



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) 2014 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, territory, or federally recognized Indian tribal government. 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 the availability of appropriations.

OVC welcomes applications that involve two or more entities; however, one eligible entity must be the applicant and the others must be proposed as subrecipients. The applicant must be the entity with primary responsibility for conducting and leading the program.

Current OVC trafficking victim services grantees who received funding in FY 2013 are not eligible to apply for funding under this solicitation, unless the applicant can demonstrate how the new proposal does not include identical cost items and fills gaps in services or interventions not addressed by the current OVC grant.

Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. (See "How to Apply," page 30.) All applications are due by 11:59 p.m. eastern time on May 15, 2014. (See "Deadlines: Registration and Application," page 4.)

All applicants are encouraged to read this [Important Notice: Applying for Grants in Grants.gov](#).

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. The [Grants.gov](#) Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

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 contact identified below **within 24 hours after the application deadline** and request approval to submit their application.

For assistance with any other requirements of this solicitation, contact Mary Atlas-Terry, Victim Justice Program Specialist, by telephone at 202-353-8473, or by e-mail at Mary.Atlas-Terry@usdoj.gov.

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OVC FY 2014 Services for Victims of Human Trafficking (CFDA # 16.320)

Overview

The primary goal of this program is to enhance the quality and quantity of services available to assist victims of human trafficking, as defined by the Trafficking Victims Protection Act (TVPA) of 2000, as amended, by enhancing interagency collaboration and the coordinated community response to victims of human trafficking, and through the provision of high-quality services that address the individual needs of trafficking victims. This solicitation will provide funding to victim service organizations with a demonstrated history of providing services for victims of human trafficking. Funding under this program will support two different program areas: 1) comprehensive services for all victims of human trafficking, and 2) specialized services for victims of human trafficking. Under the specialized services category, OVC intends to dedicate a portion of the funding to proposals focusing on providing culturally relevant services for American Indian and/or Alaskan Native (AI/AN) victims of human trafficking. OVC intends to peer review and assess these proposals focusing on AI/AN victims separately from the other specialized services proposals. Funding under both program areas also will support efforts to increase the capacity of communities to respond to human trafficking victims through the development of interagency partnerships, professional training, and public awareness activities. The statutory authority for this program is 22 U.S.C. § 7105(b)(2).

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. 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 May 15, 2014. See “How to Apply” on page 30 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. The 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 the TVPA and its subsequent authorizations to ensure that all trafficking victims, regardless of immigration status, gender, age, or form of trafficking, receive support in accessing the services they need to heal in the aftermath of crime victimization. Sex trafficking and labor trafficking occur within many different settings within communities, and victims of these crimes are very diverse. Trafficking victims include foreign nationals and U.S. citizens, males and females, adults and minors, and individuals who identify as straight, lesbian, gay, bisexual, transgender, queer, or questioning (LGBTQ). This solicitation places a priority on funding direct services provided by organizations with the capacity to implement a highly collaborative and “comprehensive” service model, engaging all appropriate community resources, to address the needs of victims of all forms of human trafficking (Program Area 1).

OVC also recognizes the diversity of service providers within the field and the specific expertise needed to deliver certain types of services. This solicitation offers service providers an opportunity to apply for funding that supports specialized services for victims of human trafficking, or services to specific subgroups of trafficking victims, such as AI/AN victims of human trafficking (Program Area 2).

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(9), 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 subjection to involuntary servitude, peonage, debt bondage, or slavery.

Goals, Objectives, and Deliverables

The overarching goal of this program is to enhance the quality and quantity of services available to assist victims of human trafficking in achieving their goals, which may include increased autonomy and self-sufficiency, and increased feelings of safety and well-being. The program’s primary objectives are to enhance interagency collaboration and the coordinated community response to victims of human trafficking, and to provide high quality services that address the individualized needs of trafficking victims.

Within this solicitation, there are two different program areas through which applicants may apply for funding; however, for both program areas, the goals and objectives and overall activities are the same. Grantees funded under either program area will engage in the following activities in order to meet program goals and objectives:

- Provide either comprehensive or specialized services for victims of human trafficking, either in-house or through community partnerships.
- Work in collaboration with federal, state, and local law enforcement, local service providers, and community- and faith-based organizations to develop comprehensive response protocols to ensure that trafficking victims are identified and referred for appropriate services.
- Conduct training and public awareness activities for professionals and community members in order to improve their knowledge of human trafficking and their ability to identify and respond to victims. (Note: A minimum of 2 percent, but no more than 5 percent, of the total project budget is to be dedicated for this purpose.)
- Conduct data collection and evaluation activities to determine if the program is meeting stated goals and objectives. (Note: No more than 5 percent of the total project budget may be dedicated for this purpose.)

