

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



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) is seeking applications for the delivery of specialized human trafficking training and technical assistance and the development of public awareness materials and resources. This program furthers the Department's mission by enhancing the victim service field's response to victims of human trafficking.

OVC FY 2019 Specialized Human Trafficking Training and Technical Assistance and Resource Development

Applications Due: July 10, 2019

Eligibility

Under Purpose Areas 1, 2, 3, and 5, eligible applicants are states, federally recognized Indian tribal governments (as determined by the Secretary of the Interior), nonprofit organizations (defined as an organization that is described in section 501(c)(3) of Title 26 and is exempt from taxation under 501(a) of such title), national organizations; and institutions of higher education (including tribal institutions of higher education) and nongovernmental organizations (including tribal nonprofits).

Under Purpose Area 4, eligible applicants are nonprofit organizations (defined as an organization that is described in section 501(c)(3) of Title 26 and is exempt from taxation under 501(a) of such title).

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.

Applicants may apply for more than one purpose area under this solicitation, as long as they meet the eligibility requirements for each purpose area.

OVC welcomes applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients (subgrantees). Note: For additional information on subawards, see "Budget and Associated Documentation" under The applicant must be the entity with primary responsibility for administering the funding and managing the entire project.

OVC may elect to make awards for applications submitted under this FY 2019 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

Deadline

Applicants must register with Grants.gov at <https://www.grants.gov/web/grants/register.html> prior to submitting an application. All applications are due by 11:59 p.m., eastern time, on July 10, 2019.

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

OJP encourages all applicants to read this [Important Notice: Applying for Grants in Grants.gov](#). For additional information, see [How To Apply](#) in Section D. Application and Submission Information.

Contact Information

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

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

For assistance with any other requirements of this solicitation, contact OVC’s 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; 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.

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OVC FY 2019 Specialized Human Trafficking Training and Technical Assistance and Resource Development CFDA # 16.320

A. Program Description

Overview

The purpose of this program is three-fold:

- to enhance the quality of services available to assist victims of human trafficking by providing specialized training and technical assistance (TTA) to legal and social service providers, community organizations, and other stakeholders;
- to develop resources that commemorate the 20th anniversary of the passage of the Trafficking Victim Protection Act (TVPA) to raise public awareness, promote community outreach, and create educational activities around the country to address human trafficking; and
- to develop a key resource to improve the response to victims of human trafficking wherever they are identified.

Applicants must address at least one of the following purpose areas:

Purpose Area 1: Training and Technical Assistance on Crime Victim Compensation for Victims of Human Trafficking

Purpose Area 2: Training and Technical Assistance on Labor Trafficking

Purpose Area 3: Training and Technical Assistance on State-Level Financial Remedies for Human Trafficking Victims

Purpose Area 4: Resource Development on Public Awareness for the 20th Anniversary of the Trafficking Victim Protection Act (TVPA)

Purpose Area 5: Resource Development on Standards of Care for Human Trafficking Victims

Statutory Authority: For all purpose areas, except 4, the funding is authorized by 22 USC 7105(b)(2)(B)(ii). The funding for Purpose Area 4 is authorized by 22 USC § 7105(b)(2).

Program-Specific Information

To address the problem of human trafficking in the United States, Congress passed, and the President signed into law, the TVPA of 2000 (22 U.S.C. § 7101 *et seq.*). The TVPA seeks to combat “severe forms” of human trafficking by punishing traffickers, rescuing and restoring victims, and mobilizing U.S. government agencies to wage a global anti-trafficking campaign.

OVC, consistent with the TVPA and its subsequent authorizations, seeks to ensure that all trafficking victims receive support to access the services they need to heal in the aftermath of victimization. Human trafficking occurs within many different settings and the victims of these crimes are very diverse.

Under this program, a victim of trafficking is defined as a person who has been subjected to a “severe form of trafficking in persons,” which, as defined in 22 U.S.C. § 7102(11), means:

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

Activities supported through all of the projects funded under this solicitation should be victim-centered, trauma-informed, and should promote the dignity and self-sufficiency of survivors and improve their access to resources and services.

Activities that Compromise Victim Safety and Recovery

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

1. The development and implementation of policies or procedures that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on factors not related to victim safety;
2. The development and implementation of policies or procedures that compromise the confidentiality of information and privacy of persons receiving OVC-funded services;
3. The development and implementation of policies or procedures that impose requirements on victims in order to receive services (e.g., receive counseling, seek civil or criminal remedies, etc.);
4. The development and implementation of policies or procedures that fail to conduct safety planning with victims;
5. The implementation of project designs and budgets that fail to account for the accessibility needs of individuals with disabilities and individuals who have limited English proficiency or are Deaf or hard of hearing; and
6. The establishment or enhancement of a multidisciplinary collaborative community response lacking the appropriate policies and procedures regarding victim confidentiality and information sharing for the partnering members.

Applications that propose activities that compromise victim safety and recovery may receive a deduction in points during the review process or may be eliminated from further consideration entirely. If funded, grantees may be required to modify their application project narrative and/or budget to remove any activities that are deemed to compromise victim safety.

If applying for more than one purpose area, applicants must submit separate applications for each purpose area. OVC plans to only make one award for each purpose area. Applicants are advised that grantees may be required to work with OVC, its TTA providers, and other partners identified by OVC as appropriate. OVC-funded TTA providers include the OVC Training and Technical Assistance Center (TTAC); specialized legal training and technical assistance providers; OVC’s Human Trafficking Capacity Building Center; among others.

Applicants are strongly encouraged to partner with other entities to ensure the proposed project team has the capacity to meet the requirements outlined in this solicitation. Applicants must explain how proposed partners will work together.

Resource Coordination

OVC works closely with federal partners to ensure resource coordination and provide guidance to federally funded victim service and technical assistance providers as appropriate. Proposals should fill gaps in the existing provision of TTA to the target audience. All applicants should determine if there is an existing federally funded trafficking TTA provider, 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 (HHS), the Office on Violence Against Women, or another federal or state office or agency. If there is currently a federally funded trafficking TTA provider serving the same or similar target audience as the applicant's proposal, applicants must document (1) how the new proposal supports different services than those already funded, or provides strong justification why additional funding is needed to fill existing gaps in services; and (2) describe how these services will be coordinated within the geographic area.

Applicants must also include information about any other open award of federal and state funds (including programs supported by Victims of Crime Act (VOCA) victim assistance funds) that are being used, in whole or in part, for one or more of the identical cost items outlined within this application. Applicants with current OVC funding for TTA for victims of human trafficking must demonstrate how the new proposal fills gaps in TTA not previously addressed by the existing OVC grant.

Any publication or deliverable produced with grant funds must be submitted to OVC 9 months prior to the grant end date to provide adequate time for OVC to review and return to the grantee for any needed modifications. Fifteen percent of the grant award will be withheld until OVC returns the draft product to the grantee after its review and issues a Grant Adjustment Notice to remove the special condition withholding funds to allow the grantee to make needed modifications. Grantees must be prepared to incorporate substantive editorial changes into the product per direction from the OVC grant monitor.

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

Purpose Areas

Purpose Area 1: Training and Technical Assistance on Crime Victim Compensation for Victims of Human Trafficking (OVC-2019-15595)

The Crime Victims Fund, established by the Victims of Crime Act of 1984 (VOCA), derives from criminal fines; forfeited bail bonds; penalties; and special assessments collected by U.S. Attorneys' Offices, federal U.S. courts, and the Federal Bureau of Prisons. The Crime Victim Compensation programs in each state (and U.S. territories) are funded in part with VOCA funds. These compensation programs provide direct reimbursement to, or on behalf of, crime victims for statutorily identified out-of-pocket expenses related to their victimization. While each state administers its own program independently, many programs have similar eligibility requirements and offer comparable types of benefits. Crime-related expenses that may be reimbursed include medical and dental care, counseling, funeral and burial expenses, and lost wages and income. Compensation programs may also reimburse victims for other types of expenses related to their victimization such as travel, temporary lodging, crime scene cleanup, and dependent care.

