

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



Solicitation Title: OVC FY 2024 Integrated Services for Minor Victims of Human Trafficking

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Step 1: Application Grants.gov Deadline: 11:59 p.m. Eastern Time on April 8, 2024

Step 2: Application JustGrants Deadline: 8:59 p.m. Eastern Time on April 22, 2024

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Synopsis

Program Description Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) seeks applications for funding to support the FY 2024 Integrated Services for Minor Victims of Human Trafficking.

OJP is committed to advancing work that promotes civil rights and equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety and protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

With this solicitation, OVC seeks to enhance the quality and quantity of services available to assist minor victims of human trafficking, as defined by the Trafficking Victims Protection Act of 2000 (TVPA), as amended, by providing services that are developmentally appropriate and tailored to the individual needs of young trafficking victims. This program aligns with the DOJ's priorities to combat victimization, including human trafficking.

Eligibility

The following entities are eligible to apply:

- State governments
- City or township governments
- Public- and State-controlled institutions of higher education
- County governments
- Public housing authorities/Indian housing authorities
- Native American tribal organizations (other than Federally recognized tribal governments)
- Native American tribal governments (Federally recognized)
- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education

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.

An applicant may submit more than one application, if each application proposes a different project in response to the solicitation. Also, an entity may be proposed as a subrecipient (subgrantee) in more than one application.

OVC will consider applications under which two or more entities (project partners) would carry out the federal award; however, only one entity may be the applicant for the solicitation. Any others must be proposed as subrecipients (subgrantees). See the [Application Resource Guide](#) for additional information on subawards.

Agency Contact Information

For assistance with the requirements of this solicitation, contact the OJP Response Center by phone at 800-851-3420 or 301-240-6310 (TTY for hearing-impaired callers only) or email grants@ncjrs.gov. The OJP Response Center operates from 10:00 a.m. to 6:00 p.m. Eastern Time (ET) Monday–Friday and from 10:00 a.m. to 8:00 p.m. ET on the solicitation closing date.

For procedures related to unforeseen technical issues beyond the control of the applicant that impact submission by the deadlines, see the “How To Apply” section, [Experiencing Unforeseen Technical Issues](#).

For assistance with submitting the [Application for Federal Assistance standard form \(SF-424\)](#) and a [Disclosure of Lobbying Activities \(SF-LLL\)](#) in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov Customer Support](#), or support@grants.gov. The Grants.gov Support Hotline is open 24 hours a day, 7 days a week, except on federal holidays.

For technical assistance with submitting the **full application** in JustGrants, contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov. The JustGrants Service Desk operates from 7:00 a.m. to 9:00 p.m. ET Monday–Friday and from 9:00 a.m. to 5:00 p.m. ET on Saturday, Sunday, and federal holidays.

Pre-Application Information Session

OVC will conduct pre-application webinars during which OVC staff will review planned FY 2024 anti-trafficking solicitations, provide high-level information about solicitation requirements, and conduct a question-and-answer session with interested potential applicants. Participation is optional. When the webinars have been scheduled, the details and registration information will be available at <https://ovc.ojp.gov/funding/funding-webinars>. To use the time most efficiently, OVC encourages participants to review this solicitation and submit any questions in advance and no later than 2 days prior to the webinar. Submit your questions to askovc@ncjrs.gov with the subject “Questions for OVC FY 2024 Integrated Services for Minor Victims of Human Trafficking Webinar.”

Application Submission Information

Registration

Before submitting an application, an applicant must have a registration in the [System for Award Management \(SAM.gov\)](#).

Submission

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants. See the [Submission Dates and Time](#) section for the Grants.gov and JustGrants application deadlines.

Step 1: The applicant must register for this opportunity in Grants.gov at <https://grants.gov/register> and submit by the Grants.gov deadline the required [Application for Federal Assistance standard form \(SF-424\)](#) and a [Disclosure of Lobbying Activities \(SF-LLL\)](#). See the [Submission Dates and Time](#) section for application deadlines.

Step 2: The applicant must submit the **full application**, including attachments, in JustGrants at JustGrants.usdoj.gov by the JustGrants application deadline. See the [Submission Dates and Time](#) section for application deadlines.

Program Description

Program Description Overview

OJP is committed to advancing work that promotes civil rights and equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety and protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

To enhance capacity to identify, assist, and provide services to all victims of human trafficking, OVC leads the Nation in supporting victim-centered and trauma-informed programs, policies, and resources that promote justice, access, and empowerment. With this solicitation, OVC will fund programs to enhance the quality and quantity of services available to assist minor victims of human trafficking, as defined by the Trafficking Victims Protection Act of 2000 (TVPA), as amended, by providing services that are developmentally appropriate and tailored to the individual needs of young trafficking victims.

This program aligns with the DOJ's priorities to combat victimization, including human trafficking.

Statutory Authority

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

Specific Information

The purpose of this program is to enhance the quality and quantity of services available to assist minor victims of human trafficking. It will provide funding for services to victims of severe forms of human trafficking, as defined in 22 U.S.C. § 7102(11):

- 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.
- The recruitment, harboring, transportation, provision, or obtaining of a person for labor or services through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

Sex trafficking and labor trafficking occur in many different settings within communities, and minor victims of these crimes have specific needs that must be addressed to ensure that they receive services tailored to their safety, security, and healing. Minor victims of human trafficking are often involved in the child welfare and juvenile justice systems and may be subject to polyvictimization, including various victimizations prior to, and during, the time they were trafficked. Similarly, adverse childhood experiences, including child maltreatment, can contribute to minors' vulnerability to traffickers. A trauma-informed, culturally responsive, gender-responsive approach to services will help ensure that minor victims of human trafficking have the opportunity to make informed decisions about the support they need and enable them to work toward identifying and achieving their personal goals.

Organizations funded under this program will also be expected to implement developmentally appropriate and evidence-based practices widely accepted in other child- and youth-serving systems.

Eligibility for services under this grant is limited to victims who were trafficked and began receiving services while under age 18; however, receipt of services can extend beyond the age of 18, as needed.

Reintegration with and support for healthy family members or caregivers is a critical component of the minor's long-term success. Services may also extend to the victim's children, supportive parents, caregivers, sponsors, and guardians, if these services are identified as impacting the minor's safety, security, and healing. Efforts to refer family members to other free and low-cost services prior to the use of OVC funds must be documented.

Mandatory Program Requirements

Applicants that receive funding under this program will be required to:

1. Submit the policies, procedures, and rules governing the provision of services for review upon OVC request (post-award).
2. Ensure their policies and procedures follow applicable federal and state laws protecting the civil rights of program participants and staff (post-award).
3. Ensure that any staff, partner staff, or service providers working with trafficking victims are adequately licensed and trained to work with such victims, including by accessing OVC-supported training and technical assistance.
4. Ensure that the project coordinator/program director and other relevant staff participate in any grantee orientations and OVC-sponsored training and technical assistance.
5. Describe ongoing efforts to enhance responses to labor trafficking as part of routine programmatic reporting.
6. Provide all grant-funded staff at least one session of training (to be delivered by individuals or organizations with reasonable and demonstrable expertise) related to diversity, equity, inclusion, and/or accessibility and tied to program goals and objectives annually.

