

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



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## **Services for Victims of Human Trafficking OVC FY 2020 Competitive Grant Solicitation**

**CFDA #16.320**

Grants.gov Solicitation Number: OVC-2020-18332

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

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

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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) is seeking applications to support services for victims of all forms of human trafficking throughout the United States. This program furthers the Department's mission by enhancing the field's response to victims of human trafficking.

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

### **Eligibility**

Pursuant to 22 U.S.C. § 7105(b)(2) the following entities are eligible to apply:

- 1) States and territories
- 2) Units of local government
- 3) Indian tribes
- 4) Nonprofit, nongovernmental victims' service organizations with the capacity to serve human trafficking victims (defined as an organization that is described in section 501(c)(3) of Title 26 and is exempt from taxation under 501(a) of such title).

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

Nonprofit organizations that hold money in offshore accounts for the purpose of avoiding paying the tax described in 26 U.S.C. § 511(a) are not eligible to apply.

OVC may make more than one award to a single organization if proposed projects are in distinct geographic areas. OVC will consider applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients ("subgrantees"). The applicant must be the entity that would have primary responsibility for carrying out the award, including administering the funding and

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

### Contact Information

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

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

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

### Pre-Application Webinar

OVC will conduct one pre-application webinar on Thursday, April 2, 2020, from 1:00 p.m. to 2:00 p.m. eastern time. Participation in the webinar is optional. OVC staff will review the solicitation requirements and conduct a question and answer session with interested potential applicants. You may register for the webinar at: <https://www.ovc.gov/grants/webinars.html>.

### Deadline Details

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

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

An applicant must use the **Add Attachment** button to attach a file to its application. Do not click the paperclip icon to attach files. This action will not attach the files to the application. After adding an attachment, select the **View Attachment** button to confirm you attached the correct file. To remove the file, select the **Delete Attachment** button.

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

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

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# OVC FY 2020 Services for Victims of Human Trafficking (CFDA # 16.320)

## A. Program Description

### Overview

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

This program will provide funding for services to victims of human trafficking, as defined by the Trafficking Victims Protection Act (TVPA) of 2000.

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

### Program-Specific Information

The purpose of this program is to develop, expand, or strengthen victim service programs for victims of human trafficking.

Under the TVPA, a victim of trafficking is defined as a person who has been subjected to a "severe form of trafficking in persons," which, as defined in 22 U.S.C. § 7102(11), means—

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

Applicants are invited to apply under the following three purpose areas:

#### Purpose Area 1: Developing Capacity to Serve Human Trafficking Victims (OVC-2020-18333)

Under Purpose Area 1, awards will be made to organizations that have not received OVC human trafficking grants since 2015. The purpose of these awards is to support organizations that have limited or no prior experience in serving victims of human trafficking. During the first 12 months, grantees will create and submit a plan for how they will acquire staff who have experience providing services to human trafficking victims, or train existing staff to address identified skill or knowledge deficits. In the last 24 months of this program, grantees will implement services for human trafficking victims.

#### Purpose Area 2: Enhancing Scope of Services for Human Trafficking Victims (OVC-2020-18334)

Under Purpose Area 2, awards will be made to victim service organizations with a demonstrated history of providing a range of services to victims of human trafficking. The purpose of these awards is to enhance the scope of services offered by the organization (directly or through

partnerships) that victims of human trafficking often require to address their needs. See [Appendix B](#) for service categories. Entities that have received human trafficking grants from OVC in FY 2018 or FY 2019 must detail how the new proposed project is different from existing funded project(s) to be considered for FY 2020 funding.

### **Purpose Area 3: Specialized Services for Human Trafficking Victims (OVC-2020-18335)**

Under Purpose Area 3, awards will be made to victim service organizations with a demonstrated history of providing a specialized service to victims of human trafficking. The goal is to increase the quality and quantity of the specialized service to assist victims of all forms of human trafficking. See [Appendix B](#) for service categories. Entities that have received human trafficking grants from OVC in FY 2018 or FY 2019 must detail how the new proposed project would differ from, or expand, the existing funded project(s) to be considered for funding in FY 2020. For example, applicants could focus on a new geographic area or provide a new service to meet the needs of victims of sex and labor trafficking.

