trafficking. Since the passage of the Trafficking Victims Protection Act (TVPA) of 2000, OVC has been committed to providing timely, high quality services to trafficking victims, supporting coordinated multidisciplinary responses, and enhancing interagency and intergovernmental collaboration to combat Trafficking in Persons (TIP). OVC demonstrates its commitment by administering funding that supports direct services for trafficking victims; implementing training and technical assistance for trafficking victim service providers, law enforcement and allied professionals; developing publications and resources that raise awareness and build the capacity of professionals who encounter trafficking victims; and collaborating with other federal agencies to coordinate TIP efforts.

OVC currently administers approximately 40 cooperative agreements throughout the United States and U.S. territories that provide trauma-informed, culturally competent direct services for victims of human trafficking. The majority of these grantees are funded under OVC's long-

standing trafficking initiative, the “Services for Victims of Human Trafficking Program”, which, until recent years, focused primarily on the provision of services for “pre-certified” foreign national victims of human trafficking (i.e., those not yet formally “certified” as trafficking victims under the Trafficking Victims Protection Act by the U.S. Department of Health and Human Services). In Fiscal Years (FY) 2010 and 2011, OVC expanded the scope of this program to allow new grantee organizations to support services to all victims of sex trafficking and labor trafficking, including U.S. citizens, lawful permanent residents, and foreign nationals (males and females, adults and minors). OVC staff also administers the “Services for Domestic Minor Victims of Human Trafficking” demonstration project, which supports three pilot sites in providing services to victims of human trafficking who are U.S. children citizens or lawful permanent residents under the age of 18.

In support of the Department’s victim-centered, multidisciplinary approach to combating all forms of human trafficking, OVC works closely with the Bureau of Justice Assistance (BJA), within OJP, to fund law enforcement and service provider collaborations under the “Enhanced Collaborative Model to Combat Human Trafficking Program.” Through this initiative, BJA provides funding to law enforcement agencies to coordinate Anti-Human Trafficking Task Forces within specific jurisdictions, and OVC provides funding to the victim service organization working with the Task Force in that same jurisdiction. OVC is currently funding nine victim service organizations under this program area.

In addition to working internally within the Department of Justice (DOJ), OVC works with other federal agencies in support of a coordinated approach to assisting victims of human trafficking, including the Departments of Health and Human Services, Labor, State, and Homeland Security.

The OVC Trafficking Team works in close coordination with [OVC’s Training and Technical Assistance Center](#) (OVC TTAC) to coordinate and deliver training and technical assistance to OVC’s trafficking grantees, BJA’s Anti-Human Trafficking Task Force grantees, and the trafficking victim services community at-large. The primary components of OVC TTAC’s work plan to address human trafficking include maintaining the OVC/BJA Anti-Human Trafficking Task Force Planning Committee; assessing the needs of the anti-human trafficking task forces, trafficking victim service providers, and other allied professionals; developing and maintaining the [Anti-Human Trafficking Task Force Operations “e-Guide”](#); facilitating communication, ongoing coordination, and information exchange between the OVC and BJA grantees; and supporting OVC’s ongoing efforts to enhance the capacity of the victims’ field in addressing human trafficking.

### **Program Strategy**

The fellowship recipient will work onsite in Washington, D.C. Because the fellowship is intended to provide professional development opportunities for the fellow and technical expertise that supports OVC’s efforts, it is expected that the fellow will work a standard 40-hour work week, during normal business hours, throughout the fellowship period, to facilitate fellow/staff interaction. Fellows are not expected to work onsite on days that the federal government or OVC is closed. Fellowship recipients are allowed up to 13 days of absences for illness/medical reasons, and 15 days of absences for vacation, with advance notice, during the 12-month fellowship period. Individual schedules can be discussed on a case-by-case basis.

Fellows will be required to maintain time records and submit progress reports documenting their work to help ensure a continuous level of effort. Progress reports will also be used to ensure

that the fellow's activities support the stated purpose of the award and that the fellowship's deliverables are being met as established by the approved schedule for that reporting period. The fellow's financial, administrative, and programmatic compliance, as well as overall performance, will be monitored by a Victim Justice Program Specialist within the assigned division, with ultimate oversight by the OVC Deputy Director or Associate Director. Because the salary of an OVC fellow is intended to compensate for an expected level of work during the funding period, any adjustment to a fellow's level of effort during the funding period (e.g., changes to the number of days worked beyond that set out above) may require an adjustment of the fellow's drawdown schedule or award budget.

