

U.S. Department of Justice
Office of Justice Programs
Office for Victims of Crime



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) and [Bureau of Justice Assistance](#) (BJA) are seeking applications to develop or enhance multidisciplinary human trafficking task forces within the United States. This program furthers the Department's mission by enhancing the law enforcement and social service field's response to victims of human trafficking.

FY 2018 Enhanced Collaborative Model Task Force To Combat Human Trafficking

Applications Due: July 5, 2018

Eligibility

By statute, grants under this program may be awarded to states; units of local government; federally recognized Indian tribal governments (as recognized by the Secretary of the Interior); nonprofit, nongovernmental organizations (including tribal nonprofit and nongovernment organizations); and state and local law enforcement agencies. For the purposes of this program, a unit of local government is any city, county, township, town borough, parish, village, or other general purpose political subdivision of a state or territory.

Eligible applicants are only law enforcement agencies and victim service providers located and operating within the community, jurisdiction, or geographic area of the human trafficking task force specified within the application. Additional eligibility requirements, per purpose area, can be found on pages 12–17.

This funding announcement requires two separate but coordinated applications from each human trafficking task force seeking funding: one application from a lead state, local, or tribal law enforcement agency, and one application from a lead victim service organization. The two applications must be developed in close collaboration with each other, and must be submitted as a pair, with each applicant naming the other as the primary partner.

Law enforcement and victim service provider applicants from task forces that received funding under this Enhanced Collaborative Model program in fiscal years (FY) 2016 and 2017 are not eligible to apply. Current OVC grantees funded under OVC FY 2016 or FY 2017 Comprehensive Services programs are not eligible to apply for funding under this solicitation, unless the new proposal outlines new services, cost items, or service areas that were not included in the FY 2016 or 2017 application.

Applicants that are nonprofit organizations must be organizations described in 26 U.S.C. § 501(c)(3) and exempt from taxation under 26 U.S.C. § 501(a). Nonprofit organizations that hold money in offshore accounts for the purpose of avoiding paying the tax described in 26 U.S.C. § 511(a) are not eligible to apply.

All recipients and subrecipients must forgo any profit or management fee.

OVC and BJA may elect to fund applications submitted under this FY 2018 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

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.

Deadline

Applicants must register with Grants.gov at <https://www.grants.gov/web/grants/register.html> prior to submitting an application. All applications are due by 11:59 p.m. eastern time on Thursday, July 5, 2018.

To be considered timely, an application must be submitted by the application deadline using Grants.gov, and the applicant must have received a validation message from Grants.gov that indicates successful and timely submission. OJP urges applicants to submit applications at least 72 hours prior to the application due date, to allow time for the applicant 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.

OJP encourages all applicants to read this [Important Notice: Applying for Grants in Grants.gov](#).

For additional information, see [How to Apply](#) in Section D. Application and Submission Information.

Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, at <https://www.grants.gov/web/grants/support.html>, or at support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must email the OVC or BJA contact identified below **within 24 hours after the application deadline** to request approval to submit its application after the deadline. Additional information on reporting technical issues appears under “Experiencing Unforeseen Grants.gov Technical Issues” in the [How To Apply](#) section.

For assistance with any other requirements of this solicitation, victim service provider applicants should contact Mary Atlas-Terry, OVC Program Specialist, by phone at 202-353-8473 or by email at Mary.Atlas-Terry@usdoj.gov, and law enforcement applicants should contact Linda

Hammond-Deckard, BJA Policy Advisor, by phone at 202-514-6015 or by email at Linda.Hammond-Deckard@ojp.usdoj.gov.

Pre-Application Webinar

OVC and BJA will conduct one pre-application webinar at **1:00 p.m. eastern time on Monday, June 18, 2018**. Participation in the webinar is optional for any potential applicant. During the webinar, OVC staff will review the solicitation requirements and conduct a question and answer session with participants. Anyone who is interested in submitting an application in response to this solicitation is eligible to participate in the webinar. Please register for the webinar at <https://bjatraining.webex.com/bjatraining/onstage/g.php?MTID=e8859a3d477c77313e824f30a5165e66d>.

Grants.gov number assigned to this solicitation: OVC-2018-14133

Release date: June 5, 2018

Important Note: Law enforcement agencies and victim service providers applying for joint funding to support human trafficking task force activities within a specific geographic area must collaborate and submit separate but coordinated applications containing identical Abstracts, Program Narratives, Plans for Training and Professional Development, Plans for Evaluation/Action Research, Time-Task Plans, Task Force Letters of Intent (for Purpose Area 1 applicants), Task Force Memoranda of Understanding (for Purpose Area 2 and 3 applicants), and Task Force Sustainability Plans (for Purpose Area 3 applicants).

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FY 2018 Enhanced Collaborative Model Task Force To Combat Human Trafficking CFDA # 16.320

A. Program Description

Overview

The purpose of the Enhanced Collaborative Model Task Force To Combat Human Trafficking program is to assist communities in developing effective and sustainable multidisciplinary task forces that will implement victim-centered and coordinated approaches to identifying victims of sex and labor trafficking, addressing the individualized needs of victims through services, and investigating and prosecuting sex and labor trafficking cases (as well as the purchasers of commercial sex) at the local, state, tribal, and federal levels.

Through this solicitation, OVC and BJA will make awards to support law enforcement and victim service provider efforts within human trafficking task forces. Within each geographic region covered by a task force, two separate awards will be made—one to a lead law enforcement agency under the authority of 34 U.S.C. § 20705, and one to a lead victim service provider under the authority of 22 U.S.C. § 7105(b)(2). The total amount of funding that will be awarded for each task force will be between \$1.2 and \$1.5 million. The law enforcement agency and victim service provider applicants must submit separate but coordinated proposals that outline how this funding will be used over a 3-year project period to combat human trafficking within the specific geographic area, in coordination with other key members of the task force, including the U.S. Attorney's Office (USAO); local prosecutor's office; local, state, and federal law enforcement; and community- and system-based service providers.

Statutory Authority: The statutory authority for this program is 22 U.S.C. § 7105(b)(2) and 34 U.S.C. § 20705.

Program-Specific Information

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.) and the Trafficking Victims Protection Reauthorization Act (TVPRA) of 2005 (34 U.S.C. § 20701 et seq.).

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.

Sex trafficking and labor trafficking occur in many different settings within communities, and victims of these crimes are very diverse. Trafficking victims include U.S. citizens and foreign nationals, males and females, adults and minors.

Since 2004, OVC and BJA have worked collaboratively to develop and enhance a multidisciplinary human trafficking task force model that is intended to support and encourage a collaborative effort among local and federal law enforcement, prosecutors, and victim service providers. These task forces uphold the intent of the TVPA by ensuring that all trafficking victims are identified and receive access to a comprehensive array of supportive services, and that the crimes of human trafficking are successfully investigated and prosecuted at the state and federal levels. OVC and BJA are currently funding 29 task forces across the United States.

The [Human Trafficking Task Force e-Guide](#) serves as a technical assistance resource for both new and established task forces and describes the multidisciplinary task force as an environment where agencies can learn the roles and capacities of other agencies, leverage resources across the team, and plan and implement collaborative victim-centered and trauma-informed responses to human trafficking victims. To support human trafficking task force efforts, OVC and BJA work to coordinate and provide a variety of training and technical assistance resources. The grantees funded under this program are also provided with specific data collection and reporting tools to help them assess the performance of their task force, share information, and submit joint semiannual progress reports to OVC and BJA.

OVC and BJA are committed to the elimination of all forms of trafficking in persons, which requires the prosecution of traffickers as a key part of a multifaceted strategy. OVC and BJA consider investigations or prosecutions to be “victim-centered” when a multidisciplinary approach is used to place the needs and interests of victims at the center of the investigation and to avoid policies and practices that may re-traumatize victims. Victim-centered investigations and prosecutions of traffickers reduce harm and increase safety for our communities, while supporting the healing of victims. Any allowable grant-funded investigation and prosecution activities should be victim-informed to minimize any re-traumatization of trafficking victims.

Activities of the law enforcement agencies and victim service providers supported through this project should be victim-centered, trauma-informed, and should promote the dignity and self-sufficiency of victims, improve their access to resources, and create options for victims to the maximum extent possible. (See [Appendix B](#) for definitions of victim-centered and trauma-informed.)

Activities That Compromise Victim Safety and Recovery

The following activities have been found to jeopardize victim safety or deter or prevent physical or emotional healing for victims:

1. The development and implementation of policies or procedures that exclude any victims from receiving safe shelter, advocacy services, counseling, and other assistance.
2. The development and implementation of policies or procedures that compromise the confidentiality of information and privacy of persons receiving OVC-funded services.
3. The development and implementation of policies or procedures that impose requirements on victims in order to receive services (e.g., receive counseling, seek civil or criminal remedies).
4. The implementation of project designs and budget allocations that fail to account for the access needs of individuals with disabilities, limited English proficiency, or who are deaf or hard of hearing.
5. The establishment or enhancement of a multidisciplinary collaborative community response lacking the appropriate policies or procedures regarding confidentiality and information sharing for the members.

Applications that propose to use grant funds primarily for investigative operations where there are no clearly defined victims and that include activities that compromise victim safety and recovery may receive a deduction in points during the peer review process or may be eliminated from further consideration.

Goals, Objectives, and Deliverables

This solicitation presents three purpose areas (see "[Federal Award Information](#)") through which task forces may compete for funding based on their history of funding and stage of task force development; however, for all purpose areas, the goals and objectives of the task force are the same. The lead law enforcement and lead victim service grantees must work collaboratively to meet the following goal, objectives, and deliverables:

Goal

The goal of this program is to develop and/or enhance a multidisciplinary human trafficking task force that implements victim-centered, collaborative, and sustainable approaches to—

- identify victims of all types of human trafficking within specific geographic areas;
- address the individualized needs of trafficking victims through the provision of a comprehensive array of quality services; and
- engage in proactive victim-centered investigations and prosecutions of sex and labor trafficking cases at the local, state, tribal, and federal levels.

Objectives

1. The human trafficking task force will establish and sustain effective leadership and a structure that will engage the necessary resources to promote and facilitate collaboration, and support the successful identification of victims of all forms of human trafficking, the delivery of victim services, and the investigation and prosecution of trafficking perpetrators.
 - a. **Identify consistent, experienced, and committed task force leadership.** Including a strong presence from the USAO has shown to be key to task force success. The law enforcement applicant agency, the victim service provider applicant agency, and the USAO are encouraged to be co-leaders of the multidisciplinary task force; however, applicants may propose a different structure that will work well within their own geographic area, provided that both applicant agencies and the USAO have substantive involvement in working collaboratively to meet task force goals and objectives.
 - b. **Ensure that task force membership is representative of all essential agencies, organizations, and individuals.** Broad representation from a wide array of law enforcement and victim services partners within the task force expands the options available to serve victims and investigate and prosecute traffickers. Effective task forces include representatives from federal, state, local, and tribal law enforcement; federal, state, local, and tribal prosecutor's offices; victim service providers; both system-based and nongovernmental organizations; state departments of labor and local regulatory agencies; and other professionals who have a role in combating human trafficking. Community-based organizations that provide specialized services should also be included as needed, and perspectives of survivors of human trafficking should be incorporated too. (See [Appendix B](#) for a list of task force members that should be included for this program.)
 - c. **Identify the appropriate physical and organizational location of the key task force staff.** Strong multidisciplinary partnerships are supported through building relationships and good communication. Co-location of task force members, where law enforcement

(federal, state, local, tribal) and victim service providers share work space, has been identified as a promising practice.

- d. **Identify and dedicate sufficient administrative support for the task force.** Task forces must have dedicated staff to complete administrative responsibilities and functions of the task force without these functions being “add-ons” to staffs’ current full-time responsibilities. For the purposes of this solicitation, each task force must identify one full-time task force coordinator to serve as a primary point of contact (POC) for OVC and BJA with regard to the Enhanced Collaborative Model Task Force operations and management. (These activities are separate from federal grant administrative POC responsibilities). The task force coordinator ensures the completion of the administrative and operational activities of the multidisciplinary task force, including, but not limited to, convening regular meetings, taking minutes, guiding the development and updating of task force protocols, formalizing Memoranda of Understanding (MOUs), conducting outreach to expand task force membership, and collecting, sharing, and reporting of performance measurement data. This position may be supported by either the victim service applicant, the law enforcement applicant, or both; however, both applicant partners must be involved in the screening and selection of the individual to fulfill this important role.
- e. **Hold task force meetings.** Effective task forces convene regularly to foster necessary levels of collaboration. The core leadership/core partners of a task force should convene at least monthly. Meetings of all stakeholders of the multidisciplinary task force should occur at least quarterly. In addition, task forces may use functional subcommittees to engage members or additional stakeholders on specific projects and/or the completion of specific tasks.
- f. **Develop and/or regularly update operational protocols that outline roles and responsibilities of task force members and the collaborative work of the task force.** Protocols should document procedures on topics including, but not limited to, information sharing; confidentiality; task force communication and handling the media; handling tips from the public; client referrals between service providers and law enforcement; trauma-informed interviewing; victim protection; requests for Continued Presence (CP) or other documentation related to immigration relief; coordination of client services across multiple agencies; victim access to civil legal services; pre-planning on cases with large numbers of victims; language accessibility for working with victims who are deaf, hard of hearing, or have limited English proficiency; data collection; reporting; and other key task force functions. (See [Appendix B](#) for the definition of CP.)
- g. **Evaluate task force activities.** The lead law enforcement agency and victim service provider of the task force must work together to conduct evaluation/action research activities that will guide the task force in assessing task force performance and effectiveness. Action research involves the collection and analysis of data during a project to assess project performance, identify areas for improvement, and provide direction. It is a collaborative effort between a researcher and project staff that provides timely analysis of data to help inform project activities. Applicants are encouraged to partner with consultants who have a working knowledge of law enforcement and social service programs, such as institutions of higher learning with this specialty.

All law enforcement and victim service applicants must work together to submit, as a separate attachment to the application, a joint plan for conducting evaluation/action

research over the 3-year project period. See page 33 for information on what this separate attachment must include.

- h. **Develop and implement a Task Force Sustainability Plan to sustain human trafficking task force operations.** The commitment of agency leadership and the identification and coordination of existing community resources are essential to sustain a human trafficking task force for the long term. All task force participants should continuously seek resources to support task force activities, including funds to sustain investigations and services for victims, without ongoing reliance on federal funding.

Purpose Area 3 applicants must submit, as a separate attachment to the application, a joint plan to sustain human trafficking task force operations, investigations, and services for victims after federal funding ends. See page 35 for more information on what this separate attachment must include.

- 2. The human trafficking task force will make data-driven decisions based on a shared understanding of the prevalence, scope, and nature of human trafficking within the target geographic area.
 - a. **Establish plans for routine collection of critical data.** Task forces must jointly develop and implement a plan to collect and report data to demonstrate the scope of the problem of human trafficking in the geographic area covered by the task force, develop an understanding of the needs of trafficking survivors, make decisions about task force activities, and document task force performance. Task forces should separately report numbers of arrests of (1) perpetrators of severe forms of human trafficking, as defined by the TVPA, identified in investigations of human trafficking; and (2) persons arrested for solicitation of prostitution or commercial sex acts.

Law enforcement agencies funded under this program are required to collect and report data using the BJA Performance Measurement Tool (PMT), and victim service agencies are required to use the Trafficking Information Management System (TIMS). (See page 25 and [Appendix A](#) for more information about TIMS and PMT.) In addition, law enforcement agency recipients of this grant shall also report their Human Trafficking Data to the Federal Bureau of Investigation's (FBI) Uniform Crime Reporting (UCR) Program, via their respective state program bureaus.
 - b. **Develop a process for sharing and analyzing data.** The task force must develop or enhance a process for sharing and analyzing law enforcement and victim services data (including, but not limited to, PMT and TIMS data) across all task force partners. The full-time task force coordinator is responsible for leading task force members in an analysis of this information, on at least a bi-annual basis, to identify trends and/or gaps in victim identification, investigations, victim services, and prosecutions.
 - c. **Coordinate on the submission of semiannual progress reports.** Law enforcement and victim service applicants must submit separate but coordinated semiannual progress reports that address all of the task force goals, objectives, and performance measures. These reports must include a joint narrative and attachments that provide updates on the task force's efforts during the performance period. The joint narrative semiannual progress report must also include an analysis of the PMT and TIMS data, and information that explains major differences or discrepancies between the two datasets. The report must also include attachments that provide TIMS and PMT data

that support the performance measures for this program, task force and subcommittee meeting agendas and/or minutes, and any other documents that demonstrate task force achievements. The task force coordinator must review both grantees' submissions before they are uploaded into the Grants Management System (GMS) separately, for each OVC and BJA grantee.