Strengthening Responses to Labor Trafficking

Through its award funding, training and technical assistance, and collaboration with federal partners, OVC has worked to strengthen identification of and responses to labor trafficking victims in the United States. Despite these efforts, labor trafficking remains misunderstood, under-identified, underreported, and often unaddressed. As reflected in OVC grantee data, many individuals experience polyvictimization, including both labor and sex trafficking. To increase identification and expand access to services and justice for victims of labor trafficking, OVC is strengthening its expectations of organizations that receive anti-trafficking award funds. More information about gaps and opportunities in the response to this form of human trafficking is available on [OVC's website](#). Organizations with all levels of experience responding to and serving labor trafficking victims are encouraged to apply, including those that have historically focused exclusively on responding to sex trafficking and are interested in enhancing responses to labor trafficking.

Ensuring Access to Support for Male Victims

According to OVC's anti-trafficking grantee data, service providers, multidisciplinary task forces, and other key stakeholders face challenges in identifying and responding to male victims of sex trafficking and labor trafficking. Applicants should consider the needs of these victims in the proposal narrative and propose community partnerships or collaborations that are required to better respond to this population.

Input From Individuals With Lived Experience

OVC has long understood the importance of seeking out and elevating survivor perspectives to inform anti-trafficking work. There are a number of existing federally funded resources about

implementing a survivor-informed approach, such as OVC's [Practical Guide on Survivor-Informed Services](#) and the Department of Health and Human Services' Office on Trafficking in Person's [Toolkit for Building Survivor-Informed Organizations](#). Currently, OVC funds the OVC Survivor Engagement Training and Technical Assistance (SETTA). SETTA supports OVC grantees interested in increasing their survivor engagement and developing partnerships with lived experience experts within their communities.

OVC encourages applicants to propose and implement intentional and sustainable engagement from individuals with lived experience and/or members of impacted communities to enhance their anti-trafficking programming. Upon award, OVC grantees may reach out to the SETTA team to submit a request for training and technical assistance.

Ensuring Civil Rights

Federal laws prohibit recipients of funding administered by the OJP from discriminating in the delivery of services on the basis of age, race, color, national origin, religion, or disability. Applicable federal laws also prohibit recipients from discriminating on the basis of disability in their employment practices, and from discriminating against employees and beneficiaries on the basis of sex in funded education or training programs. Recipients are also obligated under federal civil rights laws to provide meaningful access to their programs and activities for persons with [limited English proficiency](#). Under certain circumstances, it might be permissible to limit services based upon age. Please note that other federal, state, or local laws prohibiting discrimination may apply.

Enhancing Access to Services and Promoting Survivor Autonomy

OVC is committed to an approach to human trafficking that is trauma-informed, victim-centered, survivor-informed, culturally responsive, and evidence-based. Definitions of these concepts are available in the glossary of [OVC's Model Standards for Serving Victims and Survivors of Crime](#).

In line with these concepts and to enhance survivors' access to victim services, programs funded under this solicitation will engage in practices that remove barriers to receiving services and support survivor autonomy. Such practices will reduce requirements to engage in services, promote survivors' choice within service delivery, and protect victim privacy and confidentiality.

Funded programs will demonstrate their commitment to this approach by maintaining the following. (Note: Many of these requirements are mandated by federal civil rights laws, while others reflect OVC's policy direction to recipients to enhance access to services and promote survivor autonomy.)

- Procedures or policies that provide all survivors access to safe shelter, advocacy services, counseling, and other assistance without exclusions based on actual or perceived sex, age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, involvement in commercial sex, income or lack of income, or the age and/or sex of their children. For those programs that by their design target a particular population (e.g., youth, gender specific) there should be procedures or policies in place to ensure access to comparable, qualified services for other survivors seeking support.
- Procedures or policies that protect the confidentiality of information and/or privacy of persons receiving services.

- Procedures or policies that do not require victims to take certain actions (e.g., receive counseling, report to law enforcement, commit to sobriety) to be eligible for or to receive services. For youth-serving programs with justifiable mandatory requirements, a [shared decision making model](#) should be used to provide minors with agency in participating in decisions that impact them.
- Project designs, products, services, and/or budgets that consider the unique needs of individuals with disabilities, [with limited English proficiency](#), or who are Deaf or hard of hearing, including accessibility for such individuals.

Privacy and Confidentiality

OVC anticipates including an award condition (pursuant to 22 U.S.C. 7115) requiring award recipients under this program to have or implement privacy and confidentiality policies and procedures that conform with the requirements of 34 U.S.C. 12291(b)(2). Section 12291(b)(2) is the confidentiality and privacy condition applicable to awards under the Violence Against Women Act of 1994, commonly referred to as the “VAWA Confidentiality Provision.” For purposes of this OVC program, the phrase “under this subchapter” in the VAWA Confidentiality Provision shall be understood as referring to “this OVC program.” Applicants that do not already have policies and procedures that comply with the VAWA Confidentiality Provision may propose to use award funds to develop these. For more information on the VAWA Confidentiality Provision, please see <https://www.justice.gov/ovw/page/file/1006896/download>.” OVC also anticipates providing training and technical assistance to support its grantees with these new requirements.

For Programs Serving Children and Youth

If your program provides services to child and youth victims of crime, services must be tailored to ensure that they are developmentally appropriate, culturally responsive, victim-centered and trauma-informed. In addition to encouraging use of a [shared decision making model](#), OVC promotes the use of evidence-based and evidence-informed practices when working with children and youth victims of crime.

Information on Managing Human Trafficking Awards

For more information on implementation of OVC Human Trafficking awards, please consult the [OVC Human Trafficking Program FAQs](#).

Solicitation Goals and Objectives

An applicant should address all the objectives listed below in the Goals, Objectives, Deliverables, and Timeline web-based form.

Goal

The goal of this program is to provide services that address the needs of minor victims of sex and labor trafficking through a continuum of trauma-informed, culturally responsive, and gender-responsive services to ensure their safety, security, and healing and to prevent them from being directed to or involved in the justice system.

Objectives

The objectives of this program include the following:

- Provide services to meet the individualized needs of minor victims of sex and labor trafficking.
- Collaborate with local partners (e.g., service providers, criminal and juvenile justice and child welfare professionals, members of the judiciary, community- and faith-based

organizations) to ensure minor victims of sex and labor trafficking are properly identified, responded to, and provided with appropriate services.

- Establish community-based interventions (i.e., engage stakeholders, including community-based agencies, health care providers, families and/or caregivers, experts with lived experience, advocates, public defenders, and prosecutors) through community outreach and education to develop a continuum of care that addresses the specific needs of each victim.
- Provide other essential services for minor victims of sex and labor trafficking (either directly or through referrals), including emergency interventions (i.e., provision of food, clothing, drop-in shelters, health care, and other direct services that address the immediate needs of minor victims of trafficking) and long-term interventions (i.e., job training, life skills, education, and other direct services that are victim-centered, survivor-led, and culturally responsive). See Appendix A for the types of services OVC funds.
- Collect data and participate in assessment activities to determine if the program is meeting stated goals and objectives.

Services must be victim-centered, trauma-informed, and developmentally appropriate. Partnerships that incorporate a holistic community approach are encouraged.

Deliverables

For information about what the applicant needs to submit regarding Goals, Objectives, and Deliverables, please see the [How to Apply section on the Application Goals, Objectives, Deliverables, and Timeline Web-Based Form](#).