Human trafficking is not only a federal crime, but states have now enacted various human trafficking laws that criminalize trafficking activities, provide protections for survivors, and

establish funding for anti-trafficking activities. Victims of human trafficking are eligible to apply for victim compensation if they meet certain criteria; however, successfully completing the application process can be very complex, and many victims need assistance to receive compensation benefits through the state VOCA Compensation Administrative Agency (see <https://www.ovc.gov/map.html>).

The goal of Purpose Area 1 is to help trafficking victims better access Crime Victim Compensation benefits by providing training and technical assistance (TTA) to legal and social service providers regarding the rules and requirements for compensation in their respective states, and on the successful completion of compensation applications, so they can assist human trafficking survivors submit claims for eligible costs. TTA under this purpose area can also assist legal and social service providers in developing additional resource materials and awareness information on the existence and parameters of crime victim compensation program in the state and territories.

Successful grantees under this purpose area will be expected to conduct trainings in states where OVC has a minimum of four human trafficking award recipients, present at national conferences on this topic, and propose activities that will effectively increase awareness and utilization of this valuable resource. The following link provides a list of OVC's award recipients by state, <https://ovc.ncjrs.gov/humantrafficking/traffickingmatrix.html>

The applicant must demonstrate their capacity to partner with VOCA-funded compensation agencies, gain and apply knowledge about the compensation rules, and experience in providing technical assistance in legal or social services. Proposals representing partnerships among two or more qualified organizations to meet these requirements are welcomed.

OVC will give preference to applicants that document support (with Memoranda of Understanding (MOU) or Letters of Support) for the proposed project from state compensation agencies where multiple trafficking grantees are located.

Purpose Area 2: Training and Technical Assistance on Labor Trafficking (OVC-2019-15596)

Although TVPA criminalized both sex and labor trafficking, the latter often remains a hidden crime. Historically it has been difficult to determine the extent of labor trafficking of minors and adults in the United States because it is often more difficult to uncover. The goal of Purpose Area 2 is to assist social service providers, state and local regulators, and other community stakeholders to understand the characteristics of forced labor operations and the identification of potential victims so that those individuals can receive social services and/or civil legal assistance.

Under this purpose area, the grantee will develop and deliver training and technical assistance designed to assist social service providers and other community stakeholders to create a community response to labor trafficking for minor and adult victims, both U.S. citizens and foreign born, by:

- providing resources to help identify labor trafficking situations and its victims;
- increasing awareness about civil remedies available to victims of forced labor; and
- offering other project activities such as training on the various forms of labor trafficking, resources and information on laws and regulations that have a direct impact on labor

trafficking, and awareness materials and protocols to help communities respond to labor trafficking cases in a coordinated manner.

Purpose Area 2 applicants must demonstrate experience and expertise both in labor trafficking and in providing training and technical assistance to social service providers and other community-based organizations. Applications representing partnerships among two or more qualified organizations to meet these requirements are welcomed.

Purpose Area 3: Training and Technical Assistance on State-Level Financial Remedies for Human Trafficking Victims (OVC-2019-15597)

There are various ways courts can contribute to the financial stability of trafficking survivors. Court-ordered restitution for human trafficking is mandatory under federal law (18 U.S.C. §1593), and restitution can cover the full amount of the victims' losses and out-of-pocket expenses directly relating to the crime. Suing traffickers for money damages in civil court is another option for trafficking survivors; allowing a civil cause of action for trafficking victims was codified in federal law in 2003 (18 U.S.C. §1593).

While data on financial remedies for trafficking victims at the federal level is far from complete, there have been several recent reports on the topic, including a 2018 report entitled "[United States Federal Courts' Continuing Failure to Order Mandatory Criminal Restitution for Human Trafficking Victims](#)" published by the Human Trafficking Legal Center and the law firm WilmerHale, and "[Federal Human Trafficking Civil Litigation: 15 Years of the Private Right of Action](#)" discusses legal strategies to hold traffickers accountable. However, the information is more limited on how trafficking victims are accessing financial remedies under state law in the context of criminal and civil courts, and relevant state laws vary widely. Research does indicate, however, that prosecution of human trafficking crimes at the state level remains low for a variety of reasons (see <http://www.antitraffickingreview.org/index.php/atrjournal/article/view/169>).

Under Purpose Area 3 the grantee will develop and provide training and technical assistance in obtaining court-ordered criminal restitution or civil settlements for victims of trafficking at the state level. The TTA provider will also assist in the development of educational materials and/or conduct trainings and host conferences on this topic.

Under this purpose area, the applicant must have demonstrated experience and expertise with state-level financial remedies such as restitution or civil claims and in providing training and technical assistance on these subjects. Knowledge of human trafficking is preferred. Applications representing partnerships among two or more qualified organizations to meet these requirements are welcomed.

Purpose Area 4: Resource Development on Public Awareness for the 20th Anniversary of the Trafficking Victim Protection Act (TVPA) (OVC-2019-15783)

OVC is committed to enhancing the nation's capacity to assist crime victims and to providing leadership in changing policies and practices to promote justice and healing for all victims of crime. True to its mission, OVC is responsible for implementing several important pieces of federal legislation, such as the Trafficking Victims Protection Act of 2000, that are intended to advance victims' rights and services, and improve the skills, knowledge, and abilities of victim advocates, service providers, and allied professionals who are responsible for intervening on behalf of victims and witnesses.

The U.S. has made remarkable strides in combating human trafficking in the two decades since the Trafficking Victims Protection Act (TVPA) was enacted on October 28, 2000. OVC is seeking applications for the development and implementation of a 20th Anniversary TVPA Public Awareness Outreach Kit for use by the victim services field to heighten public awareness of human trafficking during 2020, with a more intense focus in September/October 2020.

The overarching goal of this initiative and the outreach is to support communities in planning local commemorations of the 20th Anniversary of the TVPA through public awareness, community outreach, and education activities. Local communities should plan to leverage other sources of funding to obtain in-kind support from local businesses, civic and faith organizations, schools, mental health and medical providers, and the media. OVC's outreach kit will include information on developing an effective public awareness and education campaign and using social media effectively; working with the media and developing partnerships to expand the reach of the campaign; and highlighting important landmarks impacting the trafficking field over the past two decades. By enhancing awareness, the end goal should be to educate the public about trafficking victims' rights and services, as well as identifying and helping more victims of human trafficking nationwide.

Purpose Area 5: Resource Development on 'Standards of Care' for Human Trafficking Victims (OVC-2019-15784)

In recent years, OVC published *Achieving Excellence: Model Standards for Serving Victims and Survivors of Crime*, located online at <https://www.ovc.gov/model-standards/>. This e-publication was developed by the University of South Carolina and the National Victim Assistance Standards Consortium to provide guidelines and suggestions to help victim service practitioners and program administrators improve the quality and consistency of their response to crime victims. The OVC publication was written by and for a broad audience of victim service providers to address the wide range of crime victims and survivors. The Model Standards are intended as a resource to strengthen organizational capacity by defining the types of policies and practices that victim-serving organizations should have in place; the general knowledge and skills that demonstrate professional competency in serving victims; and the ethical expectations of providers.

The Model Standards are NOT intended to be a curriculum to follow or a comprehensive training resource that provides information related to a specific victim population. Organizations planning to use the Model Standards are encouraged to use them as a "template" that can be adjusted to support the development of policies and procedures to support services to specific types of crime victims.