3. The human trafficking task force will identify victims of all types of human trafficking through the use of coordinated training, public awareness and outreach efforts, and trauma-informed screening and interview techniques.
 - a. **Develop training and public awareness materials with a shared message.** Law enforcement and victim service provider applicants must collaborate to develop or adapt training and outreach materials that demonstrate the use of a shared message and definitions, with regard to who is a victim of human trafficking, and consistent referral information.
 - b. **Ensure that relevant stakeholders receive training.** Targeted training and public awareness efforts directed toward key stakeholders including, but not limited to, law enforcement officers, social service professionals, child welfare organizations, local business owners, local faith-based organizations, migrant farm worker groups, shelter providers, regulatory inspectors, medical officials, legal service providers, and restaurant and hotel employees can increase human trafficking case referrals and improve the community response to human trafficking. Topics for training that are often needed include, but are not limited to, the definition of victims of trafficking; proactive investigative techniques; trauma-informed screening and interviewing techniques; language access plans regarding serving victims who are deaf, hard of hearing, or who have limited English proficiency; and victim-centered service delivery.

Victim service and law enforcement applicants must work together to submit, as a separate attachment to the application, a joint Training Plan for developing and delivering training within the community and staff professional development opportunities. See page 33 for information on what that separate attachment must include.

4. The human trafficking task force will conduct investigations of sex and labor trafficking with the goal of identifying victims of trafficking and successfully prosecuting human trafficking crimes at the state or federal level. Task force strategies to identify trafficking victims can have multiple steps, but each step must be articulated and related to the purpose of assisting trafficking victims.
 - a. **Place key staff involved in human trafficking investigations in a unit that supports proactive, long-term, victim-centered investigations of sex and labor trafficking.** The key law enforcement staff for the task force should be located within a unit (such as an intelligence or special operations unit, rather than a vice unit) that will support long-term investigations and policing efforts that allow a focus on both labor and sex trafficking, as defined by the TVPA. Key law enforcement staff of the task force should be in position to coordinate efforts with other key stakeholders, such as labor or code compliance inspectors, and leverage investigative resources with other federal, state, and local task forces working on similar issues.

Grant funds provided through this program should be used primarily for law enforcement activities and investigations that are expected to identify trafficking victims. If a “John” sting or prostitution sweep activity is used, it should be reasonably connected to the goal of identifying and assisting trafficking victims.

- b. **Commit to using victim-centered and trauma-informed approaches in all phases of investigation and prosecution of human trafficking.** In a victim-centered approach, the victim’s wishes, safety, and well-being take priority in all matters and procedures. All cases should involve close coordination with victim service providers in anticipation of encountering potential victims, and victim interviews should be thoughtfully and strategically planned. A victim-centered approach seeks to minimize any re-traumatization of the victim that may be associated with the criminal justice process by providing the support of victim advocates and service providers, empowering survivors as engaged participants in the process, ensuring their rights as crime victims are upheld, and providing survivors an opportunity to play a role in seeing their traffickers brought to justice.

Law enforcement applicants must submit, as a separate attachment to their application, a Plan for Conducting Proactive Victim-Centered Investigations of Labor and Sex Trafficking. See page 33 for more information about what the attachment must include.

5. The task force will ensure that a comprehensive array of services are readily available to meet the individualized needs of all victims of human trafficking, including foreign nationals and U.S. citizens.

Assemble a comprehensive array of victim services. Effective task forces implement a coordinated, community-wide approach, leveraging various local, state, tribal, and federal resources to ensure that a comprehensive array of services are available for victims of all forms of human trafficking identified within the geographic area.

Victim service applicants must submit, as a separate attachment within their application, a Plan for Delivery of Comprehensive Services for Victims of All Forms of Human Trafficking. The plan must address each service listed in the Comprehensive Service Model, provided either in-house through the lead victim service applicant, or through fee-for-service contracts, match, or pro bono services. See [Appendix C](#) for information about what this attachment must include and for a detailed description of OVC’s expectations of victim service applicants under this program.

The Goals, Objectives, and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed in [Section D. Application and Submission Information](#), under Program Narrative.

Evidence-Based Programs or Practices

OJP strongly emphasizes the use of data and evidence in policy making 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; and
- 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.

The OJP CrimeSolutions.gov website at <https://www.crimesolutions.gov> is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

B. Federal Award Information

Each task force applying for funding must submit a pair of applications (one from a law enforcement agency and one from a victim service provider partner) under one of the three purpose areas.

OVC and BJA expect to make awards to approximately 15 task forces (30 awards), with an estimated total amount awarded of up to \$22 million. Two awards will be made within each task force location (one award for a lead law enforcement agency and one award for a lead victim service provider) for a 3-year project period beginning on October 1, 2018.

OVC and BJA may, in certain cases, provide additional funding in future years to awards made under this solicitation, through continuation awards. In making decisions regarding continuation awards, OJP will consider, among other factors, the availability of appropriations, when the program or project was last competed, OJP's strategic priorities, and OJP's assessment of both the management of the award (for example, timeliness and quality of progress reports), and the progress of the work funded under the award.

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

Purpose Area 1: Development of Human Trafficking Task Forces

Competition ID: OVC-2018-14569

Grant amount: Each cooperative agreement (one for a law enforcement agency and one for a victim service provider within each task force) will be for between \$500,000 and \$700,000. Combined federal funds to each task force may not exceed \$1.2 million.

Project period: 3 years

Purpose Area 1 eligibility: Applicants under Purpose Area 1 include, but are not limited to, human trafficking task forces that have recently formed or are still in the process of formalizing task force structure and protocols. Task forces that have never received funding under the OVC/BJA Enhanced Collaborative Model Task Force Program or those that last received funding under this program in FY 2013 or earlier are eligible to apply. Task forces who received funding in FY 2015 or later are not eligible to apply under this purpose area.

Applicants under Purpose Area 1 must submit, **with their application**, Letter(s) of Intent signed by the following individuals:

- The head of the applicant law enforcement agency.
- The head of the applicant victim service organization.
- The USAO representative.
- A representative of at least one federal law enforcement agency—Homeland Security Investigations (HSI) or the FBI—with jurisdiction over the proposed geographic region of the task force.

If the proposed geographic area of the task force includes tribal lands, applicants should also submit a Letter of Intent from a tribal law enforcement agency, including Bureau of Indian Affairs (BIA) direct service law enforcement, BIA contract law enforcement, tribal law enforcement, or another applicable law enforcement agency with jurisdiction within tribal land. Letters of Intent must demonstrate a commitment to active engagement and substantive participation in task force activities, if the application is funded. The letters can be submitted jointly or separately, but must be included as a separate attachment to the application. For more information on what the task force Letter(s) of Intent must include, see page 36.

Successful applicants under Purpose Area 1 will have 6 months from the date that they accept the award to develop a task force MOU signed by the lead law enforcement agency, the lead victim service provider, the USAO representative, tribal law enforcement (where applicable), and at least one federal law enforcement agency (FBI or HSI). All awards made under Purpose Area 1 will include a special condition precluding access to the full amount of grant funds until an MOU is received and approved by the awarding agencies.

Funding under this purpose area is intended to help task forces with critical first steps related to starting up a multidisciplinary task force. Successful applicants under Purpose Area 1 will dedicate the first year of funding to formalizing task force structure, developing operational procedures, accessing professional development opportunities, delivering training to key stakeholders, and conducting a community assessment to identify potential areas of the community where sex and labor trafficking may be occurring.

Purpose Area 1 Activities and Deliverables

Task forces funded under this purpose area will be expected to work toward all of the goals and objectives described on pages 7–11, with a specific focus on the following tasks:

- Establish and formalize effective task force leadership, membership, and structure.
- Produce a signed MOU between key task force leaders (within 6 months of award acceptance).
- Conduct a community assessment based on available data and the experiences of task force stakeholders to identify areas within the community where vulnerabilities for trafficking exploitation may be occurring.
- Finalize and begin to implement task force protocols related to information sharing and confidentiality, referrals to/from law enforcement and victim service providers, communication and working with the media, and data collection and data sharing (within the first year of the award).
- Establish procedures for collecting, sharing, analyzing, and reporting data.
- Jointly develop training and public awareness materials about sex trafficking and labor trafficking that have a shared message.

- Train key partners in identification of victims of sex trafficking and labor trafficking.
- Train key partners on trauma-informed care principles and practices, including trauma-informed protocols for identifying, screening, and interviewing victims of human trafficking.
- Train law enforcement and prosecutors on victim-centered strategies for investigating and prosecuting human trafficking cases.
- Conduct investigations and prosecutions of sex trafficking and labor trafficking crimes.
- Deliver a comprehensive array of services to human trafficking victims.
- Conduct action research activities to assess and guide task force performance and produce annual reports documenting this effort.
- Begin the development of a sustainability plan for human trafficking task force operations.

Purpose Area 2: Increasing Human Trafficking Task Force Effectiveness

Competition ID: OVC-2018-14570

Grant amount: Each cooperative agreement (one for a law enforcement agency and one for a victim service provider) will be between \$600,000 and \$900,000. Federal funds to each task force will not exceed \$1.5 million.

Project period: 3 years

Purpose Area 2 eligibility: Eligible applicants are human trafficking task forces that were funded in FY 2015 under the OVC/BJA Enhanced Collaborative Model Task Force Program—Purpose Area 1. These applicants have received 3 years of funding under the Enhanced Collaborative Model Program to support their newly established task forces. FY 2018 Purpose Area 2 allows FY 2015 task forces to compete for funding to support continued task force activities and develop a plan for task force sustainability. **Task forces funded in FY 2016 or FY 2017 are not eligible to apply under this purpose area.**

Applicants under this purpose area must demonstrate the following was accomplished under their original FY 2015 award:

- Achievements in establishing strong task force leadership, structure, and protocol development.
- Achievements in identifying victims of labor trafficking and sex trafficking.
- Achievements in investigating and prosecuting human trafficking crimes at state and federal levels.
- Achievements in delivering a comprehensive array of services for trafficking victims of labor trafficking and sex trafficking.

All applicants under Purpose Area 2 are required to submit **with their application** a Task Force MOU that includes signatures from the following representatives:

- The lead law enforcement agency.
- The lead victim service provider.
- The USAO that has jurisdiction over the geographic region covered by the task force.
- Federal law enforcement representation, preferably from both HSI and the FBI. Participation of both HSI and the FBI has been identified as a promising practice of the most successful BJA/OVC-funded task forces. Although BJA and OVC prefer that both HSI and the FBI sign the MOU, applicants with only one of these agencies as an MOU

signatory will still be considered. If the proposed geographic area of the task force includes tribal lands, the MOU should also include a signature from tribal law enforcement, including BIA direct service law enforcement, BIA contract law enforcement, tribal law enforcement, or another applicable law enforcement agency with jurisdiction within tribal land. See page 36 for the requirements of the Task Force MOU.

Purpose Area 2 Activities and Deliverables for Task Forces

Task forces funded under this Purpose Area will be expected to work toward all of the goals and objectives described on pages 7–11, with a specific focus on the following tasks:

- Sustain consistent, experienced, and committed leadership of the task force, including substantive leadership or participation from the USAO.
- Expand task force membership and structure to include a comprehensive array of local, state, and federal prosecutors, law enforcement, regulatory agencies, and system- and community-based victim service providers, specialized service providers, and other collaborative partners, such as the state department of labor, to ensure a focus on both sex and labor trafficking.
- Strengthen collaborative partnerships between federal, state, and local law enforcement and nongovernmental organizations.
- Develop and begin to implement trauma-informed protocols for identifying, screening, and interviewing victims of human trafficking, including protocols related to accessibility of services for victims who are deaf, hard of hearing, or have limited English proficiency (by end of year 1).
- Develop and implement a specific strategy for increasing the number of labor trafficking investigations and prosecutions (by end of year 1).
- Implement a process for collecting, sharing, analyzing, and jointly reporting data.
- Provide ongoing training for task force law enforcement and service provider members on trauma-informed care principles and practices, including trauma-informed protocols for identifying, screening, and interviewing victims of human trafficking.
- Train law enforcement and prosecutors on victim-centered strategies for investigating and prosecuting human trafficking cases.
- Identify victims of all forms of sex trafficking and labor trafficking.
- Deliver a comprehensive array of services to human trafficking victims by leveraging a variety of community resources to ensure that all trafficking victims receive quality services that address their individualized needs.
- Conduct action research activities to assess and guide task force performance, and produce annual reports documenting this effort.
- Develop and begin to implement a sustainability plan (by the end of year 2 of the award).

Purpose Area 3: Expanding Human Trafficking Task Force Effectiveness

Competition ID: OVC-2018-14571

Grant amount: Each cooperative agreement (one for a law enforcement agency and one for a victim service provider) will be between \$600,000 and \$900,000. Federal funds to each task force will not exceed \$1.5 million.

Project period: 3 years

Purpose Area 3 eligibility: Eligible applicants are human trafficking task forces that were funded in FY 2015 under the OVC/BJA Enhanced Collaborative Model Task Force Program—Purpose Area 2. These task forces have had several years of funding under the Enhanced

Collaborative Model Task Force Program, have strong task force leadership and structure, and have a long history of identifying trafficking victims and prosecuting traffickers. FY 2018 Purpose Area 3 allows FY 2015 task forces to compete for funding to expand their task force efforts, implement task force sustainability plans, and assist OVC and BJA in building the capacity of other task forces in the field by providing mentoring and peer support to newly established task forces.

Applicants under this purpose area must demonstrate the following:

- Achievements made under previous funding with regard to establishing strong leadership, structure, and protocol development.
- Achievements in identifying victims of labor trafficking and sex trafficking.
- Achievements that resulted in the successful investigation and prosecution of labor and sex trafficking crimes at state and federal levels.
- Achievements in delivering a comprehensive array of services for victims of labor and sex trafficking.
- Achievements in delivering training to law enforcement and service providers regarding identification of trafficking victims, services to victims, and investigation and prosecution of trafficking cases.

Active participation of state labor departments and other types of labor or regulatory agencies, as a member of the task force, will receive priority consideration for funding under this purpose area.

All applicants under Purpose Area 3 are required to submit **with their application** a Task Force MOU that includes signatures from the following representatives:

- The lead law enforcement agency.
- The lead victim service provider.
- The USAO that has jurisdiction over the geographic region covered by the task force.
- Federal law enforcement representation, preferably both FBI and HSI. Participation of both HSI and the FBI has been identified as a promising practice of the most successful BJA/OVC-funded task forces; and, although BJA and OVC prefer that both HSI and the FBI sign the MOU, applicants with only one of these agencies as a signatory on the MOU will still be considered. If the proposed geographic area of the task force includes tribal lands, the MOU should also include a signature from tribal law enforcement, including BIA direct service law enforcement, BIA contract law enforcement, tribal law enforcement, or another applicable law enforcement agency with jurisdiction within tribal land. See page 36 for list of the required elements of the Task Force MOU.

Purpose Area 3 Activities and Deliverables for Task Forces

In addition to the goals and objectives described on pages 7–11, Purpose Area 3 applicants will be expected to complete the following tasks:

- Provide mentoring and peer support to newer task forces in person and through webinars as requested by OVC and BJA to highlight promising practices in human trafficking task force operations, investigations, and services to victims.
- Implement trauma-informed protocols for identifying, screening, and interviewing victims of human trafficking, including the protocols related to accessibility of services for victims who are deaf, hard of hearing, or have limited English proficiency (by year 1).