Priority Areas

In order to further OJP's mission, OJP will provide priority consideration when making award decisions to the following:

1A. Applications that propose project(s) that are designed to meaningfully advance equity and remove barriers to accessing services and opportunities for communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization.

To receive this consideration, the applicant must describe how the proposed project(s) will address identified inequities **and** contribute to greater access to services and opportunities for communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization. Project activities under this consideration may include but are not limited to the following: improving victim services, justice responses, prevention initiatives, reentry services and other parts of an organization's or community's efforts to advance public safety. Applicants should propose activities that address the cultural (and linguistic, if appropriate) needs of communities, outline how the proposed activities will be informed by these communities, and implement culturally responsive and inclusive outreach and engagement.

1B. Applicants that demonstrate that their capabilities and competencies for implementing their proposed project(s) are enhanced because they (or at least one proposed subrecipient that will receive **at least 40 percent** of the requested award funding, as demonstrated in the Budget web-based form) are a *population specific organization* that serves communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization.

For purposes of this solicitation, population specific organizations are nonprofit, nongovernmental, or Tribal organizations that primarily serve members of a specific underserved population and have demonstrated experience and expertise providing targeted services to members of that specific underserved population.

To receive this additional priority consideration, applicants must describe how being a population specific organization (or funding the population specific subrecipient organization(s)) will enhance their ability to implement the proposed project(s), and should also specify which historically underserved populations are intended or expected to be served or have their needs addressed under the proposed project(s).

Note: Addressing these priority areas is one of many factors that OJP considers in making funding decisions. Receiving priority consideration for one or more priority areas does not guarantee an award.

Federal Award Information

Awards, Amounts, and Durations

Anticipated Number of Awards: 13

Anticipated Maximum Dollar Amount per Award: Awards will be up to \$950,000

Period of Performance Start Date: October 1, 2024

Period of Performance Duration (Months): 36

Anticipated Total Amount to Be Awarded Under This Solicitation: \$10 million

Additional Information: While the maximum allowable funding amount is \$950,000, organizations that are new or that have never before received a federal award may wish to submit a proposed budget at a lower amount to support targeted services to minor victims of human trafficking. The applicant should identify within their budget which items, services, etc., will/would be covered by matching sources and explain what type of match will be provided.

Continuation Funding Intent

OJP may, in certain cases, provide additional funding in future years to awards made under this funding opportunity through continuation awards. OJP will consider, among other factors, OJP's strategic priorities, a recipient's overall management of the award, and the progress of the work funded under the award, when making continuation award decisions.

Availability of Funds

This funding opportunity, and awards under this funding opportunity, are subject to the availability of funding and to any changes or additional requirements that may be imposed by the agency or by law. In addition, nothing in this solicitation is intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

Type of Award

OJP expects to make awards under this funding opportunity as grants. See the "[Administrative, National Policy, and Other Legal Requirements](#)" section of the [Application Resource Guide](#) for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants.

Cost Sharing or Matching Requirement

This funding opportunity requires cost sharing or match from the applicant. “Match” means the portion of project costs not paid by Federal funds or contributions (unless otherwise authorized by Federal statute). For information on cost sharing or match requirements, see the [“Application and Submission Information”](#) section.

Eligibility Information

For eligibility information, [see the Synopsis section](#).

For the purposes of this notice of funding opportunity, “state” means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

How To Apply

Application Resources

When preparing and submitting an application, the following resources may aid prospective applicants:

1. Grants.gov [“How to Apply for Grants”](#)
2. OJP [“How To Apply”](#) section in the [Application Resource Guide](#)
3. JustGrants [Application Submission Training](#)

This solicitation (notice of funding opportunity) incorporates guidance provided in the [OJP Grant Application Resource Guide](#) (Application Resource Guide), which provides additional information for applicants to prepare and submit applications to OJP for funding. **If this solicitation requires something different from any guidance provided in the [Application Resource Guide](#), the difference will be noted in this solicitation and the applicant is to follow the guidelines in this solicitation, rather than the guidance in the [Application Resource Guide](#) that is in conflict.**

How To Apply

Registration

Before submitting an application, all applicants must register with the System for Award Management (SAM.gov). An applicant must renew their registration every 12 months. If an applicant does not renew their SAM.gov registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Applicants are encouraged to start the SAM.gov registration process at least 30 days prior to the application deadlines. Applicants who fail to begin the registration or renewal process at least 10 business days prior to the Grants.gov deadline may not complete the process in time and will not be considered for late submission.

Submission

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants.

Step 1: After registering with SAM.gov, the applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://grants.gov/register> by the Grants.gov deadline. **To leave time to address any technical issues that may arise, an applicant should submit the SF-424 and SF-LLL as early as possible and recommended not later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov by the deadline, they will be unable to apply in JustGrants. Applicants can confirm Grants.gov submission by verifying their application status shows as “submitted” or “agency tracking number assigned.”

Step 2: The applicant must then submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://justgrants.usdoj.gov) by the JustGrants deadline.

OJP recommends that applicants submit the complete application package in JustGrants at least 48 hours prior to the JustGrants deadline. Some of the required sections of the application will be entered directly into JustGrants, and other sections will require documents to be uploaded and attached. Therefore, applicants should allow enough time before the JustGrants deadline to prepare all the requirements of the application. Applicants may save their progress

in the system and add to or change the application as needed prior to hitting the “Submit” button at the end of the application in JustGrants.

An applicant will receive emails when successfully submitting in Grants.gov and JustGrants and should maintain all emails and other confirmations received from SAM.gov, Grants.gov, and JustGrants systems.

For additional information, see the “How To Apply” section in the [Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

Submission Dates and Time

The **SF-424 and the SF-LLL** must be submitted in Grants.gov by 11:59 p.m. Eastern Time on April 8, 2024.

The **full application** must be submitted in JustGrants by 8:59 p.m. Eastern Time on April 22, 2024.

To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline. Failure to begin the SAM.gov, Grants.gov, or JustGrants registration and application process in sufficient time (i.e., waiting until the due dates identified in this solicitation for those systems to begin the application steps) is not an acceptable reason to request a technical waiver.

Experiencing Unforeseen Technical Issues Preventing Submission of an Application (Technical Waivers)

OJP will only consider requests to submit an application after the deadline when the applicant can document that a technical issue with a government system prevented submission of the application on time.

If an applicant misses a deadline due to unforeseen technical issues with SAM.gov, Grants.gov, or JustGrants, the applicant may request a waiver to submit an application after the deadline. However, the waiver request will not be considered unless it includes documentation of attempts to receive technical assistance to resolve the issue prior to the application deadline. A tracking number is the most typical documentation and is generated when the applicant contacts the applicable service desks to report technical difficulties. Tracking numbers are generated automatically when an applicant emails the applicable service desks, and for this reason, long call wait times for support do not relieve the applicant of the responsibility of getting a tracking number.

