

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



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## **Improving Outcomes for Child and Youth Victims of Human Trafficking**

### **OVC FY 2020 Competitive Grant Solicitation**

**CFDA #16.320**

**Grants.gov Solicitation Number:** OVC-2020-18412

**Solicitation Release Date:** March 16, 2020

**Application Deadline:** 11:59 p.m. eastern time on May 18, 2020

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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 states or tribes to develop, enhance, and coordinate programs and activities geared toward improving outcomes for child and youth victims of sex and labor trafficking. This program aims to improve statewide coordination and multidisciplinary collaboration to address human trafficking involving children and youth. This program furthers the Department's mission by enhancing the field's response to child and youth victims of human trafficking.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance to applicants on how to prepare and submit applications for funding to OJP. If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.

#### **Eligibility**

The following entities are eligible to apply:

- states (including U.S. territories and the District of Columbia) and
- federally recognized Indian tribal governments (as determined by the Secretary of the Interior).

Eligible subrecipients are states, units of local government, federally recognized Indian tribal governments (as determined by the Secretary of the Interior), and nonprofit organizations (defined as an organization that is described in section 501(c)(3) of Title 26 and is exempt from taxation under 501(a) of such title) (including tribal nonprofits).

Grantees awarded funding in FY 2017–2019 under the *Improving Outcomes for Child and Youth Victims of Human Trafficking* solicitation are not eligible to apply for funding under this solicitation, unless the new proposal outlines new services, cost items, or a distinct geographic scope not included in the FY 2017–2019 application.

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

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"). 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. For additional information on subawards, see the [OJP Grant Application Resource Guide](#).

### **Contact Information**

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

An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must email the OVC 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 (Grants.gov) section in the [OJP Grant Application Resource Guide](#).

For assistance with any other requirements of this solicitation, contact the National Criminal Justice Reference Service (NCJRS) Response Center: toll free at 800-851-3420; via TTY at 301-240-6310 (hearing impaired only); email to [grants@ncjrs.gov](mailto:grants@ncjrs.gov); fax to 301-240-5830; or web chat at <https://webcontact.ncjrs.gov/ncjchat/chat.jsp>. The NCJRS Response Center operates from 10:00 a.m.–6:00 p.m., eastern time, Monday through Friday, and from 10:00 a.m.–8:00 p.m., eastern time, on the solicitation closing date.

### **Pre-Application Webinar**

OVC will conduct one pre-application webinar on Friday, April 3, 2020, from 11:00 a.m. to 12:00 p.m., eastern time. Participation in the webinar is optional. OVC staff will review the solicitation requirements and conduct a question and answer session with interested potential applicants. You may register for the webinar at: <https://www.ovc.gov/grants/webinars.html>.

### **Deadline Details**

Applicants must register with Grants.gov at <https://www.grants.gov/web/grants/register.html> prior to submitting an application. All applications are due by 11:59 p.m., eastern time, on May 18, 2020.

To be considered timely, an application must be submitted by the application deadline using Grants.gov, and the applicant must have received a validation message from Grants.gov that indicates successful and timely submission. OJP urges applicants to submit applications at least 72 hours prior to the application due date, to allow time for the applicant to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

An applicant must use the **Add Attachment** button to attach a file to its application. Do not click the paperclip icon to attach files. This action will not attach the files to the application. After

adding an attachment, select the **View Attachment** button to confirm you attached the correct file. To remove the file, select the **Delete Attachment** button.

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

For additional information, see the “How To Apply (Grants.gov)” section in the [OJP Grant Application Resource Guide](#).

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# OVC FY 2020 Improving Outcomes for Child and Youth Victims of Human Trafficking

## (CFDA # 16.320)

### A. Program Description

#### Overview

The purpose of this program is to improve outcomes for children and youth who are victims of human trafficking by integrating human trafficking policy and programming at the state or tribal level and enhancing coordinated, multidisciplinary, and statewide approaches to all forms of trafficking, as well as at-risk populations.

**Statutory Authority:** This program is authorized by the Justice for Victims of Trafficking Act of 2015 (18 U.S.C. § 3014(h)(2)) and the Trafficking Victims Protection Act of 2000 (22 U.S.C. § 7105(b)(2)).

#### Program-Specific Information

Under the TVPA, 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(11), means—

- 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
- 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.