### **Unallowable Costs**

The following activities cannot be supported with grant funds:

#### **Holding Beds**

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

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

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

#### **Primary Prevention Activities**

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

### **Mandatory Program Requirements**

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

1. submit the policies, procedures, and rules governing the provision of services for review and approval (post-award);
2. ensure their policies and procedures follow applicable federal and state laws protecting the civil rights of program participants and staff (post-award);
3. ensure that any staff, partner staff, or service providers working with trafficking victims are adequately licensed and trained to work with such victims, including by accessing OVC-supported training and technical assistance; and
4. send the project coordinator or program director and one other key staff member to an in-person OVC grantee orientation and have relevant staff participate in OVC-sponsored training and technical assistance.

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

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

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

The objective in providing these services is to achieve increased safety, independence, self-sufficiency, and well-being for victims of human trafficking.

Objectives include—

1. provision of services to meet the individualized needs of victims of human trafficking;
2. collaboration with and training for local partners (e.g., service providers, criminal justice professionals, members of the judiciary, community and faith-based organizations) to ensure trafficking victims are properly identified and referred for appropriate services;
3. assistance or referrals to other essential services for victims of human trafficking; and
4. data collection and participation in evaluation activities to determine if the program is meeting stated goals and objectives.

The deliverable to be provided is services, measured quarterly by service-hour or units delivered, type of service, number of new and continuing victims served, and other key data points. Service delivery is reported through OVC's online Trafficking Information Management System (TIMS), located at <https://tims.ovcttac.gov/>. See [Appendix B](#) for TIMS service provision categories.

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

## **Lobbying, Promoting, or Advocating the Legalization/Regulation of Prostitution**

Pursuant to 22 U.S.C § 7110(g), the Federal Government is opposed to prostitution and related activities, which are inherently harmful and dehumanizing and contribute to the phenomenon of trafficking in persons. U.S. nongovernmental organizations and their subgrantees cannot use U.S. Government funds to promote, support, or advocate the legalization or practice of prostitution as a legitimate form of work. Foreign nongovernmental organizations and their subgrantees that receive U.S. Government funds to fight trafficking in persons cannot lobby for, promote, or advocate the legalization or regulation of prostitution as a legitimate form of work. It is the responsibility of the primary grantee to ensure these criteria are met by its subgrantees.

## **Coordinating with Law Enforcement**

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

### **Letters of Support from Law Enforcement and/or Prosecutorial Agencies**

Applicants must provide at least one letter of support from a local, state, tribal, and/or federal law enforcement agency and/or a local, state, tribal, and/or federal prosecutor's office(s). Note that law enforcement and prosecutors' offices providing letters of support may do so for multiple applicants.

### **OJP Policy Priority Areas**

In FY 2020, and in addition to executing any statutory prioritization that may be applicable, OJP will give priority consideration to applications as follows:

- Applications that address specific challenges that rural communities face.
- Applications that demonstrate that the individuals who are intended to benefit from the requested grant reside in high-poverty areas or persistent-poverty counties.
- Applications that offer enhancements to public safety in economically distressed communities (Qualified Opportunity Zones).

To receive priority consideration under the rural priority, applicants must describe what makes the geographic service area rural (using U.S. Census or other appropriate government data; for assistance, applicants may wish to refer to <https://www.census.gov/programs-surveys/geography/guidance/geo-areas/urban-rural.html>), how isolated the area is from needed services, and how they will address specific challenges in rural communities.

To receive priority consideration under the poverty priority, the applicant must provide information to demonstrate that the individuals who are intended to benefit from the requested grant reside in high-poverty areas or persistent-poverty counties. For purposes of this priority consideration, the term "high-poverty area" means any census tract with a poverty rate of at least 20 percent, as measured by the 2013–2017 5-year data series available from the American Community Survey of the Census Bureau (applicants may search by census tract at <https://www.census.gov/acs/www/data/data-tables-and-tools/narrative-profiles/2017/>), and the term "persistent-poverty counties" means any county that has had 20 percent or more of its population living in poverty over the past 30 years, as measured by the 1990 and 2000 decennial censuses and the most recent Small Area Income and Poverty Estimates (applicants may search by county at <https://www.census.gov/data/tables/time-series/dec/census-poverty.html> and at <https://www.census.gov/programs-surveys/saipe.html>).

