

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



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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC), is seeking applications for the provision of specialized training and technical assistance for victim service providers to expand access to housing and employment services for survivors of human trafficking. This program furthers the Department's mission by enhancing the victim service field's response to victims of human trafficking.

## **FY 2017 Specialized Human Trafficking Training and Technical Assistance for Service Providers**

**Applications Due: March 16, 2017**

### **Eligibility**

Eligible applicants are limited to states; federally recognized Indian tribal governments, as determined by the Secretary of the Interior; units of local government; nonprofit or for-profit organizations (including tribal nonprofit or for-profit organizations); national organizations; and institutions of higher education (including tribal institutions of higher education). A unit of local government is any city, county, township, town, borough, parish, village, or other general purpose political subdivision of a state, territory, or federally recognized tribal government. For-profit organizations (and other recipients) must forgo any profit or management fee for services. Eligible applicants must demonstrate experience in providing national and local-level training and technical assistance in one of the two purpose areas (housing or employment/workforce development).

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.

OVC welcomes applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients ("subgrantees").<sup>1</sup> The applicant must be the entity that would have primary responsibility for carrying out the award, including administering the funding and managing the entire program. While the same applicant may submit separate applications under each purpose area, OVC will only make one award to an applicant to work in one purpose area. An entity may, however, be proposed as a subrecipient ("subgrantee") in more than one application.

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<sup>1</sup> For additional information on subawards, see "Budget and Associated Documentation" under [Section D. Application and Submission Information](#).

OVC may elect to fund applications submitted under this FY 2017 solicitation in future FYs, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

## Deadline

Applicants must register with [Grants.gov](https://www.grants.gov) prior to submitting an application. All applications are due by 11:59 p.m. eastern time on March 16, 2017.

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, 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 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, or via email to [support@grants.gov](mailto:support@grants.gov). The [Grants.gov](https://www.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 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, contact Sara Gilmer, Senior Program Specialist, at 202-353-7223 or via email to [sara.gilmer@usdoj.gov](mailto:sara.gilmer@usdoj.gov).

Grants.gov number assigned to this solicitation: OVC-2017-11579

Release date: January 17, 2017

# Contents

A. Program Description.....	4
Overview.....	4
Program-Specific Information.....	4
Goals, Objectives, and Deliverables.....	7
Evidence-Based Programs or Practices.....	8
B. Federal Award Information.....	9
Type of Award.....	9
Financial Management and System of Internal Controls.....	9
Budget Information.....	10
Cost Sharing or Match Requirement.....	10
Pre-Agreement Costs (also known as Pre-Award Costs).....	10
Limitation on Use of Award Funds for Employee Compensation; Waiver.....	10
Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs.....	11
Costs Associated with Language Assistance (if applicable).....	11
C. Eligibility Information.....	11
D. Application and Submission Information.....	12
What an Application Should Include.....	12
How to Apply.....	25
E. Application Review Information.....	28
Review Criteria.....	28
Review Process.....	29
F. Federal Award Administration Information.....	30
Federal Award Notices.....	30
Administrative, National Policy, and Other Legal Requirements.....	31
General Information about Post-Federal Award Reporting Requirements.....	31
G. Federal Awarding Agency Contact(s).....	32
H. Other Information.....	32
Freedom of Information Act and Privacy Act (5 U.S.C. §§ 552 and 552a).....	32
Provide Feedback to OJP.....	33
Additional Budget Recommendations for Human Trafficking-Related Applications for Funding.....	<b>Error! Bookmark not defined.</b>
Application Checklist.....	<b>Error! Bookmark not defined.</b>

# FY 2017 Specialized Human Trafficking Training and Technical Assistance for Service Providers

## CFDA # 16.320

### A. Program Description

#### Overview

This solicitation seeks applicants to provide intensive training and technical assistance (TTA) to trafficking service providers in one of two focus areas—housing and employment—in order to assist them in developing and implementing meaningful housing and/or employment practices. Service providers and trafficking survivors have identified these two areas as fundamental to the stabilization and long-term independence of trafficking survivors. Many service providers, however, do not have the resources or expertise to meet the demand of providing long-term housing and employment assistance to human trafficking survivors. There is often a lack of awareness among providers about current victim-centered, trauma-informed best practices and models for housing and employment assistance, as well as uneven exposure to relevant federal, state, and local resources in a given community.