For the purposes of this program, “child or children” refers to persons under the age of 18, and “youth” refers to individuals ages 16–24 (reflecting the age range covered by the Federal Government’s Interagency Working Group on Youth Programs), unless the state or tribe has another definition for “youth” in state or tribal law.

#### Goals, Objectives, and Deliverables

The overall goal of the program is to improve responses for child and youth victims of trafficking with a focus on coordination at the statewide or tribal jurisdiction level to create effective change across systems. Recognizing that each jurisdiction is unique, applicants should identify the state or tribe’s greatest barriers to identifying and assisting child and youth victims of sex and labor trafficking and/or to investigating and prosecuting these trafficking cases, and propose a program to systematically address those barriers.

Objectives include the following:

- (1) Develop and implement a jurisdiction-wide strategy to combat the greatest challenge areas in child and youth sex and labor trafficking within the state or tribe.
  - Deliverable: Submit a written strategy or action plan. The strategy should be supported by the baseline data provided in the application and must be finalized

- by the grantee and approved by OVC and implemented within the first year of the project start date.
- Deliverable: Documented lessons learned related to implementing the statewide strategy and the potential impacts on child and youth victims of human trafficking.
- (2) Develop protocols and procedures to ensure child and youth victims receive appropriate services, including developmentally, age-appropriate, and/or linguistically tailored referrals and/or services; and strengthening data collection across multiple systems of care that work with and provide services to youth.
- Deliverable: Written protocols and procedures.
- (3) Develop a unified strategy to provide training to professionals throughout the jurisdiction including, but not limited to, law enforcement officers, first responders, victim service providers, health care professionals, child welfare officials, juvenile justice personnel, prosecutors, judicial personnel, and other relevant organizations.
- Deliverable: A written training plan and submission of training materials.
  - Deliverable: Outreach and awareness materials, including social media and technology efforts, designed and tailored for those working with children and youth victims of human trafficking.
- (4) Fill gaps in existing services and coordinate responses in existing anti-trafficking and youth-serving efforts, including those related to victim assistance, law enforcement, child welfare, runaway and homeless youth, and juvenile justice, among others. Applicants should determine if there is an existing federally funded trafficking victim service provider within their jurisdiction, and work to ensure that the new application does not duplicate existing services currently funded by OVC, the Department of Health and Human Services (HHS), the Office on Violence Against Women, or another federal office or agency.
- Deliverable: Documentation and reporting on services provided.
- (5) Conduct data collection evaluation activities to determine if the program is meeting stated goals and objectives.
- Deliverable: A Plan for Evaluation and Data Collection for this Solicitation's Performance Measures should be submitted as one separate component to the application.

Direct services, training, and outreach efforts are reported through OVC's online Trafficking Information Management System (TIMS) located at <https://tims.ovcttac.gov/>. See Appendix B for TIMS service provision categories.

The Goals, Objectives, and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed under [What an Application Should Include](#).

### **Unallowable Costs**

The following activities cannot be supported with grant funds:

#### **Holding Beds**

Grantees may not "hold beds" in a housing facility by charging their cost to the grant and keeping them empty until a victim needs the bed when other victims need access to the beds, as this would be considered an unallowable contingency payment (see C.F.R. 200.433 (c)).

### **Stipends/Incentives To Participate in Services**

Neither cash nor non-cash stipends or incentives may be paid to victims to encourage their participation in services.<sup>1</sup>

### **Primary Prevention Activities**

Per 22 U.S.C. § 7105(b)(2), the purpose of this funding is to support victim service programs: therefore, applicants should not propose primary prevention activities under this program.

### **Lobbying, promoting, or advocating the legalization/regulation of prostitution**

Pursuant to 22 U.S.C § 7110(g), 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 promote, support, or advocate the legalization or practice 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.

### **Coordinating With Law Enforcement**

OVC strongly encourages all grantees to assist clients in complying with reasonable requests from local, state, federal, or tribal government agencies with the authority to investigate or prosecute trafficking acts. OVC is committed to the elimination of all forms of trafficking in persons, which requires the prosecution of traffickers as a key part of a multifaceted strategy. Victim-centered investigations and prosecutions of traffickers reduce harm and increase safety for our communities while supporting the healing of victims. Notwithstanding, the victim's willingness to collaborate with law enforcement will not be used as a condition of access to any services funded under this award.

### **Evidence-Based Programs or Practices**

OJP strongly emphasizes the use of data and evidence in policy making and program development in criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices, see the [OJP Grant Application Resource Guide](#).