Under this purpose area, OVC is seeking applications to adapt OVC's *Achieving Excellence: Model Standards for Serving Victims and Survivors of Crime* to provide guidance to human trafficking victim service providers by developing specific Standards of Care for serving victims of all forms of sex trafficking and labor trafficking. These standards should be developed to promote competency and ethical integrity and offer guidance to organization leaders, program directors, and professionals serving trafficking victims, while enhancing the quality and consistency of services for survivors in the United States.

Applicants under this purpose area must demonstrate expertise in services to victims of human trafficking and experience in developing resources that improve an organization's capacity to provide quality services.

Goals, Objectives, and Deliverables

Purpose Areas 1, 2, and 3 Objectives:

1. Improve the quality and quantity of services to trafficking survivors by increasing the capacity of victim service providers, prosecutors and law enforcement personnel nationwide.
2. Increase awareness and access to financial resources available to human trafficking survivors.
3. Increase access to civil remedies available to human trafficking survivors.
4. Improve identification of labor trafficking victims.
5. Enhance service providers' partnerships at the national, state, and local levels with relevant stakeholders.

Purpose Areas 1, 2, and 3 Deliverables:

1. Train and provide technical assistance to the intended target audiences under each purpose area, in particular to OVC human trafficking grantees, prosecutors and court personnel.
2. Working in partnership with OVC, provide in-person trainings to OVC's grantees that provide legal assistance and/or social services to trafficking victims.
3. Provide training at relevant conferences, via webinars, and/or through other mechanisms.
4. Develop training materials and resources designed to increase knowledge in the selected purpose area.
5. Assist with compiling policies, resources and training material developed under each project.
6. Produce reports on project activities including, but not limited to, quarterly financial and semiannual progress reports; and a comprehensive, qualitative and quantitative Final Report to OJP/OVC on the project activities and evaluation of each program including promising practices.
7. Report performance measures outlined in the questionnaire in Section D. Application and Submission Information, under "Program Narrative."
8. Produce other deliverables as determined by OVC and/or in the application.
9. Other activities as required to meet the stated goals and objectives.

Purpose Area 4 Objective:

This cooperative agreement will enable an organization to enhance the ability of approximately 90 communities throughout the United States to raise awareness and conduct public education and awareness activities on human trafficking, victims' rights, and services in their jurisdictions during 2020 with a more intense focus in September/October 2020.

The objective of Purpose Area 4 is to produce and publish a 20th Anniversary TVPA Public Awareness Outreach Kit and programmatically and administratively equip communities and victim assistance organizations to support the following activities:

- Promote 2020 TVPA local events and victims' rights and services.
- Design, develop, and produce educational materials for selected communities.
- Purchase supplies and materials used in community awareness events and activities.

- Develop a broad, collaborative approach that highlights services for both sex and labor human trafficking victims.

A successful applicant for this project must be positioned to undertake a nationwide approach to market the outreach kit and support communities and victim service organizations.

The outreach kit may include a variety of camera-ready public awareness posters and other customizable artwork templates for use in local commemorations. The applicant will develop thematic options for the templates with input from national victim service organizations, the field, and survivors. The theme should reflect a commitment to provide services to trafficking victims/survivors and significantly reduce the plight of trafficking, and may also commemorate major milestones important to the crime victims' rights movement. ***The final theme will be selected by OVC.***

Purpose Area 4 Deliverables:

1. Develop and administer the TVPA public awareness outreach project.
2. Develop options for a 2020 theme and theme narrative for OVC to decide.
3. Conceptualize, develop, and produce a user-friendly Outreach Kit for victim service providers, victim advocates, allied professionals, and the public to use in 2020 when planning local commemorative events. The successful applicant may use OVC's Faces of Human Trafficking Resource (see <https://ovc.ncjrs.gov/humantrafficking/publicawareness.html>) as guidance in the development of options to offer to OVC for a theme and/or ideas for public awareness materials. The approved 2020 theme will be reflected throughout the Outreach Kit. [Note: Costs associated with promotional items that are not directly tied to OVC's official 2020 TVPA theme and narrative are unallowable.]
4. Develop public awareness materials that may include, but not be limited to, public awareness posters, sample speeches, public service announcements, and camera-ready artwork.
5. Develop a marketing and dissemination plan.
6. Identify approximately 90 communities to participate in the public awareness outreach project.

All content will be published by the applicant for online dissemination to the crime victims' field.

Purpose Area 5 Goal and Objectives:

The goal of Purpose Area 5 is to develop uniform Standards of Care that can guide the development and enhancement of service programs and ensure the provision of high-quality and consistent services for victims of sex trafficking and labor trafficking across the United States. The objectives are to adapt OVC's *Achieving Excellence: Model Standards for Serving Victims and Survivors of Crime* (<https://www.ovc.gov/model-standards>) to address the unique needs of victims of human trafficking and the organizations that serve them. The product will be developed with input of trafficking survivors and stakeholders representing the diverse array of professionals that provide services to victims of human trafficking. The final product will be an

online resource approved by OVC and available to organization leaders, program directors, and professionals who serve trafficking victims, to promote competency and ethical integrity of service providers.

Purpose Area 5 Deliverables:

1. Convene and facilitate a working group to participate in all phases of planning and development of a resource(s) that communicate Standards of Care for victims of human trafficking. The working group must include a diverse array of experts with knowledge and experience in working with victims of sex trafficking and labor trafficking, including males, females, adults and minors, foreign nationals and U.S. citizens.
2. Complete a written assessment of the current OVC *Model Standards* to determine areas that are useful for trafficking victim service providers and areas where substantive adaptation needs to occur to address the unique needs of organizations and individual advocates working with trafficking survivors.
3. Conduct an assessment of currently available resources related to Standards of Care for victims of human trafficking;
4. Facilitate a variety of information-gathering efforts, focus groups, and listening sessions with trafficking victim service providers in the field to obtain input about what should be included in the new Standards of Care resource specifically related to trafficking victim services;
5. Upon completion, develop web-based tools with printable resources to share with the field and public the Standards of Care for trafficking victim services. The resource should address the needs of the field including, but not limited to:
 - a. Guiding values for serving survivors of human trafficking such as safety; victim-centered practices; survivor-informed and trauma-informed services; protecting victim's rights and confidentiality, promoting dignity and choice;
 - b. Program standards that provide recommendations for policies and procedures that trafficking victim service organizations should have in place including a focus on standards for working with victims who are minors;
 - c. Competency standards for professionals working with trafficking victims;
 - d. Ethical standards that identify behavioral expectations of trafficking victim assistance providers on topics that may be encountered within the daily provision of victim services.
6. Facilitate focus groups and/or expert working groups to help assess and develop this resource.
7. Develop and implement a strategy for marketing the Standards of Care for trafficking victim service providers within the field.
8. Provide a list of recommendations for offering training and technical assistance to trafficking victim service providers to adopt the Standards of Care for use in their organizations.

Applicants should plan for all resources developed under this initiative to be published by the grantee after OVC provides approval. All of the Purpose Area 5 objectives and activities will be completed in close coordination with OVC and other partners identified by OVC. OVC expects that this project will be closely coordinated with other complementary human trafficking projects funded by OVC to ensure that related products and resources are consistent.

The grantee is expected to prepare and submit deliverables that are in compliance with OVC's Publications Guidelines (www.ovc.gov/publications/infores/pubguidelines/welcome.html).

To ensure that this is accomplished effectively and efficiently, the grant monitor, with the assistance of OVC's Communications Team (and possibly OVC TTAC), will provide oversight and guidance throughout the development and submission of all materials. At the outset of the grant, the grantee, grant monitor, a member of OVC's Communications Team, and OVC TTAC will meet to review the Publications Guidelines as they apply to this project and develop a schedule for the timely development, review, and final submission of all new materials. This schedule should include at least six benchmarks (e.g., planning, coordination, development, implementation, marketing, and evaluation) that the grantee is expected to meet to ensure the steady progress of product development throughout the grant period.