Funds awarded through this OVC cooperative agreement are intended primarily to support the cost of direct services that promote victim safety and stability in the short-term aftermath of victim identification, leading to the goal of autonomy and economic self-sufficiency. OVC does not set time limits on services and supports the provision of ongoing case management when there are no other specialized programs to provide case management services; however, **funds awarded through this program are not intended to provide long-term financial support to trafficking victims**. All services are to be implemented in coordination with other existing community resources and initiatives. Reliance on OVC grant funding to provide long-term support, including, for example, long-term medical care or shelter expenses, may weaken the overall integrity of the program.

For the purpose of eligibility for services under this cooperative agreement, adult victims of human trafficking are required to cooperate with reasonable requests from law enforcement in the investigation or prosecution of trafficking in persons. OVC will consider exceptions on a case-by-case basis for adult victims who would be negatively impacted or re-traumatized by a requirement to assist law enforcement. Minors, persons under the age of 18, are not required to assist law enforcement; however, they should be encouraged to do so, if possible.

Program Areas

Applicants must state in the Application for Federal Assistance (SF-424) and in 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**—Funding through this program area will support the provision of a wide variety of services, based on the Comprehensive Service Model outlined on pages 7–10. This program area supports services for sex trafficking and labor trafficking victims identified within a specific geographic area. Such victims often represent a diversity of backgrounds and may include foreign national/U.S. citizen/legal permanent resident (LPR), adult/minor, male/female, and LGBTQ victims of trafficking, among others. Service providers will be expected to serve victims of all forms of human trafficking within the area specified by the applicant. OVC places a priority on funding projects under this category, as this category ensures that a comprehensive array of services will be made available through a coordinated, community-wide approach for all victims of human trafficking that may be identified within a community.

- 2. Specialized Services for Victims of Human Trafficking**—Funding through this program area will support the provision of a specific type of service or intervention for victims of human trafficking, services provided in specialized settings, or services targeted at specific subgroups of trafficking victims. During this funding year, a variety of specialized services proposals will be funded. In addition, OVC intends to fund applications from tribal governments, tribal nonprofits, or organizations that specialize in providing services to AI/AN victims of human trafficking. Applications targeting AI/AN victims of human trafficking will be reviewed separately by peer review panels with expertise in serving AI/AN communities.

Note: OVC expects applicants to offer services that are as inclusive as possible of all trafficking victims. 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. Under certain circumstances, it might be appropriate to limit services based upon age, and to refer otherwise eligible beneficiaries outside of the targeted age group to other services. Recipients whose services are developed for a particular ethnic or racial group (for example, projects focusing on AI/AN victims of human trafficking), however, may not deny services to otherwise eligible beneficiaries outside of the targeted ethnic or racial group.

Comprehensive Services Model (This is applicable to Program Area 1.)

The Comprehensive Service Model outlined below includes a wide variety of services that victims of human trafficking often need in order to address their needs for safety, security, and healing. No one agency is expected to provide all of the services outlined within the Model in-house; however, applicants are expected to demonstrate that there is a coordinated, community-wide approach in place to ensure that each of the services outlined within the Model is available to trafficking victims identified within their community, either in-house or through project partners and other community-based programs. Local and federal partners involved in the community response to victims and the delivery of a coordinated, community-wide approach include, but are not limited to, local, state, tribal, and federal law enforcement and prosecutors; legal assistance providers; child welfare and child protection service systems; domestic violence, youth, and homeless shelter systems and transitional housing programs; medical and mental health services and systems; immigrant and refugee service providers; child and adult educational systems; job training programs; substance abuse treatment agencies; drop-in centers for youth and adults; detention facilities; faith-based service providers; interpretation and translation providers; and other partners providing critical services.

The Model supports the development of individualized service plans that are tailored to meet victims' identified needs. Using this Model in coordination with a victim-centered and trauma-informed approach will help ensure that victims of human trafficking have the opportunity to 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 achieving their personal goals. It supports the process of informing victims about their options and helping them work with local/state/tribal/federal law enforcement in the prosecution of the trafficker.