## **B. Federal Award Information**

Maximum number of awards OVC expects to make:	4
Estimated maximum dollar amount for each award:	up to \$1.5 million
Total amount anticipated to be awarded under solicitation:	up to \$6 million
Period of Performance start date	October 1, 2020
Period of Performance duration	36 months

OVC may, in certain cases, provide additional funding in future years to awards made under this solicitation, through continuation awards. OJP will consider, among other factors, OJP's

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<sup>1</sup> Nominal cash or non-cash stipends (e.g., taxi or ride share vouchers, public transportation tickets or tokens; money to pay for childcare, or gift cards for meals that are necessary when participants receive services) are allowable.

strategic priorities, a recipient's overall management of the award, and progress of award-funded work when making continuation award decisions.

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 to make awards under this solicitation as grants. See the "Administrative, National Policy, and Other Legal Requirements" section of the [OJP Grant Application Resource Guide](#) for additional information.

### **Financial Management and System of Internal Controls**

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements<sup>2</sup> as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See [OJP Grant Application Resource Guide](#) for additional information.

### **Budget Information**

#### **Cost Sharing or Matching Requirement**

Pursuant to 22 U.S.C. § 7105(b)(2), this solicitation requires a 25 percent **cash or in-kind match**. See [OJP Grant Application Resource Guide](#) for additional information on this match requirement.

**Please see the [OJP Grant Application Resource Guide](#) for information on the following:**  
[Pre-agreement Costs \(also known as Pre-award Costs\)](#)  
[Limitation on Use of Award Funds for Employee Compensation; Waiver Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs](#)  
[Costs Associated with Language Assistance \(if applicable\)](#)

## **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**

The following application elements **MUST** be included in the application submission for an application to meet the basic minimum requirements (BMR) to advance to peer review and receive consideration for funding: Program Narrative and Budget Detail Worksheet and Budget Narrative.

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<sup>2</sup> The "Part 200 Uniform Requirements" means the DOJ regulation at 2 C.F.R Part 2800, which adopts (with certain modifications) the stipends of 2 C.F.R. Part 200.

See the “Application Elements and Formatting Instructions” section of the [OJP Grant Application Resource Guide](#) for information on what happens to an application that does not contain all the specified elements, or that is nonresponsive to the scope of the solicitation.

### 1. Application for Federal Assistance (Standard Form (SF)-424)

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. See the [OJP Grant Application Resource Guide](#) for additional information on completing 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

Include a project abstract that summarizes the proposed project and include:

- Legal agency name of the applicant (if two or more entities are applying, identify the legal name for the lead applicant and the subrecipient(s)).
- A two-sentence strategy describing a statewide or tribal jurisdiction approach. Also include a specific description of the geographic area where activities will be focused.
- Federal Amount requested for the 36-month project period. This amount **MUST** match the total in the Budget Detail Worksheet, including the Narrative, and the federal amount requested on the SF-424.

Project abstracts should be—

- Written for a general public audience.
- Submitted as a separate attachment with “Project Abstract” as part of its file name.
- Single-spaced, using 12-point Times New Roman font with 1-inch margins.

### 3. Program Narrative

The Program Narrative may not exceed 20 pages, and should be double-spaced, using 12-point Times New Roman font with 1-inch margins. If the program narrative fails to comply with these length-related restrictions, OVC may negatively consider such noncompliance in peer review and in final award decisions. Pages should be numbered.

The Program Narrative must include the following four sections:

#### a. Statement of the Problem

This section must—

1. briefly describe the sex trafficking and labor trafficking of children and youth in their state or tribal jurisdiction. They should use state or tribal jurisdiction baseline data to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document existing efforts to address it, citing the source of the data.  
**Note: Data should come from multiple sources and extend beyond national hotline data.**
2. describe current efforts to address the service needs of trafficking survivors in the geographic area, including programs funded through OVC, the Department of Health and Human Services (HHS), the Office on Violence Against Women, or with Victims

- of Crime Act (VOCA) state victim assistance funds. Explain how the proposed project is not duplicative and targets identified gaps.
3. provide brief descriptions of relevant child- and youth-focused anti-trafficking programs and initiatives that currently exist in the state or tribal jurisdiction; federal, state, local, and tribal programs and grants that provide services to child and youth victims of trafficking, child and youth victims of crime (non-trafficking-specific) or to link systems of care for children, youth, and their families; and relevant state or tribal youth-focused or anti-trafficking protocols, strategies, or legislation.