- Implement a specific strategy for investigating and prosecuting labor trafficking (by the end of year 1).
- Conduct action research activities to assess and guide task force performance and produce annual reports documenting this effort.
- Implement the sustainability plan that was submitted with the application to continue task force operations without long-term reliance on federal funds.

Purpose Area 2 and 3 applicants should anticipate that if they fail to submit an MOU, submit an MOU that does not include signatures from all of the required partners, or submit an MOU that does not meet all of the required elements outlined on page 36, it will have negative implications on the application during the peer review process. Should a decision be made to make an award, it will result in the inclusion of special conditions that preclude the law enforcement grantee and the victim service provider grantee from accessing or using award funds, pending submission and acceptance of a fully executed Task Force MOU and the release of the special condition, through a Grant Adjustment Notice (GAN), by the awarding agencies.

Type of Award

OVC and BJA expect to make any award under this solicitation in the form of a cooperative agreement, which is a type of award that provides for OJP to have substantial involvement in carrying out award activities. See [Administrative, National Policy, and Other Legal Requirements](#), under [Section F. Federal Award Administration Information](#), for a brief discussion of what may constitute substantial federal involvement.

Special Conditions

Awards made under all purpose areas may include a special condition precluding access to the full amount of grant funds until both the law enforcement grantee and the victim service provider have addressed any issues related to documentation of their program strategy or budget, and the awarding agency issues a GAN to remove the condition.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities¹) must, as described in the Part 200 Uniform Requirements² as set out at 2 C.F.R. 200.303:

- (a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that [the recipient (and any subrecipient)] is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

¹ For purposes of this solicitation, the phrase “pass-through entity” includes any recipient or subrecipient that provides a subaward (“subgrant”) to a subrecipient (subgrantee) to carry out part of the funded award or program. Additional information on proposed subawards is listed under [What an Application Should Include](#), Section D of this solicitation.

² The “Part 200 Uniform Requirements” means the DOJ regulation at 2 C.F.R Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200.

- (b) Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards.
- (c) Evaluate and monitor [the recipient's (and any subrecipient's)] compliance with statutes, regulations, and the terms and conditions of Federal awards.
- (d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- (e) Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive or [the recipient (or any subrecipient)] considers sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

To help ensure that applicants understand the applicable administrative requirements and cost principles, OJP encourages prospective applicants to enroll, at no charge, in the DOJ Grants Financial Management Online Training, available at <https://ojpfgm.webfirst.com/>. (This training is required for all OJP award recipients.)

Also, applicants should be aware that OJP collects information from applicants on their financial management and systems of internal controls (among other information), which is used to make award decisions. Under [Section D. Application and Submission Information](#), applicants may access and review a questionnaire—the [OJP Financial Management and System of Internal Controls Questionnaire](#)—that OJP requires **all** applicants (other than an individual applying in his/her personal capacity) to download, complete, and submit as part of the application.

Budget Information

Cost Sharing or Match Requirement (cash or in-kind)

Federal funds awarded under this solicitation may not cover more than 75 percent of the total costs of the project. An applicant must identify the source of the 25 percent non-federal portion³ of the total project costs and how it 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" funds may be used only for purposes that would be allowable for the federal funds.) Recipients may satisfy this match requirement with either cash or in-kind services. See the DOJ Grants Financial Guide at <https://ojp.gov/financialguide/doj/PostawardRequirements/chapter3.3b.htm> for examples of "in-kind" services. The formula for calculating the match is:

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

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

³ Indian tribes and tribal organizations that otherwise are eligible for an award may be able to apply certain types of funds received from the federal government (for example, certain funds received under an Indian "self-determination contract") to satisfy all or part of a required "non-federal" match.

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

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

Pre-Agreement Costs (also known as Pre-Award Costs)

Pre-Agreement costs are costs incurred by the applicant prior to the start date of the period of performance of the federal award.

OJP does **not** typically approve pre-agreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. All such costs incurred prior to award and prior to approval of the costs are incurred at the sole risk of the applicant. (Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs.) Should there be extenuating circumstances that make it appropriate for OJP to consider approving pre-agreement costs, the applicant may contact the point of contact listed on the title page of this solicitation for the requirements concerning written requests for approval. If approved in advance by OJP, award funds may be used for pre-agreement costs, consistent with the recipient's approved budget and applicable cost principles. See the section on Costs Requiring Prior Approval in the DOJ Grants Financial Guide at <https://ojp.gov/financialguide/doj/index.htm> for more 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, a recipient may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the recipient at a rate that exceeds 110 percent 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.⁴ The 2018 salary table for SES employees is available on the Office of Personnel Management website at <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/18Tables/exec/html/ES.aspx>. 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. (Non-federal funds used for any such additional compensation will not be considered matching funds, where match requirements apply.) If only a portion of an employee's time is charged to an OJP award, the maximum allowable compensation is equal to the percentage of time worked times the maximum salary limitation.

The Assistant Attorney General for OJP may exercise discretion to waive, on an individual basis, this limitation on compensation rates allowable under an award. An applicant that requests a waiver should include a detailed justification in the budget narrative of its application. An applicant that does not submit a waiver request and justification with its application should anticipate that OJP will require the applicant to adjust and resubmit the budget.

The justification should address, in the context of the work the individual would do under the award, the particular qualifications and expertise of the individual, the uniqueness of a service the individual will provide, the individual's specific knowledge of the proposed program or project, and a statement that explains whether and how the individual's salary under the award

⁴ OJP does not apply this limitation on the use of award funds to the nonprofit organizations listed in Appendix VIII to 2 C.F.R. Part 200.

would be commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work he/she would do under the award.

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

OJP strongly encourages every applicant that proposes to use award funds for any conference, meeting, or training-related activity (or similar event) to review carefully—before submitting an application—the OJP and DOJ policy and guidance on approval, planning, and reporting of such events, available at

<https://www.ojp.gov/financialguide/doj/PostawardRequirements/chapter3.10a.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 conference, meeting, and training costs for cooperative agreement recipients, and some conference, meeting, and training costs for grant recipients; and (3) set cost limits, which include a general prohibition of all food and beverage costs.

Costs Associated with Language Assistance (if applicable)

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

For additional information, see the "Civil Rights Compliance" section under "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards](#)" in the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>.

C. Eligibility Information

For eligibility information, see the title page.

For information on cost sharing or match requirements, see [Section B. Federal Award Information](#).

D. Application and Submission Information

What an Application Should Include

This section describes in detail what an application should include. An applicant should anticipate that if it fails to submit an application that contains all of the specified elements, it may negatively affect the review of its application; and, should a decision be made to make an award, it may result in the inclusion of award conditions that preclude the recipient from accessing or using award funds until the recipient satisfies the conditions and OJP makes the funds available.

Moreover, an applicant should anticipate that an application that OJP determines is nonresponsive to the scope of the solicitation, or that OJP determines does not include the application elements that OVC and BJA have designated to be critical, will neither proceed to peer review, nor receive further consideration. For this solicitation, OVC and BJA have designated the following application elements as critical:

- Two applications from each task force seeking funding, one from a lead law enforcement applicant and one from a lead victim service provider.
- Identical Project Abstracts.
- Identical Program Narratives.
- Identical Plans for Evaluation/Action Research.
- Identical Training Plans.
- Identical Time-Task Plans.
- Individualized, separate Budget Detail Worksheets and Budget Narratives.
- For Purpose Area 1 applicants, identical Letter(s) of Intent.
- For Purpose Area 2 and 3 applicants, identical Task Force MOUs.
- For Purpose Area 3 applicants, identical Task Force Sustainability Plans.

NOTE: OJP has combined the Budget Detail Worksheet and Budget Narrative in a single document collectively referred to as the Budget Detail Worksheet. See “Budget Information and Associated Documentation” below for more information about the Budget Detail Worksheet and where it can be accessed.

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

Please review the “Note on File Names and File Types” under [How To Apply](#) to be sure applications are submitted in permitted formats.

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 the OJP 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).

To avoid processing delays, an applicant must include an accurate legal name on its SF-424. On the SF-424, current OJP award recipients, when completing the field for “Legal Name” (box 8a), should use the same legal name that appears on the prior year award document (which is also the legal name stored in OJP’s financial system). Also, these recipients should enter the Employer Identification Number (EIN) in box 8b exactly as it appears on the prior year award document. An applicant with a current, active award(s) must ensure that its GMS profile is current. If the profile is not current, the applicant should submit a GAN updating the information on its GMS profile prior to applying under this solicitation.

A new applicant entity should enter its official legal name in box 8a, its address in box 8d, its EIN in box 8b, and its Data Universal Numbering System (DUNS) number in box 8c of the SF-424. A new applicant entity should attach official legal documents to its application (e.g., articles of incorporation, 501(c)(3) status documentation, organizational letterhead, etc.) to confirm the legal name, address, and EIN entered into the SF-424. OJP will use the System for Award Management (SAM) to confirm the legal name and DUNS number entered in the SF-424; therefore, an applicant should ensure that the information entered in the SF-424

matches its current registration in SAM. See the [How to Apply](#) section for more information on SAM and DUNS numbers.

Intergovernmental Review: This solicitation ("funding opportunity") is **not** subject to [Executive Order 12372](#). (In completing the SF-424, an applicant is to answer question 19 by selecting the response that the "Program is not covered by E.O. 12372.")

2. Project Abstract

Both partner applicants must jointly develop and submit an identical 1-page abstract as a separate attachment, with "Project Abstract" as part of its file name. The abstract must be a single-spaced summary, using a standard 12-point font (such as Times New Roman) with 1-inch margins, that includes the following information:

- Formal name of the human trafficking task force.
- The specific Purpose Area (1, 2, or 3) under which the pair of applications is being submitted.
- A specific description of the geographic area where task force activities will be focused.
- Legal name of the law enforcement applicant.
- Amount of federal funding requested by the law enforcement applicant.
- Legal name of the victim service provider applicant.
- Amount of federal funding requested by the victim service provider applicant.
- The number of human trafficking investigations and prosecutions each year in 2015, 2016, and 2017.
- The number of trafficking victims served each year in 2015, 2016, and 2017.

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

3. Program Narrative

Both partner applicants must jointly develop and submit an identical Program Narrative that is responsive to the solicitation and the requirements outlined below.

The program narrative should be double-spaced, using a standard 12-point font (Times New Roman preferred); have no less than 1-inch margins; and should not exceed 35 pages. Pages should be numbered. If the program narrative fails to comply with these length-related restrictions, OVC and BJA may consider such noncompliance in peer review and in final award decisions. The joint Program Narrative should include the following clearly identified sections: (1) Statement of the Problem, (2) Project Design and Implementation Plan, (3) Capabilities and Competencies of the applicant agencies, and (4) Plan for Collecting Data Required for This Solicitation's Performance Measures⁵:

a. Statement of the Problem

All applicants must:

- Describe the problem of human trafficking within the targeted jurisdiction or geographic area, including verifiable local, state, and federal data regarding investigations, prosecutions, and numbers of victims served in 2015, 2016, and

⁵ For information on subawards (including the details on proposed subawards that should be included in the application), see "Budget and Associated Documentation" under [Section D. Application and Submission Information](#).

2017, broken down by type of trafficking (sex or labor trafficking). **Applicants must cite the source of this data. Data should come from multiple sources and go beyond national hotline data.**

- Describe previous or current attempts to address the problem, including the date that the task force was formed, whether or not the task force has received previous OVC and BJA human trafficking task force funding, and a history of the victim service and law enforcement partnership.
- Identify outstanding problems, gaps in services, and unmet needs regarding human trafficking investigations, prosecutions, and victim services in the proposed geographic area.
- Describe how this funding opportunity will help address these problems. Applicants are encouraged to consult with survivors, advocates, social services providers, and nongovernmental organizations to demonstrate the need for this task force within the geographic area.

Purpose Area 2 and 3 applicants must also provide data to demonstrate achieved success in identifying victims of labor and sex trafficking and investigating and prosecuting labor and sex trafficking on state and federal levels.

b. **Project Design and Implementation Plan**

All applicants must:

- Outline the task force goals and objectives. The task force goals and objectives should include the goals stated by OVC and BJA on page 7.
- Clearly state the jurisdictional or geographic area targeted.
- Describe the planned leadership structure of the task force. Applicants should name the individuals, their roles and responsibilities, and the organizations that they represent. For each person, indicate the length of time that they have provided leadership to the task force.
- Describe task force membership and structure, identifying representation from law enforcement, prosecutorial agencies, victim service providers, local regulatory agencies, and other related organizations. Representation on the task force should support the task force's ability to identify victims of sex trafficking and labor trafficking crimes and ensure that the victims have access to a comprehensive array of services.
- Identify any subcommittees and their intended purpose.
- Identify one task force coordinator who will be a POC for both OVC and BJA for the task force to ensure the completion of task force activities. See page 8 for more information about the task force coordinator. The person performing these responsibilities and the percentage of time that they dedicate to these administrative activities should be clearly indicated as "Task Force Coordination" within the budget.
- Provide a plan for regularly scheduled multidisciplinary task force meetings. Monthly meetings of task force leadership is recommended.
- Outline the plan for the development of protocols and procedures that describe roles and responsibilities of the task force members and guides the multidisciplinary work of the task force. All applicants must identify the type of protocols that will be developed within the 3-year project period, and include this activity on the Time-Task Plan. Although all protocols mentioned on page 8 of the solicitation are important to support multidisciplinary collaboration, **within the first year of funding, the task force should finalize and begin to implement**

protocols related to information sharing and confidentiality, referrals to/from law enforcement and victim service providers, communication and working with the media, and data collection and data sharing.

- Describe how victim safety and confidentiality will be ensured during victim identification, investigations, and service delivery.
 - All law enforcement applicants must submit, as a separate attachment, a “Plan for Conducting Proactive Victim-Centered Investigations of Labor and Sex Trafficking.” See page 32 for information about what this attachment must include.
 - All victim service applicants must submit, as a separate attachment, a “Plan for the Delivery of Comprehensive Services for Victims of All Forms of Human Trafficking” that fully describes how services will be provided using the OVC Comprehensive Services Model. Applicants should review Appendix C for information related to OVC victim service provider expectations. See page 33 for information about what this separate attachment must include.
- Identify whether or not the applicant agencies have any open awards of federal grant funds, related state or private grants, contracts, or community initiatives related to investigating, prosecuting, or providing services for victims of human trafficking that will be leveraged to support task force goals and objectives.
- Identify if there are any Innocence Lost Task Forces, Internet Crimes Against Children Task Forces, Victims of Crime Act (VOCA)-funded trafficking programs, HHS-funded Trafficking Victim Assistance Program (TVAP) providers, or Rescue and Restore Regional Program grants operating within the jurisdiction and describe how the task force will leverage these resources. **Applications that fail to address resource coordination with other federally and state-funded grant programs related to human trafficking will be negatively scored in the review process**

Purpose Area 2 applicants only:

- Outline steps to develop a Task Force Sustainability Plan by the end of year 2 of the award

Purpose Area 2 and 3 applicants only:

- Describe achievements made under the previous award with regard to establishing strong leadership and task force structure, including information about the level of involvement and the role and responsibilities of the USAO on the task force.
- Describe efforts to enhance and expand task force membership to include organizations that will help identify victims of labor trafficking and investigate labor trafficking crimes, including, for example, the state department of labor.
- Describe what protocols were developed with previous funding and indicate which protocols will be reviewed, updated, or developed within the next 3 years.
- Include a plan to develop and implement trauma-informed protocols for identifying, screening and interviewing victims of human trafficking, including protocols related to accessibility of services for clients who are deaf, hard of hearing, or have limited English proficiency.

Purpose Area 3 applicants only:

- Describe commitment to assist OVC and BJA by providing mentoring and peer support to newer task forces, as requested by OVC and BJA. Mentoring will

highlight promising practices related to task force operations, investigations, and services to victims through participation in OVC and BJA webinars, required trainings, and one-to-one mentoring support. Identify the promising practices that your task force could highlight.

- Submit, as a separate attachment to the application, a joint plan to sustain human trafficking task force operations, investigations, and services for victims after federal funding ends. See page 35 for more information on what this separate attachment must include.

c. Capabilities and Competencies

Describe the experience and administrative or financial capacity of both applicants to manage federal grants.