Intensive case management is a central service within the Comprehensive Services Model, as it ensures that victims have support in accessing a variety of services that are coordinated across multiple systems. It ensures the provision of “wraparound services” that meet victims where they are and helps to express their choices while working through the trauma of the situation and

interacting with the necessary local and federal partners. Applicants under Program Area 1 must include a plan to ensure that case management is provided for all victims of human trafficking enrolled in the OVC-funded program, regardless of where the victim is residing. For example, case management should be provided, either in-house or through project partners, for victims under the age of 18 who may be placed in foster care or a group home, or reside with family; or, for adults living independently or within a substance abuse treatment center or a shelter.

Applicants seeking funding through this solicitation for Program Area 1 must demonstrate that they have prior experience in serving trafficking victims. They also must document that they have a comprehensive service model in place or have specific plans to use grant funding to develop such a model. Applicants must ensure that the services outlined below will be made available to victims of all forms of human trafficking within the stated geographic area, including foreign national/U.S. citizen/LPR, adult/minor, male/female, and victims who identify as LGBTQ victims of sex or labor trafficking.

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 to determine if an individual meets the definition of a victim of a severe form of trafficking, as defined by the TVPA, and to determine eligibility for programs and services.
- 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.
- Substance abuse treatment.
- Assistance in achieving certification from the U.S. Department of Health and Human Services (HHS) Office of Refugee Resettlement (ORR certification) for foreign national victims, including coordination with law enforcement and allied experts to obtain documentation necessary to achieve ORR certification; assistance in coordination with federal law enforcement to request Continued Presence (CP); and assistance 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/GED assistance that is culturally and linguistically appropriate.
- Life skills training, including managing personal finances, self-care, parenting classes, and programs that help clients achieve self-sufficiency.
- Employment assistance.
- Transportation assistance.
- Provide 24-hour-a-day response, including evenings and weekends, 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—
 - assistance in screening the client to ensure they meet the definition of a victim of a severe form of trafficking as defined 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 ORR certification or recognition as a minor victim through the HHS Office of Refugee Resettlement for eligibility for benefits to the same extent as refugees.
 - assistance in applying for a T nonimmigrant status (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.
 - assistance pursuing efforts to vacate a victim's criminal conviction and/or expunge a victim's criminal record, where the law allows vacatur/expungement based on being a human trafficking victim.
 - 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 ORR certification. Once a trafficking victim achieves ORR 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.)

Awards funded under this category will support the delivery of specific services, interventions, or therapies that are intended to improve the well-being of victims of human trafficking by promoting safety, healing, economic stability, and self-sufficiency. Proposals may include the provision of a specific type of service, services provided in specialized settings, or services for specific subgroups of human trafficking victims. The specialized services supported under this program must be culturally and linguistically appropriate, developmentally appropriate, and trauma-informed. During this funding year, under the specialized services category, OVC intends to dedicate a portion of the funding to proposals focusing on providing services for AI/AN victims of human trafficking. OVC welcomes applications from tribal governments, tribal non-profits, and organizations that specialize in serving AI/AN victims of human trafficking.

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/therapy for victims of human trafficking and must provide information in the narrative that supports how the intervention or service is successful in meeting the needs or improving the well-being of trafficking victims.

Note: Specialized services must be implemented in coordination with existing community resources. To the extent possible, specialized service providers should assess the needs of a client and make referrals to connect clients with other service providers within the community to ensure that all of their needs are met.

ALL Applicants:

Resource Coordination

Proposals under both program areas within this solicitation should fill gaps in existing services.

All applicants should determine if there is an existing OVC-funded trafficking victim service provider within their jurisdiction, and work to ensure that the new application does not duplicate existing services currently funded by OVC. If there is currently an OVC-funded trafficking victim service grantee within the same jurisdiction as the applicant's proposal, applicants must document (1) how the new proposal either targets a different population of trafficking victims than those served by the currently funded provider, supports different services than those already funded, or provides strong justification why additional funding is needed to fill existing gaps in services; and (2) describe how these services will be coordinated within the geographic area. The list of OVC-funded trafficking victim services grantees and the geographic regions they serve are listed on the OVC Web site at <http://ojp.gov/ovc/grants/traffickingmatrix.html>. OVC will not fund a new proposal for Comprehensive Services for All Victims of Human Trafficking (Program Area 1) that duplicates the services and geographic area already covered by an existing comprehensive services provider.

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.