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

#### 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.). The TVPA seeks to combat “severe forms” of human trafficking by punishing traffickers, protecting victims, and mobilizing U.S. Government agencies to wage a global anti-trafficking campaign.

OVC strives to uphold the intent of the TVPA and its subsequent authorizations to ensure that all trafficking victims, regardless of immigration status, gender, age, or form of trafficking, receive support in accessing the services they need to heal in the aftermath of crime victimization. Sex trafficking and labor trafficking occur in many different settings within communities, and victims of these crimes are very diverse. Trafficking victims include foreign nationals (those with immigration documents and those who are undocumented) and U.S. citizens of all ages and sexes, including individuals who identify as straight, lesbian, gay, bisexual, transgender, or questioning (LGBTQ).

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

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

OVC has long acknowledged the importance of housing and employment to the stabilization of trafficking victims, and has funded grantees to provide related services through a variety of award programs. Despite these efforts, many service providers face challenges in meeting the housing and employment needs of different subsets of survivors such as youth victims, male victims, and victims with criminal records. OVC will fund one provider for each purpose area to provide TTA to direct service providers assisting trafficking survivors, with a particular focus on current recipients of OVC's human trafficking direct services awards. The projects should be national in scope and capable of providing training and support to service providers throughout the United States, including the territories and tribal lands.

#### Purpose Area 1: Housing (OVC-2017-11600)

Anti-trafficking stakeholders across the country report challenges with securing safe, affordable, and appropriate housing for survivors of all forms of trafficking. The United States Advisory Council on Human Trafficking's (Advisory Council) [2016 report](#) noted that "the housing needs of survivors of human trafficking are immense." In the process of creating the [Federal Strategic Action Plan on Services for Victims of Human Trafficking](#) (Strategic Action Plan), stakeholders identified a "lack of safe and appropriate housing options that meet the specific needs of varying types of victims." These housing needs are not uniform; some victims might require access to emergency and transitional shelters, while others might need access to appropriate group and independent living options. Available resources often vary depending on the immigration status, gender, age, or form of trafficking of the survivor. In some cases, survivors need assistance in accessing permanent supportive housing, navigating relationships with landlords, and addressing the impact of criminal records on housing options. Service providers may need guidance on forming strategic partnerships or initiating innovative programs with the housing stakeholders in their communities, such as the local public housing authority or [Continuum of Care \(CoC\)](#) programs. For example, in July 2016, the Chicago Housing Authority Board of Commissioners approved a housing pilot for survivors of human trafficking. Sixty tenant-based vouchers will be available over a 3-year period, providing access to permanent housing for survivors of labor and sex trafficking. The pilot is the first of its kind in the country, and the planning of this pilot was a public-private collaboration between the U.S. Department of Health and Human Services, the U.S. Department of Housing and Urban Development (HUD), the Chicago Housing Authority Board of Commissioners, and nonprofit service providers Heartland Alliance and Salvation Army. The Advisory Council encourages the replication of innovative models like this across the country.

The selected applicant for Purpose Area 1 will work with victim service providers serving trafficking victims, with priority given to OVC human trafficking grantees, to identify challenges and opportunities to better meet the full range of housing needs of survivors of all forms of human trafficking. For example, if a victim service provider works with male labor trafficking victims but is unable to consistently provide these survivors with appropriate housing options, the selected applicant would work with this organization to assess different housing resources in their community and develop partnerships and a strategy to be able to meet the survivors' housing needs. The applicant will work with the victim service provider to assess the implementation and impact of this strategy. The selected applicant must demonstrate extensive knowledge of the housing needs of vulnerable populations, the intersection between trafficking survivors and homelessness, and a variety of promising approaches to meet these needs. The selected applicant must be able to assist service providers on a national scale in leveraging existing federal, state, local, and private housing programs and initiatives that trafficking survivors may qualify for, and should demonstrate partnerships with relevant housing stakeholders. A [Housing First](#) approach is strongly suggested, to include rapid re-housing,

transitional housing, and permanent supportive housing; although, applicants must demonstrate knowledge of a range of emergency and short-term housing and shelter options, including for victims in crisis, child victims, and victims with substance use issues. The successful applicant must explain how HUD's [definition of homelessness](#) will factor into their TTA as it relates to survivors of trafficking. Applicants must explicitly address how they will assist OVC human trafficking grantees and other service providers address the housing needs of diverse victims of trafficking, including male victims, foreign victims, child and youth victims, and LGBTQ victims, among others.

