

# **FY 2018 Enhanced Collaborative Model Task Force To Combat Human Trafficking Pre-Application Webinar June 18, 2018**

*Presented by:*

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# Agenda

- Eligibility
- Coordination on Application
- Program Goal
- Objectives/Activities
- Award Information
- Overview of Legal Requirements/Financial Management
- What an Application Must Include
- Budget Requirements/Match
- How To Apply/SAM/Technical Difficulties
- Q & A

# Who Is Eligible To Apply?



**This Program requires two separate but coordinated applications submitted from each task force requesting funding.**

1. One from a state, local, or tribal law enforcement agency operating within the region covered by the task force; and
2. One from a victim service provider operating within the region of the task force, which can coordinate a comprehensive array of services on behalf of victims.

See page 1 of the solicitation for more information.

# Who Is Eligible To Apply?



**Purpose Area 1:** Eligible applicants are NEW task forces or task forces that do not have a current grant with OVC/BJA under this program. (See page 12.)

**Purpose Area 2:** Eligible applicants are ONLY current grantees that were funded in FY 2015 under Purpose Area 1. These were generally considered “new” in FY 2015. (See page 14.)

**Purpose Area 3:** Eligible applicants are ONLY current grantees that were funded in FY 2015 under Purpose Area 2. These are task forces that have been operational for several years. (See page 15.)

## Eligibility (continued)



Task forces that received BJA/OVC ECM Anti-Human Trafficking Task Force funding in FY 2016 and FY 2017 are not eligible to apply.

OVC grantees that were funded by OVC in FY 2016 or FY 2017 under the Comprehensive Services programs are not eligible to apply, unless the new application outlines costs and services that were not included in previous applications.

# Coordinated Applications



Law Enforcement and Victim Service Provider partners must coordinate on the development of the applications. The following application elements must be developed jointly and attached to both applications:

- Abstract
- Program Narrative
- Plan for Training and Professional Development
- Plan for Evaluation and Action Research
- Time Task Plan
- Task Force Letters of Intent (Purpose Area 1)
- Task Force MOU (Purpose Area 2 and 3)
- Task Force Sustainability Plan (Purpose Area 3)

# Goal of the Program



To develop and enhance multidisciplinary human trafficking task forces that implement victim-centered, collaborative, and sustainable approaches to—

- Identify victims of **All Forms of Trafficking;**
- Address the individualized needs of survivors through the provision of a **comprehensive array of services;** and
- Engage in proactive **victim-centered investigations and prosecutions of sex and labor trafficking crimes** at the local, state, tribal, and federal levels.

# “Victim of Human Trafficking” Defined



In 22 U.S.C. § 7102(9), a victim of human trafficking is defined as a person who has been subjected to a “severe form of trafficking in persons,” which means:

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

# Program Objectives/Activities



1. Establish and sustain effective task force leadership and structure to facilitate collaboration and support the successful identification of victims, delivery of victim services, and investigation and prosecution of sex and labor trafficking.

## Required/Core Task Force Partners



- Lead victim service applicant
- Lead law enforcement applicant
- U.S. Attorney's Office
- At least one federal law enforcement agency
  - FBI
  - Homeland Security Investigations (HSI)
  - Tribal law enforcement/Bureau of Indian Affairs (BIA) (where applicable)

## Program Objectives/Activities



2. Make data-driven decisions based on shared understanding of prevalence, scope, and nature of human trafficking within the geographic area of the task force.

# TIMS and PMT



See page 25 & Appendix A.

- TIMS is used to collect information about the number of victims served and number of services provided.
- The PMT collects information about task force activities, and human trafficking incidents and investigations conducted by task force members, including all local, state, federal, and tribal law enforcement partners. All applicants should examine the key task force performance measures at

[https://bjapmt.ojp.gov/help/HT%20ECM\\_Measures\\_508.pdf](https://bjapmt.ojp.gov/help/HT%20ECM_Measures_508.pdf)

## Program Objectives/Activities



3. Identify victims of all types of human trafficking through the use of coordinated training, public awareness and outreach efforts, and trauma-informed screening and interview techniques.

## Program Objectives/Activities



4. Conduct investigations of sex and labor trafficking with the goal of identifying victims and prosecuting trafficking crimes at the state or federal level.

See pages 10 and 32.

Law enforcement applicants must include a separate attachment outlining the different strategies that will be used to investigate sex trafficking and labor trafficking and how investigations will be coordinated.