- i. Describe the staffing structure for the law enforcement and victim service provider organizations. Identify key staff responsible for management and implementation of the project, including supervision of staff involved on the project.
 - ii. Document the experience and qualifications of key staff that will enable them to successfully implement the project.
 - iii. Describe the experience of key law enforcement staff related to investigating sex and labor trafficking crimes.
 - iv. Describe the experience of key victim services staff and partners related to providing services for victims of sex and labor trafficking. Personnel who provide direct services, including case managers, must have prior victim service experience or must be under the direct supervision of a senior case manager or project director who has such experience.
 - v. Victim service applicants must describe the process for screening staff who come in contact with minors.
 - vi. Provide position descriptions and resumes of each key staff person; include as a separate attachment (see page 37 for more information). If the program proposes to hire a new person, include a brief position description and the selection criteria for the position.
- d. Plan for Collecting the Data Required for this Solicitation's Performance Measures**
OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award (see "[General Information about Post-Federal Award Reporting Requirements](#)" in [Section F. Federal Award Administration Information](#)). The performance data directly relate to the goals, objectives, and deliverables identified under "Goals, Objectives, and Deliverables" in [Section A. Program Description](#).

BJA grant recipients in this program will be required to submit quarterly performance metrics through BJA's online Performance Measurement Tool (PMT), located at <http://bjapmt.ojp.gov/>, and semiannual progress reports in GMS. The PMT collects information about task force activities, and human trafficking incidents and investigations conducted by task force members, including all local, state, federal, and tribal law enforcement partners. Applicants should examine the key BJA performance measures at [https://bjapmt.ojp.gov/help/HT%20ECM Measures 508.pdf](https://bjapmt.ojp.gov/help/HT%20ECM%20Measures%20508.pdf)

OVC grant recipients will be required to submit semiannual performance metrics through the Trafficking Information Management System (TIMS), located at <https://tims.ovcttac.gov/>, and semiannual progress reports in GMS. TIMS collects

information about the number of victims served, type of services provided by victim service partners, collaborative partnerships, and training activities. Applicants should examine the performance measures and required client data in [Appendix A](#) for information about what is collected in TIMS and the PMT.

See page 9 for information about how BJA and OVC grantees within each task force must share and analyze PMT and TIMS data and coordinate on the submission of semiannual progress reports.

Please note that applicants are **not** required to submit performance data with the application. Performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award.

This section must include the following information:

- A description of how the law enforcement applicant and victim service provider applicant plan to collect all of the performance measures data required by this solicitation.
- A description of the key staff from each applicant agency who will be responsible for collecting data and entering into TIMS and PMT reporting tools as described above.
- A description of the strategy for how agencies will share and analyze aggregate data reported through TIMS and PMT and other sources in order to document task force achievements and develop a comprehensive understanding of the problem of human trafficking within the geographic region.
- A plan to coordinate on the submission of semiannual progress reports through the task force coordinator. See pages 9–10 for more information about data collection and reporting requirements.

4. Budget and Associated Documentation

The law enforcement and victim service provider applicants must each submit separate budget attachments. Each of the budgets must reflect the breakdown of costs for the amount of funds for which the individual applicant is applying. Applicants should anticipate that if they submit a combined budget for the victim service provider and law enforcement organization within a single document, it will have negative implications on the application during the peer review process.

The Budget Detail Worksheet and the Budget Narrative are now combined in a single document collectively referred to as the Budget Detail Worksheet. The Budget Detail Worksheet is a user-friendly, fillable, Microsoft Excel-based document designed to calculate totals. Additionally, the Excel workbook contains worksheets for multiple budget years that can be completed as necessary. **All applicants should use the Excel version when completing the proposed budget in an application, except in cases where the applicant does not have access to Microsoft Excel or experiences technical difficulties.** If an applicant does not have access to Microsoft Excel or experiences technical difficulties with the Excel version, then the applicant should use the 508-compliant accessible Adobe Portable Document Format (PDF) version.

Both versions of the Budget Detail Worksheet can be accessed at <https://ojp.gov/funding/Apply/Forms/BudgetDetailWorksheet.htm>.

a. Budget Detail Worksheet

The Budget Detail Worksheet should provide the detailed computation for each budget line item, listing the total cost of each and showing how it was calculated by the applicant. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee paid with grant funds. The Budget Detail Worksheet should present a complete itemization of all proposed costs.

When completing Budget Detail Worksheet and the Budget Narrative, applicants must address the following:

Funds awarded through this program are designed to support costs for the key program activities of this program: task force coordination, law enforcement investigations, direct victim services, training, and evaluation/action research.

Applicants must dedicate funds within the appropriate budget categories for each of these activities. See [Appendix D](#) for further budget guidance.

- i. Personnel costs: Applicants must clearly demonstrate in the budget and the budget narrative the percent of time that each staff person will dedicate to the above-mentioned key program activities. Project activities that do not fall within those key elements, but are part of a person's salary and/or effort, should be noted as other activities. Only costs for persons who are directly employed by the applicant agency/jurisdiction should be included in the Personnel cost category. Personnel costs for employees of other agencies/task force partners must be listed under the Contracts/Consultants cost category. See Appendix D for further budget guidance.
- ii. Administrative costs: Administrative costs related to the salary and fringe benefits of executive-level leadership and accounting/financial administration within each applicant's budget should not exceed more than **10 percent** of the total direct cost of the applicant's total project costs. (Indirect costs supported with a federally approved Indirect Cost Rate Agreement are not included within this 10-percent limit.)
- iii. Travel for required trainings: The Travel category of the Budget Detail Worksheet must include costs to support the travel of staff of each grantee organization to attend professional development opportunities related to human trafficking and to deliver training if needed. For each event requiring staff travel, applicants must break out costs associated with travel, lodging, per diem, and ground transportation. With the exception of the required events listed below, costs related to grantee travel for professional development and delivering training must be included in the 2- to 5-percent cap on training costs for each grantee and must be described in the "Training Plan" outlined on page 33.

Required trainings for grantees are listed below:

- 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 <https://ojp.gov/training/training.htm>. The Programmatic Point of Contact and the Financial Point of Contact for each award are required to complete this training.

- Victim service applicants only: OVC annual grantee meetings, consisting of 2 days each, in Washington, DC. Plan for up to two staff members per year to attend (subject to change).
- One Task Force kick-off meeting for ECM grantees and key task force agencies, as identified by OVC and BJA. The meeting will be held in 2019 for 2 days in a location to be determined. Plan for at least two representatives from each award to attend (subject to change).
- One national or regional human trafficking task force training, as determined by OVC and BJA.

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.

- iv. Consultant rates: Consultant rates may not exceed the maximum of \$650 per day or, if paid by the hour, \$81.25 per 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 or BJA 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 \$650 per day or \$81.25 per hour limitation.
- v. Direct victim services (victim service applicants only): Victim service applicants must dedicate a line item, within the appropriate budget category, for each of the direct services outlined in [Appendix C](#). 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 to the grant and are not being applied as match, this service would still be listed as a line item in the budget, under “Direct Services,” with a \$0 appropriation and a narrative justification that describes how services will be provided at no cost to the grant. Funds awarded through OVC are intended to support the cost of direct services for victims, either in-house, through subcontractors, or through fee-for-service through other community-based agencies. **Victim service 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.**
- vi. Human trafficking investigations (law enforcement applicants only): Law enforcement applicants must dedicate line items, within the appropriate budget categories, to support victim-centered human trafficking investigations of both labor and sex trafficking. Law enforcement applicants that propose a strategy that relies primarily on the use of overtime, and applications that fail to dedicate adequate staffing resources to support proactive trafficking investigations involving direct victims of human trafficking, will receive a deduction in points.

The Budget Summary at the end of the Budget Detail Worksheet should provide the subtotals for the Federal Request and the Non-Federal match amounts for the full 3-year period. The Federal Request and Non-Federal match amount stated in the Budget

Summary should match the Federal Request that was entered into the SF-424. (See page 21 for more information about the SF-424.)

For questions pertaining to budget and examples of allowable and unallowable costs, see the DOJ Grants Financial Guide at <https://ojp.gov/financialguide/doj/index.htm>.

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).

An applicant should demonstrate in its budget narrative how it will maximize cost effectiveness of award 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 budget narrative should be mathematically sound and correspond clearly 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 those costs are necessary to the completion of the proposed project. The narrative may include tables for clarification purposes, but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the budget narrative should describe costs by year.

c. Information on Proposed Subawards (if any), and on Proposed Procurement Contracts (if any)

Applicants for OJP awards typically may propose to make *subawards*. Applicants also may propose to enter into procurement *contracts* under the award.

Whether an action—for federal grants administrative purposes—is a subaward or procurement contract is a critical distinction as significantly different rules apply to subawards and procurement contracts. If a recipient enters into an agreement that is a subaward of an OJP award, specific rules apply—many of which are set by federal statutes and DOJ regulations; others by award conditions. These rules place particular responsibilities on an OJP recipient for any subawards the OJP recipient may make. The rules determine much of what the written subaward agreement itself must require or provide. The rules also determine much of what an OJP recipient must do both before and after it makes a subaward. If a recipient enters into an agreement that is a procurement contract under an OJP award, a substantially different set of federal rules applies.

OJP has developed the following guidance documents to help clarify the differences between subawards and procurement contracts under an OJP award and outline the compliance and reporting requirements for each. This information can be accessed online at <https://ojp.gov/training/training.htm>.

- [Subawards under OJP Awards and Procurement Contracts under Awards: A Toolkit for OJP Recipients.](#)
- [Checklist to Determine Subrecipient or Contractor Classification.](#)

- [Sole Source Justification Fact Sheet and Sole Source Review Checklist.](#)

In general, the central question is the relationship between what the third-party will do under its agreement with the recipient and what the recipient has committed (to OJP) to do under its award to further a public purpose (e.g., services the recipient will provide, products it will develop or modify, research or evaluation it will conduct). If a third party will provide some of the services the recipient has committed (to OJP) to provide, will develop or modify all or part of a product the recipient has committed (to OJP) to develop or modify, or will conduct part of the research or evaluation the recipient has committed (to OJP) to conduct, OJP will consider the agreement with the third party a *subaward* for purposes of federal grants administrative requirements.

This will be true **even if** the recipient, for internal or other non-federal purposes, labels or treats its agreement as a procurement, a contract, or a procurement contract. Neither the title nor the structure of an agreement determines whether the agreement—for purposes of federal grants administrative requirements—is a *subaward* or is instead a procurement *contract* under an award. The substance of the relationship should be given greater consideration than the form of agreement between the recipient and the outside entity.

1. Information on proposed subawards

A recipient of an OJP award may not make subawards ("subgrants") unless the recipient has specific federal authorization to do so. Unless an applicable statute or DOJ regulation specifically authorizes (or requires) subawards, a recipient must have authorization from OJP before it may make a subaward.

A particular subaward may be authorized by OJP because the recipient included a sufficiently detailed description and justification of the proposed subaward in the Program Narrative, Budget Detail Worksheet, and Budget Narrative as approved by OJP. If, however, a particular subaward is not authorized by federal statute or regulation, and is not approved by OJP, the recipient will be required, post-award, to request and obtain written authorization from OJP before it may make the subaward.

If an applicant proposes to make one or more subawards to carry out the federal award and program, the applicant should— (1) identify (if known) the proposed subrecipient(s), (2) describe in detail what each subrecipient will do to carry out the federal award and federal program, and (3) provide a justification for the subaward(s), with details on pertinent matters such as special qualifications and areas of expertise. Pertinent information on subawards should appear not only in the Program Narrative, but also in the Budget Detail Worksheet and Budget Narrative.

2. Information on proposed procurement contracts (with specific justification for proposed noncompetitive contracts over \$150,000)

Unlike a recipient contemplating a subaward, a recipient of an OJP award generally does not need specific prior federal authorization to enter into an agreement that—for purposes of federal grants administrative requirements—is considered a procurement contract, **provided that** (1) the recipient uses its own documented procurement procedures and (2) those procedures conform to applicable federal law, including the Procurement Standards of the (DOJ) Part 200 Uniform Requirements (as set out at 2 C.F.R. 200.317 - 200.326). The Budget Detail Worksheet and Budget Narrative should

identify proposed procurement contracts. (As discussed above, subawards must be identified and described separately from procurement contracts.)

The Procurement Standards in the Part 200 Uniform Requirements, however, reflect a general expectation that agreements that (for purposes of federal grants administrative requirements) constitute procurement “contracts” under awards will be entered into on the basis of full and open competition. All noncompetitive (sole source) procurement contracts must meet the OJP requirements outlined at <https://ojp.gov/training/subawards-procurement.htm>. If a proposed procurement contract would exceed the simplified acquisition threshold—currently, \$150,000—a recipient of an OJP award may not proceed without competition unless and until the recipient receives specific advance authorization from OJP to use a noncompetitive approach for the procurement. An applicant that (at the time of its application) intends—without competition—to enter into a procurement contract that would exceed \$150,000 should include a detailed justification that explains to OJP why, in the particular circumstances, it is appropriate to proceed without competition.

If the applicant receives an award, sole source procurements that do not exceed the Simplified Acquisition Threshold (currently \$150,000) must have written justification for the noncompetitive procurement action maintained in the procurement file. If a procurement file does not have the documentation that meets the criteria outlined in 2 C.F.R. 200, the procurement expenditures may not be allowable. Sole source procurement over the \$150,000 Simplified Acquisition Threshold must have prior approval from OJP using a Sole Source GAN. Written documentation justifying the noncompetitive procurement must be submitted with the GAN and maintained in the procurement file.

d. Pre-Agreement Costs

For information on pre-agreement costs, see [Section B. Federal Award Information](#).

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs may be charged to an award only if:

- (a) The recipient has a current (unexpired), federally approved indirect cost rate; or
- (b) The recipient is eligible to use, and elects to use, the “de minimis” indirect cost rate described in the Part 200 Uniform Requirements, as set out at 2 C.F.R. 200.414(f).

An applicant with a current (unexpired) federally approved indirect cost rate is to attach a copy of the indirect cost rate agreement to the application. An applicant that does not have a current federally approved rate may request one through its cognizant federal agency, which will review all documentation and approve a rate for the applicant entity, or, if the applicant’s accounting system permits, applicants may propose to allocate costs in the direct cost categories.

For assistance with identifying the appropriate cognizant federal agency for indirect costs, please contact the Office of the Chief Financial Officer (OCFO) Customer Service Center at 800-458-0786 or at ask.ocfo@usdoj.gov. If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at <https://www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf>.

Certain OJP recipients have the option of electing to use the “de minimis” indirect cost rate. An applicant that is eligible to use the “de minimis” rate that wishes to use the “de minimis”

rate should attach written documentation to the application that advises OJP of both— (1) the applicant's eligibility to use the "de minimis" rate, and (2) its election to do so. If an eligible applicant elects the "de minimis" rate, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. The "de minimis" rate may no longer be used once an approved federally negotiated indirect cost rate is in place. (No entity that ever has had a federally approved negotiated indirect cost rate is eligible to use the "de minimis" rate.) For the "de minimis" rate requirements (including on eligibility to elect to use the rate), see the Part 200 Uniform Requirements, at 2 C.F.R. 200.414(f).