Evidence-Based Programs or Practices

OJP strongly emphasizes the use of data and evidence in policymaking and program development in criminal justice, juvenile justice, and crime victim services. OJP is committed to:

- improving the quantity and quality of evidence OJP generates;
- integrating evidence into program, practice, and policy decisions within OJP and the field; and
- improving the translation of evidence into practice.

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based.

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

Information Regarding Potential Evaluation of Programs and Activities

DOJ has prioritized the use of evidence-based programming and deems it critical to continue to build and expand the evidence informing criminal and juvenile justice programs to reach the highest level of rigor possible. Therefore, applicants should note that OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. Recipients and subrecipients will be expected to cooperate with program-related assessments or evaluation efforts, including through the collection and provision of information or data requested by OJP (or its designee) for the assessment or evaluation of any activities and/or outcomes of those activities funded under this solicitation. The information or data requested may be in addition to any other financial or performance data already required under this program.

B. Federal Award Information

OVC expects to make five total awards under Purpose Areas 1–5, totaling \$3,900,000, with performance periods beginning on October 1, 2019.

The breakdown for the awards under each Purpose Area is as follows:

Purpose Area 1: One award for up to \$850,000 for a 3-year performance period.

Purpose Area 2: One award for up to \$1,000,000 for a 3-year performance period.

Purpose Area 3: One award for up to \$850,000 for a 3-year performance period.

Purpose Area 4: One award of up to \$450,000 for a 16-month performance period.

Purpose Area 5: One award of up to \$750,000 for a 3-year performance period.

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

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

Type of Award

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

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:

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

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

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

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

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

Budget Information

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

For applicants under Purpose Area 4 only.

Federal funds awarded under Purpose Area 4 of this solicitation may not cover more than 75 percent of the total costs of the project. An applicant must identify the source of the 25 percent non-federal portion¹ of the total project costs and how it will use match funds. If a successful applicant's proposed match exceeds the required match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit. ("Match" funds may be used only for purposes that would be allowable for the federal

¹ Indian tribes and tribal organizations that otherwise are eligible for an award may be able to apply certain types of funds received from the federal government (for example, certain funds received under an Indian "self-determination contract") to satisfy all or part of a required "non-federal" match.

funds.) Recipients may satisfy this match requirement with either cash or in-kind services. See the DOJ Grants Financial Guide at <https://ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.3b.htm> for examples of “in-kind” services. The formula for calculating the match is:

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

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

For additional information on cost sharing and match, see the DOJ Grants Financial Guide at <https://ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.3b.htm>.

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

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

OJP does **not** typically approve pre-agreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. All such costs incurred prior to award and prior to approval of the costs are incurred at the sole risk of the applicant. (Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs.) Should there be extenuating circumstances that make it appropriate for OJP to consider approving pre-agreement costs, the applicant may contact the point of contact listed on the title page of this solicitation for the requirements concerning written requests for approval. If approved in advance by OJP, award funds may be used for pre-agreement costs, consistent with the recipient’s approved budget and applicable cost principles. See the section on Costs Requiring Prior Approval in the DOJ Grants Financial Guide at <https://ojp.gov/financialguide/doj/index.htm> for more information.

Limitation on Use of Award Funds for Employee Compensation; Waiver

With respect to any award of more than \$250,000 made under this solicitation, a recipient may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the federal government’s Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (Note: OJP does not apply this limitation on the use of award funds to the nonprofit organizations listed in Appendix VIII to 2 C.F.R. Part 200.) The 2019 salary table for SES employees is available on the Office of Personnel Management website at <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/19Tables/exec/html/ES.aspx>. Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Non-federal funds used for any such additional compensation will not be considered matching funds, where match requirements apply.) If only a portion of an employee’s time is charged to an OJP award, the maximum allowable compensation is equal to the percentage of time worked times the maximum salary limitation.

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

The justification should address, in the context of the work the individual would do under the award, the particular qualifications and expertise of the individual, the uniqueness of a service the individual will provide, the individual's specific knowledge of the proposed program or project, and a statement that explains whether and how the individual's salary under the award would be commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work he/she would do under the award.

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

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

<https://www.ojp.gov/financialguide/doj/PostawardRequirements/chapter3.10a.htm>. OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most conference, meeting, and training costs for cooperative agreement recipients, and some conference, meeting, and training costs for grant recipients; and (3) set cost limits, which include a general prohibition of all food and beverage costs.

Costs Associated with Language Assistance (if applicable)

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

For additional information, see the "Civil Rights Compliance" section under "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2019 Awards](#)" in the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>.

C. Eligibility Information

For eligibility information, see the title page.

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

D. Application and Submission Information

What an Application Should Include

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

Moreover, an applicant should anticipate that an application that OJP determines is nonresponsive to the scope of the solicitation, or that OJP determines does not include the

application elements that OVC has designated to be critical, will neither proceed to peer review, nor receive further consideration. For this solicitation, OVC has designated the following application elements as critical for Purpose Areas 1, 2, and 3:

- Program Narrative;
- Budget Detail Worksheet, including the Budget Narrative; and
- Training Plan.

The following are the critical elements for an application under Purpose Areas 4 and 5:

- Program Narrative;
- Budget Detail Worksheet, including the Budget Narrative; and
- Marketing and Dissemination Plan.

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

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

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

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

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and the OJP Grants Management System (GMS) take information from the applicant’s profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable).

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

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

for Award Management (SAM) to confirm the legal name and DUNS number entered in the SF-424; therefore, an applicant should ensure that the information entered in the SF-424 matches its current registration in SAM. See the [How To Apply](#) section for more information on SAM and DUNS numbers.

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

2. Project Abstract

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

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

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

3. Program Narrative

The program narrative should be double-spaced, using a standard 12-point font (Times New Roman preferred); have no less than 1-inch margins; and should not exceed 20 pages. Pages should be numbered. If the program narrative fails to comply with these length-related restrictions, OVC may consider such noncompliance in peer review and in final award decisions. The following sections should be included as part of the program narrative:

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

a. Statement of the Problem

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

b. Project Design and Implementation

Applicants should clearly describe how their project will address the challenges presented in the Statement of the Problem and will address the Goals, Objectives, and Deliverables for each purpose area detailed in that section on pages 10–13. The project design should specifically account for how the applicant will conduct proactive outreach to current OVC human trafficking grantees and provide in-depth consultations or onsite training to select grantees. Applicants under Purpose Areas 1–3 must include a Training

Plan to illustrate how they will deliver targeted TTA to key stakeholder groups and OVC grantees for their purpose area. In a Project Timeline, applicants should describe, in detail, the activities they will undertake, and include the key staff responsible for each activity; the Project Timeline should be a separate attachment, which does not count against the Program Narrative page restrictions (see page 19 for more details).

Under Purpose Area 4, applicants must describe their approach to reach targeted audiences and develop a cohesive Marketing Plan and strategy to disseminate educational materials, and also explain their strategy to partner with other organizations to host events.

In addition, under Purpose Area 5, the Project Design and Implementation Plan should:

- Identify organizations and/or individuals who have agreed to participate as members of the expert working group and/or focus group, and describe a process for identifying additional members to ensure that the group represents the diverse types of organizations/individuals that serve victims of human trafficking.
- Describe a process for how the working group will be facilitated and the types of activities they will complete.
- Describe how the Standards of Care product will be developed and where/how it will be published after approval from OVC.

c. Plan for Survivor Involvement

Applicants must describe their plan for human trafficking survivor involvement in their proposals, whether through the participation of survivor consultants, a survivor advisory board, survivor evaluation of offered services, or some other method. The plan should describe how survivor involvement will affect the implementation of the project and include an itemized list of costs that are included in the budget to support its implementation. The plan can be included in the program narrative, or as an attachment to the application. .

d. Capabilities and Competencies

Applicants should describe their experience providing TTA or resource development in the selected purpose area and the experience and expertise of key staff members. Applicants should provide position descriptions for all key personnel and resumes as a separate attachment (that will not count against the Program Narrative page restrictions). Applicants should describe their access to resources, facilities, and equipment necessary to carry out the TTA or resource development activities described in the Project Design and Implementation section and their experience and capacity to manage federal grant awards. Applicants should demonstrate that their organization and partners have experience and expertise in the full range of trafficking victim needs in the particular purpose area. Applicants should demonstrate expertise in services to victims of human trafficking and experience in developing resources that improve an organization's capacity to provide quality services.