## Program Objectives/Activities



5. Assemble a comprehensive array of victim services using a coordinated community-wide approach that will support services for victims of ALL FORMS of human trafficking.

Please see Appendix C for a full list of services supported under this program.

Victim Service applications must include a separate attachment outlining how services will be delivered and coordinated for victims of ALL FORMS of human trafficking.

# Award Information



## Award Project Period: 3 Years

- Awards will be made by October 1, 2018; however, the start date of all awards will be delayed.
- There will be Special Conditions on the award that will hold back access to funding until the budget is cleared and other issues addressed.

# Overview of Legal Requirements: Page 49



All awards will be made as “Cooperative Agreements.” OVC and BJA will have substantial involvement in carrying out award activities.

- The link on page 49 provides an [“Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards.”](#) This information, available on the OJP Funding Resource Center, gives applicants a general overview of important statutes, regulations, and award conditions that apply to OJP grants and cooperative agreements awarded in FY 2018.

# Financial Management



See page 17: All award recipients and their subrecipients (subgrantees) must manage funds (and subgrants) in accordance with the DOJ regulations set out at 2 C.F.R. 200.303.

Review the DOJ Grants Financial Guide at <https://ojp.gov/financialguide/DOJ/index.htm> for important details about what will be expected for financial and administrative management of DOJ awards.

# Award Information: Purpose Area 1



## Purpose Area 1:

For NEW Task Forces that have never received funding under the OVC ECM program or have not received funding since 2014 or earlier.

Each Partner may apply for funding between \$500,000 and \$700,000, but two grants together may not exceed \$1.2 million.

Funding under this purpose area is intended to support awardees through their critical first steps in developing a task force.

## Award Information: Purpose Area 2



### Purpose Area 2:

This purpose area is for task forces who were funded in FY 2015 under Purpose Area 1.

Each partner may apply for funding between \$600,000 and \$900,000, but two grants together may not exceed \$1.5 million.

Funding under this purpose area is intended to support task forces in their ongoing development of a sustainability plan.

## Award Information: Purpose Area 3



Purpose Area 3:

This purpose area is for task forces that were funded in FY 2015 under Purpose Area 2.

Each partner may apply for funding between \$600,000 and \$900,000, but two grants together may not exceed \$1.5 million.

This purpose area provides funding to task forces to continue to enhance their efforts, implement sustainability plans, and provide peer-to-peer mentoring support to other task forces.

# What an Application Should Include: Page 20



**Red items are developed jointly by both applicants:**

Project Abstract

Program Narrative

Time-Task Plan

Budget Detail Worksheet and Narrative

Law Enforcement Plan for Conducting Investigations

Victim Service Plan for Providing Comprehensive Services

Training Plan

Plan for Evaluation/Action Research

Task Force Sustainability Plan (Purpose Area 3)

Position Descriptions and Resumes

Task Force Letters of Intent (Purpose Area 1)

Task Force MOUs (Purpose Area 2 and 3)

MOUs/Letters From Victim Service Partners

# Budget Requirements: Page 26



- Each applicant submits its own budget.
- Follow the link on page 27 for the required Budget Detail Worksheet and the Budget Narrative form.
- Applicants should use the Excel version.
- Break out costs by year, reflecting 36 months total of project activity.
- Show Federal Share and 25% Match.

## Budget Requirements (continued)



- Personnel costs: Clearly demonstrate the percent of time that each staff person will dedicate to key program activities:
  - Task force coordination
  - Law enforcement investigations
  - Direct victim services
  - Training
  - Evaluation/Action Research
- Consultant rates may not exceed \$650 per day or \$81.25 per hour for a maximum 8-hour workday.

# Cost Sharing/Matching Requirement: 25%



- Both the law enforcement and victim service provider applicants must include a 25% match in their respective budgets.
- Applicants must identify the source of the 25% nonfederal portion within the budget and provide details.
- An example for calculating the match is provided in the solicitation on pages 18–19.
- The match can be met with either cash or in-kind services.
- Over-matching is not recommended. If selected for funding, the match commitment cannot change.
- Refer to the DOJ Financial Guide for additional information.

## Training Plan: Page 33



- Plan must include:
  - Outline of trainings you will DELIVER to local project partners and other community members.
  - Outline for training and professional development opportunities your staff will ATTEND (as training participants).
- Budget must show that you are dedicating between 2%–5% of the total project budget, including match funds on training.