An applicant experiencing technical difficulties must contact the associated service desk indicated below to report the technical issue and receive a tracking number:

- SAM.gov: contact the [SAM.gov Help Desk \(Federal Service Desk\)](#), Monday–Friday from 8:00 a.m. to 8:00 p.m. ET at 866-606-8220.
- Grants.gov: contact the [Grants.gov Customer Support Hotline](#), 24 hours a day, 7 days a week, except on federal holidays, at 800-518-4726, 606-545-5035, or support@grants.gov.
- JustGrants: contact the JustGrants Service Desk at JustGrants.Support@usdoj.gov or 833-872-5175, Monday–Friday from 7:00 a.m. to 9:00 p.m. ET and Saturday, Sunday, and federal holidays from 9:00 a.m. to 5:00 p.m. ET.

If an applicant has technical issues with SAM.gov or Grants.gov, the applicant must contact the OJP Response Center at grants@ncjrs.gov within **24 hours of the Grants.gov deadline** to request approval to submit after the deadline.

If an applicant has technical issues with JustGrants that prevent application submission by the deadline, the applicant must contact the OJP Response Center at grants@ncjrs.gov within **24 hours of the JustGrants deadline** to request approval to submit after the deadline.

Waiver requests sent to the OJP Response Center must—

- describe the technical difficulties experienced (provide screenshots if applicable);
- include a timeline of the applicant's submission efforts (e.g., date and time the error occurred, date and time of actions taken to resolve the issue and resubmit; and date and time support representatives responded);
- include an attachment of the complete grant application and all the required documentation and materials;
- include the applicant's Unique Entity Identifier (UEI); and
- include any SAM.gov, Grants.gov, and JustGrants Service Desk tracking numbers documenting the technical issue.

OJP will review each waiver request and the required supporting documentation and notify the applicant whether the request for late submission has been approved or denied. An applicant that does not provide documentation of a technical issue (including all information listed above), or that does not submit a waiver request within the required time period, will be denied.

For more details on the waiver process, OJP encourages applicants to review the "Experiencing Unforeseen Technical Issues" section in the [Application Resource Guide](#).

Application and Submission Information

Content of Application Submission and Available Surveys

The following application elements **must** be included in the application to meet the basic minimum requirements to advance to peer review and receive consideration for funding:

- SF-424 and SF-LLL (in Grants.gov)
- Proposal Abstract (in JustGrants)
- Proposal Narrative (in JustGrants)
- Budget Web-Based Form, which includes the budget details and the budget narrative (in JustGrants)

If OJP determines that an application does not include these elements, it will not proceed to peer review and will not receive any further consideration.

Content of the SF-424 in Grants.gov

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

In Section 8F of the SF-424, please include the name and contact information of the individual **who will complete the application in JustGrants**. JustGrants will use this information (*email address*) to assign the application to this user in JustGrants.

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

Content of the JustGrants Application Submission

Entity and User Verification (First Time Applicant)

For first time JustGrants applicants, once the application is received from Grants.gov, DOJ will send an email (from DIAMD-NoReply@usdoj.gov) to the individual listed in Section 8F of the SF-424 with instructions on how to create a JustGrants account. This email should arrive within 24 hours after this individual receives confirmation from Grants.gov of their SF-424 and SF-LLL submissions. Register the Entity Administrator (the person who manages who can access JustGrants on behalf of the applicant), the Application Submitter, and Authorized Representative for the applicant with JustGrants as early as possible and (recommended) not later than 48-72 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive a link in an email to complete the rest of the application in JustGrants. Find additional information on JustGrants Application Submission in the [Application Resource Guide](#).

Standard Applicant Information

The “Standard Applicant Information” section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. The applicant will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, the applicant will need to add ZIP codes for areas affected by the project; confirm their Authorized Representative; and verify and confirm the organization’s unique entity identifier, legal name, and address.

Proposal Abstract

A Proposal Abstract (no more than 400 words) summarizing the proposed project—including its purpose, primary activities, expected outcomes, the service area, intended beneficiaries, and subrecipients (if known)—must be completed in the JustGrants web-based form. This abstract should be in paragraph form without bullets or tables, written in the third person, and exclude personally identifiable information. It should also indicate if the applicant is requesting priority consideration, and if so, what type. Abstracts will be made publicly available on the OJP and USASpending.gov websites if the project is awarded. See the [Application Resource Guide](#) for an [example](#) of a proposal abstract.

Data Requested With Application

The following application elements should be submitted in the web-based forms in JustGrants.

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

The Financial Management and System of Internal Controls Questionnaire helps OJP assess the financial management and internal control systems, and the associated potential risks of an applicant as part of the pre-award risk assessment process. Every OJP applicant (other than an individual applying in their personal capacity, not representing an applicant organization) is required to complete the web-based Questionnaire form in JustGrants. See the [Application Resource Guide: Financial Management and System of Internal Controls Questionnaire \(including Applicant Disclosure of High Risk Status\)](#) for additional guidance on how to complete the questionnaire.

Brief Applicant Entity Questionnaire

The Office of Justice Programs (OJP) is collecting the following information to help assess its efforts to attract a broader range of applicants. These questions apply to the applicant entity and its work and scope only, and not to the specific project(s) being proposed within the application. Responses to the questions will not be considered in the application review process. The questions included in the questionnaire are available in the [Standard Forms & Instructions: Brief Applicant Entity Questionnaire](#).

Proposal Narrative

The Proposal Narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point size font; have no less than 1-inch margins; and should not exceed 20 numbered pages. If the Proposal Narrative fails to comply with these length restrictions, OJP may consider such noncompliance in peer review and in final award decisions. Tables, charts, and graphs included in the proposal narrative can be created in a legible font smaller than 12-point and will count toward the page limit.

The Proposal Narrative must include the following sections:

a. Description of the Issue

This section must:

1. Identify the nature and scope of the problem that the program will address. Applicants must demonstrate the problem of sex and labor trafficking within the targeted geographic area. Applicants should cite the sources of this data, which could include local, state, and federal data regarding investigations, prosecutions, and the number of individuals identified as victims of human trafficking in the proposed geographic area, and data from victim service providers or other local stakeholders. To the extent possible, data should be from the relevant geographic area and reflect the diversity of impacted individuals, such as those who are underrepresented according to local or national data (for example, male victims of human trafficking).
2. Describe previous or current attempts to address the problem, including documentation of the number of trafficking victims served each year during 2022 and 2023 within the targeted geographic area. At a minimum, applicants must identify the total number of victims they previously served within the targeted geographic area, and the types of victims they have served (sex or labor trafficking victims). Applicants must cite the sources of this data.
3. Describe the communities to be served, including the geographic area, populations in the service area, and any groups that are vulnerable to human trafficking. Applicants should identify any relevant underserved communities in their geographic area using data to support their findings (e.g., community data, Census data, client data).
4. Describe current efforts to address the service needs of sex and labor trafficking survivors in the geographic area. Using online directories available from [OVC](#) and the Department of Health and Human Services' [Office on Trafficking in Persons](#) (OTIP), applicants should determine if there is an existing federally funded trafficking victim service provider within their jurisdiction, and explain how the proposed project does not duplicate these efforts and targets unmet needs.

b. Project Design and Implementation

This section must:

1. State the goals and objectives of this project clearly. Goals and objectives must align with those stated in the Goals, Objectives, Deliverables section of this solicitation.
2. Provide a detailed description of the proposed activities necessary to implement this project and meet the stated goals and objectives.
3. Identify which underserved communities, if any, will be targeted through the proposed project.
4. Include a timeline that identifies a timeframe for all the tasks and activities to be completed.
5. Link project activities to this solicitation's requirements and justify the logic of the proposed approach.
6. List project partners, as appropriate, to make the project activities effective and sustainable.
7. Describe how the applicant plans to ensure project activities are trauma-informed and protect the safety and confidentiality needs of victims. Include a description of how child rights and child developmental needs are incorporated into project design.
8. Identify specific services that will be provided with grant funds (see Appendix A) and describe how and where the services will be provided.
9. Describe how the applicant will meet the individualized service needs of victims and support victim-informed decisions and autonomy within the delivery of services.
10. Explain efforts to avoid further stigmatizing and/or criminalizing minors who have been trafficked.
11. Describe how the applicant will coordinate with other OVC and federally and state-funded anti-trafficking programs to meet the comprehensive needs of trafficking victims.
12. Describe how the proposed project is designed to enhance responses to labor trafficking victims. Failure to include such a description will be taken into consideration when this section is scored during peer review.
13. Describe how the applicant proposes to involve individuals with lived experience and/or impacted communities in their project, including how this will be accomplished (i.e., staffing, consultants, an advisory board, client feedback on services offered, or other methods) as well as budget implications.

If an applicant is seeking consideration under Priority 1A, it should explain in this section how the proposed project(s) will meaningfully address identified inequities **and** contribute to greater access to services and opportunities for communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization. The applicant should also identify how the project design and implementation will specifically incorporate the input and/or participation of these communities.

c. Capabilities and Competencies

This section must:

1. Demonstrate the institutional experience and expertise (or have submitted formal agreements with partners with experience and expertise with the application) to effectively implement the requirements of this solicitation.
2. Identify the key individuals and organizations involved in the proposed project.
3. Demonstrate that the individuals and organizations identified have the capacity to address the stated need, including the expertise necessary to successfully implement the proposed project activities.
4. Describe specific roles and responsibilities of all project partners and key staff.
5. Demonstrate that project staff have appropriate training and experience to implement project activities as described in the proposal, including the knowledge and expertise necessary to implement culturally responsive projects with the identified underserved communities, and document plans and position descriptions for staff to be hired.
6. Demonstrate the capacity and expertise of any proposed project partners to successfully implement the project activities including implementing culturally responsive projects with the identified underserved communities.
7. Describe clearly who will implement activities as described in the Project Design and Implementation section.
8. Describe the applicant's experience managing grants and document their administrative and financial capacity to manage federal grants, such as examples of financial controls.

If the applicant has other grants for providing services to victims of human trafficking, the applicant must describe the scope of each of these grants and describe how activities and data collection on these projects will be tracked separately to avoid duplication.

If the applicant is seeking priority consideration under Priority 1B, it should: (1) describe within this section how being a population specific organization (or funding a population specific subrecipient organization at a minimum of 40% of the project budget) will enhance its capabilities and competencies to implement the proposed project; (2) specify which populations are intended or expected to be served, have their needs addressed, and/or be affected by the proposed project; and (3) include information to confirm that the population specific organization is specifically designed to serve communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization (examples of such information include, but are not limited to, the website address, charter, mission statement, or operating principles of the population specific organization).

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

This section must include the following information:

1. A plan for collecting all the performance measures data required by this solicitation.

2. A description of the qualifications of key staff who will be responsible for collecting data and reporting performance measures.

In addition, this plan must describe how the applicant will use the collected data to confirm whether the applicant is identifying and serving [or “responding to”] labor trafficking victims as described in the application’s Project Design and Implementation.

Note: An applicant is **not** required to submit performance data with the application. Rather, performance measure information is included to provide notice that award recipients will be required to submit performance data as part of each award’s reporting requirements.

OJP will require each award recipient to submit regular performance data that show the completed work’s results. The performance data directly relate to the solicitation goals and objectives identified in the “[Goals and Objectives](#)” section. Applicants can visit [OJP’s performance measurement page](#) at www.ojp.gov/performance for more information on performance measurement activities.

A list of performance measure questions for this program can be found at: <https://ovc.ojp.gov/funding/performance-measures/human-trafficking/human-trafficking-performance-measures-questionnaire.pdf>. Some measures are presented as examples, while others are the exact measures that every recipient will be expected to address.

Review the solicitation map at [solicitation-map.pdf \(ojp.gov\)](#) for examples of how previous solicitations have been mapped to performance measures within the questionnaire.

OVC will require award recipients to submit quarterly performance measure data in the Performance Measurement Tool (PMT) and separately submit a semi-annual performance report in JustGrants. A list of resources and trainings can be found at <https://ovc.ojp.gov/funding/performance-measures/human-trafficking>.

OVC will provide further guidance on the post-award submission process, if the applicant is selected for award.

e. Stakeholder Collaboration

For services that are proposed to be subawarded to project partners, the applicant must name the project partner that will provide the specific services in the program narrative and include an attachment (for example, a subcontract/subgrant, Letter of Intent, or MOU) that describes the organization’s commitment to provide a specific service, who will be served (sex trafficking victims, labor trafficking victims, or both) and a description of the fee for the service or cost to the grant for each service.

[Note on Project Evaluations](#)

An applicant that proposes to use award funds through this solicitation to conduct project evaluations must follow the guidance in the “[Note on Project Evaluations](#)” section in the [Application Resource Guide](#).

Application Goals, Objectives, Deliverables, and Timeline Web-Based Form

The applicant will submit the project's goals, objectives, deliverables and timeline in the JustGrants web-based form. This is a summary of the goals, objectives, deliverables, and timeline that relate to the proposal narrative. The applicant will also enter the projected fiscal year and quarter that each objective and deliverable will be completed. Please refer to the [Application Submission Job Aid](#) for step-by-step directions.

- **Goals:** The applicant should describe the project's intent to change, reduce, or eliminate the problem noted in the proposal narrative.
- **Program Objectives and Timeline:** The applicant should include objectives to accomplish its goals. Objectives are specific, measurable actions to reach the project's desired results. The included timelines should be clearly linked to the goal.
- **Deliverables and Timeline:** Project deliverables refer to outputs—tangible (for example, a report or a website) or intangible (for example, greater feelings of safety reported by the community)—that are documented and submitted within the scope of a project. Deliverables include timelines.

Deliverables Expected by Successful Applicants

The deliverable to be provided is services, measured quarterly by service-hour or units delivered, type of service, and other key data points. Award recipients will be required to submit performance measure data in the Performance Measurement Tool (PMT) and separately submit a semi-annual performance report in JustGrants. Further guidance on the post-award submission process will be provided, if selected for award.

Program objectives and deliverables should be included in one timeline.

Budget and Associated Documentation

Funding Restrictions

The following activities cannot be supported with grant funds.

1. **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)).
2. **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. 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.
3. **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.

Limitation on Use of Funds (22 U.S.C. § 7110(g))

The following statutory language applies to all awards under this solicitation:

1. Restriction on programs -- No funds made available to carry out this chapter, or any amendment made by this chapter, may be used to promote, support, or advocate the legalization or practice of prostitution. Nothing in the preceding sentence shall be

construed to preclude assistance designed to promote the purposes of this Act by ameliorating the suffering of, or health risks to, victims while they are being trafficked or after they are out of the situation that resulted from such victims being trafficked.

