

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



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## **Specialized Training and Technical Assistance on Housing for Victims of Human Trafficking**

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

**CFDA #16.320**

Grants.gov Solicitation Number: OVC-2020-18292

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

**Application Deadline:** 11:59 p.m. eastern time on May 14, 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 to support training and technical assistance (TTA) on housing for service providers who serve victims of all forms of human trafficking throughout the United States. This program furthers the Department's mission by enhancing the field's response to 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:

- 1) Nonprofit, nongovernmental victims' service organizations with the capacity to serve human trafficking victims (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).

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

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 will consider 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/ncichat/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 Monday, March 30, 2020, from 3:00 p.m. to 4:00 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 14, 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 Specialized Training and Technical Assistance on Housing for Victims of Human Trafficking (CFDA # 16.320)

## A. Program Description

### Overview

OVC's mission is to enhance the Nation's capacity to assist crime victims and provide leadership in changing policies and practices to promote justice and healing for all victims of crime. OVC achieves this mission, in part, by administering discretionary award programs supported by the federal Crime Victims Fund to develop innovative training and technical assistance (TTA), and to provide direct services to improve the overall quality of victim assistance.

This program will support the provision of TTA on housing for human trafficking victims to service providers.

**Statutory Authority:** This program is authorized by 22 U.S.C. § 7105(b)(2).

### Program-Specific Information

The purpose of this program is to develop, expand, or strengthen victim service programs for victims of human trafficking by supporting the delivery of specialized TTA to victim service-providing agencies and organizations to enhance their ability to provide appropriate housing for victims of human trafficking.

Under the Trafficking Victims Protection Act of 2000 (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.

The selected applicant will work with victim service providers assisting trafficking victims, with priority support given to OVC human trafficking grantees, to identify challenges and opportunities to better meet the full range of housing needs of survivors of human trafficking. 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. Applicants must demonstrate knowledge of a range of emergency, short-term, and long-term housing and shelter options and models, including transitional housing, rental assistance, and others. Applicants should explicitly address how they will assist OVC human trafficking grantees and other service providers as they address the housing needs of diverse victims of trafficking.

In particular, applicants should describe how they will provide intensive support to organizations (and their program partners) funded under [OVC's FY 2020 Housing Assistance Grants for Victims of Human Trafficking](#) program as they seek to meet their program goals and objectives. Intensive support for these grantees will include—

- facilitating peer-to-peer connection and proactive technical assistance regarding program planning, implementation, and problem solving around identified challenges in meeting program expectations;
- providing analysis and feedback on housing policies and procedures for all grantees under this program, and assisting grantees in revising policies and procedures accordingly for submission to OVC;
- sharing resources related to compliance with applicable federal civil rights statutes in housing programs;
- helping grantees navigate national and local systems related to housing and homelessness, and facilitating partnerships with key stakeholders in those systems;
- assistance with identifying partnerships to assist with supportive services and permanent housing for clients;
- developing and delivering training for grantee staff, partner staff, or service providers funded through the program; and
- supporting grantees in the effective administration of grant funds and developing sustainability planning for housing programs.

The grantee will be required to work with OVC, its dedicated TTA providers, and other relevant partners to fulfill the requirements outlined in the following section.

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

The primary goal of this program is to develop, expand, or strengthen victim service programs for victims of human trafficking, including programs that provide trauma-informed services, by providing specialized TTA to organizations providing housing services to victims of human trafficking.

The objective in providing TTA is to assist organizations in achieving increased safety, independence, self-sufficiency, and well-being of their clients.

Program deliverables are services provided, measured semiannually by TTA requests received, TTA requests delivered, type of TTA provided, number of persons trained, and other key data points.

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](#).

### **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.

### **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](#).

### **Information Regarding Potential Evaluation of Programs and Activities**

Applicants should note that OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. For additional information, see the [OJP Grant Application Resource Guide](#) section, entitled, "Information Regarding Potential Evaluation of Programs and Activities."

## **B. Federal Award Information**

Maximum number of awards OVC expects to make:	1
Estimated maximum dollar amount for each award:	up to \$2 million
Total amount anticipated to be awarded under solicitation:	up to \$2 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 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 an award under this solicitation as a cooperative agreement, which provides for OJP to have substantial involvement in carrying out award activities. 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>1</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**

A match is not required under this solicitation.

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<sup>1</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.

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 to advance to peer review and receive consideration for funding: Program Narrative and Budget Detail Worksheet, including the Budget Narrative.

See the “Application Elements and Formatting Instructions” section of the [OJP Grant Application Resource Guide](#) for information on, among other things, 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 that includes—

- the legal name of the applicant (the agency, not the individual);
- a list of project partners and their roles in the proposed project;
- a description of TTA services to be provided under the proposed project; and
- the 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; and
- 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.

The Program Narrative must include the following four sections:

#### a. **Statement of the Problem**

This section must:

1. Describe the housing needs of human trafficking victims.
2. Describe any data or research in relation to housing for human trafficking victims in the United States, the availability of existing resources, and/or current gaps in housing service provision 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. Describe the TTA or resources currently available and the remaining gaps.