To receive priority consideration under the Qualified Opportunity Zones (QOZ) priority, applicants must include information that specifies how the project will enhance public safety in the specified QOZ. For resources on QOZ, and for a current list of designated QOZ, see the U.S. Department of the Treasury's resource webpage, accessible at <https://www.cdfifund.gov/pages/opportunity-zones.aspx>.

### **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. For additional information and resources on evidence-based programs or practices, see the [OJP Grant Application Resource Guide](#).

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

Applicants should note that OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. For additional information, see the [OJP Grant](#)

[Application Resource Guide](#) section, entitled, “Information Regarding Potential Evaluation of Programs and Activities.”

## **B. Federal Award Information**

Maximum number of awards OVC expects to make: 30

Under Purpose Area 1: up to 10 awards

Under Purpose Area 2: up to 10 awards

Under Purpose Area 3: up to 10 awards

Estimated maximum dollar amount for each award:

Under Purpose Area 1: up to \$350,000

Under Purpose Area 2: up to \$750,000

Under Purpose Area 3: up to \$550,000

Total amount anticipated to be awarded under solicitation:

Under Purpose Area 1: up to \$3,500,000

Under Purpose Area 2: up to \$7,500,000

Under Purpose Area 3: up to \$5,500,000

Period of Performance start date: October 1, 2020

Period of Performance duration: 36 months

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

Under this solicitation, only one application by any particular applicant entity per purpose area will be considered. An entity may, however, be proposed as a subrecipient (subgrantee) in more than one application.

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

### **Type of Award**

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

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

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

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



## Budget Information

### Cost Sharing or Matching Requirement

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

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

- [Pre-agreement Costs \(also known as Pre-award Costs\)](#)
- [Limitation on Use of Award Funds for Employee Compensation; Waiver](#)
- [Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs](#)
- [Costs Associated with Language Assistance](#) (if applicable)

## C. Eligibility Information

For eligibility information, see the title page.

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

## D. Application and Submission Information

### What an Application Should Include

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

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

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

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

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

### 2. Project Abstract

Include a project abstract that summarizes the proposed project and includes the following:

- Legal name of applicant (the agency, not the individual).
- Purpose area under which the application is being submitted.
- Description of services to be provided under the proposed project.

- Geographic area to be served.
- List of project partners and their roles in the proposed project.
- Federal amount requested for the 36-month project period. This amount MUST match the total in the Budget Detail Worksheet, including the Narrative, and the federal amount requested on the SF-424.

Project abstracts should be —

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

### 3. Program Narrative

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

The Program Narrative must include the following four sections:

#### a. Statement of the Problem

This section must:

1. Identify the nature and scope of the problem that the program will address. Applicants must demonstrate the problem of human trafficking within the targeted geographic area. Applicants should cite the source(s) of this data, which could include local, state, and federal data regarding investigations, prosecutions, and the number of individuals identified as victims of human trafficking in the proposed geographic area; and data from victim service providers or other local stakeholders.
2. Describe previous or current attempts to address the problem, including documentation of the number of trafficking victims served each year during 2018 and 2019 within the targeted geographic area. At a minimum, applicants must identify the total number of victims they previously served within the targeted geographic area, and the types of victims they have served (sex or labor trafficking victims). Applicants must cite the source(s) of this data.
3. Describe the communities to be served, including the geographic area, populations in the service area, and any groups that are vulnerable to human trafficking.
4. Describe current efforts to address the service needs of trafficking survivors in the geographic area, including programs funded through OVC, the U.S. Department of Health and Human Services (HHS), the Office on Violence Against Women, or with Victims of Crime Act (VOCA) state victim assistance funds. Explain how the proposed project is not duplicative and how it targets identified gaps.