- f. **Plan for Collecting the Data Required for this Solicitation’s Performance Measures**
OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award (see “[General Information about Post-Federal Award Reporting Requirements](#)” in [Section F. Federal Award Administration Information](#)). The performance data directly relate to the goals, objectives, and deliverables identified under “[Goals, Objectives, and Deliverables](#)” in [Section A. Program Description](#).

Your response to this section must include the following information:

- A plan for collecting all of the performance measures data required by this solicitation for Purpose Areas 1–3. Award recipients will be required to provide the relevant data by submitting regular client and performance data through OVC’s online Trafficking Information Management System (TIMS) located at <https://tims.ovcttac.gov/>. Applicants should examine the key performance measures and required client data in [Appendix A: Performance Measures Table](#).
- A description of the key staff that will be responsible for collecting data and a plan for using TIMS Online.
- Performance measures for this solicitation are listed in [Appendix A: Performance Measures Table](#).

Purpose Areas 4 and 5 award recipients will be required to provide the relevant data by submitting quarterly performance data through the Transforming Victim Services module in OVC’s online Performance Measurement Tool (PMT) located at <https://ovcpmt.ojp.gov/>. Applicants should review the applicable performance measures at <https://www.ovc.gov/grants/pdfxt/TVS-questionnaire.pdf>. Award recipients under this solicitation will be required to complete the following sections, including any relevant shared measures.

V. Collaborative Partnerships

Reports generated from OVC’s PMT system must be uploaded to the GMS every 6 months.

Applicants should visit OJP’s performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

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 be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute “research” for

purposes of applicable DOJ human subjects' protection regulations. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP's performance measure data reporting requirements, likely do not constitute "research." Each applicant should provide sufficient information for OJP to determine whether the particular project it proposes would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ definition of research that appears at 28 C.F.R. Part 46 ("Protection of Human Subjects").

"Research," for purposes of human subjects' protection for OJP-funded programs, is defined as "a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge." 28 C.F.R. 46.102(d).

For additional information on determining whether a proposed activity would constitute research for purposes of human subjects protection, applicants should consult the decision tree in the "Research and the protection of human subjects" section of the "[Requirements related to Research](#)" webpage of the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2019 Awards](#)," available through the OJP Funding Resource Center at <https://ojp.gov/funding/Explore/SolicitationRequirements/index.htm>. Every prospective applicant whose application may propose a research or statistical component also should review the "Data Privacy and Confidentiality Requirements" section on that webpage.

4. Budget and Associated Documentation

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

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

a. Budget Detail Worksheet

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

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

b. Budget Narrative

The budget narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

An applicant should demonstrate in its budget narrative how it will maximize cost effectiveness of award expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

The budget narrative should be mathematically sound and correspond clearly with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs, and how those costs are necessary to the completion of the proposed project. The narrative may include tables for clarification purposes, but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the budget narrative should describe costs by year.

Travel for required trainings: The Travel category of the Budget Detail Worksheet should include costs to support the travel of staff to attend trainings related to human trafficking. Applicants may plan to send 1–2 staff to attend the required trainings listed below. For each event requiring staff travel, applicants must break out costs associated with travel, lodging, per diem, and ground transportation.

- OVC annual grantee meetings, 2 days each, in Washington, D.C., subject to change.

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

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

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

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

- [Subawards under OJP Awards and Procurement Contracts under Awards: A Toolkit for OJP Recipients](#)
- [Checklist to Determine Subrecipient or Contractor Classification](#)
- [Sole Source Justification Fact Sheet and Sole Source Review Checklist](#)

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

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

1. Information on proposed subawards

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

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

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

2. Information on proposed procurement contracts (with specific justification for proposed noncompetitive contracts over \$250,000²)

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

The Procurement Standards in the Part 200 Uniform Requirements, however, reflect a general expectation that agreements that (for purposes of federal grants administrative requirements) constitute procurement “contracts” under awards will be entered into on the basis of full and open competition. All noncompetitive (sole source) procurement contracts must meet the OJP requirements outlined at <https://ojp.gov/training/subawards-procurement.htm>. If a proposed procurement contract would exceed the Simplified Acquisition Threshold—currently, \$250,000—a recipient of an OJP award may not proceed without competition unless and until the recipient receives specific advance authorization from OJP to use a noncompetitive approach for the procurement. An applicant that (at the time of its application) intends—without competition—to enter into a procurement contract that would exceed \$250,000 should include a detailed justification that explains to OJP why, in the particular circumstances, it is appropriate to proceed without competition.

If the applicant receives an award, sole source procurements that do not exceed the Simplified Acquisition Threshold (currently \$250,000) must have written justification for the noncompetitive procurement action maintained in the procurement file. If a procurement file does not have the documentation that meets the criteria outlined in 2 C.F.R. 200, the procurement expenditures may not be allowable. Sole source procurement over the \$250,000 Simplified Acquisition Threshold must have prior approval from OJP using a Sole Source GAN. Written documentation justifying the noncompetitive procurement must be submitted with the GAN and maintained in the procurement file.

d. Pre-Agreement Costs

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

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs may be charged to an award only if:

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

² Consistent with the provisions of Office of Management and Budget memorandum, OMB M-18-18, dated June 20, 2018, and entitled, “Implementing Statutory Changes to the Micro-Purchase and the Simplified Acquisition Thresholds for Financial Assistance,” DOJ will allow recipients (and any subrecipients) of awards made under this solicitation to use a simplified acquisition threshold of \$250,000 and a micro-purchase threshold of \$10,000, for federal grants administrative purposes.

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

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

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

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

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

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

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

or financial concerns with the applicant. If an applicant is designated high risk by another federal awarding agency, the applicant must provide the following information:

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

OJP seeks this information to help ensure appropriate federal oversight of OJP awards. An applicant that is considered “high-risk” by another federal awarding agency is not automatically disqualified from receiving an OJP award. OJP may, however, consider the information in award decisions, and may impose additional OJP oversight of any award under this solicitation (including through the conditions that accompany the award document).

7. Disclosure of Lobbying Activities

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

8. Applicant Disclosure of Pending Applications

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

OJP seeks this information to help avoid inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Each applicant that has one or more pending applications as described above is to provide the following information about pending applications submitted within the last 12 months:

- The federal or state funding agency
- The solicitation name/project name
- The point of contact information at the applicable federal or state funding agency

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

Each applicant should include the table as a separate attachment to its application. The file should be named “Disclosure of Pending Applications.” The applicant’s Legal Name on the application must match the entity named on the disclosure of pending applications statement.

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

9. Applicant Disclosure and Justification—DOJ High-Risk Grantees³ (if applicable)

An applicant that is designated as a DOJ High-Risk Grantee is to submit, as a separate attachment to its application, information that OJP will use, among other pertinent information, to determine whether it will consider or select the application for an award under this solicitation. The file should be named “DOJ High-Risk Grantee Applicant Disclosure and Justification.” (See, also, “Review Process,” below, under Section E. Application Review Information, for a brief discussion of how such information may be considered in the application review process.)