6. Plan for Conducting Proactive Victim-Centered Investigations of Labor and Sex Trafficking—Law Enforcement Applicants Only

This attachment must be double-spaced, using a standard 12-point font, and should not exceed 10 pages. The attachment must include the following information:

- Identify the physical and organizational unit from which law enforcement investigative efforts will be based to support long-term, proactive investigations and policing efforts that allow a focus on both labor and sex trafficking.
- Describe the various investigative strategies that the law enforcement agency will employ to investigate all forms of trafficking (sex and labor) that may occur within the community.
- Explain how other federal, state, local, and tribal law enforcement investigations related to human trafficking may be coordinated and leveraged to facilitate investigations of all types of human trafficking. This may include a description of coordination with various entities such as Internet Crimes Against Children Task Forces, Project Safe Childhood Task Forces, Innocence Lost Task Forces, and other efforts.
- Describe the staffing plan for law enforcement investigations.
- Describe how tips related to crimes of human trafficking (received from the community or self-reported by victims) will be investigated.
- Describe how victims of trafficking involved in investigations will be identified by law enforcement and referred for services.
- Describe how potential victims will be interviewed.
- Describe how victims will be notified of their rights as crime victims and how these rights will be upheld.
- Describe how victim confidentiality will be maintained by the law enforcement agency.
- Describe how investigations will be coordinated with federal- and state-level prosecutors to ensure successful prosecutorial outcomes.
- Describe how federal and state prosecutors will coordinate and at what level(s) to prosecute crimes of both sex and labor trafficking.
- Purpose Area 2 and 3 applicants only: Identify a specific strategy for the investigation and prosecution of labor trafficking.

Applicants that fail to provide adequate resources for the investigation of both sex and labor trafficking, that propose law enforcement operations that do not involve victims, that propose strategies that compromise victim safety, or that fail to address how resources will be coordinated with other federally and state-funded law enforcement agencies will be negatively scored during the review process.

7. Plan for Delivery of Comprehensive Services for Victims of All Forms of Human Trafficking—Victim Service Applicants Only

This attachment must be double-spaced, using a standard 12-point font, and should not exceed 10 pages. The attachment must include all of the elements in [Appendix C](#).

8. Training Plan

Each OVC and BJA applicant must allocate a minimum of 2 percent (but not more than 5 percent) of their total project budget (including match funds) to support plans for conducting local trainings for project partners and other community members, public awareness activities, and plans to provide staff with professional development opportunities (including travel to attend local and national victim assistance or regional or national trafficking conferences).

The plan should be consolidated and jointly written, by the lead law enforcement and victim service provider applicants, but clearly identify appropriate professional development opportunities/training for the victim service and law enforcement applicants. This attachment must be double-spaced, using a standard 12-point font, and should not exceed 4 pages.

The training plan should include the following information:

- Key staff involved in the development of training and public awareness materials. Messaging must reflect the definition of a “victim of trafficking,” as defined in 22 U.S.C. § 7102 (9).
- Target audiences for trainings and public awareness activities.
- Training topics. All basic training materials must include information about both labor and sex trafficking and demonstrate the diversity of types of trafficking cases, victims, and traffickers.
- Tentative dates or frequency of training events.
- Key staff involved in delivering training (including the percent of grant time dedicated to delivering training).
- Identification of specific professional development opportunities for the task force coordinator and key law enforcement and victim services staff involved in the task force. OVC and BJA encourage use of grant funds to attend local or national victim assistance or law enforcement trainings and regional or national trafficking conferences.
- A chart with an itemized list of costs dedicated by each applicant agency to support the delivery of training to the public and to staff professional development opportunities. Costs may include the percent of time that staff dedicate to delivering training, travel costs, speaker fees, supplies and space/equipment rental, if applicable.) The costs supported by each applicant agency should be noted within each agency’s Budget Detail Worksheet and Budget Narrative.

Please note that required attendance at the DOJ trainings listed on page 27 are not calculated as part of the 2- to 5-percent cap on training costs for each grantee.

9. Plan for Conducting Evaluation/Action Research

Lead law enforcement and victim service provider applicants must jointly develop and submit a plan for conducting action research activities that will guide the task force in assessing task force performance through the life of the award. Law enforcement and victim service providers funded under this award must each dedicate a minimum of 2 percent (but

not more than 7 percent) of their total project budgets to support this plan for action research.

Action research (<https://www.ovc.gov/pdfxt/Action-Research-Fact-Sheet-508.pdf>) involves the collection and analysis of data during a project to assess project performance, identify areas for improvement, and provide direction. It is a collaborative effort between a researcher and project staff that provides timely analysis of data to help inform project activities. Action research is not a systematic investigation designed to develop or contribute to generalizable knowledge, and therefore would not be considered research involving human subjects. Action researchers are expected to be knowledgeable in the collection and analysis of data, relevant evaluation literature, and the operation of the program. Grantees will provide OVC and BJA with combined annual action research reports.

The plan must include the following information:

- A description of the proposed action research consultant(s) who will conduct research and evaluation activities for the task force.
- A description of the qualifications of the consultant(s),
- Identification of key staff who will be involved in action research activities and the work of the consultant(s).
- An explanation of the basic methodology and timeline for the action research.
- A chart that includes an itemized list of costs that each applicant will dedicate to support action research activities, including the percentage of time that staff contribute to action research, the cost of a consultant (if applicable), and costs related to travel or supplies related to action research. Each applicant should incorporate their share of these costs within their specific Budget Detail Worksheet and Budget Narrative.

Evaluator staff should be external to the applicant organization. Applicants are encouraged to partner with consultants who have a working knowledge of law enforcement and social service programs, such as institutions of higher learning with this specialty.

Note on Project Evaluations

An applicant that proposes to use award funds 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.” Each applicant should provide sufficient information for OJP to determine whether the particular project it proposes would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ definition of research that appears at 28 C.F.R. Part 46 (“Protection of Human Subjects”).

“Research,” for purposes of human subjects’ protection 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 for purposes of human subjects protection, applicants should consult the decision tree in the “Research and the protection of human subjects” section of the “[Requirements related to Research](#)” webpage of the “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards](#),” available through the OJP Funding Resource Center at <https://ojp.gov/funding/Explore/SolicitationRequirements/index.htm>.

Every prospective applicant whose application may propose a research or statistical component also should review the “Data Privacy and Confidentiality Requirements” section on that webpage.

10. Privacy Certificate

OVC and recipients of OVC funding are subject to confidentiality requirements protecting research and statistical information collected that is identifiable to a private person under the DOJ regulations found at 28 CFR Part 22. Identifying characteristics include, but are not limited to, identifiers such as name, address, Social Security number or other identifying number, fingerprints, voiceprints, photographs, genetic information, or any other item or combination of data about a person that could reasonably lead, directly or indirectly, by reference to other information, or to identification of that individual(s). OVC requires 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 a sample Model Privacy Certificate, visit <https://ojp.gov/funding/Apply/Resources/PrivacyCertification.pdf>. For additional guidance on Privacy Certificate content, visit the National Institute of Justice’s Privacy Certificate Guidance at www.nij.gov/funding/humansubjects/pages/privacy-certificate-guidance.aspx.

11. Task Force Sustainability Plan (Purpose Area 3 Applicants Only)

Both partner applicants must jointly develop and submit with the application a plan for sustaining human trafficking task force operations, investigations, and services for victims after federal funding ends. The plan must—

- identify community resources that could be leveraged in support of your human trafficking task force;
- describe plans to build volunteer, in-kind, financial and other support that will enable task force operations to continue on a long-term basis; and
- describe plans to sustain task force structure, investigations of human trafficking crimes, services for victims, and ongoing implementation of multidisciplinary task force protocols.

12. Time-Task Plan

Both partner applicants must submit the same project timeline that covers the 3-year period of the award. The joint timeline will demonstrate coordination and integration of goals and objectives across this initiative. The Time-Task Plan must show—

- project goals and milestones;

- expected dates of completion for project objectives, activities, and deliverables including, but not limited to, hiring key staff, task force meetings, development of Task Force MOU (where applicable), development of protocols, data collection, delivering training, accessing professional development, action research/evaluation, and programmatic and financial reporting timelines; and
- the organization and key staff responsible for completing each task.

13. Position Descriptions and Resumes

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

14. Task Force Letters of Intent (Purpose Area 1 applicants)

Purpose Area 1 law enforcement and victim service provider applicants must submit with the application identical Letters of Intent that document task force members' commitment to work collaboratively to meet the goals and objectives of the grant (if funded). The application must include letters signed by both the law enforcement and victim service applicant agencies, one federal law enforcement agency such as the FBI or HSI, and a representative for the USAO with jurisdiction in the geographic area covered by the task force. This documentation can be submitted as one letter signed by all above parties, or separate letters, signed by each of the required partners. The letter(s) should include the following information:

- The name of the task force.
- The name of the law enforcement agency and victim service provider applying for funding.
- The mission and goal of the task force.
- A commitment to be actively engaged with the task force and work collaboratively on task force goals.
- Proposed time period for the collaborative work (3 years, beginning October 1, 2018, through September 30, 2021).
- Signature dated within the last 12 months prior to the application.

15. Task Force MOU (Purpose Area 2 and 3 applicants)

Purpose Area 2 and 3 law enforcement and victim service provider applicants must submit with their application an identical human trafficking Task Force MOU with the following elements:

- Task Force name.
- Purpose of the MOU.
- Commitment to the task force mission and vision.
- Effective dates of the MOU, including the 3-year period of the award.
- Parties to the MOU. Task force participants include a wide array of stakeholders (see [Chapter 3.1 of the Human Trafficking Task Force e-Guide, Members](#)). The MOU submitted with this application must, at a minimum, include the signatures of a USAO representative, the lead law enforcement applicant, the lead victim service applicant, and federal law enforcement. Participation of both HSI and the FBI has been a promising practice of the most successful BJA/OVC-funded task forces; and, although BJA and OVC prefer that both HSI and the FBI sign the MOU, applicants with only one of these agencies as a signatory on the MOU will still be considered. In

areas where applicable, tribal law enforcement or the law enforcement agency providing services on tribal lands must also sign the MOU.

- Roles and responsibilities of members with regard to task force leadership, task force administration, meeting participation, proactive investigation of trafficking crimes, identification of victims, direct victim services, training, public awareness, and outreach.
- Signatures of those named as parties to the MOU.
- OVC and BJA will place priority on funding task forces that demonstrate plans to proactively investigate cases related to both sex and labor trafficking crimes. The MOU should include representatives from the state's local department of labor as an active participant in task force activities.

16. MOUs, Letters of Intent, and Subcontracts/Subgrants

For services to be provided by project partners, both the lead victim service and law enforcement applicants must provide subcontracts/subgrants, Letters of Intent, or MOUs describing the commitment from each organization/agency to provide the service(s) and 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, government-subsidized programs, or at no cost to the grant, this must be clearly stated in the MOU, Letter of Intent, or subcontract/subgrant. (Note: This includes law enforcement agencies who will be reimbursed for providing officers/investigators to participate in task force operational activities.)

Subagreements must be a fee-for-service agreement and submitted as one separate attachment to the application.

The following information must be included in these types of documents:

- Names of the organizations/agencies to be involved.
- Scope of the direct specialized service(s) and other work to be performed under the agreement.
- Duration of the agreement.
- Estimated cost per victim or cost of actual services provided, describing whether it is a fee-for-service, in-kind match, or no-cost. (Applicants must describe how services will be provided to victims without the use of grant funds.)
- Total amount of the agreement.
- Whether or not there is a minimum or maximum number of victims that may be served under the agreement.
- For agreements with law enforcement organizations, a description of each law enforcement agency's involvement with the task force, lead law enforcement agency, and task force investigative operations.

Victim service applications with insufficient documentation to fully demonstrate the applicant's ability to implement the Comprehensive Service Model (outlined in [Appendix C](#)) or law enforcement applications with insufficient documentation to support subagreements with other law enforcement partners will be negatively scored during the review process. Awards made to applicants 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.

17. Tribal Authorizing Resolution (if applicable)

A tribe, tribal organization, or third party that proposes to provide direct services or assistance to residents on tribal lands should include in its application a resolution, letter, affidavit, or other documentation, as appropriate, that demonstrates (as a legal matter) that the applicant has the requisite authorization from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for an award on behalf of a tribe or multiple specific tribes, the application should include appropriate legal documentation, as described above, from all tribes that would receive services or assistance under the award. 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.

18. Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)

Every OJP applicant (other than an individual applying in his or her personal capacity) is required to download, complete, and submit the OJP Financial Management and System of Internal Controls Questionnaire (Questionnaire) at <https://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf> as part of its application. The Questionnaire helps OJP assess the financial management and internal control systems, and the associated potential risks of an applicant as part of the pre-award risk assessment process.

The Questionnaire should only be completed by financial staff most familiar with the applicant's systems, policies, and procedures in order to ensure that the correct responses are recorded and submitted to OJP. The responses on the Questionnaire directly impact the pre-award risk assessment and should accurately reflect the applicant's financial management and internal control system at the time of the application. The pre-award risk assessment is only one of multiple factors and criteria used in determining funding. However, a pre-award risk assessment that indicates that an applicant poses a higher risk to OJP may affect the funding decision and/or result in additional reporting requirements, monitoring, special conditions, withholding of award funds, or other additional award requirements.

Among other things, the form requires each applicant to disclose whether it currently is designated "high risk" by a federal grant-making agency outside of DOJ. For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the applicant's past performance, or other programmatic or financial concerns with the applicant. If an applicant is designated high risk by another federal awarding agency, the applicant must provide the following information:

- The federal awarding agency that currently designates the applicant high risk
- The date the applicant was designated high risk
- The high-risk point of contact at that federal awarding agency (name, phone number, and email address)
- The reasons for the high-risk status, as set out by the federal awarding agency

OJP seeks this information to help ensure appropriate federal oversight of OJP awards. An applicant that is considered "high-risk" by another federal awarding agency is not automatically disqualified from receiving an OJP award. OJP may, however, consider the

information in award decisions, and may impose additional OJP oversight of any award under this solicitation (including through the conditions that accompany the award document).

19. Disclosure of Lobbying Activities

Each applicant must complete and submit this information. An applicant that expends any funds for lobbying activities is to provide all of the information requested on the form Disclosure of Lobbying Activities (SF-LLL) posted at <https://ojp.gov/funding/Apply/Resources/Disclosure.pdf>. An applicant that does not expend any funds for lobbying activities is to enter “N/A” in the text boxes for item 10 (“a. Name and Address of Lobbying Registrant” and “b. Individuals Performing Services”).

20. Additional Attachments

a. Applicant Disclosure of Pending Applications

Each applicant is to disclose whether it has (or is proposed as a subrecipient under) any pending applications for federally funded grants or cooperative agreements that (1) include requests for funding to support the same project being proposed in the application under this solicitation, and (2) would cover any identical cost items outlined in the budget submitted to OJP as part of the application under this solicitation. The applicant is to disclose applications made directly to federal awarding agencies, and also applications for subawards of federal funds (e.g., applications to State agencies that will subaward (“subgrant”) federal funds).

OJP seeks this information to help avoid 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.

Each applicant that has one or more pending applications as described above is 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 federal or State funding agency

Federal or State Funding Agency	Solicitation Name/ Project Name	Name/Phone/Email for Point of Contact at Federal or State Funding Agency
DOJ/Office of Community Oriented Policing Services (COPS)	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov
Health and Human Services/Substance Abuse and Mental Health Services Administration	Drug-Free Communities Mentoring Program/ North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

Each applicant should include the table as a separate attachment to its application. The file should be named “Disclosure of Pending Applications.” The applicant’s Legal Name

on the application must match the entity named on the disclosure of pending applications statement.

Any applicant that does not have any pending applications as described above is to submit, as a separate attachment, a statement to this effect: “[Applicant Name on SF-424] does not have (and is not proposed as a subrecipient under) any pending applications submitted within the last 12 months for federally funded grants or cooperative agreements (or for subawards under federal grants or cooperative agreements) that request funding to support the same project being proposed in this application to OJP and that would cover any identical cost items outlined in the budget submitted as part of this application.”

b. Research and Evaluation Independence and Integrity

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. The applicant must demonstrate independence and integrity regarding both this proposed research and/or evaluation, and any current or prior related projects.

Each application should include an attachment that addresses **both** i. and ii. below.

- i. For purposes of this solicitation, each applicant is to document research and evaluation independence and integrity by including one of the following two items:
 - a. A specific assurance that the applicant has reviewed its application to identify any actual or potential apparent conflicts of interest (including through review of pertinent information on the principal investigator, any co-principal investigators, and any subrecipients), and that the applicant has identified no such conflicts of interest—whether personal or financial or organizational (including on the part of the applicant entity or on the part of staff, investigators, or subrecipients)—that could affect the independence or integrity of the research, including the design, conduct, and reporting of the research.