OJP will provide workspace and equipment, including telephone, computer, office supplies, and Internet access. Fellows must successfully complete an OJP security clearance before beginning the fellowship at OVC.

### **Goals and Objectives**

The overarching goal of this fellowship is to assist OVC in meeting the field's need for evidence-based training, technical assistance, and public awareness resources that support the expansion and effectiveness of services for victims of sex trafficking and labor trafficking within the United States (male and female; adult and minor; U.S. citizens, lawful permanent residents, and foreign nationals).

The fellowship recipient will work with OVC's Trafficking Team and OVC's National Training and Program Development Division (NTPDD) to develop or enhance training, technical assistance, public awareness, and capacity building resources for trafficking victim service professionals, law enforcement, and allied professionals.

Enhancing the professional development of successful applicants is an important aspect of the fellowship program, but activities and deliverables must conform to the solicitation parameters. Applicants who propose more narrowly focused fellowships that focus on their specific interests or a specific type of victimization or victim demographic not related to human trafficking will not be considered responsive to this solicitation and will not be forwarded for peer review. Additionally, please note that fellowship awards are not intended to support research or other academic work being pursued by an individual.

### **Activities**

- Assist OVC and OVC TTAC with activities designed to assess the technical assistance, training, and capacity building needs of trafficking victim service providers and allied practitioners.
- Assume lead responsibility for reviewing, updating, and maintaining the human trafficking page on the [OVC Web site](#), in coordination with OVC staff.
- Assess current OVC training and technical assistance resources, such as OVC's [Victim Assistance Training \(VAT\) Online](#), to determine if the products should be updated to be relevant to service providers and allied professionals who may serve victims of human trafficking.

- Assume lead responsibility for updating the instructional DVD “Responding to Victims of Human Trafficking: A Training Video for Service Providers.” The fellow will coordinate closely with OVC TTAC on this project to ensure the video identifies current best practices and newly developed resources, and responds to ongoing challenges in the anti-trafficking community.
- Assist OVC staff with the review and analysis of semi-annual performance measurement data submitted to OVC by grantees through GMS progress reports and the Trafficking Information Management System, which is used by all OVC trafficking victim service grantees. The fellow will highlight inconsistencies between the performance data and the narrative reports and work with OVC and OVC TTAC staff and grantee organizations to reconcile the data.
- Work with OVC and OVC TTAC staff to plan and implement monthly technical assistance conference calls with trafficking grantees, including identifying potential call topics and speakers.
- Work with OVC TTAC to update the [Anti-Human Trafficking Task Force Strategy and Operations e-Guide](#), identifying newly released resources that can be linked to the Guide, adding or modifying text, and helping insure that the Guide remains a living tool that reflects best practices in combating human trafficking and assisting victims.
- At the request of OVC management, participate in internal and external stakeholder meetings, forums, conferences, and international briefings for the purpose of presenting information on OJP/OVC efforts to address the crime of human trafficking and the corresponding gaps in services and capacity building needs of the field.
- Prepare detailed reports, speeches, and articles at the request of OJP and OVC management.
- Develop written responses to various requests for information, including public inquiries seeking information on OVC’s efforts to assist victims of human trafficking.
- Work with staff from all OVC divisions and OVC TTAC to develop and execute an OVC discretionary grantees’ meeting in fall of 2012, which would include participation from OVC trafficking grantees as well as all other OVC Discretionary grantees.
- Participate in professional development and training activities in consultation with OVC management to enhance expertise related to the needs of crime victims and the implementation of crime victims’ rights laws, such as the Crime Victims Rights Act, and key anti-human trafficking legislation, such as the TVPA.
- Travel to support the execution of the above activities.
- Other duties as assigned to support the implementation of OVC’s anti-trafficking grant programs.