#### Purpose Area 2: Employment Services (OVC-2017-11601)

The Advisory Council has encouraged the U.S. Government to “take a closer look at how we are defining economic opportunities for survivors and go beyond providing support for basic services to provide a platform for survivors to prosper.” A key component of this economic empowerment relates to employment needs. Survivors often experience challenges in securing and retaining high-quality jobs and careers, particularly for some trafficking survivors facing multiple barriers, such as limited English proficiency, legal status, criminal records, and lack of required skills or certifications. In some cases, the lack of a formal education or a specific degree presents obstacles to sustainable employment. The Strategic Action Plan encourages federal agencies to improve the response to these challenges by facilitating “discussions and relationships among community-based organizations and business communities and industries to support components of victim service programs, including information on employment and training services and workforce development efforts.” The Advisory Council's 2016 report highlighted the importance of existing U.S. Department of Labor programs designed to provide job readiness training and employment assistance and address barriers, such as criminal records or age restrictions, that may prevent some trafficking survivors from being able to participate in such programs. The need for these services is not limited to any particular group of survivors, although effective service delivery to survivors of different ages and life experience may require differentiated approaches. For example, [researchers evaluating services](#) provided by OVC-funded grantees to domestic minor victims of trafficking recommended prioritizing educational support and building job readiness by connecting young people to job training internships and peer leadership roles.

The selected applicant for Purpose Area 2 will work with victim service providers, in particular OVC human trafficking grantees, to identify challenges and opportunities to better meet the full range of employment needs of survivors of all forms of human trafficking, including relevant education needs. For example, if a victim service provider is having difficulties connecting LGBTQ clients with sustainable employment, the selected applicant would work with this organization to assess different employment and workforce development resources in their community and develop a strategy and partnerships to be able to better meet the survivors' employment needs. This might involve conducting training for new partners so they can better understand the particular needs of these survivors in relation to employment. The applicant will work with the victim service provider to assess the implementation and impact of this strategy. The successful applicant will demonstrate extensive knowledge of the employment needs of vulnerable populations and a variety of promising approaches to meeting these needs and working toward economic stability. The selected applicant must be able to assist service providers on a national scale in leveraging existing federal, state, local, and private job assistance and education programs and initiatives trafficking survivors may qualify for, including the range of relevant programs funded by the U.S. Department of Labor. Applicants must demonstrate partnerships with relevant stakeholders, including educational institutions, vocational training and workforce development organizations, and private sector partners,

among others. They must design a trauma-informed approach to the full range of employment, training, and education needs of trafficking survivors, including successful completion of General Education Development (GED) tests and relevant professional certifications. Applicants must explicitly address how they will help service providers address the job readiness and education needs of different kinds of victims, including male victims, foreign victims, child and youth victims, and LGBTQ victims, among others.

#### For Both Purpose Areas

While the same applicant may submit separate applications under each purpose area, OVC will only make one award to an applicant to work in one purpose area. Applicants are advised that funded organizations will be required to work with OVC, its dedicated TTA providers, and other relevant partners to fulfill the requirements outlined in the following section. Relevant OVC-funded TTA providers include the OVC Training and Technical Assistance Center, specialized legal TTA providers, and the National Resource Center on Reaching Underserved Victims, among others.

Applicants are strongly encouraged to partner with other entities to ensure the necessary capacity outlined in this solicitation. All organizations involved in the application must either demonstrate experience providing TTA to victim-serving organizations in the specific purpose area or expertise in delivering direct services to survivors of human trafficking, and applicants must explain how they will work together with partners to fulfill the solicitation requirements.

A core value established by federal partners in the Strategic Action Plan is “meaningful engagement with survivors in all aspects of program development, implementation, and evaluation in order to develop effective service networks.” Likewise, the Advisory Council champions a survivor-informed approach to all facets of anti-trafficking efforts in their first annual report. Applicants must submit a separate attachment describing the applicant’s plan for human trafficking survivor involvement in this project, whether through the participation of survivor consultants, a survivor advisory board, survivor evaluation of housing or employment/education services, or some other method. The plan for survivor involvement in the program should be supported by the budget.