OR

- b. A specific description of actual or potential apparent conflicts of interest that the applicant has identified—including through review of pertinent information on the principal investigator, any co-principal investigators, and any subrecipients—that could affect the independence or integrity of the research, including the design, conduct, or reporting of the research. These conflicts may be personal (e.g., on the part of investigators or other staff), financial, or organizational (related to the applicant or any subrecipient entity). Some examples of potential investigator (or other personal) conflict situations are those in which an investigator would be in a position to evaluate a spouse’s work product (actual conflict), or an investigator would be in a position to evaluate the work of a former or current colleague (potential apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization would not be given an award to evaluate a project, if that organization had itself provided substantial prior technical assistance to that specific project or a location implementing the project (whether funded by OJP or other sources), because the organization in such an instance might 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 or evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability of an evaluation or research product is a problem and must be disclosed.

- ii. In addition, for purposes of this solicitation, each applicant is to address possible mitigation of research integrity concerns by including, at a minimum, one of the following two items:
 - a. If an applicant reasonably believes that no actual or potential apparent conflicts of interest (personal, financial, or organizational) exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion. The applicant also is to include an explanation of the specific processes and procedures that the applicant has in place, or will put in place, to identify and prevent (or, at the very least, mitigate) any such conflicts of interest pertinent to the funded project during the period of performance. Documentation that may be helpful in this regard may include organizational codes of ethics/conduct and policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan, if any, will be accepted as proposed.

OR

- b. If the applicant has identified actual or potential apparent conflicts of interest (personal, financial, or organizational) that could affect the independence and integrity of the research, including the design, conduct, or reporting of the research, the applicant is to provide a specific and robust mitigation plan to address each of those conflicts. At a minimum, the applicant is expected to explain the specific processes and procedures that the applicant has in place, or will put in place, to identify and eliminate (or, at the very least, mitigate) any such conflicts of interest pertinent to the funded project during the period of performance. Documentation that may be helpful in this regard may include organizational codes of ethics/conduct and policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan, if any, will be accepted as proposed.

OJP will assess research and evaluation independence and integrity based on considerations such as the adequacy of the applicant's efforts to identify factors that could affect the objectivity or integrity of the proposed staff and/or the applicant entity (and any subrecipients) 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.

c. Disclosure of Process Related to Executive Compensation

An applicant that is a nonprofit organization may be required to make certain disclosures relating to the processes it uses to determine the compensation of its officers, directors, trustees, and key employees.

Under certain circumstances, a nonprofit organization that provides unreasonably high compensation to certain persons may subject both the organization's managers and those who receive the compensation to additional federal taxes. A rebuttable

presumption of the reasonableness of a nonprofit organization's compensation arrangements, however, may be available if the nonprofit organization satisfied certain rules set out in Internal Revenue Service (IRS) regulations with regard to its compensation decisions.

Each applicant nonprofit organization must state at the time of its application (question 9c in the "OJP Financial Management and System of Internal Controls Questionnaire" located at <http://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf> and mentioned earlier) whether or not the applicant entity believes (or asserts) that it currently satisfies the requirements of 26 C.F.R. 53.4958-6 (which relate to establishing or invoking a rebuttable presumption of reasonableness of compensation of certain individuals and entities).

A nonprofit organization that states in the questionnaire that it believes (or asserts) that it has satisfied the requirements of 26 C.F.R. 53.4958-6 must then disclose, in an attachment to its application (to be titled "Disclosure of Process Related to Executive Compensation"), the process used by the applicant nonprofit organization to determine the compensation of its officers, directors, trustees, and key employees (together, "covered persons").

At a minimum, the disclosure must describe in pertinent detail: (1) the composition of the body that reviews and approves compensation arrangements for covered persons; (2) the methods and practices used by the applicant nonprofit organization to ensure that no individual with a conflict of interest participates as a member of the body that reviews and approves a compensation arrangement for a covered person; (3) the appropriate data as to comparability of compensation that is obtained in advance and relied upon by the body that reviews and approves compensation arrangements for covered persons; and (4) the written or electronic records that the applicant organization maintains as concurrent documentation of the decisions with respect to compensation of covered persons made by the body that reviews and approves such compensation arrangements, including records of deliberations and of the basis for decisions.

For purposes of the required disclosure, the following terms and phrases have the meanings set out by the IRS for use in connection with 26 C.F.R. 53.4958-6: officers, directors, trustees, key employees, compensation, conflict of interest, appropriate data as to comparability, adequate documentation, and concurrent documentation.

Applicant nonprofit organizations should note that following receipt of an appropriate request, OJP may be authorized or required by law to make information submitted to satisfy this requirement available for public inspection. Also, a recipient may be required to make a prompt supplemental disclosure after the award in certain circumstances (e.g., changes in the way the organization determines compensation).

How To Apply

Applicants must register in and submit applications through [Grants.gov](https://www.grants.gov), a primary source to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at <https://www.grants.gov/web/grants/support.html>. Applicants that experience technical difficulties during this process should call the Grants.gov

Customer Support Hotline at **800-518-4726** or **606-545-5035**, which operates 24 hours a day, 7 days a week, except on federal holidays.

Important Grants.gov update. Grants.gov has updated its application tool. The legacy PDF application package has been phased out and was retired on December 31, 2017. Grants.gov Workspace is now the standard application method for applying for grants. OJP applicants should familiarize themselves with the Workspace option now. For complete information and instructions on using Workspace (and other changes), go to the Workspace Overview page at <https://www.grants.gov/web/grants/applicants/workspace-overview.html>.

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 of registration and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications at least 72 hours prior to the application due date, in order to allow time for the applicant 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.

OJP strongly encourages all prospective applicants to sign up for Grants.gov email notifications regarding this solicitation at <https://www.grants.gov/web/grants/manage-subscriptions.html>. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for updates will be automatically notified.

Browser Information: Grants.gov was built to be compatible with Internet Explorer. For technical assistance with Google Chrome, or another browser, contact Grants.gov Customer Support.

Note on Attachments: Grants.gov has two categories of files for attachments: “mandatory” and “optional.” OJP receives all files attached in both categories. Attachments are also labeled to describe the file being attached (e.g., Project Narrative, Budget Narrative, Other). Please ensure that all required documents are attached in the correct Grants.gov category and are labeled correctly. Do not embed “mandatory” attachments within another file.

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

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 “&” 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:

Unique Entity Identifier (DUNS Number) and System for Award Management

Every applicant entity must comply with all applicable SAM and unique entity identifier (currently, a DUNS number) requirements. SAM is the repository for certain standard information about federal financial assistance applicants, recipients, and subrecipients. A DUNS number is a unique nine-digit identification number provided by the commercial company Dun and Bradstreet. More detailed information about SAM and the DUNS number is in the numbered sections below.

If an applicant entity has not fully complied with the applicable SAM and unique identifier requirements by the time OJP makes award decisions, OJP may determine that the applicant is not qualified to receive an award and may use that determination as a basis for making the award to a different applicant.

Applying as an Individual

An individual who wishes to apply in his/her personal capacity should search Grants.gov for funding opportunities for which individuals are eligible to apply. Use the Funding Opportunity Number (FON) to register. (An applicant applying as an individual must comply with all applicable Grants.gov individual registration requirements.)

Enter the FON at <https://apply07.grants.gov/apply/IndCPRegister> to complete the registration form and create a username and password for Grants.gov. (An applicant applying as an individual should complete all steps below except 1, 2 and 4.)

Registration and Submission Steps

- 1. Acquire a unique entity identifier (currently, a DUNS number).** In general, the Office of Management and Budget requires every applicant for a federal award (other than an individual) to include a "unique entity identifier" in each application, including an application for a supplemental award. Currently, a DUNS number is the required unique entity identifier.

This unique entity identifier is used for tracking purposes, and to validate address and point of contact information for applicants, recipients, and subrecipients. It will be used throughout the life cycle of an OJP award. 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 <https://www.dnb.com/>. A DUNS number is usually received within 1-2 business days.

- 2. Acquire or maintain registration with SAM.** Any applicant for an OJP award creating a **new** entity registration in SAM.gov must provide an original, signed notarized letter stating that the applicant is the authorized Entity Administrator before the registration will be activated. To learn more about this process change, read the FAQs at <https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/sam-update>. Information about the notarized letter is posted at https://www.fsd.gov/fsd-gov/answer.do?sysparm_kbid=d2e67885db0d5f00b3257d321f96194b&sysparm_search=kb0013183.

All applicants for OJP awards (other than individuals) must maintain current registrations in the SAM database. Applicants will need the authorizing official of the organization and an EIN. An applicant must be registered in SAM to successfully register in Grants.gov. Each applicant must **update or renew its SAM registration at least annually** to maintain an active status. SAM registration and renewal can take as long as 10 business days to complete (2 more weeks to acquire an EIN).

An application cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. Once the SAM registration/renewal is complete, **the information transfer from SAM to Grants.gov can take as long as 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. An applicant entity's "unique entity identifier" (DUNS number) must be used to complete this step. For more information about the registration process for organizations and other entities, go to <https://www.grants.gov/web/grants/applicants/organization-registration.html>. Individuals registering with Grants.gov should go to <https://www.grants.gov/web/grants/applicants/registration.html>.
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. The E-Biz POC will need the Marketing Partner Identification Number (MPIN) password obtained when registering with SAM to complete this step. Note that an organization can have more than one AOR.
5. **Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.320, titled "Services for Trafficking Victims," and the funding opportunity number is OVC-2018-14133.
6. **Select the correct Competition ID.** Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If applying to a solicitation with multiple Competition IDs, select the appropriate Competition ID for the intended purpose area of the application.

Purpose Area 1: Development of Human Trafficking Task Forces
Competition ID number: OVC-2018-14569

Purpose Area 2: Increasing Human Trafficking Task Force Effectiveness
Competition ID number: OVC-2018-14570

Purpose Area 3: Expanding Human Trafficking Task Force Effectiveness
Competition ID number: OVC-2018-14571

7. **Access Funding Opportunity and Application Package from Grants.gov.** Select "Apply for Grants" under the "Applicants" column. Enter your email address to be notified of any changes to the opportunity package before the closing date. Click the Workspace icon to use Grants.gov Workspace.

8. 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 two notifications from Grants.gov. The first will confirm the receipt of the application. The second will state whether the application has been validated and successfully submitted, or whether it has been 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 an application well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges each applicant to submit its application **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. Applications must be successfully submitted through Grants.gov by 11:59 p.m. eastern time on Thursday, July 5, 2018.

Go to <https://www.grants.gov/web/grants/applicants/organization-registration.html> for further details on DUNS numbers, SAM, and Grants.gov registration steps and timeframes.

Note: Application Versions

If an applicant submits multiple versions of the same application, OJP will review only the most recent system-validated version submitted.

Experiencing Unforeseen Grants.gov Technical Issues

An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must contact the Grants.gov Customer Support Hotline at <https://www.grants.gov/web/grants/support.html> or the SAM Help Desk (Federal Service Desk) at <https://www.fsd.gov/fsd-gov/home.do> to report the technical issue and receive a tracking number. The applicant must email the OVC or BJA contact identified in the Contact Information section on the title page **within 24 hours after the application deadline** to request approval to submit its application after the deadline. The applicant's email must describe the technical difficulties, and must 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: OJP does not automatically approve requests to submit a late application. After OJP reviews the applicant's request, and contacts the Grants.gov or SAM Help Desks to verify 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 untimely application submission was due to the applicant's failure to follow all required procedures, OJP will deny the applicant's request to submit its application.

The following conditions generally are insufficient to justify late submissions:

- Failure to register in SAM or Grants.gov in sufficient time. (SAM registration and renewal can take as long as 10 business days to complete. The information transfer from SAM to Grants.gov can take up to 48 hours.)
- Failure to follow Grants.gov instructions on how to register and apply as posted on its website.
- Failure to follow each instruction in the OJP solicitation.
- Technical issues with the applicant's computer or information technology environment, such as issues with firewalls or browser incompatibility.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>.

E. Application Review Information

Review Criteria

Applications that meet basic minimum requirements will be evaluated by peer reviewers using the following review criteria.

1. Statement of the Problem/Description of the Issue (15%)
2. Project Design and Implementation Plan, including attachments for Plan for Conducting Proactive, Victim-Centered Investigations of Labor and Sex Trafficking (for Law Enforcement applicants), Plan for Delivering Comprehensive Services (for Victim Service Applicants), and the Task Force Sustainability Plan (for Purpose Area 3 Applicants) (40%)
3. Capabilities and Competencies, including job descriptions and resumes of key staff (10%)
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (2%)
5. Plan for Evaluation/Action Research (8%)
6. Budget (10%): complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should demonstrate generally 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.⁶
7. Training Plan (5%)
8. Task Force Letters of Intent (for Purpose Area 1) or Task Force MOU (for Purpose Areas 2 and 3) (10%)

Review Process

OJP is committed to ensuring a fair and open process for making awards. OVC and BJA review the application to make sure that the information presented is reasonable, understandable, measurable, achievable, and consistent with the solicitation.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. For purposes of assessing whether an application meets basic minimum requirements and should proceed to further consideration, OJP screens applications for compliance with those requirements. Although specific requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP programs:

- The application must be submitted by an eligible type of applicant.
- The application must request funding within programmatic funding constraints (if applicable).
- The application must be responsive to the scope of the solicitation.
- The application must include all items designated as "critical elements."
- The applicant must not be identified in SAM as excluded from receiving federal awards.

⁶ 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.

For a list of the critical elements for this solicitation, see “What an Application Should Include” under [Section D. Application and Submission Information](#).

Peer review panels will evaluate, score, and rate applications that meet basic minimum requirements. OVC and BJA may use internal peer reviewers, external peer reviewers, or a combination, to assess applications on technical merit using the solicitation’s review criteria. 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. Peer reviewers’ ratings and any resulting recommendations are advisory only, although reviewer views are considered carefully. Other important considerations for OVC and BJA include geographic diversity, strategic priorities, and available funding, as well as the extent to which the Budget Detail Worksheet and Budget Narrative accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles. OVC and BJA may also consider past performance and available balances under prior OVC, BJA and OJP awards.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant. Among other things to help assess whether an applicant that has one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM as excluded from receiving a federal award.

In addition, if OJP anticipates that an award will exceed \$150,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System (FAPIIS)).

Important note on FAPIIS: An applicant, at its option, may review and comment on any information about itself that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider any such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant.

The evaluation of risks goes beyond information in SAM, however. OJP itself has in place a framework for evaluating risks posed by applicants for competitive awards. OJP takes into account information pertinent to matters such as—

1. Applicant financial stability and fiscal integrity,
2. Quality of the applicant’s management systems, and the applicant’s ability to meet prescribed management standards, including those outlined in the DOJ Grants Financial Guide,
3. Applicant’s history of performance under OJP and other DOJ awards (including compliance with reporting requirements and award conditions), and awards from other federal agencies,
4. Reports and findings from audits of the applicant, including audits under the Part 200 Uniform Requirements, and
5. Applicant’s ability to comply with statutory and regulatory requirements, and to effectively implement other award requirements.

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 take into account not

only peer review ratings and OVC and BJA recommendations, but also other factors as indicated in this section.

F. Federal Award Administration Information

Federal Award Notices

Award notifications will be made by September 30, 2018. OJP sends award notifications by email through GMS to the individuals listed in the application as the point of contact and the authorizing official (E-Biz POC and AOR). The email notification includes detailed instructions on how to access and view the award documents, and steps to take in GMS to start the award acceptance process. GMS automatically issues the notifications at 9:00 p.m. eastern time on the award date.

For each successful applicant, an individual with the necessary authority to bind the applicant will be required to log in; execute a set of legal certifications and a set of legal assurances; designate a financial point of contact; thoroughly review the award, including all award conditions; and sign and accept the award. The award acceptance process requires physical signature of the award document by the authorized representative and the scanning and submission of the fully executed award document to OJP.

Administrative, National Policy, and Other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions, and all applicable requirements of federal statutes and regulations (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance). OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application.