**b. Project Design and Implementation**

The application must provide a clear link between the proposed activities and the need identified in the “Statement of the Problem” section above.

This section must—

1. clearly state the goals and objectives of this project, which must be in alignment with those stated on page 6 of this solicitation.
2. identify the state or tribe’s greatest barriers to identifying and assisting child and youth victims of sex and labor trafficking and/or to investigating and prosecuting these cases, and develop a statewide or tribal jurisdiction-wide strategy to address these challenges.
3. describe how the program will leverage existing victim assistance, law enforcement, and child welfare efforts against human trafficking of children and youth in the state or tribal jurisdiction. Proposals should detail how the state or federally recognized Indian tribe will demonstrate measurable improvement in outcomes for victims using baseline data.
4. support the Project Design and Implementation Plan with a separate time-task plan that delineates organizational responsibility for the activities to be completed and a schedule for the completion of the activities and the submission of finished products.
5. describe how victim safety and confidentiality will be ensured.
6. describe how the applicant will ensure that any staff, partner staff, or service providers working with trafficking victims are adequately licensed and trained to work with victims.
7. address how the state or tribe will ensure sustainability for the efforts established with this funding after the grant period ends.

Applicants should create, or fund, a full-time program coordinator position to ensure that efforts established under this grant are not duplicative of existing efforts and are properly connected and coordinated with key stakeholders and systems, including federally funded anti-trafficking grantees.

**c. Capabilities and Competencies**

The lead applicant must demonstrate that it has the expertise and organizational capacity to successfully undertake a statewide or tribal jurisdiction initiative that involves significant collaboration with other agencies and partners supporting the effort.

Applicants must address the following items in this section:

1. The roles and responsibilities of the lead applicant, partners, and/or entities committed to the effort. This discussion must explain the project's organizational structure and operations.
2. A list of personnel, in addition to the identified program coordinator, responsible for managing and implementing the major stages of the project, and a description of the current and proposed professional staff members' unique qualifications that enable them to fulfill their responsibilities.
3. Resumes for key staff identified must be submitted as a separate attachment to the application.
4. The program coordinator—who will organize state or tribal efforts to improve outcomes for child and youth victims of human trafficking—must be empowered to lead a multidisciplinary, collaborative effort across many existing systems and with a diverse range of stakeholders.
5. For funds that go to organizations providing direct victim services, applicants must demonstrate that these entities have substantial experience providing services to victims of human trafficking or related populations (such as runaway and homeless youth), or employ staff specialized in the treatment of human trafficking victims.

**d. Plan for Collecting the Data Required for this Solicitation's Performance Measures**

OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award. The performance data directly relate to the goals, objectives, and deliverables identified under "Goals, Objectives, and Deliverables" in [Section A. Program Description](#).

Applicants should visit OJP's performance measurement page at [www.ojp.gov/performance](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP.

This section must—

1. state the applicant's understanding of the performance data reporting requirements for this grant program and describe a plan for collecting all of the performance measures data required by this solicitation. Award recipients will be required to provide the relevant data by submitting regular client and performance data through OVC's online Trafficking Information Management System (TIMS) located at <https://tims.ovcttac.gov/>. Applicants should examine the key performance measures and required client data in [Appendix A: Performance Measures Table](#) and [Appendix B: Service Categories in TIMS](#).
2. identify key staff who will be responsible for collecting data and entering data into TIMS Online.
3. outline a plan for conducting evaluation activities to determine if the project is meeting goals and objectives.

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

### **Note on Project Evaluations**

An applicant that proposes to use award funds through this solicitation to conduct project evaluations should follow the guidance under Note on Project Evaluations in the [OJP Grant Application Resource Guide](#).

#### **4. Budget Information and Associated Documentation**

See the Budget Preparation and Submission Information section of the [OJP Grant Application Resource Guide](#) for details on the Budget Detail Worksheet, and on budget information and associated documentation, such as information on proposed subawards, proposed procurement contracts under awards, and pre-agreement costs.