#### **Goals, Objectives, and Deliverables**

The overarching goal of this program is to enhance the victim service field’s response to victims of human trafficking in the key areas of housing and employment/education.

The objectives are to—

1. improve quality and quantity of services in the selected purpose area offered to trafficking survivors by increasing capacity of victim service providers nationwide through TTA; and
2. improve victim service providers’ partnerships at the national, state, and local level with relevant purpose area stakeholders.

Grantees funded through this solicitation will engage in the following activities in order to meet program goals and objectives:

1. Provide technical assistance on the full range of options within the purpose area to victim service providers working with trafficking victims, in particular to OVC human trafficking grantees.
2. Develop and distribute TTA materials, including those identifying best practices and policies related to the purpose area, to support victim service providers working with human trafficking victims.
3. Identify and disseminate other publicly available materials related to the purpose area to help build capacity of service providers.
4. Provide training at relevant conferences, through webinars, or through other mechanisms.
5. Assist service providers in developing additional resources such as partnerships with relevant stakeholders at the national, state, and local levels in order to access a range of available services in the purpose area.
6. Develop and implement a mechanism to solicit feedback from TTA recipients to track if and how they implemented policies or practices and if they reported improvement in operations in the relevant purpose area as a result of TTA.
7. Coordinate with other OVC-funded TTA provider grantees to avoid duplication of efforts through regular communication.
8. Other activities, as required, to meet the stated goals and objectives.

The goals, objectives, and deliverables are directly related to the performance measures set out in the table 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 policymaking and program development in criminal justice, juvenile justice, and crime victim services. OJP is committed to:

- improving the quantity and quality of evidence OJP generates;
- integrating evidence into program, practice, and policy decisions within OJP and the field; 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](https://www.crimesolutions.gov) website 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

OVC expects to make up to two awards (one per purpose area) of up to \$850,000, with an estimated total amount awarded of up to \$1.7 million. OVC expects to make awards for a 36-month period of performance, to begin on October 1, 2017.

OVC may, in certain cases, provide additional funding in future years to awards made under this solicitation, through supplemental awards. In making decisions regarding supplemental awards, OJP will consider, among other factors, the availability of appropriations, 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.

### Type of Award

OVC expects that any award under this solicitation will be made 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.

### Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities<sup>2</sup>) must, as described in the Part 200 Uniform Requirements<sup>3</sup> 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).

(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.

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<sup>2</sup> 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.

<sup>3</sup> 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.

(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 applicable administrative requirements and cost principles, OJP encourages prospective applicants to enroll, at no charge, in the DOJ Grants Financial Management Online Training, available [here](#).

## **Budget Information**

### **Cost Sharing or Match Requirement**

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

### **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](#) 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% 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.<sup>4</sup> The 2017 salary table for SES employees is available at the Office of Personnel Management [website](#). 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

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<sup>4</sup> 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.

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 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 [www.ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](http://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, as well as 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 2017 Awards" in the [OJP Funding Resource Center](#).

### **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 for 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.

## **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 has designated to be critical, will neither proceed to peer review, nor receive further consideration. For this solicitation, OVC has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet, Budget Narrative, Plan for Survivor Involvement, and Position Descriptions and Resumes of Key Personnel. An applicant may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one budget document, it must contain **both** narrative and detail information. Please review the “Note on File Names and File Types” under [How to Apply](#) (below) to be sure applications are submitted in permitted formats.

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

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

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and 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, applicants must include an accurate legal name on their SF-424. Current OJP award recipients, when completing the field for “Legal Name” 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. On the SF-424, enter the Legal Name in box 5 and Employer Identification Number (EIN) in box 6 exactly as it appears on the prior year award document. Applicants with current awards must ensure that their GMS profile is current. If the profile is not current, the applicant should submit a Grant Adjustment Notice updating the information on its GMS profile prior to applying under this solicitation.

New applicants should enter the Official Legal Name and address of the applicant entity in box 5 and the EIN in box 6 of the SF-424. Applicants must attach official legal documents to their applications (e.g., articles of incorporation, 501C3, etc.) to confirm the legal name, address, and EIN entered into the SF-424.

**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

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

- written for a general public audience;
- submitted as a separate attachment with "Project Abstract" as part of its file name; and
- single-spaced, using a standard 12-point font (such as Times New Roman) with 1-inch margins.