Applicants should consult the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards](#)," available in the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>. In addition, applicants should examine the following two legal documents, as each successful applicant must execute both documents before it may receive any award funds. (An applicant is not required to submit these documents as part of an application.)

- [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)
- [Certified Standard Assurances](#)

The webpages accessible through the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards](#)" are intended to give applicants for OJP awards a general overview of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants and cooperative agreements awarded in FY 2018. Individual OJP awards typically also will include additional award conditions. Those additional conditions may relate to the particular statute, program, or solicitation under which the award is made; to the substance of the funded application; to the recipient's performance under other federal awards; to the recipient's legal status (e.g., as a for-profit entity); or to other pertinent considerations.

As stated above, OVC and BJA expect to make any award under this solicitation in the form of a cooperative agreement. Cooperative agreements include a condition in the award document that sets out the nature of the “substantial federal involvement” in carrying out the award and program. Generally stated, under OJP cooperative agreement awards, responsibility for the day-to-day conduct of the funded project rests with the recipient. OJP, however, may have substantial involvement in matters such as substantive coordination of technical efforts and site selection, and review and approval of project work plans, research designs, data collection instruments, and major project-generated materials. In addition, OJP often indicates in the award terms and conditions that it may redirect the project if necessary.

In addition to an award condition that sets out the nature of the anticipated “substantial federal involvement” in the award, cooperative agreements awarded by OJP include an award condition that requires specific reporting in connection with conferences, meetings, retreats, seminars, symposia, training activities, or similar events funded under the award.

General Information about Post-Federal Award Reporting Requirements

In addition to the deliverables described in [Section A. Program Description](#), any recipient of an award under this solicitation will be required to submit the following reports and data.

Required reports. Recipients typically must submit quarterly financial reports, semiannual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

Awards that exceed \$500,000 will include an additional condition that, under specific circumstances, will require the recipient to report (to FAPIIS) information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either the OJP award or any other grant, cooperative agreement, or procurement contract from the federal government. Additional information on this reporting requirement appears in the text of the award condition posted on the OJP webpage at <https://ojp.gov/funding/FAPIIS.htm>.

Data on performance measures. In addition to required reports, each award recipient also must provide data that measure the results of the work done under the award. To demonstrate program progress and success, and to assist DOJ in fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, OJP will require any award recipient, post award, to provide performance data as part of regular progress reporting. Successful applicants will be required to access OJP's performance measurement page at www.ojp.gov/performance to view the specific reporting requirements for this grant program. Performance measures are also listed as [Appendix A](#).

G. Federal Awarding Agency Contact(s)

For OJP contact(s), see page 2.

For contact information for Grants.gov, see page 2.

H. Other Information

Freedom of Information Act and Privacy Act (5 U.S.C. §§ 552 and 552a)

All applications submitted to OJP (including all attachments to applications) are subject to the federal Freedom of Information Act (FOIA) and to the Privacy Act. By law, DOJ may withhold information that is responsive to a request pursuant to FOIA if DOJ determines that the responsive information either is protected under the Privacy Act or falls within the scope of one of nine statutory exemptions under FOIA. DOJ cannot agree in advance of a request pursuant to FOIA not to release some or all portions of an application.

In its review of records that are responsive to a FOIA request, OJP will withhold information in those records that plainly falls within the scope of the Privacy Act or one of the statutory exemptions under FOIA. (Some examples include certain types of information in budgets, and names and contact information for project staff other than certain key personnel.) In appropriate circumstances, OJP will request the views of the applicant/recipient that submitted a responsive document.

For example, if OJP receives a request pursuant to FOIA for an application submitted by a nonprofit or for-profit organization or an institution of higher education, or for an application that involves research, OJP typically will contact the applicant/recipient that submitted the application and ask it to identify—quite precisely—any particular information in the application that the applicant/recipient believes falls under a FOIA exemption, the specific exemption it believes applies, and why. After considering the submission by the applicant/recipient, OJP makes an independent assessment regarding withholding information. OJP generally follows a similar process for requests pursuant to FOIA for applications that may contain law-enforcement sensitive information.

Provide Feedback to OJP

To assist OJP in improving its application and award processes, OJP encourages applicants to provide feedback on this solicitation, the application submission process, and/or the application review process. Provide feedback to OJPSolicitationFeedback@usdoj.gov.

IMPORTANT: This email is for feedback and suggestions only. OJP does **not** reply from this mailbox to messages it receives in this mailbox. Any prospective applicant that has specific questions on any program or technical aspect of the solicitation **must** use the appropriate telephone number or email listed on the front of this document to obtain information. These contacts are provided to help ensure that prospective applicants can directly reach an individual who can address specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please email your resume to ojpprsupport@usdoj.gov. (Do not send your resume to the OJP Solicitation Feedback email account.) **Note:** Neither you nor anyone else from your organization or entity can be a peer reviewer in a competition in which you or your organization/entity has submitted an application.

Appendix A: Performance Measures Table

The table below provides an overview of the performance measures for both the BJA and the OVC grantees.

Objective	Performance Measure(s)	Reporting Database	Data Grantee Provides
<p>Establish and sustain effective task force leadership and a structure to support the successful identification of victims of all forms of human trafficking; service delivery; and investigation and prosecution of trafficking perpetrators.</p>	<p>Number of agencies and organizations that commit participation formally through an MOU.</p>	<p>PMT</p>	<p>Number of task force members participating through an MOU during the performance period, broken down by type of agency.</p>
	<p>Number of activities and deliverables that meet expectations, as defined by OVC and BJA.</p>	<p>PMT</p>	<p>Number of activities and deliverables completed during the report period, including, but not limited to, the following:</p> <ol style="list-style-type: none"> a. Number of protocols adopted or updated by the task force, broken down by topic or type of protocol. b. Number of task force and subcommittee meetings held, broken down by type of meeting. c. Number of task force meetings held that include discussion of data collected by task force members. d. Description of evaluation activities completed by type.
	<p>Number of task forces funded (data provided by BJA).</p>	<p>PMT</p>	<p>Types of agencies/ organizations that are members of the human trafficking task force.</p>
	<p>Percent of task forces that have adequate task force membership and leadership, including membership from the following organizations:</p> <ul style="list-style-type: none"> • At least one state, local, or tribal law enforcement agency (e.g., police, sheriff). • At least one 	<p>PMT</p>	<p>Type and number of agencies/organizations who provide the role of leadership for the task force.</p>

	<p>nongovernmental victim service organization (social or legal service provider) who serves victims of trafficking.</p> <ul style="list-style-type: none"> • U.S. Attorney's Office (the designated Assistant U.S. Attorney). • At least one federal law enforcement agency (HSI or FBI). 		
	Percent of task forces whose members regularly attend meetings.	PMT	Frequency of meetings held.
	Percent of task forces that have written protocols, policies, and procedures that outline roles and responsibilities of task force members.	PMT	Status of written protocols, policies, and procedures: <ul style="list-style-type: none"> a. Yes b. In draft form/under development c. No
Increase the capacity of law enforcement officers, service providers, and other stakeholders in the community to identify and respond to human trafficking victims through training and public awareness activities.	Number of training events conducted.	PMT	Number of trainings conducted by the law enforcement grantee during the performance period, broken down by topic.
		TIMS	Number of trainings conducted by the victim service grantee during the performance period, broken down by topic.
	Number of participants who attend training.	PMT	Number of participants attending trainings conducted by the law enforcement grantee during the performance period.
		TIMS	Number of participants attending trainings conducted by the victim service grantee during the performance period, broken down by discipline of participant.
	Number of training materials developed or revised.	PMT	Number of new trainings developed, broken down by topic (sex, labor, both).

		PMT	Number of trainings revised, broken down by topic (sex, labor, both).
		PMT	Number of staff who attended trainings, broken down by topic and type of personnel.
		PMT	Types of professional development trainings/activities attended by project staff.
	Percent of task forces that conduct activities to increase community presence.	PMT	Frequency of attending/participating in the following community activities: <ul style="list-style-type: none"> a. Attended/hosted community meetings. b. Distributed a newsletter, email, or other bulletin. c. Attended community events. d. Conducted social media activities (e.g., Facebook, Twitter). e. Conducted outreach to affected communities. f. Conducted outreach to faith-based organizations. g. Conducted outreach to businesses. h. Other.
	Percent of task forces that develop community and victim outreach materials and resources.	PMT	Status of materials and resources: <ul style="list-style-type: none"> a. Completed b. Currently drafting c. Plan on developing
Conduct proactive investigations of sex trafficking and labor trafficking, with the goal of successful prosecution at the state or federal level.	Number of human trafficking investigations.	PMT	Number of NEW human trafficking investigations opened during the performance period, broken down by type of trafficking (sex, labor, or both sex and labor) and potential victim status.
		PMT	Number of ACTIVE human trafficking investigations, broken down by type of trafficking (sex, labor, or both sex and labor) and potential victims status.

	Percent of investigations resulting in arrests of individuals involved in human trafficking.	PMT	Total number of individuals arrested for human trafficking-related incident(s), broken down sex, labor, and both sex and labor, and categorized by overall number of individuals, individuals as part of a federal investigation, and individuals as part of a state investigation.
	Percent of arrests resulting in individuals charged with human trafficking.	PMT	Total number of individuals criminally charged, broken down by sex, labor, and both sex and labor, and categorized by overall number of individuals, individuals as part of a federal investigation, and individuals as part of a state investigation.
		PMT	Of those, total number of individuals criminally charged with human trafficking, broken down sex, labor, and both sex and labor, and categorized by overall number of individuals, individuals as part of a federal investigation, and individuals as part of a state investigation.
	Percent of prosecutions resulting in a case disposition of guilty or a plea agreement.	PMT	Number of individuals found guilty, who plead guilty, or who accepted a plea agreement for human trafficking, broken down by sex, labor, and both sex and labor, and categorized by overall number of individuals, individuals as part of a federal investigation, and individuals as part of a state investigation.
	Number of individuals confirmed as victims of human trafficking.	PMT	Number of individuals confirmed by law enforcement to be victims of human trafficking during the performance period, broken down by type of trafficking (sex, labor, or both sex and labor) and categorized by age, gender, and citizenship (U.S. or foreign national).

Provide high-quality comprehensive services for victims of human trafficking.	Number of collaborative partners providing services.	TIMS	Number of collaborative partners serving trafficking victims during the performance period, broken down by type of organization.
		TIMS	Number of NEW victims of human trafficking served for the first time during the performance period, broken down by the type of trafficking (sex, labor, or both sex and labor) and by immigration status of the victim.
	Number of victims served.	TIMS	Total number of trafficking victims served during the performance period. This includes NEW clients and existing clients served during the performance period.
	Number of services provided.	TIMS	Total number of services provided to trafficking victims during the performance period, broken down by the type of service.
	Number of collaborative partners providing services.	TIMS	Number of collaborative partners serving trafficking victims during the performance period, broken down by type of organization.
Develop plans for the data and develop a process for sharing the data with task force members. Develop and implement a plan for evaluating the effectiveness of the efforts to meet task force goals and objectives.	Number of task forces funded (data provided by BJA). Percent of task forces that strategically use data as a resource to inform task force activity(ies).	PMT	Type of data resources used to inform the task force during the reporting period: <ul style="list-style-type: none"> a. Official police call, crime, and arrest data b. Victim service provider data c. National Human Trafficking Resource Center d. Social media e. Corrections data f. Prosecution data g. Court data h. Survey data i. Intelligence j. Research k. Other

		PMT	<p>Type of activities that used data analysis during the reporting period:</p> <ul style="list-style-type: none"> a. Task force decisionmaking b. Prosecutorial decisionmaking c. Conducting criminal investigations d. Identification of human trafficking victims/perpetrators e. Planning/conducting long-term human trafficking reduction and prevention strategies f. Planning/conducting short-term operational crime reduction strategies (e.g., stings) g. Understanding victim services resource needs h. Developing/creating topic-specific subcommittees i. Developing training topics j. Public awareness outreach efforts k. Other
	<p>Number of grantees (Data provided by BJA).</p> <p>Percent of grantees that complete evaluation activities, including a final evaluation report.</p>	PMT	<p>Phase of the current evaluation as of the last day of the reporting period.</p>

Appendix B: Definitions

For the purpose of this solicitation, the following definitions are used:

Comprehensive services: An array of services that should be made available to a trafficking victim. At a minimum, these services include shelter; intensive case management; safety planning; crisis intervention; victim advocacy; legal assistance; mental health treatment, including individual and group counseling; support in family reunification and preservation; medical care; dental care; substance abuse treatment; assistance with educational needs or GED; life skills training; transportation; and other necessary services. These services must be made available for victims identified under this initiative in coordination with other existing local, state, and federal resources.

Continued Presence (CP): A temporary immigration status provided to individuals identified by law enforcement as victims of human trafficking. This status allows victims of human trafficking to remain in the United States temporarily during the ongoing investigation into the human trafficking-related crimes committed against them. CP is initially granted for 2 years and may be renewed in 1-year increments.

Foreign national victim: A person who is not a U.S. citizen or a legal permanent resident of the United States, trafficked within the United States, its territories, American Samoa, or the Northern Mariana Islands. This includes those with immigration documents and those who are undocumented.

HHS Certification: Certification grants adult foreign victims of human trafficking access to federal benefits and services to the same extent as refugees. Likewise, Eligibility Letters grant minor foreign victims of trafficking access to federal benefits and services to the same extent as refugees, including placement in the Unaccompanied Refugee Minors program, which provides specialized, culturally appropriate foster care or other licensed care settings, according to children's individual needs. Trafficking victims who are U.S. citizens or Lawful Permanent Residents do not need Certification or Letters of Eligibility to be eligible for similar benefits and services. (From ORR's website: www.acf.hhs.gov/programs/orr/programs/anti-trafficking/about)

Task force members: Task force members for this program must include, but are not limited to, the following:

- At least one state/local/tribal law enforcement agency (police, sheriffs, etc.).
- At least one nongovernmental victim service organization (social or legal service provider) that serves victims of trafficking.
- U.S. Attorney's Office (the designated Assistant U.S. Attorney).
- At least one federal law enforcement agency (HSI or the FBI).

Additional task force members should include the following:

- State Attorney General's Office.
- State and/or district or tribal prosecutor's office.
- Additional local law enforcement agencies operating within or contiguous to the geographic area covered by the task force.
- Additional victim service organizations, nongovernmental organizations, legal services providers, and social service agencies, including, but not limited to, those with expertise

in serving immigrants and refugees, runaway and homeless youth, American Indians/Alaska Natives, and other specific communities.

- Federal, state, and/or local regulatory agencies (e.g., Bureau of Alcohol, Tobacco, Firearms, and Explosives; Internal Revenue Service; state licensing departments; regulating bodies).
- Federal or state civil labor enforcement agencies (e.g., U.S. Department of Labor, the Equal Employment Opportunity Commission).
- Other critical partners, as identified by the applicants (including criminal justice system victim/witness coordinators/specialists at local, state, tribal, and federal levels; state monitor advocates; legal services organizations; faith-based organizations; child welfare agencies; juvenile justice systems; etc.).

Trauma-Informed: Approaches delivered with an understanding of the vulnerabilities and experiences of trauma survivors, including the prevalence and physical, social, and emotional impact of trauma. A trauma-informed approach recognizes signs of trauma in staff, clients, and others; and responds by integrating knowledge about trauma into policies, procedures, practices, and settings. Trauma-informed approaches place priority on restoring the survivor's feelings of safety, choice, and control. Programs, services, agencies, and communities can be trauma-informed.

Victim-centered approach: Placing the crime victim's priorities, needs, and interests at the center of the work with the victim; providing nonjudgmental assistance, with an emphasis on client self-determination, where appropriate, and assisting victims in making informed choices; ensuring that restoring victims' feelings of safety and security are a priority and safeguarding against policies and practices that may inadvertently re-traumatize victims; ensuring that victims' rights, voices, and perspectives are incorporated when developing and implementing system- and community-based efforts that impact crime victims.

Appendix C: OVC Comprehensive Victim Service Model and Application Requirements

This appendix outlines the Comprehensive Service Model, which includes a wide variety of services that victims of human trafficking often need in order to address their needs for safety, security, and healing. It also outlines what must be included in the Plan for the Delivery of Comprehensive Services for All Victims of Trafficking that must be submitted by victim service provider applicants as a separate attachment to the application.