#### b. Project Design and Implementation Plan

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

This section must—

1. clearly state the goals and objectives of this project. Goals and objectives must be in alignment with those stated on page 6 of this solicitation.

2. provide a detailed description of the proposed activities necessary to implement this project and meet the stated goals and objectives.
3. identify specific services that will be provided with grant funds (see [Appendix B](#)) and describe how and where the services will be provided.
4. include a timeline that identifies a timeframe for all the tasks and activities to be completed.
5. link project activities to the requirements of this solicitation and justify the logic of the proposed approach.
6. list project partners, as appropriate, to make the project activities effective and sustainable.
7. describe how the applicant plans to ensure that project activities are trauma-informed and protect the safety and confidentiality needs of victims; and
8. describe how the applicant will meet the individualized service needs of victims and support victim-informed decisions and autonomy within the delivery of services.

**c. Capabilities and Competencies**

This section must—

1. demonstrate the institutional experience and expertise (or have submitted formal agreements with partners with experience and expertise with the application) to effectively implement the requirements of this solicitation.
2. identify the key individuals and organizations involved in the proposed project;
3. demonstrate that the individuals and organizations identified have the capacity to address the stated need, including the expertise necessary to provide services to human trafficking victims, and can successfully implement the proposed project activities;
4. describe specific roles and responsibilities of all project partners and key staff;
5. demonstrate that project staff have appropriate training and experience to implement project activities as described in the proposal, and document plans and position descriptions for staff to be hired;
6. demonstrate the capacity and expertise of the lead applicant and all project partners to serve victims of human trafficking;
7. clearly describe who will implement activities as described in the Project Design and Implementation Plan section; and
8. describe their experience managing federal grants that support services to crime victims and document their administrative and financial capacity to manage federal grants. If the applicant has other grants for providing services to victims of human trafficking, the applicant must describe the scope of each of these grants and describe how activities and data collection on these projects will be tracked separately to avoid duplication.

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

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

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

Your response to this section must include the following information:

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

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

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

#### **Note on Project Evaluations**

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

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

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

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

- a. Administrative costs: Administrative costs are costs related to the salary and fringe benefits of executive-level leadership and accounting/financial administration. Grant funds awarded under this program are intended primarily for the provision of services to victims of human trafficking. Administrative costs must be reasonable and allocable.
- b. Victim services: Applicants must dedicate sufficient funding in the budget to support the victim services required under this program.
- c. Travel for required trainings: The Travel category of the Budget Detail Worksheet should include costs to support the travel of staff to attend trainings related to human trafficking and/or program management. For each event requiring staff travel, applicants must breakout costs associated with travel, lodging, per diem, and ground transportation. Required trainings for OVC grantees include the following:
  - The Regional Financial Management Training Seminar sponsored by OJP's Office of the Chief Financial Officer (OCFO), unless the applicant has previously attended this seminar or plans to take the training online. Specific information about the dates and locations of upcoming OCFO

events and information about the DOJ Grants Financial Management Online Training can be found at [www.ojp.usdoj.gov/training/training.htm](http://www.ojp.usdoj.gov/training/training.htm). The Programmatic Point of Contact and Financial Point of Contact are required to complete this training.

- OVC annual grantee meetings, 2 days each, for up to two staff members per year, subject to change.

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

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

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

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

## 12. Additional Attachments

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

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

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

use of grant funds. MOUs and Letters of Intent should be submitted as one separate attachment to the application.

**b. Position Descriptions and Resumes**

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

**c. Training Plan**

Applicants must provide a training plan that describes the number and type of training events planned to ensure program partners are prepared to identify, refer, and provide services to human trafficking victims. Applicants should describe how they will leverage existing training, including OVC's foundational online training, [Understanding Human Trafficking](#), for staff and partners. Grantees will consult with OVC's training and technical assistance providers, including the OVC Training and Technical Assistance Center (TTAC), regarding available content to inform training funded under this solicitation.