# Plan for Conducting Task Force Evaluation/Action Research: Page 33



- Plan must assess task force performance through the life of the award.
- The plan must include the following information:
  - A description of the proposed action research consultant(s).
  - A description of the qualifications of the consultant(s).
  - Identification of key staff who will be involved in action research activities and the work of the consultant.
  - An explanation of the basic methodology and timeline for the action research.
- Evaluator should be external to the applicant organization.
- Dedicate between 2%–7% of the total project budget, including match funds on Action Research.

## Other Important Attachments



- Plan for Conducting Victim-Centered Investigations of All Forms of Human Trafficking. Page 32
- Plan for the Delivery of Comprehensive Services for Victims of ALL FORMS of Human Trafficking. See Appendix C.
- Task Force Sustainability Plan. (Purpose Area 3 applicants see page 35.)
- Letters of Intent for Purpose Area 1 applicants.

## PA 2 & 3- Must Include—Task Force MOU



Both partners must include—with their application—a Task Force MOU. See page 36 of the solicitation.

**Required** signatures from (at minimum) the following agencies:

- The lead law enforcement applicant.
- The lead victim service applicant.
- **Representative of the USAO** with jurisdiction in the region of the task force.
- At least 1 federal law enforcement agency (FBI or HSI).
- Tribal law enforcement agency (if geographic region includes tribal lands).

**Note: MOU must clearly state the roles and responsibilities of each task force member.**

# How To Apply



Refer to section on page 26.

## IMPORTANT SAM.gov ALERT

- If you are a new entity registering in the System for Award Management (SAM) or an existing entity that needs to update or renew your SAM registration, you must submit an original, signed, notarized letter appointing the authorized Entity Administrator. **Notarized letters must be submitted via U.S. Postal Service mail within 30 days of activation of registration.** Read the Alert at <https://www.sam.gov> to learn more about what is required in the notarized letter. Frequently Asked Questions (FAQs) were updated with important changes on June 11. Visit <https://www.gsa.gov/samupdate> to learn more about this process change.

## How To Apply (continued)



- Follow ALL STEPS starting on page 42.
- Applicants **must** register in, and submit applications through, Grants.gov.
- Submit application at least 72 hours prior to the application due date.

## How To Apply (continued)



- Call the Grants.gov Customer Support Hotline at 800–518–4726 or 606–545–5035 (24/7) for help with technical difficulties before the deadline.
- Get “Ticket Number,” and hold onto it.
- Keep record of what happened and when.



# Application Deadline



Submit applications through Grants.gov.

*FY 2017 Enhanced Collaborative Model To Combat Human Trafficking  
CFDA # 16.320*

**Deadline: Monday, July 5, 2017  
11:59 p.m. eastern time**

Points of Contact for questions about solicitation or application:

**Victim Service Providers:** Mary Atlas-Terry – OVC

[Mary.Atlas-Terry@usdoj.gov](mailto:Mary.Atlas-Terry@usdoj.gov)

**Law Enforcement Agencies:** Linda Hammond-Deckard – BJA

[Linda.Hammond-Deckard@usdoj.gov](mailto:Linda.Hammond-Deckard@usdoj.gov)

# Technical Problems: Page 46



Call OVC/BJA within 24 hours (July 6) to report a problem or request permission to submit application late.

Application must be complete and emailed to OVC/BJA on July 6.

- The following conditions generally are insufficient to justify late submissions:
  - Failure to register in SAM or Grants.gov in sufficient time.
  - Failure to follow Grants.gov instructions on how to register and apply as posted on its website.
  - Failure to follow each instruction in the OJP solicitation.
  - Technical issues with the applicant's computer or information technology environment, such as issues with firewalls or browser incompatibility.

# Resources



OVC/BJA Human Trafficking Task Force E-Guide

<https://www.ovcttac.gov/taskforceguide/eguide/>

E-Guide includes:

- Information on forming and operating a human trafficking task force and supporting victims.
- Sample task force MOU.

## Resources (continued)



### **OVC Website: Map of OVC/BJA Currently Funded Human Trafficking Victim Services and Task Forces:**

<http://ovc.ncjrs.gov/humantrafficking/map.html> – Currently funded law enforcement agency and service provider agency names are listed, and if applicable, task force name is noted.