OJP constantly seeks to optimize its investments in criminal- and juvenile justice-focused programs and activities, increase program effectiveness, and maximize the return—and program impact—from limited programmatic resources. Therefore, OJP may remove from consideration or not select for award a "DOJ High-Risk Grantee" applicant that is determined to pose a substantial risk of program implementation failure. In making such determinations, OJP will consider one or more of the following factors: the applicant's lack of sufficient progress in addressing required corrective actions necessary for removal of the DOJ High-Risk Grantee designation; the nature and severity of the issues leading to or

³ 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.

accompanying the applicant's DOJ High-Risk Grantee designation; or the applicant's expected ability to manage grant funds and achieve grant goals and objectives.

In this attachment, the applicant is to provide any additional information or justification—especially with regard to corrective actions yet to be implemented (as of the application date)—that may help demonstrate how the applicant has addressed or otherwise mitigated such uncorrected matters, such that any negative impact on the proposed program and its implementation would be immaterial or would be significantly reduced or eliminated. (To the extent that the applicant believes that any of the information provided pursuant to this disclosure may be confidential in nature, the applicant should specifically identify it.)

10. Additional Attachments

a. Research and Evaluation Independence and Integrity

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

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

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

OR

- b. A specific description of actual or potential apparent conflicts of interest that the applicant has identified—including through review of pertinent information on the principal investigator, any co-principal investigators, and any subrecipients—that could affect the independence or integrity of the research, including the design, conduct, or reporting of the research. These conflicts may be personal (e.g., on the part of investigators or other staff), financial, or organizational (related to the applicant or any subrecipient entity). Some examples of potential investigator (or other personal) conflict situations are those in which an investigator would be in a position to evaluate a spouse's work product (actual conflict), or an investigator would be in a position to evaluate the work of a former or current colleague (potential apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization would not be given an award to evaluate a project, if that organization had itself provided substantial prior technical

assistance to that specific project or a location implementing the project (whether funded by OJP or other sources), because the organization in such an instance might appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research or evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability of an evaluation or research product is a problem and must be disclosed.

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

OR

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

OJP will assess research and evaluation independence and integrity based on considerations such as the adequacy of the applicant's efforts to identify factors that could affect the objectivity or integrity of the proposed staff and/or the applicant entity (and any subrecipients) in carrying out the research, development, or evaluation activity; and the adequacy of the applicant's existing or proposed remedies to control any such factors.

b. Disclosure of Process Related to Executive Compensation

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

Under certain circumstances, a nonprofit organization that provides unreasonably high compensation to certain persons may subject both the organization's managers and those who receive the compensation to additional federal taxes. A rebuttable presumption of the reasonableness of a nonprofit organization's compensation arrangements, however, may be available if the nonprofit organization satisfied certain rules set out in Internal Revenue Service (IRS) regulations with regard to its compensation decisions.

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

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

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

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

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

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

c. MOUs, Letters of Intent, and/or Subcontracts/Subgrants

For activities to be completed by project partners, applicants must provide subcontracts/subgrants, Letters of Intent, or MOUs describing the commitment from that organization to conduct those activities and the fee for the service or cost to the grant for each service. If the activity is to be provided at no cost to the grant, this must be clearly stated in the MOU, Letter of Intent, or subcontract/subgrant.

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

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

- Names of the organizations to be involved.
- Scope of work to be performed under the agreement.
- Duration of the agreement.
- Estimated cost of actual services provided, describing whether it is a fee-for-service, in-kind match, or no-cost.
- Total amount of the agreement.

Applications with insufficient documentation to fully demonstrate the applicant's ability to implement their proposed project will be negatively scored during the review process.

d. Project Timeline

The timeline document must include the following:

- Milestone project goals.
- Related objectives, activities (including data collection and programmatic and financial reporting), and expected completion dates.
- Organization and person(s) responsible for completing each task on the timeline.

e. Position Descriptions and Resumes

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

f. Privacy Certificate

OVC and recipients of OVC funding are subject to confidentiality requirements protecting research and statistical information collected that is identifiable to a private person under the DOJ regulations found at 28 C.F.R. Part 22. Identifying characteristics include, but are not limited to, identifiers such as name, address, Social Security number or other identifying number, fingerprints, voiceprints, photographs, genetic information, or any other item or combination of data about a person that could reasonably lead, directly or indirectly, by reference to other information, or to identification of that individual(s). OVC requires that applicants submit an updated Privacy Certificate with their application. A Privacy Certificate must be approved prior to engaging in any project activities that involve data collection on individuals through observations, interviews, reports, or review of administrative records, or any project tasks likely to result in the gathering or development of information identifiable to individuals. OVC-funded activities that require a Privacy Certificate prior to conducting the activity include, but may not be limited to, a needs assessment, program evaluation, survey, or focus group interview. For a sample Model Privacy Certificate, visit <https://ojp.gov/funding/Apply/Resources/PrivacyCertification.pdf>. For additional guidance on Privacy Certificate content, visit the National Institute of Justice's Privacy Certificate

Guidance at www.ojp.usdoj.gov/nij/funding/humansubjects/privacy-certificate-guidance.htm.

g. Training Plan

Training and public awareness activities are integral to a community's response to human trafficking. Applicants for Purpose Areas 1–3 are expected to conduct local trainings for project partners and for other community members, and to provide project staff with professional development opportunities (including travel to attend local and national victim assistance or regional or national trafficking conferences). Applicants for Purpose Areas 1–3 must include a Training Plan as a separate attachment to the application, which should outline:

- target audiences for trainings and public awareness activities,
- topics of trainings,
- tentative dates or frequency of training events,
- key staff involved in delivering training, and
- identification of specific professional development opportunities for staff, including costs to attend local or national victim assistance or regional or national trafficking conferences.

h. Marketing and Dissemination Plan

Purpose Areas 4 and 5 applicants must include a Marketing and Dissemination Plan as a separate attachment to the application, which should outline:

- target audiences for public awareness activities;
- description of marketing materials that will be used; potential conferences, meetings, or other public venues to disseminate materials or key messages.

How To Apply

Applicants must register in and submit applications through Grants.gov, a primary source to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at <https://www.grants.gov/web/grants/support.html>.

Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, which operates 24 hours a day, 7 days a week, except on federal holidays.

Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take several weeks** for first-time registrants to receive confirmation of registration and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications at least 72 hours prior to the application due date, in order to allow time for the applicant to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

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

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

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

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.

An application can be checked for errors via the **Check Application** button on the **Forms** tab of the **Manage Workspace** page. The button is active if the set of forms in the workspace matches those required in the application package. If you receive a **Cross-Form Errors** message after clicking the **Check Application** button, refer to the Cross-Form Errors help article for more detailed information about this validation error.

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

Characters

Upper case (A – Z)
Lower case (a – z)
Underscore (_)
Hyphen (-)
Space
Period (.)

Special Characters

Parenthesis ()	Curly braces { }	Square brackets []
Ampersand (&)*	Tilde (~)	Exclamation point (!)
Comma (,)	Semicolon (;)	Apostrophe (‘)
At sign (@)	Number sign (#)	Dollar sign (\$)
Percent sign (%)	Plus sign (+)	Equal sign (=)

***When using the ampersand (&) in XML, applicants must use the “&” format.**

GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: “.com,” “.bat,” “.exe,” “.vbs,” “.cfg,” “.dat,” “.db,” “.dbf,” “.dll,” “.ini,” “.log,” “.ora,” “.sys,” and “.zip.” GMS may reject applications with files that use these extensions. It is important to allow time to change the type of file(s) if the application is rejected.

All applicants are required to complete the following steps:

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

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

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

Applying as an Individual

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

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

Registration and Submission Steps

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

This unique entity identifier is used for tracking purposes, and to validate address and point of contact information for applicants, recipients, and subrecipients. It will be used throughout the life cycle of an OJP award. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866-705-5711 to obtain a DUNS number or apply online at <https://www.dnb.com/>. A DUNS number is usually received within 2 business days.