**d. Letters of Support from Law Enforcement and/or Prosecutorial Agencies**

Applicants must provide at least one letter of support, intent, or certification from a local, state, tribal, and/or federal law enforcement agency and/or a local, state, tribal, and/or federal prosecutor's office(s). Note that law enforcement and prosecutors' offices providing letters of support may do so for multiple applicants.

**e. Documentation of Rural Challenges (if applicable)**

As is mentioned above, OJP will give priority consideration in award decisions to applications that address specific challenges that rural communities face. Each applicant proposing to receive priority consideration under the rural priority should provide a sufficient narrative to include what makes the geographic service area rural (using U.S. Census or other appropriate government data), how isolated the area is from needed services, and how it will address specific challenges in rural communities.

**f. Documentation of High-Poverty Areas or Persistent-Poverty Counties (if applicable)**

As mentioned above, OJP will give priority consideration in award decisions to applications that demonstrate that the individuals who will benefit from the requested grant reside in high-poverty areas or persistent-poverty counties as defined above. Each applicant proposing to receive consideration under the High-Poverty Areas or Persistent-Poverty Counties priority should provide a sufficient narrative explanation to identify each specific High-Poverty Area (by census tract number(s)) and/or each specific Persistent-Poverty County where individuals are intended to benefit from the requested grant, and how the requested grant will address specific challenges in each such identified area and/or county.

**g. Documentation of Enhanced Public Safety in Qualified Opportunity Zones (if applicable)**

As is mentioned above, OJP will give priority consideration in award decisions to designated QOZ. Each applicant proposing to receive priority consideration under the under the QOZ priority should provide a sufficient narrative explanation in order for OJP to identify clearly the public safety benefit the applicant anticipates that its project will have on a specified QOZ. The narrative and the list of affected QOZ (by census tract number) must be included as an attachment that is clearly labeled as addressing QOZ.

The applicant may also include tables, charts, graphs, or other relevant illustrations that may be useful in comprehending the manner in which the proposed project is anticipated to benefit a QOZ.

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

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

### **Registration and Submission Steps**

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

- 16.320, Services for Trafficking Victims
- OVC-2020-18332.

**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: (OVC-2020-18333)
- Purpose Area 2: (OVC-2020-18334)
- Purpose Area 3: (OVC-2020-18335)

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

## **E. Application Review Information**

### **Review Criteria**

Applications that meet basic minimum requirements will be evaluated by peer reviewers using the following review criteria.

1. Statement of the Problem (20%)
2. Project Design and Implementation Plan (30%)
3. Capabilities and Competencies (25%)
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%)
5. Budget (10%): complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should demonstrate generally how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.<sup>4</sup>
6. Letters of Support, Letters of Intent, and MOUs from law enforcement agencies and other project partners (10%)

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<sup>4</sup> Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

## **Review Process**

OVC reviews the application to make sure that the information presented is reasonable, understandable, measurable, achievable, and consistent with the solicitation.

The following five paragraphs in this solicitation expressly modify the “Application Review Information” provisions in the OJP Grant Application Resource Guide. An applicant is to follow the guidance in these five paragraphs instead of the guidance stated under the “Application Review Information” heading in the Guide.

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 basic minimum requirements.

For a list of the application elements that **MUST** be included in the application submission in order for an application to meet the basic minimum requirements, see “What an Application Should Include” under Section D. Application and Submission Information.

Peer review panels will evaluate, score, and rate applications that meet basic minimum requirements. OVC may use internal peer reviewers, external peer reviewers, or a combination, to assess applications on technical merit using the solicitation’s review criteria. An external peer reviewer is an expert in the subject matter of a given solicitation who is not a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. Peer reviewers’ ratings and any resulting recommendations are advisory only, although reviewer views are considered carefully.

Other important considerations for OVC include geographic diversity, strategic priorities (specifically including, but not limited to, those mentioned above relating to addressing specific challenges that rural communities face, high-poverty areas or persistent-poverty counties, demonstrable potential enhancement to public safety in one or more federally designated QOZ), available funding, as well as the extent to which the Budget Detail Worksheet and Budget Narrative accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by 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 the System for Award Management (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, FAPIIS).