## **Deliverables**

- Written recommendations for the enhancement of existing OVC training or technical assistance products or grantee publications to include the crime of human trafficking.
- A detailed report to OVC identifying strategies for making high-quality, culturally appropriate victim services more available to all victims of sex trafficking and labor trafficking within the United States and U.S. territories.
- Updated enhancement of OVC's Web site on topics related to human trafficking.
- A minimum of one article, suitable for publication within an OVC Bulletin, on a topic related to services for victims of human trafficking or on OVC's trafficking grant programs.
- Analyses of key state statutes and regulations impacting the delivery of services to victims, with an emphasis on human trafficking victims.
- Quarterly financial and semi-annual progress reports.
- Final report to OJP/OVC on the fellowship project, including accomplishments, challenges, and recommendations for improving the fellowship program.

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

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 can 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 Period:**

OVC anticipates that it will make one award of up to **\$135,000** for a 12-month project period. The program is designed to span a total of 3 years, contingent upon grantee performance and availability of funds to support the second and third years of the fellowship.

## Budget Information

### Minimization of Conference Costs

No OJP funding can be used to purchase food and/or beverages for any meeting, conference, training, or other event. Exceptions to this restriction may be made only in cases where such sustenance is not otherwise available (i.e., extremely remote areas), or where a special presentation at a conference requires a plenary address where there is no other time for sustenance to be obtained. Such an exception would require prior approval from OJP. This restriction 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 impact direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

Updated DOJ and OJP guidance on conference planning, minimization of costs, and conference cost reporting will be forthcoming and will be accessible on the OJP Web site at [www.ojp.usdoj.gov/funding/funding.htm](http://www.ojp.usdoj.gov/funding/funding.htm).

### 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 by individuals with limited English proficiency may be allowable costs. 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 ([www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm)).

**Match Requirement:** This solicitation does not require a match. However, if a successful application proposes a voluntary match amount, the match amount incorporated into the OJP-approved budget becomes mandatory and subject to audit.

## Performance Measures

To assist the Department in 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. Any award recipient will be required, 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
To enhance the efforts of OVC in the development and delivery of training, technical assistance resources, and public awareness materials	Number of materials developed or enhanced.	Number of speeches, articles, reports, Web-based products, and public awareness and education activities developed and disseminated on specific areas of crime victimization.

for trafficking victim service professionals, law enforcement, and allied professionals.		Number of training, technical assistance, and educational materials developed for and disseminated to service providers.
	Number of public awareness and/or education initiatives developed or enhanced.	Number of public awareness and/or education initiatives developed or enhanced.
	Number of recommendations developed.	Number of recommendations provided to OVC management on potential areas of expansion and improvement to enhance the OVC fellowship program.
	Number of training activities conducted.	Number of trainings and technical assistance trainings conducted on the needs of the crime victims' field.
	Number of deliverables that meet expectations.	Number of deliverables that meet OVC's expectations as outlined in the solicitation.

Submission of performance measures data is not required for the application. 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 12 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 subject's 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.

### How To Apply

Applications will be submitted through Grants.gov. Grants.gov is a “one-stop storefront” that provides a unified process for all customers of federal awards to find funding opportunities and apply for funding. Complete instructions on how to register and submit an application can be found at [www.Grants.gov](http://www.Grants.gov). If the applicant experiences technical difficulties at any point during this process, call the Grants.gov Customer Support Hotline at **1-800-518-4726** 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 up to several weeks** for first-time registrants to receive confirmation and a user password. OJP highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the specified application deadline.

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 renewal of an existing award. 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, one-time activity. Obtain a DUNS number by calling Dun and Bradstreet at 1-866-705-5711 or by applying online at [www.dnb.com](http://www.dnb.com). A DUNS number is usually received within 1-2 business days.
2. **Acquire or renew registration with the Central Contractor Registration (CCR) database.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the CCR database. An applicant must be registered in the CCR database to successfully register in Grants.gov. 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. Note, however, that applicants must **update or renew their**

**CCR registration annually** to maintain an active status. Information about CCR registration procedures can be accessed at [www.ccr.gov](http://www.ccr.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 there can be more than one AOR for the organization.
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 16.582, titled OVC FY 12 Victims of Human Trafficking Fellowship Program, and the funding opportunity number is OVC-2012-3258.
6. **Complete the Disclosure of Lobbying Activities form.** All applicants must complete this information. An applicant that expends any funds for lobbying activities must provide the detailed information requested on the Disclosure of Lobbying Activities form (SF-LLL). An applicant that does 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 validation message will state whether the application has been received and validated, or rejected, with an explanation. **Important:** Applicants are urged to submit applications **at least 72 hours prior** to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification.