In preparing its budget, the applicant is to review carefully the following information that details elements that the application is to address and/or include in the Budget Detail Worksheet (and its accompanying narrative information):

- i. Administrative costs: Administrative costs are costs related to the salary and fringe benefits of executive-level leadership and accounting/financial administration. Administrative costs must be reasonable and allocable.
- ii. Direct victim services: Specific services should be clearly outlined within the budget.
- iii. 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 and/or program management. For each event requiring staff travel, applicants must break out costs associated with travel, lodging, per diem, and ground transportation. Required trainings for OVC grantees include—
  - 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). The Programmatic Point of Contact and Financial Point of Contact are required to complete this training.
  - annual OVC grantee meetings, 2 days each, for up to two staff members per year, subject to change.

The narrative information included as part of the Budget Detail Worksheet should:

1. Display a clear link between the specific project activities and the proposed budget items and not contain items that are not supported by the program narrative.
2. Distinguish clearly between subawards and contracts in allocating any grant funds to other entities. Pursuant to 2 C.F.R. § 200.330, a subaward is for the purpose of carrying out a portion of the federal award, such as compensating a partner with which the grantee has a memorandum of understanding (MOU). A contract is for the purpose of obtaining goods and services for the grantee's own use.

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

5. [Indirect Cost Rate Agreement](#)
6. [Financial Management and System of Internal Controls Questionnaire \(including applicant disclosure of high risk status\)](#)
7. [Disclosure of Lobbying Activities](#)
8. [Applicant Disclosure of Pending Applications](#)
9. [Applicant Disclosure and Justification – DOJ High Risk Grantees<sup>3</sup>](#) (if applicable)
10. [Tribal Authorizing Resolution](#) (if applicable)
11. [Disclosure of Process Related to Executive Compensation](#)

## 12. Additional Attachments

### a. Service Partner MOUs, Letters of Intent, and Subcontracts/Subgrants

For services to be provided by project partners, the applicant must name the project partner that will provide the specific service in the program narrative, and include, as an attachment to the application, a subcontract/subgrant, Letter of Intent, or MOU describing the commitment from that organization to perform a specific service, and a description of the fee for the service or cost to the grant for each service. If services are to be provided as in-kind match, pro bono, or at no cost to the grant, this must be clearly stated in the MOU, Letter of Intent, or subcontract/subgrant. MOUs, Letters of Intent, and subcontracts/subgrants must include the following: (1) names of the organizations involved in the agreement; (2) scope of the direct specialized service(s) and other work to be performed under the agreement; (3) duration of the agreement; (4) estimated cost per victim or cost of actual services provided describing whether it is a fee-for-service, in-kind match, or no cost; (5) whether or not there is a cap on the total amount of the agreement; and (6) whether or not there is a maximum number of victims that may be served under the agreement. If any of the required services above are to be provided pro bono or accessed through other government-subsidized or otherwise funded programs, applicants must describe how services will be provided to victims without the use of grant funds. MOUs and Letters of Intent should be submitted as one separate attachment to the application.

### b. Position Descriptions and Resumes

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

### c. Project Time-Task Plan

Attach a 3-year project timeline with an estimated start date of October 1, 2020, identifying each project objective, activity, expected completion date, and responsible person or organization.

### d. Training Plan

Include a training plan that describes the number and type of training events planned to ensure partners are prepared to identify and refer human trafficking victims. Applicants should describe how they will leverage existing training, including OVC's foundational

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<sup>3</sup> A "DOJ High Risk Grantee" is a recipient that has received a DOJ High Risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible.

online training [Understanding Human Trafficking](#). Post-award, grantees will consult with OVC's training and technical assistance providers, including the OVC Training and Technical Assistance Center (TTAC), regarding available content to inform trainings.

### **How To Apply (Grants.gov)**

Applicants must register in and submit applications through [Grants.gov](#), a primary source to find federal funding opportunities and apply for funding. Find information on how to apply in response to this solicitation in the [OJP Grant Application Resource Guide](#).

### **Registration and Submission Steps**

Applicants will need the following identifying information when searching for the funding opportunity on Grants.gov.

- 16.320, Services for Trafficking Victims
- OVC-2020-18412.

For information on each registration and submission step, see the [OJP Grant Application Resource Guide](#).

## **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 (10%)
2. Project Design and Implementation (35%)
3. Capabilities and Competencies (30%)
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%)
5. Budget (10%): complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should demonstrate generally how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.<sup>4</sup>
6. Letters of Intent, and MOUs from project partners (10%)

### **Review Process**

OVC reviews the application to make sure that the information presented is reasonable, understandable, measurable, achievable, and consistent with the solicitation. See the [OJP Grant Application Resource Guide](#) for information on the application review process for this solicitation.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public

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<sup>4</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.

segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

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

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

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

### [Federal Award Notices](#)

#### [Administrative, National Policy, and Other Legal Requirements](#)

OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions prior to submitting an application.