#### b. **Project Design and Implementation Plan**

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. Describe in detail specific activities necessary for accomplishing each goal and objective of the proposed project. Include a timeline that identifies a timeframe for all the tasks and activities to be completed.
2. Describe how the applicant will provide proactive technical assistance to OVC human trafficking grantees and provide in-depth consultations or onsite training to grantees selected by OVC. In particular, applicants should describe how they will provide intensive support to organizations (and their program partners) funded under [OVC’s FY 2020 Housing Assistance Grants for Victims of Human Trafficking](#), including—
  - i. facilitating peer-to-peer connection and proactive technical assistance regarding program planning, implementation, and problem solving around identified challenges in meeting program expectations;
  - ii. providing analysis and feedback on housing policies and procedures for all grantees under this program and assisting grantees in revising policies and procedures accordingly for submission to OVC;
  - iii. sharing resources related to compliance with applicable federal civil rights statutes in housing programs;
  - iv. helping grantees navigate national and local systems related to housing and homelessness and facilitating partnerships with key stakeholders in those systems;
  - v. assistance with identifying partnerships to assist with supportive services and permanent housing for clients;
  - vi. developing and delivering training for grantee staff, partner staff, or service providers funded through the program; and
  - vii. supporting grantees in the effective administration of grant funds and developing sustainability planning for housing programs.

3. Explicitly address how the proposed project will assist OVC human trafficking grantees and other service providers as they address the housing needs of diverse victims of trafficking, including those specifically highlighted in 22 U.S.C. § 7105(b)(2)(A).
4. OVC works closely with federal partners to ensure resource coordination. Applicants should describe existing federally funded trafficking TTA, and work to ensure that the new application does not duplicate existing TTA currently funded by OVC, the U.S. Department of Health and Human Services, the Office on Violence Against Women, or another federal or state office or agency. If there is currently a federally funded trafficking TTA provider focused on the same priority area and serving the same or similar target audience as the applicant's proposal, applicants must document (1) how the new proposal supports different TTA services than those already funded, or provide strong justification why additional funding is needed to fill existing gaps in TTA delivery; and (2) describe how these services will be coordinated.

**c. Capabilities and Competencies**

This section must:

1. Describe the applicant's experience providing TTA and/or resource development related to human trafficking and housing, and the experience and expertise of key staff members.
2. Include position descriptions for all key personnel and resumes as a separate attachment (that will not count against the Program Narrative page restrictions).
3. Describe the applicant's access to resources, facilities, and equipment necessary to carry out the TTA or resource development activities described in the Project Design and Implementation Plan section and their experience and capacity to manage federal grant awards.
4. Demonstrate the applicant's expertise in services to victims of human trafficking and experience in developing resources that improve an organization's capacity to provide quality services.

**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.

Your response to this section must include the following information:

1. A plan for collecting all of the performance measures data required by this solicitation as established in [Appendix A: Performance Measures Table](#).
2. A description of the qualification of the key staff who will be responsible for collecting data.

The application should demonstrate the applicant's understanding of the performance data reporting requirements for this grant program and detail how the applicant will gather the required data should it receive funding.

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. 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. For each event requiring staff travel, applicants must breakout 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.
  - OVC annual 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; and
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), and 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>2</sup>](#) (if applicable)
10. [Disclosure of Process Related to Executive Compensation](#)

## 11. 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 direct services above are to be provided pro bono or accessed through other government-subsidized or otherwise funded programs, applicants must describe how services will be provided to victims without the use of grant funds. MOUs and Letters of Intent should be submitted as one separate attachment to the application.

### 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.

## 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

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<sup>2</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.

- OVC-2020-18292.

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 Plan (45%)
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>3</sup>

### 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 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.

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<sup>3</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.

## 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

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, 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.)

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>Increase capacity of victim service providers and affiliated stakeholders to improve quality and quantity of housing services offered to trafficking survivors.</p>	<p>Number of TTA requests received.</p> <p>Number of trainings completed, and service providers and persons seeking training who were not served.</p> <p>Number of TTA recipients who implemented one or more policies or practices as a result of TTA received.</p> <p>Recipients' input on TTA provided.</p>	<p>Number and type of requests for TTA, broken down by topic and type of provider.</p> <p>Number and type of requests for TTA not filled, by topic, type of provider, and reason.</p> <p>Method of TTA provided, including, but not limited to, document reviews, telephone calls, webinars, site visits, and conference sessions.</p> <p>Number and type of TTA referred to other TTA providers.</p> <p>Number of professionals trained, by topic, type of provider, and method.</p> <p>Number and type of policies or practices implemented.</p> <p>Surveys, evaluation forms, or other type of tool to assess the quality of TTA delivered.</p>
<p>Improve victim service providers' knowledge on housing and human trafficking.</p>	<p>Number of TTA recipients that reported applying knowledge acquired through trainings received.</p>	<p>Number of professionals trained, by topic, type of provider, and method.</p> <p>Number of TTA recipients reporting that policies or practices were implemented as a result of TTA.</p>
<p>Conduct training for professionals to improve their ability to identify and respond to victims.</p>	<p>Number of training events conducted.</p> <p>Number of participants who attended training.</p>	<p>Number of professionals trained, by topic, type of provider, and method.</p> <p>Number of TTA recipients reporting that policies or practices were implemented as a result of TTA.</p> <p>Number of victims of human trafficking accurately identified as a result of TTA provided.</p> <p>Number and type of referrals to legal assistance and social services reported as a result of TTA received.</p>

**Appendix B: Application Checklist**  
**OVC FY 2020 Specialized Training and Technical Assistance on Housing**  
**for 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 \$2 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 review. 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 8)
  - 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 7)
  - Program Narrative (see page 8)
    - Statement of the Problem* (see page 8)
    - Project Design and Implementation* (see page 8)
    - Capabilities and Competencies* (see page 9)
    - Plan for Collecting the Data Required for this Solicitation's Performance Measures* (see page 9)
  - 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](#))
  - 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 11)
- Position Descriptions and Resumes (see page 11)