2. Restriction on organizations -- No funds made available to carry out this chapter, or any amendment made by this chapter, may be used to implement any program that targets victims of severe forms of trafficking in persons described in section 7102(9)(A) of this title through any organization that has not stated in either a grant application, a grant agreement, or both, that it does not promote, support, or advocate the legalization or practice of prostitution. The preceding sentence shall not apply to organizations that provide services to individuals solely after they are no longer engaged in activities that resulted from such victims being trafficked.

Pursuant to the statute above, OVC requires grantees under this program to agree to the following award condition: *Recipient certifies that it does not promote, support, or advocate the legalization or practice of prostitution, nor will it use grant funds or program match funds to promote, support, or advocate the legalization or practice of prostitution.*

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

[Budget Detail and Narrative Web-Based Form](#)

The applicant will complete the JustGrants web-based budget form, which includes both detailed calculations and budget narrative sections.

For additional information about how to prepare a budget for federal funding, see the [“Application Resource Guide”](#) section on [Budget Preparation and Submission Information](#) and the technical steps to complete the budget form in JustGrants in the [Complete the Application in JustGrants: Budget](#) training.

If the applicant is seeking priority consideration under Priority 1A and has proposed activities to incorporate the input and participation of communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence and victimization, financial support for the identified activities and participation must be reflected in the web-based budget form.

If the applicant is seeking priority consideration under Priority 1B based on the identification of a proposed subrecipient as a population specific organization, the proposed funding for the subrecipient must **reflect a minimum of 40 percent of the total award funding** within the web-based budget form. The budget narrative must also describe how the **activities that will be funded** with the (minimum) 40 percent of award funding provided to the subrecipient **specifically relate to the proposed project** that will meaningfully address identified inequities and contribute to greater access to services and opportunities for communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization.

[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 [Application Resource Guide](#) for information on prior approval, planning, and reporting of conference/meeting/training 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. See the [Application Resource Guide](#) for information on costs associated with language assistance.

Non-Federal Costs (match and program income)

This solicitation requires a 25 percent **cash or in-kind match**. Federal funds awarded under this solicitation may not cover more than 75 percent of the total costs of the project being funded. An applicant must identify the source of the 25 percent non-federal portion of the total project costs and how they will use match funds. If an award recipient's proposed match **exceeds** the required match amount, according to the formula below, and OJP approves the budget, the total match amount in the approved budget becomes part of the project budget and subject to audit. "Match" funds may be used only for purposes that would be allowable for the Federal funds. This means neither Federal funds nor matching funds may be used for costs considered inappropriate by the awarding agency (e.g., lobbying, land acquisition, fundraising). Recipients must satisfy this match requirement with cash or in-kind match. "In-kind" match may be in the form of services, supplies, real property, and equipment.

How To Calculate Match

Formula					
Step 1	Award Amount	÷	% of Federal Share	=	Total (Adjusted) Project Cost
Step 2	Total (Adjusted) Project Cost	x	% of Recipient's Share	=	Required Match
Example					
Match Requirement – 75/25 (Federal Share/Recipient's Share) Federal Award = \$150,000					
Step 1	\$150,000	÷	75% Federal Share	=	\$200,000
Step 2	\$200,000	x	25% Recipient's Share	=	\$50,000

See the [Application Resource Guide](#) for additional information on this match requirement and step-by-step instructions for entering match amounts in the budget.

Budget/Financial Attachments

Pre-Agreement (Pre-Award) Costs (if applicable)

Pre-agreement costs are defined as costs requiring approval 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. If a successful applicant, in anticipation of the Federal award, but before the start date of the period of performance, incurs costs which are necessary for efficient and timely performance of the funded project, those costs may not be charged to the award. See the "Costs Requiring Prior Approval" section in the [DOJ Grants Financial Guide Post-Award Requirements](#) for more information.

Indirect Cost Rate Agreement (if applicable)

Indirect costs are costs of an organization that are not readily assignable to a particular project but are necessary to the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for facility operation and maintenance, depreciation, and administrative salaries. The requirements for the development and submission of indirect cost proposals and cost allocation plans are listed in Appendices III – VII of 2 C.F.R. Part 200. A non-federal applicant should follow the guidelines applicable to its

type of organization. If applicable, an applicant with a current federally approved indirect cost rate agreement will upload it as an attachment in JustGrants. See the [DOJ Financial Guide](#) for additional information on [Indirect Cost Rate Agreement](#).

Consultant Rate (if applicable)

Costs for consultant services require prior approval from OJP. If the proposed project expects to fund consultant services, compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace. See the [DOJ Grants Financial Guide](#) for information on the consultant rates, which require prior approval from OJP.

Limitation on Use of Award Funds for Employee Compensation for Awards Over \$250,000; Waiver (if applicable)

If an applicant proposes to hire employees with Federal award funds, for any award of more than \$250,000 made under a funding opportunity, an award recipient may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. See the [Application Resource Guide](#) for information on the "Limitation on Use of Award Funds for Employee Compensation for Awards over \$250,000; Waiver."

Disclosure of Process Related to Executive Compensation (if applicable)

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. If applicable, the applicant will upload a description of the process used to determine executive compensation as an attachment in JustGrants. See the "Application Attachments" section of the [Application Resource Guide](#) for information.

Additional Application Components

The applicant will attach the additional requested documentation in JustGrants.

Curriculum Vitae or Resumes (if applicable)

Provide resumes of key personnel who will work on the proposed project.

Tribal Authorizing Resolution (if applicable)

An application in response to this solicitation may require inclusion of tribal authorizing documentation as an attachment. If applicable, the applicant will upload the tribal authorizing documentation as an attachment in JustGrants. See the [Application Resource Guide](#) for information on tribal authorizing resolutions.

Letters of Support (if applicable)

Applicants should include, for each named supporting partner organization, a signed letter of support that outlines the supporting entity's reasons for supporting for the project. Each letter of support may include the following: (1) a description of the relationship between the applicant entity and the supporting entity; (2) a description of the need and what benefits would be gained from the project; (3) a description of the applicant's capacity to complete the proposed project. Letters of support should be signed and then submitted as one separate attachment to the application in JustGrants.

Memoranda of Understanding (MOUs) and Other Supportive Documents (if applicable)

Applicants should include for each named subawardee, a signed Memorandum of Understanding (MOU), letter of intent, or subcontract that confirms the partner's agreement to support the project through commitments of staff time, space, services, or other project needs. For applications submitted from two or more entities, applicants are encouraged to develop and submit signed MOUs or signed letters of intent that provide a detailed description of how the agencies will work together to meet project requirements.

Each MOU or letter of intent should include the following: (1) names of the organizations involved in the agreement; (2) what service(s) and other work will be performed under the agreement by what organization; (3) duration of the agreement.

Subcontracts, MOUs, or letters of intent should be submitted as one separate attachment to the application.

Research and Evaluation Independence and Integrity Statement (if applicable)

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 will upload documentation of its research and evaluation independence and integrity as an attachment in JustGrants. For additional information, see the [Application Resource Guide](#).

Disclosures and Assurances

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities

The SF-LLL attachment that was completed and submitted in Grants.gov is attached to this section.

Applicant Disclosure of Duplication in Cost Items

To ensure funding coordination across grant making agencies, and to avoid unnecessary or inappropriate duplication among grant awards, the applicant will disclose if it has any pending applications for federal funding, including pending applications for subawards of federal funds. Complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [Application Resource Guide](#) for additional information.