**Note: Grants.gov will forward the application to OJP's Grants Management System (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**

If an applicant experiences unforeseen Grants.gov technical issues beyond the applicant's control that prevent submission of its application by the deadline, the applicant must e-mail the OVC contact identified in the Contact Information section on page 1 of this solicitation **within 24 hours after the application deadline** and request approval to submit its application. The applicant must include in the e-mail a description of the technical difficulties, a timeline of submission efforts, the complete grant application, the applicant DUNS number, and Grants.gov

Help Desk tracking number(s) the applicant has received. **Note: Requests are not automatically approved by OVC.** After the program office reviews all of the information submitted and contacts the Grants.gov Help Desk to validate the technical issues reported, OJP will contact the applicant to either approve or deny the request to submit a late application. If the technical issues reported cannot be validated, the application will be rejected as untimely.

The following conditions are not valid reasons to permit late submissions: failure to begin the registration process in sufficient time, failure to follow Grants.gov instructions on how to register and apply as posted on its Web site, failure to follow all of the instructions in the OJP solicitation, and technical issues experienced 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).

## What an Application Should Include

Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are unresponsive to the scope of the solicitation, or that do not include application elements designated by OVC to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, OVC has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet, Budget Narrative, Resume, References, Transcripts, and List of Financial and/or Professional Affiliations. The Budget Narrative and the Budget Detail Worksheet may be combined in one document; however, if only one document is submitted, it must contain **both** narrative and detail information.

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

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

The SF-424 is a standard form required for use 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. Program Narrative

The program narrative should not exceed 20 double-spaced pages, in 12-point font with 1-inch margins, and must include 6 separate sections: Project Abstract, Problem Statement, Project Goals and Objectives, Project Design/Implementation Plan, Organizational Capability and Capacities, and Plan for Collecting the Data Required for this Solicitation's Performance Measures. Each section is described below.

If the program narrative fails to comply with these length-related restrictions, noncompliance may be considered in peer review and in final award decisions.

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

- a. **Program Abstract and Problem Statement:** The application should include a one-page summary (Project Abstract) that clearly describes the title/topic of the fellowship that the applicant is applying for, activities that will be implemented, and materials that will be developed to achieve the project's goals and objectives, methods, and outcomes. The Problem Statement must describe the need for the project and provide a clear statement of how funding will support the project's value to the victims field.
- b. **Project Goals and Objectives:** The applicant must specify the goals and objectives of the fellowship. The objectives should be measurable and relate directly to the issues described in the problem statement, and should be in direct alignment with goals and objectives described on pages 5–7. The goals should state the overall purpose of what is to be accomplished. The objectives should describe the steps necessary to reach the goals or how the goals will be accomplished. The application should clearly describe how funding will support the overall success of the project.
- c. **Project Design and Implementation Plan:** The project design and implementation plan must describe the process of completing the fellowship objectives and activities described on pages 5–7. It must include a time-task plan that clearly identifies objectives, major activities, and deliverables. The time-task plan also must provide for the submission of required quarterly financial status reports and semi-annual progress reports. Fellows must plan attend one Regional Financial Management Training Seminar in Washington, D.C., sponsored by OJP's Office of the Chief Financial Officer (OCFO), for grantees. Specific information, such as dates and locations of upcoming events, can be found at [www.ojp.usdoj.gov/training/financial.htm](http://www.ojp.usdoj.gov/training/financial.htm).
- d. **Professional Capability/Competencies and Project Management:** Applications must include a clear description of the applicant's academic and professional expertise in the subject matter areas of specialization of the fellowship, as well as the applicant's unique qualifications that will enable them to fulfill the grant responsibilities. Applicants must include a description of experience working on human trafficking initiatives. Applicants should demonstrate that they possess the flexibility, skills, and temperament to operate in a fast-moving environment on multiple activities, sometimes with very short turnaround time. Applicants should document their ability to work collegially and collaboratively as a member of a team or teams across divisions, offices, agencies, and practitioners in the field. The applicant must demonstrate sufficient subject matter and project management expertise and other necessary skills, such as technical writing and technological proficiency with specific software programs, to perform crucial functions of the specific fellowship. Resumes should be attached to the narrative to support this section and should include all employment and volunteer experience. Resumes should provide contact information for previous supervisors and indicate whether or not the supervisor can be contacted. All required attachments (see below) must be included to document

experience and capability; optional attachments may be used to document specific skills that will assist in the successful completion of the fellowship project.