With regard to services provided to individual clients, 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 ORR certification, the victim should be transferred to an ORR trafficking victim assistance-funded program.

Training and Public Awareness

Training and public awareness activities are integral to a community's response to human trafficking. Applicants for funding under each program area are expected to conduct local trainings for project partners and for other community members, and provide project staff with professional development opportunities (including travel to attend local and national victim assistance or regional or national trafficking conferences.) **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 these activities.** A Training Plan should be submitted as one separate attachment to the application (Attachment 7). For more information about what should be included in the Training Plan, please refer to page 24.

Evaluating and Collecting Data for Performance Measures

Data collection and evaluation activities are necessary to document the required performance measures and 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.** A Plan for Evaluating and Collecting Data should be submitted as one separate attachment to the application (Attachment 8). For more information about what should be included in the Plan for Evaluating and Collecting Data, please refer to page 24.

MOUs and Letters of Intent

For services to be provided by project partners, the applicant must name the project partner that will provide the specific service in the program narrative, and include, as an attachment to the application, a Letter of Intent or Memorandum of Understanding (MOU) describing the commitment from that organization to perform a specific service, and a description of the fee for the service or cost to the grant for each service. If services are to be provided as in-kind match, pro bono, or at no-cost to the grant, this should be clearly stated in the MOU or Letter of Intent.

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) and other work to be performed under the agreement; (3) duration of the agreement; (4) estimated cost per victim or cost of actual services provided—fee-for-service, in-kind match, or no-cost; (5) whether or not there is a cap on the total amount of the agreement; and (6) whether or not there is a maximum number 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. MOUs and Letters of Intent should be submitted as one separate attachment to the application (Attachment 10).

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 strongly emphasizes the use of data and evidence in policymaking and program development in criminal justice, juvenile justice, and crime victim services. OJP is committed to:

- 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 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 amounts for cooperative agreements funded under this solicitation will range from \$200,000 to \$500,000, for a 24-month project period.

Each program area within this solicitation has specific funding range as described below:

- **Comprehensive Services for All Victims of Human Trafficking**—Award amount between \$300,000 and \$500,000. (See pages 7–12.)
- **Specialized Services for Victims of Human Trafficking**—Award amount between \$200,000 and \$400,000. (See page 10–12.)

OVC reserves the right to exercise discretion in setting award amounts. Award amounts will be based on the documented number of victims served each year during 2012 and 2013 within the targeted geographic region, the geographic location of the project, the scope and complexity of the service strategy, funding priorities, and funding availability.

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 2014 salary table for SES employees is available at www.opm.gov/salary-tables. 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 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 the applicant to 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.

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs

OJP strongly encourages applicants that propose to use award funds for any conference-, meeting-, or training-related activity to review carefully—before submitting an application—the OJP policy and guidance on “conference” approval, planning, and reporting available at www.ojp.gov/funding/confcost.htm. OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most such costs for cooperative agreement recipients and of some such costs for grant recipients; and (3) set cost limits, including a general prohibition of all food and beverage costs.

Costs Associated With Language Assistance

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.

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 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. The chart below outlines the performance measures for 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.

OVC developed the Trafficking Information Management System (TIMS) Online, a password-protected site, to assist grantees with collecting, organizing, and reporting performance measurement data for this award. All successful applicants awarded through this solicitation will receive access to TIMS Online and the TIMS Users Guide. OVC trafficking victim services grantees are required to use TIMS Online to support performance measurement reporting. OVC’s Training and Technical Assistance Center provides detailed training and technical assistance on the use of TIMS Online for OVC’s grantees. More information about TIMS Online is available upon request.

Objective	Performance Measure(s)	Data Grantee Provides
Provide high-quality services for victims of human trafficking that address individual needs and help victims achieve their goals.	Number of trafficking victims served.	<p>Number of NEW foreign national trafficking 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 and LPR victims of trafficking served for the first time during the reporting period, broken down by the type of trafficking (sex, labor, or both).</p> <p>The TOTAL number of trafficking victims served during the report period. (This includes NEW clients and existing clients served during the report period.)</p>
	Number of services provided.	Number and types of services provided to trafficking victims during the reporting period, broken down by the type of service.
Enhance interagency collaboration and the coordinated community response to victims of trafficking.	Number of professionals trained.	Number of professionals who received training in identifying human trafficking and serving victims during the report 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.
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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, including their plans to use TIMS Online. Refer to the section “What an Application Should Include—Plan for Evaluating and Collecting Data” on page 24 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). Applicants whose proposals may involve a research or statistical component also should review the “Confidentiality” section on that Web page.