DOJ Certified Standard Assurances

Review and accept the DOJ Certified Standard Assurances in JustGrants. See the [Application Resource Guide](#) for additional information.

DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing

Review and accept in JustGrants the DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing. See the [Application Resource Guide](#) for additional information.

Applicant Disclosure and Justification – DOJ High-Risk Grantees

If applicable, submit the DOJ High-Risk Disclosure and Justification as an attachment in JustGrants. A DOJ High-Risk Grantee is an award 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; noncompliance with award terms and conditions on prior awards or is otherwise not responsible. See the [Application Resource Guide](#) for additional information.

Application Review Information

Review Criteria

Basic Minimum Review Criteria

OJP screens applications to ensure they meet the basic minimum requirements prior to conducting the peer review. Although specific requirements may vary, the following are requirements for all OJP solicitations:

- The application must be submitted by an eligible type of applicant.
- The application must request funding within any stated programmatic funding limits or boundaries.
- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements.

Merit Review Criteria

Applications that meet the basic minimum requirements will be evaluated by peer reviewers on how the proposed project/program addresses the following criteria:

- Description of the Issue (20%): evaluate the applicant's understanding of the program/issue to be addressed.
- Project Design and Implementation (30%): evaluate the strength of the proposal, including information provided in the goals, objectives, timelines, and deliverables web-based form.
- Capabilities and Competencies (25%): evaluate the applicant's administrative and technical capacity to successfully accomplish the goals and objectives.
- Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%): evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
- Budget (10%): evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).
- Other – Stakeholder Collaboration (10%): evaluate that the applicant included names of project partners that will provide the specific services, including subcontract/subgrant, Letter of Intent, or MOU that describes the organization's commitment to provide a specific service, and a description of the fee for the service or cost to the grant for each service.

Other Review Criteria/Factors

Other important considerations for OJP include geographic diversity, strategic priorities (specifically including, but not limited to, those priority areas already mentioned, if applicable), available funding, past performance, and the extent to which the Budget web-based form accurately explains project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles. Costs are allowable when they are reasonable, allocable to, and necessary for the performance of the federal award, and when they comply with the funding statute and agency requirements (to include the conditions of the

award), including the cost principles set out in the [Uniform Requirements 2 C.F.R. Part 200, Subpart E](#).

Risk Criteria/Factors

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

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.gov.

Important note on Responsibility/Qualification Data (formerly FAPIIS): An applicant may review and comment on any information about its organization that currently appears in SAM.gov and was entered by a federal awarding agency. OJP will consider such comments by the applicant, in addition to the other information in SAM.gov, in its assessment of the risk posed by the applicant.

Review Process

Applications submitted under this solicitation that meet the basic minimum requirements will be evaluated for technical merit by a peer review panel(s) in accordance with OJP peer review policy and procedures using the review criteria listed above. Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may consider not only peer review ratings and OVC recommendations, but also other factors as indicated in this section.

Federal Award Administration Information

Federal Award Notices

Generally, award notifications are made by the end of the current Federal fiscal year, September 30. See the [Application Resource Guide](#) for information on award notifications and instructions.

Evidence-Based Programs or Practices

OJP strongly encourages the use of data and evidence in policymaking and program development for criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices (programs or practices that have been evaluated as effective), see the [Application Resource Guide](#).

Information Regarding Potential Evaluation of Programs and Activities

OJP may conduct or support an evaluation of the projects and activities funded under this solicitation. For additional information on what should be included in the application, see the [Application Resource Guide](#) section entitled “Information Regarding Potential Evaluation of Programs and Activities.”

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 the 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 [Application Resource Guide](#).

Civil Rights Compliance

If a successful applicant accepts funding from OJP—as a recipient of OJP funding—that award recipient must comply with certain federal civil rights laws that prohibit it from discriminating on the basis of race, color, national origin, sex, religion, or disability in how the recipient delivers its program’s services or benefits and in its employment practices. The civil rights laws that may be applicable to the award include Title VI of the Civil Rights Act of 1964 (Title VI), the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act of 1968 (Safe Streets Act), and Section 504 of the Rehabilitation Act of 1973. These and other federal civil rights laws are discussed in greater detail here: [Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2024 Awards](#) under the “Civil Rights Requirements” section, and additional resources are available from the [OJP Office for Civil Rights](#).

Part of complying with civil rights laws that prohibit national origin discrimination includes recipients taking reasonable steps to ensure that people who are limited in their English proficiency (LEP) because of their national origin have meaningful access to a recipient’s program and activity. An LEP person is one whose first language is not English and who has a limited ability to read, write, speak, or understand English. To help recipients meet this obligation to serve LEP persons, DOJ has published a number of resources, including a language access assessment and planning tool, which are available at <https://www.lep.gov/language-access-planning>. Additional resources are available at <https://www.ojp.gov/program/civil-rights-office/limited-english-proficient-lep>. If the award recipient proposes a program or activity that would deliver services or benefits to LEP individuals, the recipient may use grant funds to support the costs of taking reasonable steps (e.g., interpretation or translation services) to provide meaningful access. Similarly, recipients are responsible for ensuring that their programs and activities are readily accessible to qualified individuals with disabilities. Applicants for OJP funding must allocate grant funds or explain how other available resources will be used to ensure meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language (ASL) interpreter services for deaf or hard of hearing individuals or the purchase of adaptive equipment for individuals with mobility or cognitive disabilities. For resources, see <http://www.ADA.gov> or contact OJP.

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 as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the [Application Resource Guide](#) for additional information.

Information Technology Security Clauses

An application in response to this solicitation may require inclusion of information related to information technology security. See the [Application Resource Guide](#) for more information.

General Information About Post-Federal Award Reporting Requirements

In addition to the deliverables described in the “[Program Description](#)” section, all award recipients under this solicitation will be required to submit certain reports and data.

Required reports. Award recipients must submit quarterly financial reports, semi-annual performance reports, final financial and performance 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 [Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measure data.

Federal Awarding Agency Contact(s)

For OJP contact(s), contact information for Grants.gov, and contact information for JustGrants, see the solicitation Synopsis.

Other Information

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

See the [Application Resource Guide](#) for information on the Freedom of Information and Privacy Act (5 U.S.C. §§ 552 and 552a).

Provide Feedback to OJP

See the [Application Resource Guide](#) for information on how to provide feedback to OJP.

Performance Measures

OVC will require award recipients to submit quarterly performance measure data in the Performance Measurement Tool and separately submit semiannual performance reports in JustGrants. A list of resources and trainings can be found at <https://ovc.ojp.gov/funding/performance-measures/human-trafficking>. Examples of performance measure questions for this project can be found here: <https://ovc.ojp.gov/funding/performance-measures/human-trafficking/human-trafficking-performance-measures-questionnaire.pdf>.