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions, and all applicable requirements of federal statutes and regulations (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance).

For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [OJP Grant Application Resource Guide](#).

### [Information Technology \(IT\) Security Clauses](#)

#### [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 certain reports and data.

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

See the [OJP Grant Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measures data.

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

For OJP contact(s), see page 2.

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

## **H. Other Information**

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

[Freedom of Information and Privacy Act \(5 U.S.C. 552 and 5 U.S.C. 552a\)](#)  
[Provide Feedback to OJP](#)

## Appendix A: Performance Measures Table

Objective	Performance Measure(s)	Description
<p>Develop and implement jurisdiction-wide efforts or protocols needed to combat the identified greatest challenge areas in child and youth sex and labor trafficking within the state or tribe. This includes improving efforts to address service gaps, developing protocols and procedures to ensure child and youth victims receive appropriate services, and strengthening data collection across multiple systems of care.</p>	<p>Percent of groups/agencies/ organizations actively engaged in the jurisdiction-wide effort that are child/youth-serving.</p> <p>Percent of groups/agencies/ organizations that have formalized collaboration agreements.</p> <p>Percent increase in the number of protocols, policies, and procedures developed to ensure child/youth victims of trafficking receive appropriate services.</p> <p>Number of trafficking charges filed and number of trafficking cases brought (for projects including prosecutorial agencies as partners).</p> <p>Number of new strategies or methodologies implemented to capture the prevalence of labor trafficking in the area served.</p> <p>Number of new strategies or methodologies implemented to capture the prevalence of sex trafficking in the area served.</p>	<p>Number of groups/agencies/ organizations actively engaged in the jurisdiction-wide effort.</p> <p>Number of these directly serving children and youth. Number of formalized collaboration agreements (e.g., MOUs or subawards) with agencies/entities/organizations.</p> <p>Baseline data: Number of existing protocols, policies, and procedures prior to the start of the award.</p> <p>Number of protocols, policies, and/or procedures developed to ensure child and youth victims of trafficking receive appropriate services.</p> <p>Number of trafficking charges filed.</p> <p>Number of trafficking cases brought.</p> <p>Number of new strategies or methodologies implemented to capture the prevalence of labor trafficking in the area served.</p> <p>Number of new strategies or methodologies implemented to capture the prevalence of sex trafficking in the area served.</p>
<p>Develop, enhance, and coordinate programs and activities geared toward improving outcomes for child and youth victims of sex and labor trafficking.</p>	<p>Percent of programs or activities implemented.</p> <p>Percent of child/youth victims seeking services that received them.</p> <p>Percent of child/youth victims seeking services that are referred to other groups/agencies/ organizations for additional services.</p>	<p>Number of programs or activities developed to improve outcomes for child and youth victims of trafficking.</p> <p>Number of programs or activities implemented to improve outcomes for child and youth victims of trafficking (if applicable).</p> <p>Number of child/youth victims of trafficking seeking services and those served.</p> <p>Number and type of services provided to child/youth victims of trafficking.</p>

Objective	Performance Measure(s)	Description
		Number of child/youth victims of trafficking who were referred to other agencies/organizations for additional services (if applicable).
<p>Conduct community trainings and promote awareness activities on child and youth victims of sex and labor trafficking. This includes the development of materials and tools that can assist other states in the replications of these efforts.</p>	<p>Percent of participants who indicated satisfaction with training.</p> <p>Percent of participants who identified an increase in knowledge post-training.</p> <p>Percent of participants who plan to implement training knowledge and objectives post-training.</p> <p>Percent increase in the number of program material or products created to assist other states or jurisdictions in replication of these efforts.</p>	<p>Number of participants, number of agencies represented, and types of trainings.</p> <p>Number of participants who indicated satisfaction with training.</p> <p>Number of participants who identify an increase in knowledge post-training.</p> <p>Number of participants who plan to implement training knowledge and objectives post-training.</p> <p>Baseline data: Number of program materials or products created prior to the start of the award.</p> <p>Number and type of program materials or products created to assist other states or jurisdictions in replication of these efforts.</p>