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

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

## **F. Federal Award Administration Information**

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

- [Federal Award Notices](#)
- [Administrative, National Policy, and Other Legal Requirements](#)

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

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

### **Information Technology (IT) Security Clauses**

#### **General Information About [Post-Federal Award Reporting Requirements](#)**

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

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

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

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

For OJP contact(s), see page 2.

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

## H. Other Information

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

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

**Appendix A: Performance Measures Table**

| <b>Objective</b>   | <b>Performance Measure(s)</b>  | <b>Description</b>   |
|--|--|--|
| <p>Enhance the quality and quantity of services available to assist all victims of human trafficking in achieving their goals, either in-house or through referrals.</p>   | <p>Percentage of trafficking victims served.</p> <p>Percentage of new trafficking victims served.</p> <p>Number of victim services provided.</p> <p>Percentage of trafficking victims referred for services.</p> | <p>Total number of trafficking victims served during the performance period. This includes NEW clients and existing clients served during the performance period.</p> <p>Number of NEW trafficking victims served for the first time during the performance period, broken down by the type of trafficking (sex, labor, or both sex and labor).</p> <p>Total number of services provided to trafficking victims during the performance period, broken down by the type of service (see <a href="#">Appendix B</a> for further detail):</p> <ul style="list-style-type: none"> <li>• Advocacy and Legal Assistance</li> <li>• Case Management</li> <li>• Client Safety and Well-Being</li> <li>• Education/Employment Assistance</li> <li>• Health-Related Services</li> <li>• Provision of Material and Housing Assistance</li> <li>• Reunification and Repatriation Assistance</li> <li>• Other Support Services</li> </ul> <p>Total number of victims referred to partners for services.</p> |
| <p>Work in collaboration with federal, state, and local law enforcement, local service providers, and community- and faith-based organizations to ensure trafficking victims are identified and referred for appropriate services.</p> | <p>Number of collaborative partners providing services.</p> <p>Number of human trafficking victims identified.</p>   | <p>Number of collaborative partners providing services.</p> <p>Number of human trafficking victims identified.</p>   |

| <b>Objective</b>  | <b>Performance Measure(s)</b>   | <b>Description</b>  |
|---|---|---|
| Conduct training for professionals to improve their ability to identify and respond to victims. | Number of training events conducted.<br><br>Number of participants who attended training. | Number of training events conducted.<br><br>Number of participants who attended training. |

## Appendix B: Service Categories in TIMS

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

## **Appendix C: Application Checklist OVC FY 2020 Services for Victims of Human Trafficking**

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

### **What an Applicant Should Do:**

#### *Prior to Registering in Grants.gov:*

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

#### *To Register with Grants.gov:*

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

#### *To Find Funding Opportunity:*

- Search for the Funding Opportunity on Grants.gov (see [OJP Grant Application Resource Guide](#))
- Select the correct Competition ID (see page 15)
- Access Funding Opportunity and Application Package (see [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional)
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, and reporting available at [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](http://ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm) (see [OJP Grant Application Resource Guide](#))

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

- (1) application has been received,
- (2) application has either been successfully validated or rejected with errors (see [OJP Grant Application Resource Guide](#))

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

- contact OVC regarding experiencing technical difficulties (see page 2)

### **Overview of Post-Award Legal Requirements:**

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2020 Awards](#)" in the [OJP Funding Resource Center](#).

### **Scope Requirement:**

- The federal amount requested is within the allowable limit(s) as specified by purpose area on page 8.

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

## What an Application Should Include:

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

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

- Position Descriptions and Resumes (see page 14)
- Training Plan (see page 14)
- Letter(s) of Support from Law Enforcement and/or Prosecutorial Agencies (see page 14)
- Documentation of Rural Challenges (if applicable) (see page 14)
- Documentation of High-Poverty Areas or Persistent-Poverty Counties (if applicable)  
(see page 14)
- Documentation of Enhanced Public Safety in Federally Designated Qualified Opportunity Zones (if applicable) (see page 14)