- e. Plan for Collecting the Data Required for this Solicitation's Performance Measures: Evaluation is critical to ensure that each OVC project is operating as designed and achieving its goals and objectives. Accordingly, each application must provide a plan to assess the fellowship's effectiveness and to evaluate the accomplishment of project goals and objectives. Applicants should describe how they will assess performance in attaining the outcomes identified for the project. Goals and objectives must be clearly stated, links must be established between program activities and objectives, and performance measures must be identified. Performance measures will address a mix of immediate and intermediate outcomes and, as appropriate and feasible, information on long-term impact. The performance measures for this project are listed on pages 8–9 of this solicitation. They are included as an alert that successful applicants will be required to submit specific data to OVC as part of their reporting requirements. For the application, the applicant should indicate an understanding of these requirements and discuss how they will gather the required data, should the applicant receive funding.

### 3. Budget Detail Worksheet and Budget Narrative

#### a. Budget Detail Worksheet

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). The use of this specific PDF form is optional; however, if the budget is submitted in a different format, the budget categories listed in the sample budget worksheet should be included.

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).

OVC and OJP staff will examine the identified project budget to ensure that all expenses are allowable and necessary for the completion of the fellowship and comport with the requirements of the OJP Financial Guide. Applications that exceed the \$135,000 limitation for this solicitation will be considered nonresponsive and will not be reviewed. Applications that request more than \$95,000 for salary (figure does not include benefits) will be considered nonresponsive to the application. While the use of the sample budget detail worksheet is not required, applicants must follow the format of the budget detail worksheet and include all requested information that is relevant to the execution of the fellowship grant. Applicants should ensure that all expenses listed are allowable as outlined below and in the OJP Financial Guide.

#### b. Budget Narrative

The budget narrative should thoroughly and clearly describe every category of expense listed in the budget detail worksheet. Proposed budgets are expected to be complete; reasonable and allowable; cost effective; and necessary for the project activities listed on pages 5–7 of this solicitation. The narrative should be mathematically sound and correspond with the information and figures provided in the budget detail worksheet. The narrative should explain how all costs were estimated and calculated 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.

Expenses that are allowable under this solicitation include the following:

- i. Personnel (salary) located in section A of the budget detail worksheet. If the application is selected for an award, applicants will be required to provide a copy of their last two federal tax returns as documentation of salary or consulting income history as part of the initial financial review. OVC will pay salaries ranging from \$40,000 to \$95,000 depending on education, experience, and salary history. No exceptions to the salary ceiling of \$95,000 will be granted. Benefits are not included as part of salary.
- ii. Fringe Benefits, located in section B of the budget detail worksheet, may include life, health, and disability insurance; state workers' compensation; retirement plan; FICA (the employer match of 7.65 % of salary only); and a public transportation stipend that is equal to the participants' actual monthly commuting costs, not to exceed the IRS maximum allowable transit benefit threshold currently at \$125.00.
- iii. Travel will involve site visits with other OVC or OJP staff, attendance at conferences and meetings (both local and outside of the Washington, D.C., Metropolitan Area), and participation in training and professional development training. Applicants should budget for eight trips at \$1,500 each, totaling \$12,000, with the notation that date, location, and nature of travel will be determined in consultation with OVC management after the award is made (show how all costs were estimated and calculated). The applicant should include in the budget narrative a notation that travel costs, such as per diem and lodging, will not exceed the federal guidelines. Travel expenses should be listed in section C of the budget detail worksheet. Costs associated with attending a regional financial grant management training sponsored by the OCFO can be included, although the grantee may consider taking an online OCFO training instead.
- iv. Supplies, located in section E of the budget detail worksheet, may include expenses to cover professional reference materials and resources relating to the fellowship activities (not to exceed \$500) and business cards (not to exceed \$30).
- v. Other Costs, located in section H of the budget detail worksheet, may include costs for a cell phone and/or smart phone to maintain communication with OVC staff and expenses associated with professional development and training relating to the OVC project(s). Fees for up to four trainings at up to \$1,000 each should be included. Note: most training opportunities will be in the Washington, D.C., Metropolitan Area; however, final decisions will be made in consultation with OVC management. Applicants should identify the type of training that they believe would be most helpful to them in carrying out fellowship activities.