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

All project abstracts should follow the detailed template available at [ojp.gov/funding/Apply/Resources/ProjectAbstractTemplate.pdf](http://ojp.gov/funding/Apply/Resources/ProjectAbstractTemplate.pdf).

**Permission to share project abstract with the public:** It is unlikely that OJP will be able to fund all applications submitted under this solicitation, but it may have the opportunity to share information with the public regarding unfunded applications, for example, through a listing on a web page available to the public. The intent of this public posting would be to allow other possible funders to become aware of such applications.

In the project abstract template, each applicant is asked to indicate whether it gives OJP permission to share the applicant's project abstract (including contact information for individuals) with the public. Granting (or failing to grant) this permission will not affect OJP's funding decisions. Moreover, if the application is not funded, providing permission will not ensure that OJP will share the abstract information, nor will it assure funding from any other source.

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

## 3. Program Narrative

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 25 pages. Pages should be numbered. If the program narrative fails to comply with these length-related restrictions, OVC may consider such noncompliance in peer review and in final award decisions.

The following sections should be included as part of the program narrative<sup>5</sup>:

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<sup>5</sup> 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](#).

**a. Statement of the Problem**

Applicants should describe the purpose area issue(s) they will address and the relevance of the purpose area issue(s) to trafficking victims. Applicants should describe any data or research on purpose area in relation to human trafficking victims in the United States, the availability of existing resources in the selected purpose area services, or current gaps in service provision related to the purpose area for trafficking victims. Applicants may use qualitative and quantitative data to describe the problem. Applicants should identify the source of any data or evidence cited. Applicants should describe the TTA that is currently available related to the purpose area and the remaining gaps.

**b. Project Design and Implementation Plan**

Applicants should clearly describe how their project will address the challenges presented in the Statement of the Problem and will address the goals, objectives, and deliverables detailed in that section on pages 7–8. They should describe how they will effectively increase the capacity of service providers working with trafficking victims across the United States, including the territories. The project design should specifically account for how the applicant will conduct proactive outreach to all current OVC human trafficking grantees and provide in-depth consultations or onsite training to select grantees. Applicants must state their plan for how they will deliver targeted TTA to key stakeholder groups for their purpose area. They should describe, in detail, the activities they will undertake, and provide a Time-Task Plan (as a separate attachment that does not count against the Program Narrative page restrictions) that includes the person(s) responsible for each activity.

**c. Capabilities and Competencies**

Applicants should describe their experience in providing TTA on the selected purpose area. Applicants should describe the experience and expertise of key staff members. Applicants should provide position descriptions for all key positions and resumes as a separate attachment (that will not count against the Program Narrative page restrictions). Applicants should describe their access to resources, facilities, and equipment necessary to carry out the TTA activities described in the Project Design and Implementation Plan section and their experience and capacity to manage federal grant awards. Applicants should demonstrate that their organization and partners have experience and expertise in the full range of trafficking victim needs in the particular purpose area. For example, applicants under Purpose Area 1 must demonstrate knowledge of the full range of emergency, medium-term, and long-term housing and shelter options for survivors of all forms of trafficking, while applicants under Purpose Area 2 must demonstrate knowledge of the full range of employment, training, and education needs of trafficking survivors.

**4. Plan for Collecting the Data Required for this Solicitation’s Performance Measures**

OVC does not require applicants to submit performance measures data with their application. Performance measures are included as an alert that OVC will require successful applicants to submit specific data as part of their reporting requirements. For the application, applicants should indicate an understanding of these requirements and discuss how they will gather the required data, should they receive funding.

OJP will require each successful applicant to submit specific performance measures data as part of its reporting under the award (see [“General Information about Post-Federal Award](#)

[Reporting Requirements](#)” in [Section F. Federal Award Administration Information](#)). The performance measures correlate to the goals, objectives, and deliverables identified under "Goals, Objective, and Deliverables" in [Section A. Program Description](#).

The application should describe the applicant's plan for collection of all of the performance measures data listed in the table below under “Data Recipient Provides,” should it receive funding. Applicants should describe their approach to demonstrating the effectiveness of their TTA, such as pre- and post-tests. Applicants must include a description of the key staff that will be responsible for the collection of data and demonstrate that they have the expertise, equipment and supplies necessary to carry out the data collection.