- 2. Acquire or maintain registration with SAM.** Any applicant for an OJP award creating a new entity registration (or updating or renewing a registration) in SAM.gov must submit an original, signed, notarized letter appointing the authorized Entity Administrator within thirty (30) days of the registration activation. **Notarized letters must be submitted via U.S. Postal Service Mail.** Read the Alert at sam.gov/SAM/ to learn more about what is required in the notarized letter, and read the Frequently Asked Questions (FAQs) at www.gsa.gov/samupdate to learn more about this process change. All applicants for OJP awards (other than individuals) must maintain current registrations in the SAM database. Applicants will need the authorizing official of the organization and an Employer Identification Number (EIN). Information about SAM registration procedures can be accessed at sam.gov/SAM/.

An application cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. Once the SAM registration/renewal is complete, **the information transfer from SAM to Grants.gov can take as long as 48 hours.** OJP recommends that the applicant register or renew registration with SAM as early as possible.

3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. An applicant entity's "unique entity identifier" (DUNS number) must be used to complete this step. For more information about the registration process for organizations and other entities, go to <https://www.grants.gov/web/grants/applicants/organization-registration.html>. Individuals registering with Grants.gov should go to <https://www.grants.gov/web/grants/applicants/registration.html>.
4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. The E-Biz POC will need the Marketing Partner Identification Number (MPIN) password obtained when registering with SAM to complete this step. Note that an organization can have more than one AOR.
5. **Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.320, titled "Services for Trafficking Victims," and the funding opportunity number is OVC-2019-15531.
6. **Select the correct Competition ID.** Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If applying to a solicitation with multiple Competition IDs, select the appropriate Competition ID for the intended purpose area of the application.

Purpose Area 1: Training and Technical Assistance on Crime Victim Compensation for Victims of Human Trafficking **(OVC-2019-15595)**

Purpose Area 2: Training and Technical Assistance on Labor Trafficking **(OVC-2019-15596)**

Purpose Area 3: Training and Technical Assistance on State-Level Financial Remedies for Human Trafficking Victims **(OVC-2019-15597)**

Purpose Area 4: Resource Development on Public Awareness Outreach for the 20th Anniversary of the Trafficking Victim Protection Act (TVPA) **(OVC-2019-15783)**

Purpose Area 5: Resource Development on Standards of Care for Human Trafficking Victims **(OVC-2019-15784)**

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

8. Submit a valid application consistent with this solicitation by following the directions in Grants.gov. To preview the application prior to (or after) submitting, go to the **View Application** tab in Workspace. For additional information, review the [View Application Tab](#) help article and [Attachments Tab](#) help article. Within 24–48 hours after submitting the electronic application, the applicant should receive two notifications from Grants.gov. The first will confirm the receipt of the application. The second will state whether the application has been validated and successfully submitted, or whether it has been rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received, and then receive a rejection notice a few minutes or hours later. Submitting an application well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges each applicant to submit its application **at least 72 hours prior** to the application due date, to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification. Applications must be successfully submitted through Grants.gov by 11:59 p.m., eastern time, on July 10, 2019.

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

Note: Application Versions

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

Experiencing Unforeseen Grants.gov Technical Issues

An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must contact the Grants.gov Customer Support Hotline at <https://www.grants.gov/web/grants/support.html> or the SAM Help Desk (Federal Service Desk) at <https://www.fsd.gov/fsd-gov/home.do> to report the technical issue and receive a tracking number. The applicant must email the OVC contact identified in the Contact Information section on the title page **within 24 hours after the application deadline** to request approval to submit its application after the deadline. The applicant's email must describe the technical difficulties, and must include a timeline of the applicant's submission efforts, the complete grant application, the applicant's DUNS number, and any Grants.gov Help Desk or SAM tracking number(s).

Note: OJP does not automatically approve requests to submit a late application. After OJP reviews the applicant's request, and contacts the Grants.gov or SAM Help Desks to verify the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the untimely application submission was due to the applicant's failure to follow all required procedures, OJP will deny the applicant's request to submit its application.

The following conditions generally are insufficient to justify late submissions:

- Failure to register in SAM or Grants.gov in sufficient time. (SAM registration and renewal can take as long as 10 business days to complete. The information transfer from SAM to Grants.gov can take up to 48 hours.)
- Failure to follow Grants.gov instructions on how to register and apply as posted on its website.
- Failure to follow each instruction in the OJP solicitation.

- Technical issues with the applicant's computer or information technology environment, such as issues with firewalls or browser incompatibility

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

E. Application Review Information

Review Criteria

Under Purpose Areas 1–3, 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 (45%)
3. Capabilities and Competencies (25%)
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (10%)
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. (Note: 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.)

Under Purpose Areas 4–5, 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 (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. (Note: 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.)

Review Process

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

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

- The application must be submitted by an eligible type of applicant.
- The application must request funding within programmatic funding constraints (if applicable).
- The application must be responsive to the scope of the solicitation.
- The application must include all items designated as “critical elements.”

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

Peer review panels will evaluate, score, and rate applications that meet basic minimum requirements. OVC may use internal peer reviewers, external peer reviewers, or a combination, to assess applications on technical merit using the solicitation’s review criteria. An internal reviewer is a current DOJ employee who is well versed or has expertise in the subject matter of this solicitation. An external peer reviewer is an expert in the subject matter of a given solicitation who is not a current DOJ employee. Peer reviewers’ ratings and any resulting recommendations are advisory only, although reviewer views are considered carefully. Other important considerations for OVC include geographic diversity, strategic priorities, available funding, and the extent to which the Budget Detail Worksheet and Budget Narrative accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

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

In addition, if OJP anticipates that an award will exceed \$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, (FAPIS)).

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

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

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

5. Applicant's ability to comply with statutory and regulatory requirements, and to effectively implement other award requirements.

Note on applicants with a “high-risk” designation: Risks associated with DOJ High-Risk Grantees, or applicants designated as “high risk” by a federal grant-making agency outside of DOJ, are taken into account during the review process, and each applicant with such “high-risk” designations will be considered for funding on a case-by-case basis, depending on the nature and severity of the issues that led to the DOJ High-Risk Grantee (or non-DOJ high-risk) designation, status of progress in addressing corrective actions, and expected ability to manage grant funds and achieve grant goals and objectives. A “high-risk” designated applicant is to submit disclosure and justification documentation consistent with the requirements specified, above, under “What an Application Should Include” in Section C. Application and Submission Information.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may take into account not only peer review ratings and OVC recommendations, but also other factors as indicated in this section.

F. Federal Award Administration Information

Federal Award Notices

Award notifications will be made by September 30, 2019. OJP sends award notifications by email through GMS to the individuals listed in the application as the point of contact and the authorizing official (E-Biz POC and AOR). The email notification includes detailed instructions on how to access and view the award documents, and steps to take in GMS to start the award acceptance process. GMS automatically issues the notifications at 9:00 p.m., eastern time, on the award date.

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

Administrative, National Policy, and Other Legal Requirements

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

Lobbying, promoting, or advocating the legalization/regulation of prostitution.

The Federal Government is opposed to prostitution and related activities, which are inherently harmful and dehumanizing and contribute to the phenomenon of trafficking in persons. U.S. nongovernmental organizations and their subgrantees cannot use U.S. Government funds to lobby for, promote, or advocate the legalization or regulation of prostitution as a legitimate form

of work. Foreign nongovernmental organizations and their subgrantees that receive U.S. Government funds to fight trafficking in persons cannot lobby for, promote, or advocate the legalization or regulation of prostitution as a legitimate form of work. It is the responsibility of the primary grantee to ensure these criteria are met by its subgrantees.