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. Applicants may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if

an applicant submits only one budget document, it must contain **both** narrative and detail information.

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 OJP’s Grants Management System (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 population).
- Jurisdiction or geographic area where activities will be focused.
- The number of trafficking victims served by the applicant agency each year in 2012 and 2013.
- 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.

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 Evaluating and Collecting Data for Performance Measures (Attachment 8)
- Research and Evaluation Independence and Integrity (Attachment 9)
- Position Descriptions/Resumes (Attachment 10)
- MOUs and Letters of Intent (Attachment 11).
- Logic Model (Attachment 12)

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 nature and scope of the problem that the program will address. Applicants must demonstrate the problem of human trafficking within the targeted geographic region, including local, state, and federal data regarding investigations, prosecutions, and the number of individuals identified as victims of human trafficking in the proposed geographic area. **Applicant must provide the source of this data.**
 - Description of previous or current attempts to address the problem, including documentation of the number of trafficking victims served each year during 2012 and 2013 within the targeted geographic region. At a minimum, applicants must identify the total number of victims previously served within the targeted geographic region, with federal and nonfederal funds; and the types of victims they have served (sex or labor trafficking victims). **Applicant must provide the source of this data.**

- Outstanding problems, gaps in services, and unmet needs regarding services for human trafficking victims in the proposed geographic area. See page 11 for more information about what an application must include about describing gaps in services and coordinating resources with other OVC-funded service providers.
- A description of how this funding opportunity will help address these problems.

b. Project Design and Implementation Plan:

- 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 5–12.
- Applicants must clearly state the goals, objectives, and primary activities that will be accomplished through this project. These activities must be in alignment with the stated goals and objectives of this solicitation as described on pages 5–6. Applicants must include a logic model that graphically illustrates how the project’s goals, objectives, and activities are interrelated to address the stated problem. The logic model must be included as a separate attachment (Attachment 12), and must include information related to anticipated outputs, performance measures, and short- and long-term outcomes that are anticipated for victims served and the community. Sample logic models are available at www.ojjdp.gov/grantees/pm/logic_models.html.
- Applicants applying under Program Area 1, Comprehensive Services, must describe the plan to implement each of the direct services outlined on pages 5–12, either in-house or through project partners. The implementation plan must demonstrate that intensive case management and a comprehensive array of services will be accessible in-house, or through community partners, to address the service needs of all types of trafficking victims that may be identified within a community, including victims of sex trafficking and labor trafficking, males/females, U.S. citizens/foreign nationals/LPR, adults/minors, and individuals who identify as LGBTQ.
- Applicants applying under Program Area 2, Specialized Services, must describe a plan for the provision of a specific type of service and the specific population to be served. See pages 10–12 for more information about what the application for Specialized Services funding must include.
- All applicants must clearly indicate the name of the agency and the staff name/position title of the person(s) that will be providing the direct services outlined in the proposal. For those services provided by project partners, applicants must also include information about how the performance of the service provider will be monitored, and the target population that will be served by the particular provider. Applicants must include, for each named partner, an MOU, Letter of Intent, or subcontract that confirms the partner’s agreement to provide the service and describes the cost agreement between the agencies.
- Subcontracts, MOUs, or Letters of Intent should be submitted as one separate attachment to the application (Attachment 11). See page 12 for information that should be included in subcontracts, MOUs, or Letters of Intent.

- Applicants must submit a project timeline (Attachment 5). See page 23 for information about what should be included in the project timeline.

c. Capabilities and Competencies:

- Applicants must describe the staffing structure of program, information about how the program will be managed, and how key staff, including case managers, will be supervised. Applicants must include an organizational chart and other information describing the roles and responsibilities of key personnel.
- Applicants must provide a list of the personnel responsible for managing and implementing major activities of the project and a description of the current and proposed professional staff member's unique qualifications that will enable them to fulfill their grant responsibilities. Position descriptions and resumes for staff should be included as Attachment 9. If additional staff will be hired to complete various activities for this project, the applicant should also attach a proposed job description and the selection criteria for the position.
- Applicants must demonstrate that personnel who provide direct services, including case managers, have prior victim service experience or will be under the direct supervision of a senior case manager or project director who has such experience.
- Applicants must demonstrate a history of providing services on behalf of victims of human trafficking. Applicants must include the number of human trafficking victims served each year in 2012 and 2013 by the applicant agency and the formal partners included in the budget.
- Applicants applying under Program Area 1, Comprehensive Services, must describe their experience in providing or coordinating services for victims of all forms of human trafficking that might be identified within the target area, including foreign national/U.S. citizen/LPR, adult/minor, male/female, and LGBTQ victims of sex/labor trafficking.
- Applicants applying under Program Area 2, Specialized Services, must describe their experience in providing the proposed service for the population of trafficking victims identified within the proposal.
- Applicants must demonstrate the expertise and organizational capacity to successfully undertake an initiative that involves significant collaboration with other agencies, including local, state, and federal law enforcement, victim service and faith-based organizations, local medical providers, and other community services in order to enhance interagency collaboration and the coordinated community response to victims of human trafficking.
- 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.

4. Budget Detail Worksheet and Budget Narrative (Attachment 3)

a. Budget Detail Worksheet

The application requires a Budget Detail Worksheet and a Budget Narrative.

A sample Budget Detail Worksheet can be found at 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.

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 devoted to the project for each employee to be paid through grant funds.

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.

Direct victim services: Applicants seeking funds to implement the Comprehensive Service Model must dedicate a line item, within the appropriate budget category, for each of the direct services listed on pages 7–10. Each direct service must be addressed, whether or not there is a charge to the grant. For example, if employment assistance 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.

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 applying under Program Area 1, Comprehensive Services for All Victims of Human Trafficking, 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: Grant funds awarded through this cooperative agreement are to support costs for the key activities of this program: direct victim services, outreach, training, and evaluation activities. Administrative costs related to executive-level leadership and accounting/financial administration should not exceed more than 10 percent of the total direct cost of the project (indirect costs charged under a federally approved indirect cost rate

are not affected by this 10 percent limit). Applicants must clearly indicate whether staff listed under the personnel section of the budget are directly involved in the implementation of the key activities, or whether the position is administrative and/or operational. Applicants should also indicate the percentage of time that each position will dedicate to administrative activities versus direct services, outreach, training, or evaluation.

Travel for required trainings: The Travel category of the Budget Detail Worksheet should include costs to support the travel of staff to attend trainings. Applicants may plan to send one or two staff persons to attend the required trainings listed below. For each event requiring staff travel, applicants must break out costs associated with travel, lodging, per diem, and ground transportation. There are two required trainings for OVC grantees:

- i. The Regional Financial Management Training Seminar sponsored by OJP's Office of the Chief Financial Officer (OCFO), unless the applicant has previously attended this seminar or plans to take the training online. Specific information about the dates and locations of upcoming OCFO events and information about the DOJ Grants Financial Management Online Training can be found at www.ojp.usdoj.gov/training/training.htm.
- ii. A regional trafficking training, 2½ to 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 \$56.25/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.

Non-Competitive Procurement Contracts In Excess of Simplified Acquisition Threshold If an applicant proposes to make one or more non-competitive procurements of products or services, where the non-competitive procurement will exceed the simplified acquisition threshold (also known as the small purchase threshold), which is currently set at \$150,000, the application should address the considerations outlined in the [OJP Financial Guide](#).

5. 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. For assistance with identifying your cognizant agency, please contact the Customer Service Center at 1-800-458-0786 or ask.ocfo@usdoj.gov. 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.

6. 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.

7. 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, or 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 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.

8. Training Plan (Attachment 7)

Applicants must include, as an attachment to this application, implementation plans for conducting training and public awareness activities and plans to provide staff with professional development opportunities.

Costs dedicated to training, public awareness, and professional development activities must be detailed within Attachment 7 and must also be included as line items within the appropriate categories of the Budget Detail Worksheet and Budget Narrative. **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, public awareness activities, and providing project staff with professional development opportunities** (including travel costs, staff time, and speaker fees, if applicable).

The training plan should include information about target audiences for trainings and public awareness activities, topics of trainings, tentative dates or frequency of training events, and the key staff involved in delivering training. The plan should also identify specific professional development opportunities for staff, including costs to attend local or national victim assistance or regional or national trafficking conferences.

An agency that receives both OVC funds and ORR funding through the Rescue & Restore Victims of Human Trafficking Regional Program for training and public awareness activities must describe how activities and data collection on these projects will be tracked separately to avoid duplication.

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. 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 the submission of requests for DOJ prior approval.