Application Checklist

OVC FY 2024 Integrated Services for Minor Victims of Trafficking

This application checklist has been created as an aid in developing an application. For more information, reference [The OJP Application Submission Steps in the OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

Pre-Application

Before Registering in Grants.gov

- Confirm your entity's registration in the [System Award Management \(SAM.gov\)](#) is active through the solicitation period; submit a new or renewal registration in SAM.gov if needed (see [Application Resource Guide](#))

Register in Grants.gov

- Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password (see [Application Resource Guide](#))
- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see [Application Resource Guide](#))

Find the Funding Opportunity

- Search for the funding opportunity in Grants.gov using the opportunity number, assistance listing number, or keyword(s)
- Access the funding opportunity and application package (see Step 7 in the [Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#) (about [browser compatibility and special characters in file names](#))
- Read OJP policy and guidance on conference approval, planning, and reporting available at <https://www.ojp.gov/funding/financialguidedo/iii-postaward-requirements#6q3y8> (see [Application Resource Guide](#))

Review the Overview of Post-Award Legal Requirements

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2024 Awards](#)" in the [OJP Funding Resource Center](#).

Review the Scope Requirement

- The federal amount requested is within the allowable limit(s) of \$950,000.

Review Eligibility Requirement

- Review the "Eligibility" section in the Synopsis and "Eligibility Information" section in the solicitation.

Application Step 1

After registering with SAM.gov, submit the SF-424 and SF-LLL in Grants.gov

- In Section 8F of the SF-424, include the name and contact information of the individual **who will complete the application in JustGrants and the SF-LLL in Grants.gov**

Within 48 hours after the SF-424 and SF-LLL submission in Grants.gov, receive four (4) Grants.gov email notifications:

- A submission receipt
- A validation receipt
- A grantor agency retrieval receipt
- An agency tracking number assignment

If no Grants.gov receipt and validation email is received, or if error notifications are received:

- Contact Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov customer support](#), or support@grants.gov regarding technical difficulties (see “[Application Resource Guide](#)” section on [Experiencing Unforeseen Technical Issues](#))

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from JustGrants with login instructions.

- Proceed to Application Step 2 and complete application in JustGrants

Application Step 2

Submit the following information in JustGrants:

Application Components

- Entity and User Verification (First Time Applicant)
- Standard Applicant information (SF-424 information from Grants.gov)
- Proposal Abstract*
- Proposal Narrative*
- Application Goals, Objectives, Deliverables, and Timeline web-based form

Budget and Associated Documentation

- Budget Detail Narrative and web-based form*
- Financial Management and System of Internal Controls Questionnaire (see [Application Resource Guide](#))
- Indirect Cost Rate Agreement (if applicable) (see [Application Resource Guide](#))
- Disclosure of Process related to Executive Compensation (see [Application Resource Guide](#))

Additional Application Components

- Tribal Authorizing Resolution (if applicable) (see [Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (if applicable) (see [Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [Application Resource Guide](#))
- Memorandum of Understanding (if applicable)
- Letters of Support (if applicable)
- Resumes of key personnel (if applicable)
- List of procurement contracts (if applicable)
- Organizational chart (if applicable)

Disclosures and Assurances

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (see [Application Resource Guide](#))
- DOJ Certified Standard Assurances (see [Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing (see [Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High-Risk Grantees (if applicable) (see [Application Resource Guide](#))

****Note: Items designated with an asterisk must be submitted for an application to meet the basic minimum requirements review. If OJP determines that an application does not include the designated items, it will neither proceed to peer review, nor receive further consideration.***

Review, Certify, and Submit Application in JustGrants

- Any validation errors will immediately display on screen after submission.
- Correct validation errors, if necessary, and then return to the “Certify and Submit” screen to submit the application. Access the [Application Submission Validation Errors Quick Reference Guide](#) for step-by-step instructions to resolve errors prior to submission.
- Once the application is submitted and validated, a confirmation message will appear at the top of the page. Users will also receive a notification in the “bell” alerts confirming submission.

If no JustGrants application submission confirmation email or validation is received, or if error notification is received —

- Contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov regarding technical difficulties. See the [Application Resource Guide](#) for additional information.

Standard Solicitation Resources

[Application Resource Guide](#) provides guidance to assist OJP grant applicants in preparing and submitting applications for OJP funding.

[DOJ Grants Financial Guide](#) serves as the primary reference manual to assist award recipients in fulfilling their fiduciary responsibility to safeguard grant funds and to ensure funds are used for the purposes for which they were awarded. It compiles a variety of laws, rules and regulations that affect the financial and administrative management of DOJ awards. This guide serves as a starting point for all award recipients and subrecipients of DOJ grants and cooperative agreements in ensuring the effective day-to-day management of awards.

[JustGrants Resources Website](#) is an entryway into information about JustGrants and the grants management system itself. Through this portal both award recipients and applicants can access training resource and user support options, find frequently asked questions, and sign up for the [JustGrants Update e-newsletter](#).

[JustGrants Application Submission Training page](#) offers helpful information and resources on the application process. This training page includes e-learning videos, reference guides, checklists, and other resources to help applicants complete an application.

[Weekly Training Webinars](#) are advertised here and provide opportunities for users to receive topic-specific training, direct technical assistance, and support on JustGrants system functionality.

Appendix A: Types of Victim Services That OVC Funds

Type of Service	Service Provision Terms
Information and Referral	<ul style="list-style-type: none"> ▪ Information about the criminal justice process ▪ Information about victims' rights, how to obtain notifications, etc. ▪ Referral to other victim service programs ▪ Referral to other services, supports, and resources ▪ Information about substance use disorder treatment and support ▪ Referral to substance use disorder treatment and support
Personal Advocacy/Accompaniment	<ul style="list-style-type: none"> ▪ Victim advocacy/accompaniment to emergency medical care or forensic exam ▪ Law enforcement interview advocacy/accompaniment ▪ Individual advocacy (e.g., assistance in applying for public benefits or other low-cost alternatives) ▪ Performance of medical or nonmedical forensic exam or interview, or medical evidence collection ▪ Advocacy for immigration assistance ▪ Intervention with employer, creditor, landlord, or academic institution ▪ Child or dependent care assistance ▪ Transportation assistance ▪ Interpreter services ▪ Family reunification
Emotional Support, Safety, and Health Services	<ul style="list-style-type: none"> ▪ Crisis intervention ▪ Hotline/Crisis line counseling ▪ On-scene crisis response ▪ Individual therapy/mental health services ▪ Support groups ▪ Other therapy (e.g., traditional, cultural, or alternative healing) ▪ Emergency financial assistance ▪ Provision of emergency medical care ▪ Provision of long-term, non-therapeutic medical care ▪ Substance use disorder services ▪ Protection/Safety planning ▪ Case management
Shelter/Housing Services	<ul style="list-style-type: none"> ▪ Emergency shelter or placement ▪ Transitional housing ▪ Relocation assistance ▪ Rapid rehousing ▪ Rental assistance ▪ Host homes

	<ul style="list-style-type: none"> ▪ Other shelter/housing
<p>Criminal/Civil Justice System Assistance</p>	<ul style="list-style-type: none"> ▪ Notification of criminal justice events ▪ Victim impact statement assistance ▪ Assistance with restitution ▪ Civil legal assistance ▪ Legal support with immigration assistance ▪ Law enforcement or prosecution interview advocacy/accompaniment ▪ Repatriation ▪ Public benefits law ▪ Criminal record relief ▪ Victim's rights representation
<p>Education/Employment/Skill Building</p>	<ul style="list-style-type: none"> ▪ Education ▪ Job/Vocational training ▪ Job readiness/employment services ▪ Skill building (i.e., life skills) ▪ Supported employment