## Appendix B: Service Categories in TIMS

Type of Service	Service Provision Terms
Advocacy and Legal Assistance	<ul style="list-style-type: none"> <li>▪ Criminal Justice System-Based Advocacy</li> <li>▪ Legal Services</li> </ul>
Client Coordination	<ul style="list-style-type: none"> <li>▪ Client Intake</li> <li>▪ Client Orientation</li> <li>▪ Ongoing Case Management</li> <li>▪ Social Service Advocacy and Explanation of Benefits/Entitlements/Availability</li> </ul>
Client Safety and Well-Being	<ul style="list-style-type: none"> <li>▪ Crisis Intervention</li> <li>▪ Emotional/Moral Support (Informal Counseling)</li> <li>▪ Mental Health Treatment (Emergency and Long-Term)</li> <li>▪ Protection/Safety Planning</li> </ul>
Education/ Employment Assistance	<ul style="list-style-type: none"> <li>▪ Education</li> <li>▪ Employment Assistance</li> </ul>
Health-Related Services	<ul style="list-style-type: none"> <li>▪ Dental (Emergency and Long-Term)</li> <li>▪ Medical Care (Emergency and Long-Term)</li> <li>▪ Substance Abuse Treatment</li> </ul>
Provision of Material and Housing Assistance	<ul style="list-style-type: none"> <li>▪ Childcare</li> <li>▪ Financial Assistance</li> <li>▪ Housing/Shelter Advocacy</li> <li>▪ Housing/Shelter Assistance</li> <li>▪ Personal Items</li> </ul>
Reunification and Repatriation Assistance	<ul style="list-style-type: none"> <li>▪ Family Reunification</li> <li>▪ Repatriation</li> </ul>
Support Services	<ul style="list-style-type: none"> <li>▪ Interpreter/Translator</li> <li>▪ Transportation</li> </ul>

**Appendix C: Application Checklist**  
**OVC FY 2020 Improving Outcomes for Child and Youth Victims of Human Trafficking**

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

**What an Applicant Should Do:**

*Prior to Registering in Grants.gov:*

- Acquire a DUNS Number (see [OJP Grant Application Resource Guide](#))
- Acquire or renew registration with SAM (see [OJP Grant Application Resource Guide](#))

*To Register with Grants.gov:*

- Acquire AOR and Grants.gov username/password (see [OJP Grant Application Resource Guide](#))
- Acquire AOR confirmation from the E-Biz POC (see [OJP Grant Application Resource Guide](#))

*To Find Funding Opportunity:*

- Search for the Funding Opportunity on Grants.gov (see [OJP Grant Application Resource Guide](#))
- Access Funding Opportunity and Application Package (see [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional)
- 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](http://ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm) (see [OJP Grant Application Resource Guide](#))

*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 [OJP Grant Application Resource Guide](#))

*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 2020 Awards](#)" in the [OJP Funding Resource Center](#).

**Scope Requirement:**

- The federal amount requested is within the allowable limit of \$1.5 million.

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

## What an Application Should Include:

The following items are critical application elements required to pass Basic Minimum Requirements. An application that OJP determines does not include the application elements that must be included in the application submission in order for the application to meet the basic minimum requirements, will neither proceed to peer review, nor receive further consideration.

- Program Narrative (see page 9)
  - Detail Budget Worksheet and Budget Narrative (see [OJP Grant Application Resource Guide](#))
- 
- Application for Federal Assistance (SF-424) (see [OJP Grant Application Resource Guide](#))
  - Project Abstract (see page 9)
  - Program Narrative (see page 9)
    - Statement of the Problem* (see page 9)
    - Project Design and Implementation* (see page 10)
    - Capabilities and Competencies* (see page 10)
    - Plan for Collecting the Data Required for this Solicitation's Performance Measures* (see page 11)
  - Budget Detail Worksheet (including Narrative) (see [OJP Grant Application Resource Guide](#))
  - Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
  - Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))
  - [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
  - Applicant Disclosure of Pending Applications (see [OJP Grant Application Resource Guide](#))
  - Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))
  - Tribal Authorizing Resolution (if applicable) (see [OJP Grant Application Resource Guide](#))
  - Disclosure of Process Related to Executive Compensation (see [OJP Grant Application Resource Guide](#))
- Additional Attachments
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))
  - Service Partner MOUs, Letters of Intent, and Subcontracts/Subgrants (see page 13)

- Position Descriptions and Resumes (see page 13)
- Project Time-Task Plan (see page 13)
- Training Plan (see page 13)