9. Plan for Evaluating and Collecting Data for Performance Measures (Attachment 8)

Applicants must include, as an attachment to the application, information that outlines an implementation plan for the collection of performance measurement data and program evaluation.

Costs dedicated to data collection and evaluation activities must be detailed in Attachment 8 and must also be included as line items within the appropriate categories of the Budget Detail Worksheet and Budget Narrative. **Under this program, OVC recommends that no more than 5 percent of the total project budget, including match funds, be used to support costs for program evaluation and data collection.**

Attachment 8 must include a description of the proposed methods for the collection of data for the required performance measures of this grant, including a plan to use TIMS Online. (See “Performance Measures,” page 15–16.)

The evaluation plan must be in alignment with the Logic Model submitted as Attachment 11 for this application, and must identify (1) the evaluation consultant or key staff who will conduct evaluation activities; (2) qualifications of the consultant or staff selected to conduct evaluation activities; and (3) the basic methodology and timeline for the evaluation.

10. Research and Evaluation Independence and Integrity (Attachment 9)

If a proposal involves research and/or evaluation, 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.

11. Position descriptions/resumes (Attachment 10)

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

12. MOUs and Letters of Intent (Attachment 11)

Only Letters of Intent submitted at the time of application through Grants.gov may be considered. See page 12 for more information about what MOUs and Letters of Intent should include.

13. Logic Model (Attachment 12)

See page 19.

14. Additional Attachments

a. Copies of outcome evaluations, if available (Attachment 13)

b. Tribal Authorizing Resolution, if applicable (Attachment 14)

Tribes, tribal organizations, or third parties proposing to provide direct services or assistance to residents on tribal lands should include in their applications a resolution, letter, affidavit, or other documentation, as appropriate, that certifies 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 15)

Applicants are to disclose whether they have pending applications for federally funded grants or subgrants (including cooperative agreements) 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. 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 subaward 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 on SF-424] does not have pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) 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.”).

d. Accounting System and Financial Capability Questionnaire (Attachment 16)

Any applicant 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](#).

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 16.

- Statement of the Problem (15%)
- Project Design and Implementation (30%)
- Capabilities and Competencies (30%)
- Plan for Evaluation and Collection of Data for Performance Measures (5%)
- Training Plan (5%)
- Budget: complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget Narratives should generally demonstrate how applicants will maximize cost effectiveness of grant expenditures. Budget Narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.¹ (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 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. OVC will assign applications to peer review panels based upon the program area—Comprehensive Services or Specialized Services. To the extent practicable, OVC intends to peer review and assess proposals focusing on AI/AN victims separately from the other specialized services proposals, and will seek peer reviewers with expertise in serving AI/AN communities. 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 Office of the Chief Financial Officer, 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.

¹ 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.

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.

- 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
- Reporting of Potential Fraud, Waste, and Abuse, and Similar Misconduct
- 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
- Active SAM Registration
- Policy and Guidance for Approval, Planning, and Reporting of Conferences (including Meetings and Trainings)
- OJP Training Guiding Principles for Grantees and Subgrantees

How to Apply

Applicants must register in, and submit applications through Grants.gov, a “one-stop storefront” to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at 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.

OVC strongly 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 updates will be notified.

Note on File Names and File Types: Grants.gov only permits the use of certain specific characters in names of attachment files. Valid file names may include only the characters shown in the table below. Grants.gov is designed to reject any application that includes an attachment(s) with a file name that contains any characters not shown in the table below. Grants.gov is designed to forward successfully submitted applications to OJP’s Grants Management System.

Characters	Special Characters		
Upper case (A – Z)	Parenthesis ()	Curly braces { }	Square brackets []
Lower case (a – z)	Ampersand (&)	Tilde (~)	Exclamation point (!)
Underscore (_)	Comma (,)	Semicolon (;)	Apostrophe (‘)
Hyphen (-)	At sign (@)	Number sign (#)	Dollar sign (\$)
Space	Percent sign (%)	Plus sign (+)	Equal sign (=)
Period (.)	When using the ampersand (&) in XML, applicants must use the “&amp;” format.		

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.” GMS may reject applications with files that use these extensions. It is important to allow time to change the type of file(s) if the application is rejected.

All applicants are required to complete the following steps:

- 1. Acquire a Data Universal Numbering System (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 application 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. A DUNS number is usually received within 1-2 business days.
- 2. Acquire registration with the System for Award Management (SAM).** SAM is 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. Applicants must **update or renew their SAM registration annually** to maintain an active status.