Objective	Performance Measure(s)	Description	Data Recipient Provides
<p>Improve quality and quantity of services in the specific purpose area offered to trafficking survivors by increasing capacity of victim service providers nationwide through TTA.</p> <p>Improve victim service providers’ partnerships at the national, state, and local level with relevant purpose area stakeholders.</p>	<p>Number of TTA requests received.</p> <p>Number of TTA requests completed.</p> <p>Number of training events/activities conducted.</p>	<p>The grantee should categorize the TTA requests by topic.</p> <p>The grantee should describe the types of TTA requests that the grantee is unable to fulfill, including requests that are outside the scope of the grant or other reasons, and the number of requests referred to other TTA providers.</p> <p>The grantee should detail the method of providing TTA, including, but not limited to, telephone calls, webinars, site visits, and conference sessions.</p>	<p>Number and type of requests for TTA, by topic and type of provider.</p> <p>Number and type of requests for TTA <b>not filled</b>, by topic, type of provider and reason.</p> <p>Number and type of TTA <b>provided</b>, by topic, type of provider and method.</p> <p>Number of training events and activities conducted, by topic and method.</p> <p>Number of professionals trained, by topic, type of provider and method.</p>
	<p>Number of TTA recipients who implemented one or more policies or practices.</p> <p>Number of agencies/ organizations reporting improvements in operations due to TTA.</p>	<p>The grantee should develop a mechanism to solicit feedback from TTA recipients to track if and how they implemented policies or practices and if they reported improvement in operations in the relevant purpose area as a result of TTA.</p>	<p>Number of TTA recipients reporting implementing policies or practices as a result of TTA.</p> <p>Number of TTA recipients reporting improvement in operations in the relevant purpose area as a result of TTA.</p>

	Number of training events/activities conducted.  Number of materials developed.  Number of materials disseminated.	Grantees should develop publicly available materials for victim service providers to disseminate best practices and policies related to the purpose area.	Number of training materials developed and disseminated by topic.
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**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”](#) web page of the "Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2017," available through the [OJP Funding Resource Center](#). Every prospective applicant whose application may propose a research or statistical component also should review the “Data Privacy and Confidentiality Requirements” section on that web page.

**5. Budget and Associated Documentation**

**a. Budget Detail Worksheet**

A sample Budget Detail Worksheet can be found at [www.ojp.gov/funding/Apply/Resources/BudgetDetailWorksheet.pdf](http://www.ojp.gov/funding/Apply/Resources/BudgetDetailWorksheet.pdf); applicants are strongly encouraged to use this worksheet. An applicant that submits its budget in a different format should use the budget categories listed in the sample budget worksheet. Costs must be calculated to support project activities for a full 3-year period. Federal match amount stated in the Budget Summary should match the Federal Request that was entered into the SF-424.

**Travel for required trainings:** The Travel category of the Budget Detail Worksheet should include costs to support the travel of staff to attend trainings related to human trafficking. Applicants may plan to send 1-2 staff to attend the required trainings listed

below. For each event requiring staff travel, applicants must break out costs associated with travel, lodging, per diem, and ground transportation.

Required trainings are listed below:

- i. The Regional Financial Management Training Seminar sponsored by OJP's Office of the Chief Financial Officer (OCFO), unless the applicant has previously attended this seminar or plans to take the training online. Specific information about the dates and locations of upcoming OCFO events and information about the DOJ Grants Financial Management Online Training can be found at [www.ojp.usdoj.gov/training/training.htm](http://www.ojp.usdoj.gov/training/training.htm).
- ii. OVC annual human trafficking grantee meetings, 2 days, in Washington, DC.
- iii. Participation in one other annual meeting relevant to the purpose area, as determined by grantee and OVC.

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

**Consultant rates:** Consultant rates may not exceed the maximum of \$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 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.

For questions pertaining to budget and examples of allowable and unallowable costs, see the [DOJ Grants Financial Guide](#).

#### **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, 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—for purposes of federal grants administrative requirements—a particular agreement between a recipient and a third party will be considered a "subaward" or instead considered a procurement "contract" under the award is determined by federal rules and applicable OJP guidance. It is an important distinction, in part because the federal administrative rules and requirements that apply to "subawards" and to procurement "contracts" under awards differ markedly.

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.

Additional guidance on the circumstances under which (for purposes of federal grants administrative requirements) an agreement constitutes a subaward as opposed to a procurement contract under an award, is available (along with other resources) on the [OJP Part 200 Uniform Requirements](#) web page.