Applicants should consult the “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2019 Awards](#),” available in the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>. In addition, applicants should examine the following two legal documents, as each successful applicant must execute both documents before it may receive any award funds. (An applicant is not required to submit these documents as part of an application.)

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

The webpages accessible through the “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2019 Awards](#)” are intended to give applicants for OJP awards a general overview of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants and cooperative agreements awarded in FY 2019. Individual OJP awards typically also will include additional award conditions. Those additional conditions may relate to the particular statute, program, or solicitation under which the award is made; to the substance of the funded application; to the recipient's performance under other federal awards; to the recipient's legal status (e.g., as a for-profit entity); or to other pertinent considerations.

Awards will include a condition (the specific terms of which will govern the award) related to verification of employment eligibility. The condition will, generally speaking, require the recipient (and any subrecipient) that accepts the award to verify the employment eligibility of any individual hired under the award, consonant with 8 U.S.C. § 1324a(1).

Awards will include a condition (the specific terms of which will govern the award) related to competition requirements set forth at 2 C.F.R. § 200.319. The condition will, generally speaking, prohibit recipients (and any subrecipients) from procuring goods and services with award funds by means of any competition that disadvantages or excludes vendors on the basis of their having (or their having had) a prior or existing contractual relationship with the federal government.

OJP will include as appropriate an award condition (the specific terms of which will govern the award) requiring recipients of OJP grant funding that will support projects that involve or serve minors under the age of 18 to develop and implement written screening procedures (consistent with pertinent federal, state, and local law) for individuals who will interact in a staff or volunteer capacity with minors involved in the grant-funded programs.

As stated above, OVC expects that it will make any award under this solicitation in the form of a cooperative agreement. Cooperative agreements include a condition in the award document that sets out the nature of the “substantial federal involvement” in carrying out the award and program. Generally stated, under OJP cooperative agreement awards, responsibility for the day-to-day conduct of the funded project rests with the recipient. OJP, however, may have

substantial involvement in matters such as substantive coordination of technical efforts and site selection, and review and approval of project work plans, research designs, data collection instruments, and major project-generated materials. In addition, OJP often indicates in the award terms and conditions that it may redirect the project if necessary.

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

General Information about Post-Federal Award Reporting Requirements

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

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

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

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

G. Federal Awarding Agency Contact(s)

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

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

H. Other Information

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

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

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

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

Provide Feedback to OJP

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

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

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

Appendix A: Performance Measures Table

Objective	Performance Measure(s)	Data Recipient Provides
<p>Purpose Areas 1–3: Increase capacity of legal assistance and social service providers, prosecutors and court personnel in each of the purpose areas 1–3 to improve quality and quantity of services offered to trafficking survivors.</p>	<p>Number of training and technical assistance requests received.</p> <p>Number of trainings completed, and service providers and persons seeking training who were not served.</p> <p>Number of training and technical assistance recipients who implemented one or more policies or practices as a result of TTA received.</p> <p>Recipient’s 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, 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>Purpose Areas 1–3: Improve victim service providers’ knowledge on each of the corresponding Purpose Areas topics.</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>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>

Objective	Performance Measure(s)	Data Recipient Provides
	<p>Number of agencies/ organizations reporting improvements in partnerships as a result of TTA.</p> <p>Number of materials developed.</p> <p>Number of agencies/ organizations reached.</p>	<p>Number of training materials developed by topic.</p> <p>Surveys/evaluation forms/or other type of tool to assess if recipient applied legal knowledge obtained through TTA received.</p> <p>Number of materials developed.</p> <p>Number of agencies/ organizations reached.</p>
Purpose Area 4: Increase public awareness of crime victims' rights and services nationwide throughout 2020 with a particular focus during September/October 2020.	Number of states and territories represented.	Number of states and territories selected, compared to total number of states and territories identified.
Purpose Area 4: Strengthen the capacity of victim assistance agencies to develop a broad, collaborative approach that highlights services for all human trafficking victims.	<p>Number of events supported.</p> <p>Number of educational materials developed (by type).</p> <p>Number of collaborative partners involved in the events.</p>	<p>Number of events supported.</p> <p>Number of educational materials developed (by type).</p> <p>Number of collaborative partners involved in the events.</p>
Purpose Area 5: Enhance service delivery to human trafficking victims by creating Standards of Care.	<p>Number of organizations and/or individuals involved in expert working group and/or focus group to develop the Standards of Care.</p> <p>Number of survivors involved in the development process.</p> <p>Types of activities performed to develop Standards of Care.</p>	<p>Number of organizations involved in working group.</p> <p>Number of survivors involved.</p> <p>Number of activities completed.</p>

**Appendix B: Application Checklist
OVC FY 2019 Specialized Human Trafficking
Training and Technical Assistance and Resource Development**

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

What an Applicant Should Do:

Prior to Registering in Grants.gov:

- Acquire a DUNS Number (see page 35)
- Acquire or renew registration with SAM (see page 35)

To Register with Grants.gov:

- Acquire AOR and Grants.gov username/password (see page 36)
- Acquire AOR confirmation from the E-Biz POC (see page 36)

To Find Funding Opportunity:

- Search for the Funding Opportunity on Grants.gov (see page 36)
 - Select the correct Competition ID (see page 36)
- Access Funding Opportunity and Application Package (see page 36)
- Sign up for Grants.gov email [notifications](#) (optional) (see page 33)
- Read Important Notice: Applying for Grants in Grants.gov (see page 2)
- Read OJP policy and guidance on conference approval, planning, and reporting available at <https://ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm> (see page 17)

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

- (1) application has been received (see page 37)
- (2) application has either been successfully validated or rejected with errors (see page 37)

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

- Contact OVC's NCJRS Response Center 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 2019 Awards](#)" in the OJP Funding Resource Center.

Scope Requirement:

- The federal amount requested is within the allowable limit(s), depending on purpose area: \$850,000 for Purpose Areas 1 and 3; \$1 million for Purpose Area 2; \$450,000 for Purpose Area 4; and \$750,000 for Purpose Area 5.

Eligibility Requirement: See eligibility requirements on the title page.

What an Application Should Include:

- Application for Federal Assistance (SF-424) (see page 18)
 - Articles of Incorporation or 501(c)(3) Status Documentation (see page 18)
- Project Abstract (see page 19)
- Program Narrative* (see page 19)
 - Statement of the Problem (see page 19)
 - Project Design and Implementation (see page 19)
 - Plan for Survivor Involvement (see page 20)
 - Capabilities and Competencies (see page 20)
 - Plan for Collecting the Data Required for this Solicitation's Performance Measures (see page 21)
- Budget Detail Worksheet (including the Budget Narrative)* (see page 22)
- Information on Proposed Subawards and/or Proposed Procurement Contracts (if applicable) (see page 23)
- Indirect Cost Rate Agreement (if applicable) (see page 25)
- Financial Management and System of Internal Controls Questionnaire (see page 26)
- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see page 27)
- Applicant Disclosure of Pending Applications (see page 27)
- Applicant Disclosure and Justification—DOJ High-Risk Grantees (if applicable) (see page 26)
- Additional Attachments
 - Research and Evaluation Independence and Integrity (see page 29)
 - Disclosure of Process Related to Executive Compensation (see page 30)
 - MOUs, Letters of Intent, and/or Subcontracts/Subgrants (see page 32)
 - Project Timeline (see page 32)
 - Position Descriptions and Resumes (see page 32)
 - Privacy Certificate (see page 32)
 - Training Plan (for Purpose Areas 1–3)* (see page 33)
 - Marketing and Dissemination Plan (for Purpose Areas 4–5)* (see page 33)
- Request and Limitation on Use of Award Funds for Employee Compensation; Waiver (if applicable) (see page 16)

*Denotes critical elements, as indicated in “What an Application Should Include” under [Section D. Application and Submission Information](#).