Applications cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. The information transfer from SAM to Grants.gov can take up to 48 hours. OJP recommends that the applicant register or renew registration with SAM as early as possible.

Information about SAM registration procedures can be accessed at 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.
- 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 number for this solicitation is 16.320, titled “*Services for Trafficking Victims*” and the funding opportunity number is OVC-2014-3859.

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 the form *Disclosure of Lobbying Activities (SF-LLL)*. Applicants that do not expend any funds for lobbying activities should enter “N/A” in the required highlighted fields.
7. **Submit a valid 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. It is possible to first receive a message indicating that the application is received and then receive a rejection notice a few minutes or hours later. Submitting well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges applicants to submit applications **at least 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.

Click [here](#) for further details on DUNS, SAM, and Grants.gov registration steps and timeframes.

Note: Duplicate Applications

If an applicant submits multiple versions of an application, OVC will review only the most recent valid 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 contact identified in the Contact Information section on page 2 **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 OJP determines that the applicant failed to follow all required procedures, which resulted in an untimely application submission, OJP will deny the applicant’s request to submit their application.

The following conditions are generally 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 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.

Provide Feedback to OJP

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. Provide feedback to 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. 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 2014 Services for Victims of Human Trafficking

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

What an Applicant Should Do:

Prior to Registering in Grants.gov:

- Acquire a DUNS number (see page 31)
- Acquire or renew registration with SAM (see page 31)

To Register with Grants.gov:

- Acquire AOR and Grants.gov username/password (see page 31)
- Acquire AOR confirmation from the E-Biz POC (see page 31)

To Find Funding Opportunity:

- Search for the funding opportunity on Grants.gov (see page 31)
- Download Funding Opportunity and Application Package (see page 31)

- Sign up for Grants.gov e-mail notifications (optional) (see page 30)
- Read [Important Notice: Applying for Grants in Grants.gov](#)

General Requirements:

- Review "[Other Requirements](#)" Web page

Scope Requirement:

The federal amount requested is within the allowable limit(s):

- Program Area 1: Comprehensive Services for All Victims of Human Trafficking—
Award amount between \$300,000 and \$500,000
- Program Area 2: Specialized Services for Victims of Human Trafficking—
Award amount between \$200,000 and \$400,000

Eligibility Requirement:

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). Organizations with a demonstrated history of providing victim assistance, social services, legal services, shelter, or mental health services for victims of trafficking are eligible to apply.

What an Application Should Include:

- Application for Federal Assistance (SF-424) (see page 17)
- Project Abstract (Attachment 1) (see page 17)

_____	Program Narrative (Attachment 2)	(see page 18)
_____	Statement of the Problem	(see page 18)
_____	Project Design and Implementation	(see page 19)
_____	Capabilities and Competencies	(see page 20)
_____	Budget Detail Worksheet and Narrative (Attachment 3)	(see page 21)
_____	Indirect Cost Rate Agreement, if applicable (Attachment 4)	(see page 23)
_____	Project Timeline (Attachment 5)	(see page 23)
_____	Privacy Certificate (Attachment 6)	(see page 23)
_____	Training Plan (Attachment 7)	(see page 24)
_____	Plan for Evaluating and Collecting Data for Performance Measures (Attachment 8)	(see page 24)
_____	Research and Evaluation Independence and Integrity (Attachment 9)	(see page 25)
_____	Position Descriptions/Resumes (Attachment 10)	(see page 26)
_____	MOUs and Letters of Intent (Attachment 11)	(see page 26)
_____	Logic Model (Attachment 12)	(see page 26)

Additional Attachments:

_____	Copies of outcome evaluations, (if applicable) (Attachment 13)	(see page 26)
_____	Tribal Authorizing Resolution, (if applicable) (Attachment 14)	(see page 26)
_____	Applicant Disclosure of Pending Applications (SF-LLL) (Attachment 15)	(see page 26)
_____	Accounting System and Financial Capability Questionnaire (if applicable)	(Attachment 16) (see page 27)
_____	Employee Compensation Waiver request and justification (if applicable)	(see page 13)
_____	Read OJP policy and guidance on “conference” approval, planning, and reporting available at www.ojp.gov/funding/confcost.htm	(see page 14)
_____	Disclosure of Lobbying Activities (SF-LLL)	(see page 32)