**i. 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 application as approved by OJP. If, however, a particular subaward is not authorized by federal statute or regulation, and is not sufficiently described and justified in the application as 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.

**ii. 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. 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. Various considerations that may be pertinent to the justification are outlined in the [DOJ Grants Financial Guide](#).

**d. Pre-Agreement Costs**

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

**6. Indirect Cost Rate Agreement (if applicable)**

Indirect costs may be charged to an award only if:

- a. the recipient has a current (that is, 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 (that is, 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 federal -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 OCFO Customer Service Center at 800–458–0786 or at [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov). If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at <http://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.)

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

**Every** applicant (other than an individual applying in his/her personal capacity) is to download, complete, and submit the [OJP Financial Management and System of Internal Controls Questionnaire](#), as part of its application.

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); and
- 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).

## **8. 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 \(SF-LLL\)](#). 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”).

## 9. 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 any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

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

<b>Federal or State Funding Agency</b>	<b>Solicitation Name/ Project Name</b>	<b>Name/Phone/Email for Point of Contact at Federal or State Funding Agency</b>
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 & 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 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 in 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 must 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 regulations with regard to its compensation decisions.

Each applicant nonprofit organization must state at the time of its application (in the "OJP Financial Management and System of Internal Controls Questionnaire" 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 Internal Revenue Service 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).

**d. Position Descriptions and Resumes**

Applicants should provide position descriptions and resumes for all key positions. Resumes should be tailored to demonstrate relevant qualifications of staff involved in the project.

**e. Time-Task Plan**

Applicants must submit a Time-Task Plan that covers the 3-year period of the award. The plan will demonstrate coordination and integration of goals and objectives across this initiative. The Time-Task Plan must show—

- project goals;
- related objectives and activities, including production of training materials, provision of TTA, data collection, and programmatic and financial reporting; and
- the key staff/partners responsible for completing each task.

**f. Plan for Survivor Involvement**

Applicants must submit an attachment describing their plan for human trafficking survivor involvement in this project, whether through the participation of survivor consultants, a survivor advisory board, survivor evaluation of housing or employment services, or some other method. The plan should describe how survivor involvement will impact the implementation of the project. This attachment should include an itemized list of costs that are included in the budget to support the implementation of the plan.

**How to Apply**

Applicants must register in, and submit applications through 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 [www.Grants.gov](http://www.Grants.gov). Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, which operates 24 hours a day, 7 days a week, except on federal holidays.

Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take several weeks** for first-time registrants to receive confirmation 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. 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. Please ensure that all required documents are attached in either Grants.gov category.

**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 ( . )	<b>Applicants must use the “&amp;” format in place of the ampersand (&amp;) when using XML format for documents.</b>		

**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:

Every applicant entity must comply with all applicable System for Award Management (SAM) and unique entity identifier (currently, a Data Universal Numbering System [DUNS] number) requirements. If an applicant entity has not fully complied with 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.

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.)

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

**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.

A DUNS number is a unique nine-digit identification number provided by the commercial company Dun and Bradstreet. 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 [www.dnb.com](http://www.dnb.com). A DUNS number is usually received within 1–2 business days.

**2. Acquire registration with the System for Award Management (SAM).** SAM is the repository for certain standard information about federal financial assistance applicants, recipients, and subrecipients. All applicants for OJP awards (other than individuals) must maintain current registrations in the SAM database. 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.

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](http://www.sam.gov).

3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. 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 [www.grants.gov/web/grants/register.html](http://www.grants.gov/web/grants/register.html). Individuals registering with Grants.gov should go to <http://www.grants.gov/web/grants/applicants/individual-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-2017-11579.
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.

Competition ID OVC-2017-11600: Purpose Area 1: Housing

Competition ID OVC-2017-11601: Purpose Area 2: Employment Services

7. **Submit a valid application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive 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 March 16, 2017

Click [here](#) 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](#) or the [SAM Help Desk](#) (Federal Service Desk) to report the technical issue and receive a tracking number. The applicant must also email the OVC 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](#) web page.**

## **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 Time-Task Plan (40%)
3. Capabilities and Competencies (20%)
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%)
5. Budget: complete, cost effective, and allowable (e.g., reasonable, allocable, 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.<sup>6</sup> (15%)
6. Plan for Survivor Involvement (5%)

### **Review Process**

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

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

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 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 OJP include underserved populations, 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.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by applicants. Among other things to help assess whether an applicant that has one or more prior federal awards has a satisfactory

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<sup>6</sup> Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

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. 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 applicants.