Applicants must 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, either in-house or through project partners.

The partners involved in the delivery of services for victims of human trafficking include, but are not limited to, system-based victim advocates within local, state, tribal, and federal law enforcement and prosecutors' offices; legal assistance providers; child welfare and child protection service systems; rape crisis, domestic violence, youth, and homeless shelter providers; transitional housing programs; medical and mental health service providers; immigrant and refugee service providers, child and adult educational systems; job training programs; substance abuse treatment agencies; drop-in centers for youth and adults; faith-based service providers; interpretation and translation providers; and other partners providing critical services.

Applicants must describe how case management will be provided for all victims of human trafficking receiving the OVC-funded services, either in-house or through project partners.

Case management is a central service within the Comprehensive Service Model, as it ensures that victims have support to access a variety of services that are coordinated across multiple agencies and service systems. It ensures the provision of wraparound services that meet victims where they are, and helps victims make informed choices while working through the trauma of the victimization and interacting with the necessary local and federal partners. Case management should be provided using a victim-centered and trauma-informed approach and should include assessment of client needs, development of individualized service plans, routine safety planning, assessment of eligibility for other public or community-based programs, assistance in accessing publicly funded programs, assistance with crime victim compensation claims when possible, information and referral, documentation of services provided, and routine follow-up to ensure that the victim's needs are being addressed.

Applicants must describe how the services outlined below will be made available for all trafficking victims.

Services should be available to comprehensively address the individualized needs of U.S. citizens and foreign nationals, males and females, adults and minors. Services must also be made accessible for individuals with disabilities and individuals who are deaf, hard of hearing, or have limited English proficiency.

Applicants must include a description of how they will provide each of the direct services described below, either in-house or through project partners. (If provided by another agency, include the name of that organization.)

1. 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.
2. 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, assistance with crime victim compensation claims when possible, information and referrals, documentation of services provided, and routine follow-up to ensure that the victim's needs are being addressed either in-house or through project partners.
3. Shelter/housing and sustenance, to include access to a variety of emergency and transitional shelters, group and independent living options, and food.
4. Medical care.
5. Dental care.
6. Mental health treatment, emergency mental health assessments, and individual and/or group counseling. Programs include, but are not limited to, treatment and recovery support services that are evidence-based and trauma-informed. Services such as care coordination, peer support, integrated mental health and substance use, and medical services must be included. All services and programs need to be person-centered, trauma-informed, address disparities, and have quality assurance practices for fidelity.
7. Interpreter/translator services.
8. Substance abuse treatment. Programs include, but are not limited to, treatment and recovery support services that are evidence-based and trauma-informed. Services such as care coordination, peer support, medication-assisted therapies, integrated mental health and substance use, and medical services must be included. All services and programs need to be person-centered, trauma-informed, address disparities, and have quality assurance practices for fidelity.
9. Assistance in achieving ORR certification from the HHS for foreign national victims, including coordination with law enforcement and allied experts to obtain documentation necessary to achieve ORR certification; assistance in coordinating 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.
10. 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.

11. Literacy education, job training, and/or education/GED assistance.
12. Life skills training, including managing personal finances, self-care, parenting classes, and programs that help clients achieve self-sufficiency.
13. Employment assistance.
14. Transportation assistance.
15. 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.
16. 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 and counseling on expungement or vacatur of any conviction for a non-violent crime that is a direct result of being a trafficking victim;
 - coordination with law enforcement to request CP;
 - assistance in achieving ORR certification or recognition as a minor victim through the HHS ORR 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 with 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; and
 - 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. In addition, direct representation on vacatur or expungement matters, through court filings or other litigation services, is not an allowable cost under this solicitation.

MOUs, Letters of Intent, or Subcontract/Subaward agreements

For services to be provided by project partners, victim service applicants must provide, as a separate attachment to the application, subcontracts/subgrants, Letters of Intent, or MOUs documenting the commitment from that organization to provide the service(s) and 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, government-subsidized programs, or at no cost to the grant, this must be clearly stated in the MOU, Letter of Intent, or subcontract/subgrant. See page 37 for what the MOUs and Letters of Intent should include.

Coordinating With Law Enforcement

OVC strongly encourages all grantees to assist clients above the age of 18 in complying with reasonable requests from a local, state, federal, or tribal government agency with the authority to investigate or prosecute trafficking crimes. OVC is committed to the elimination of all forms of trafficking in persons, which requires the prosecution of traffickers as a key part of a multifaceted strategy. Victim-centered investigations and prosecutions of traffickers reduce harm and increase safety for our communities while supporting the healing of victims. Minors, defined here as persons under the age of 18, whether foreign nationals or U.S. citizens, should be encouraged to comply with reasonable requests, if possible, with the understanding that the extent of reasonable cooperation depends on the age, trauma, and maturity of the victim, among other things.

Resource Coordination

Funds awarded through this OVC program are intended primarily to support the cost of direct services that promote victim safety and stability in the aftermath of victimization, leading to the goal of independence 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 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.

Proposals should fill gaps in existing services. All applicants should determine if there is an existing federally 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, the Department of Health and Human Services (HHS), the Office on Violence Against Women, or another federal office or agency.

If there is currently a federally funded trafficking victim service grantee within the same jurisdiction as the applicant's proposal, applicants must document (1) how the new proposal either 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.

Applicants must also include information about any other open award of federal and state funds (including programs supported by Victims of Crime Act (VOCA) victim assistance 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 not previously addressed by the existing OVC grant.

The list of OVC-funded trafficking victim services grantees and the geographic regions they serve are listed on the OVC website at <http://ojp.gov/ovc/grants/traffickingmatrix.html>, and the list of some HHS-funded grantees is available at <https://www.acf.hhs.gov/otip/grants>.

Applications that fail to address resource coordination with other OVC and federally and state-funded similar grant programs in their proposal will be negatively scored during the review process.

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 HHS or other federal sources. Services can be provided to a victim in the aftermath of victim identification; service providers should facilitate victims' access to other federal, state, or local programs for which they may be eligible, including HHS-funded services.

The HHS Trafficking Victim Assistance Program (TVAP) is designed to fund case management services on a per capita basis for foreign national victims and potential victims seeking HHS certification. It is a valuable resource in communities where there are funding gaps due to the lack of federally funded victim service providers or significant spikes in caseloads. Applicants should plan on using OVC funds to provide services to foreign national trafficking clients regardless of [HHS certification](#), and should not anticipate leveraging TVAP funds as a matter of course unless extraordinary circumstances arise. Grantees funded under this solicitation desiring to access TVAP funding due to such circumstances must contact their grant monitor to discuss the need.

Applications with insufficient documentation to fully demonstrate the applicant's ability to implement their proposed service plan will be negatively scored during the review process. Awards made to applicants 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.

Appendix D: Supplemental Budget Guidance

The human trafficking awards issued by OVC are primarily designed to support direct services to the victims. For that reason, OVC capped the amount that applicants can request for certain key activities, ranging from 2–10 percent of the requested project cost. These include project evaluation, training/outreach, and administrative costs. This budget guidance outlines the maximum allowable percentages for each type of activity. The chart below contains further information to assist applicants in their budget development process.

Type of Costs	Description
Personnel Costs	<p>Indicate for all proposed grant-funded positions the percentage of time that each will dedicate to direct victim services, training/outreach, action research, administrative tasks, or other duties.</p> <p>Note: Each staff member's time must total 100 percent, regardless of the percent allocation included in the budget. For example, a case manager position will dedicate 50 percent to the project. The breakdown of time is: 75 percent direct services, 5 percent administrative tasks, 15 percent training activities, and 5 percent other activities (e.g., attending mandated and/or project-related meetings).</p> <p>Note: Data collection is <i>not</i> considered part of the key activities, and should therefore be considered as <i>Other Activities</i>.</p>
Administrative Costs	<p>Salary and fringe benefits of executive-level leadership and accounting/financial administration.</p> <p>Note: These, should not exceed more than 10 percent of the total direct cost of the project (excluding indirect costs).</p>
Evaluation Costs	<p>Applicants are required to develop a plan for action research activities. The plan must include an itemized list of costs to conduct action research activities including the percentage of time that staff contribute to action research, the cost of a consultant/subaward, and costs related to travel or supplies related to action research. The applicant should incorporate these costs within their Budget Detail Worksheet and Budget Narrative.</p> <p>Note: 2–7 percent of the total project budget, including match funds, must be dedicated to action research activities.</p>
Training/Outreach	<p>Training and public awareness activities may include conducting local trainings for project partners and other community members, providing staff with professional development opportunities (including travel to attend local and national victim assistance or regional or national trafficking conferences), etc.</p> <p>Note: Project staff attendance at any OVC or BJA required training or meeting is <i>not</i> subject to the allowable cost percentage under this key activity.</p> <p>Note: 2–5 percent of the total project budget, including match funds, must be dedicated to conducting training and public awareness activities.</p>

Type of Costs	Description
Direct Victim Services	Applicants should outline the type of support to be provided to human trafficking victims in the program narrative, and dedicate a budget line item for each service type to be provided under the corresponding budget category, including proposed consultants and/or subawardees, as applicable.

Sample Key Activity Summary

Budget Category	Key Activity														Subtotals/Totals									
	Administrative				Evaluation				Outreach/Training				Other				Direct Services							
	Federal %	Amount	Match %	Amount	Federal %	Amount	Match %	Amount	Federal %	Amount	Match %	Amount	Federal %	Amount	Match %	Amount	Federal %	Amount	Match %	Amount	Federal %	Amount	Match %	Amount
<i>Name and Role in Project</i>	5%	\$ 3,120	5%	\$ 780	5%	\$ 3,120	2%	\$ 312	10%	\$ 6,240	8%	\$ 1,248	10%	\$ 6,240	85%	\$ 13,260	70%	\$ 43,680	0%	\$ -			62,400	15,600
<i>Name and Role in Project</i>	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	5%	\$ 5,850	0%	\$ -	0%	\$ -	0%	\$ -	95%	\$ 111,150	0%	\$ -			117,000	
<i>Name and Role in Project</i>	25%	\$ 37,500	50%	\$ 8,100	0%	\$ -	0%	\$ -	10%	\$ 15,000	0%	\$ -	0%	\$ -	50%	\$ 8,100	65%	\$ 97,500	0%	\$ -			150,000	16,200
<i>Name and Role in Project</i>	34%	\$ 6,365	0%	\$ -	0%	\$ -	10%	\$ 936	20%	\$ 3,744	65%	\$ 6,084	40%	\$ 7,488	0%	\$ -	6%	\$ 1,125	25%	\$ 2,340			18,720	9,360
<i>Name and Role in Project</i>	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	5%	\$ 450	0%	\$ -	0%	\$ -	0%	\$ -	95%	\$ 8,550	100%	\$ 9,000			9,000	9,000
<i>Name and Role in Project</i>	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	0%	\$ -	100%	\$ 11,250	0%	\$ -	0%	\$ -			0	11,250
Subtotal Personnel		\$ 46,985		\$ 8,880		\$ 3,120		\$ 1,248		\$ 31,284		\$ 7,332		\$ 13,728		\$ 32,610		\$ 18,672		\$ 13,056			\$ 357,120	\$ 61,410
Consultants/Contractual - Subaward , University of TBD - Project Evaluation						\$ 55,650																	\$ 55,650	\$ -
All Other Budget Categories						\$ 1,000		\$ 500		\$ 5,000		\$ 3,250		\$ 233,000				\$ 98,230		\$ 184,840		\$ 337,230	\$ 188,590	
Totals		\$ 46,985		\$ 8,880		\$ 59,770		\$ 1,748		\$ 36,284		\$ 10,582		\$ 246,728		\$ 32,610		\$ 116,902		\$ 197,896		\$ 750,000	\$ 250,000	

Total Award Amount: \$1,000,000

Key Activities	Allowable %	Maximum Allowable Amount	Proposed Budget
Administrative	10.00%	\$100,000	\$ 55,865
Evaluation	7.00%	\$70,000	\$ 61,518
Outreach/Training	5.00%	\$50,000	\$ 46,866

A downloadable and updatable excel spreadsheet is provided at <https://www.ovc.gov/grants/human-trafficking-sample-key-activity-summary.xlsx>.

Appendix E: Application Checklist

FY 2018 Enhanced Collaborative Model Task Force to Combat Human Trafficking

This application checklist has been created as an aid in developing an application.

What an Applicant Should Do:

Prior to Registering in Grants.gov:

_____ Acquire a DUNS Number (see page 44)

_____ Acquire or renew registration with SAM (see page 44)

To Register with Grants.gov:

_____ Acquire AOR and Grants.gov username/password (see page 45)

_____ Acquire AOR confirmation from the E-Biz POC (see page 45)

To Find Funding Opportunity:

_____ Search for the Funding Opportunity on Grants.gov (see page 45)

_____ Select the correct Competition ID (see page 45)

_____ Access Funding Opportunity and Application Package (see page 45)

_____ Sign up for Grants.gov email [notifications](#) (optional) (see page 43)

_____ Read [Important Notice: Applying for Grants in Grants.gov](#)

_____ Read OJP policy and guidance on conference approval, planning, and reporting available at ojp.gov/financialguide/doj/PostawardRequirements/chapter3.10a.htm

(see page 20)

After Application Submission, Receive Grants.gov Email Notifications That:

_____ (1) application has been received,

_____ (2) application has either been successfully validated or rejected with errors

(see page 46)

If No Grants.gov Receipt, and Validation or Error Notifications are Received:

_____ contact OVC or BJA regarding experiencing technical difficulties

(see page 2)

Overview of Post-Award Legal Requirements:

_____ Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards](#)" in the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>.

Scope Requirement:

_____ The federal amount requested is within the allowable limit(s) of \$500,000–\$900,000, depending on the purpose area.

Eligibility Requirement: For eligibility information, see the title page.

What an Application Should Include:

_____ Application for Federal Assistance (SF-424) (see page 21)

_____ Articles of Incorporation or 501(c)(3) Status Documentation (see page 21)

_____ Project Abstract (see page 22)

_____ Program Narrative (see page 22)

_____ Statement of the Problem (see page 22)

_____ Project Design and Implementation (see page 23)

_____	Capabilities and Competencies	(see page 25)
_____	Plan for Collecting the Data Required for this Solicitation's Performance Measures	(see page 25)
_____	Budget Detail Worksheet	(see page 26)
_____	Budget Narrative	(see page 29)
_____	Information on Proposed Subawards and/or Proposed Procurement Contracts (if applicable)	(see page 29)
_____	Indirect Cost Rate Agreement (if applicable)	(see page 31)
_____	Plan for Conducting Proactive Victim-Centered Investigations of Labor and Sex Trafficking (law enforcement applicants)	(see page 32)
_____	Plan for Delivery of Comprehensive Services for Victims of All Forms of Human Trafficking (victim service applicants)	(see page 33)
_____	Training Plan	(see page 33)
_____	Plan for Evaluation/Action Research	(see page 33)
_____	Privacy Certificate	(see page 35)
_____	Task Force Sustainability Plan (Purpose Area 3 applicants)	(see page 35)
_____	Time-Task Plan	(see page 35)
_____	Position Descriptions and Resumes	(see page 36)
_____	Task Force Letters of Intent (Purpose Area 1 applicants)	(see page 36)
_____	Task Force MOU (Purpose Area 2 and 3 applicants)	(see page 36)
_____	MOUs, Letters of Intent, and Subcontracts/Subgrants	(see page 37)
_____	Tribal Authorizing Resolution (if applicable)	(see page 38)
_____	Financial Management and System of Internal Controls Questionnaire	(see page 38)
_____	Disclosure of Lobbying Activities (SF-LLL)	(see page 39)
_____	Additional Attachments	
_____	Applicant Disclosure of Pending Applications	(see page 39)
_____	Research and Evaluation Independence and Integrity	(see page 40)
_____	Disclosure of Process Related to Executive Compensation	(see page 41)
_____	Request and Justification for Employee Compensation; Waiver (if applicable)	(see page 19)