Expenses that are not allowable under this solicitation are the following:

- i. Equipment (located in section D of the budget detail worksheet), such as costs for laptops or other equipment that will be supplied by OVC.
- ii. International travel.
- iii. Moving expenses.
- iv. Indirect cost.

#### 4. **Required Attachments**

The Program Attachments file must include the following materials:

- a. Resumes (required). Resumes should include all employment and volunteer experience and relevant academic work. Resumes should provide contact information for previous supervisors and indicate whether or not the applicant authorizes OVC staff to contact the supervisor to verify work experience. The resumes must include salaries for all paid positions that are listed.
- b. Academic transcripts. Required for all post-secondary education. Certified copies are not required to be submitted with this application, but OVC reserves the right to request certified copies of transcripts before making the grant award.
- c. Professional and/or academic references. At least three and no more than five must be submitted.
- d. List of professional and financial affiliations.

#### 5. **Additional Attachments**

Other attachments as needed (if applicable, such as writing samples or training certifications). Total number of pages for other (non-required) attachments should not exceed **20 pages**.

#### 6. **Other Standard Forms**

Additional forms that may be required 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](#)  
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](#)  
Applicants must read, certify, and submit in GMS prior to the receipt of any award funds.

- c. [Accounting System and Financial Capability Questionnaire](#)  
Required for any applicant other than an individual that is a non-governmental entity and that has not received any award from OJP within the past 3 years; this form must be downloaded, completed, and submitted.

## Selection Criteria

Applicant will be selected and evaluated 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 Applicant Should Include” on page 12.

1. Project Abstract and Problem Statement (10%).
2. Project Goals and Objectives (10%).
3. Project (Fellowship Program) Design and Implementation Plan (20%).
4. Professional Capability/Competencies and Project Management (30%).
5. Plan for Collecting the Data Required for this Solicitation’s Performance Measures (15%).
6. Budget is complete; reasonable and allowable; cost effective; and necessary for project activities. (15%).

## 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.

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 under this solicitation. 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. Applications that meet basic minimum requirements will be evaluated, scored, and rated by a peer review panel. 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.

The OCFO, in consultation with OVC, conducts a financial review of 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 also may give consideration to factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

OVC may require an in-person interview in Washington D.C. before making final selections. If so, OVC will support the travel expenses associated with this interview.

## **Additional Requirements**

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP strongly 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
- 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
- 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 [OJP 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 (FFATA) Act of 2006
- Awards in Excess of \$5,000,000—Federal Taxes Certification Requirement

- Active CCR Registration

### **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, application submission process, and/or the application review/peer review process. Feedback can be provided to [OJPSolicitationFeedback@usdoj.gov](mailto:OJPSolicitationFeedback@usdoj.gov).

# Application Checklist

## FY 2012 Victims of Human Trafficking Fellowship Program

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

### Eligibility Requirement:

\_\_\_\_\_ Applicants are limited to individuals; organizations are not eligible to apply.

\_\_\_\_\_ The federal amount requested is within the allowable limit(s) of \$135,000.

### What an Application Should Include:

- \_\_\_\_\_ Application for Federal Assistance (SF-424) (see page 12)
- \_\_\_\_\_ Program Narrative (see page 12)
- \_\_\_\_\_ Budget Detail Worksheet (see page 14)
- \_\_\_\_\_ Budget Narrative (see page 14)
- \_\_\_\_\_ Disclosure of Lobbying Activities (SF-LLL) (see page 11)
- \_\_\_\_\_ Required Attachments (see page 16)
  - \_\_\_\_\_ 3–5 professional and/or academic references
  - \_\_\_\_\_ Resume (including salary history)
  - \_\_\_\_\_ Academic transcripts
  - \_\_\_\_\_ Professional and/or academic references
  - \_\_\_\_\_ List of professional and financial affiliations
- \_\_\_\_\_ Other Standard Forms, as applicable (see page 16), including:
  - \_\_\_\_\_ Accounting System and Financial Capability Questionnaire (if applicable)