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 management systems of the applicant, and the applicant's ability to meet prescribed management standards, including those outlined in the DOJ Grants Financial Guide;
3. the applicant's history of performance under OJP and other DOJ awards (including compliance with reporting requirements and award conditions), as well as awards from other federal agencies;
4. reports and findings from audits of the applicant, including audits under the Part 200 Uniform Requirements; and
5. the 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 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, 2017. 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 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, as well as all applicable requirements of federal statutes, regulations, and executive orders (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 2017 Awards](#),” available in the [OJP Funding Resource Center](#). 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.

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

Applicants may view these documents in the Apply section of the [OJP Funding Resource Center](#).

The web pages accessible through the “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2017 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 2017. Individual OJP awards typically also will include additional award conditions. Those additional conditions may relate to the particular statute or 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 expects that any award under this solicitation to be a cooperative agreement. A cooperative agreement will include a condition in the award document that sets out the “substantial federal involvement” in carrying out the award and program. Generally speaking, under cooperative agreements with OJP, 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 coordination efforts and site selection, as well as review and approval of work plans, research designs, data collection instruments, and major project-generated materials. In addition, OJP often indicates in the award condition that it may redirect the project if necessary.

In addition to a condition that sets out the “substantial federal involvement” in the award, cooperative agreements awarded by OJP include a 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, semi-annual 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 website at <http://ojp.gov/funding/FAPIIS.htm>.

### Data on Performance Measures

In addition to required reports, an award recipient also must provide data that measure the results of the work done under the award. To demonstrate program progress and success, as well as 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 recipient, post award, to provide the data listed as "Data Recipient Provides" in the performance measures table in [Section D. Application and Submission Information](#), under "Program Narrative," so that OJP can calculate values for this solicitation's performance measures.

## **G. Federal Awarding Agency Contact(s)**

For OJP contact(s), see the title page.

For contact information for Grants.gov, see the title page.

## **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 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](mailto: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 [ojppeerreview@lmsolas.com](mailto:ojppeerreview@lmsolas.com). (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.

**Application Checklist  
FY 2017 Specialized Training and Technical Assistance  
for Human Trafficking Service Providers**

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 26)
- Acquire or renew registration with SAM (see page 26)

*To Register with Grants.gov:*

- Acquire AOR and Grants.gov username/password (see page 27)
- Acquire AOR confirmation from the E-Biz POC (see page 27)

*To Find Funding Opportunity:*

- Search for the Funding Opportunity on Grants.gov (see page 27)
- Select the correct Competition ID (see page 27)
- Download Funding Opportunity and Application Package (see page 27)
- Sign up for Grants.gov email [notifications](#) (optional) (see page 25)
- 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 11)

*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 27)

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

- contact OVC 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 2017 Awards](#)" in the OJP Funding Resource Center.

**Scope Requirement:**

- The federal amount requested is within the allowable limit(s) of \$850,000.

**Eligibility Requirement:** See eligibility requirements on the title page.

**What an Application Should Include:**

- Application for Federal Assistance (SF-424) (see page 12)
- Project Abstract (see page 13)
- Program Narrative (see page 13)
- Plan for Collecting the Data Required for this Solicitation's Performance Measures (see page 14)
- Budget Detail Worksheet (see page 16)
- Budget Narrative (see page 17)

_____	Information on Proposed Subawards (if any), as well as on Proposed Procurement Contracts (if any)	(see page 18)
_____	Indirect Cost Rate Agreement (if applicable)	(see page 19)
_____	Financial Management and System of Internal Controls Questionnaire	(see page 20)
_____	Disclosure of Lobbying Activities (SF-LLL)	(see page 20)
_____	Additional Attachments	
_____	Applicant Disclosure of Pending Applications	(see page 21)
_____	Research and Evaluation Independence and Integrity	(see page 22)
_____	Disclosure of Process related to Executive Compensation	(see page 23)
_____	Position Descriptions and Resumes	(see page 24)
_____	Time-Task Plan	(see page 24)
_____	Plan for Survivor Involvement	(see page 25)
_____	Request and Justification for Employee Compensation; Waiver (if applicable)	(see page 23)