



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

OVC Fiscal Year (FY) 2015 Specialized Services for Victims of Human Trafficking

Eligibility

By statute, grants under this program may be awarded to states, units of local government (including federally recognized Indian tribal governments, as determined by the Secretary of the Interior), and nonprofit, nongovernmental organizations (including tribal nonprofits). For the purposes of this program, a unit of local government is any city, county, township, town, borough, parish, village, or other general purpose political subdivision of a state, territory, or federally recognized Indian tribal government. Organizations with a demonstrated history of providing victim assistance, social services, legal services, shelter, or mental health services for victims of human trafficking are eligible to apply. Tribal governments, tribal non-profits, and organizations that specialize in serving American Indian/American Native victims of human trafficking are also eligible to apply. OVC may elect to make awards for applications submitted under this solicitation in future fiscal years, dependent on the merit of the applications and on the availability of appropriations.

OVC welcomes applications that involve two or more entities; however, one eligible entity must be the applicant and the others must be proposed as subrecipients. The applicant must be the entity with primary responsibility for administering the funding and managing the entire project. Only one application per lead applicant will be considered; however, subrecipients may be part of multiple proposals.

FY 2014 Services for Victims of Human Trafficking – Specialized Services applicants are not eligible to apply for funding under this solicitation, unless the new proposal outlines new services and cost items that were not included in the FY 2014 application.

For additional eligibility information, see Section [C. Eligibility Information](#).

Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 11:59 p.m. eastern time on June 1, 2015.

All applicants are encouraged 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 or 606-545-5035, or via e-mail to support@grants.gov. The [Grants.gov](#) Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the OVC contact identified below **within 24 hours after the application deadline** and request approval to submit their application. Additional information on reporting technical issues is found under “Experiencing Unforeseen Grants.gov Technical Issues” in the [How to Apply](#) section.

For assistance with any other requirements of this solicitation, contact Ivette Estrada, Victim Justice Program Specialist, by telephone at 202-307-0932, or by e-mail at ivette.estrada@usdoj.gov.

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OVC FY 2015 Specialized Services for Victims of Human Trafficking

CFDA 16.320

A. Program Description

Overview

The primary goal of this program is to enhance the quality and quantity of specialized services available to assist victims of human trafficking, as defined by the Trafficking Victims Protection Act (TVPA) of 2000, as amended. This solicitation will provide funding to victim service organizations with a demonstrated history of providing services for victims of human trafficking. Funding under this program will support the provision of specialized services for victims of human trafficking, including services for underserved victims of human trafficking such as American Indians and/or Alaska Natives (AI/AN) or individuals who identify as straight, lesbian, gay, bisexual, transgender, queer, or questioning (LGBTQ). Funding will also support efforts to increase the capacity of communities to respond to human trafficking victims through the development of interagency partnerships, professional training, and public awareness activities. The statutory authority for this program is 22 U.S.C. § 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 Trafficking Victims Protection Act (TVPA) of 2000 (22 U.S.C. § 7101 et. seq.), which was amended by the Trafficking Victims Protection Reauthorization Act of 2003, and again amended in 2005, 2008, and 2013. The TVPA seeks to combat “severe forms” of human trafficking by punishing traffickers, protecting victims, and mobilizing U.S. Government agencies to wage a global anti-trafficking campaign.

OVC strives to uphold the intent of the TVPA and its subsequent authorizations to ensure that all trafficking victims, regardless of immigration status, gender, age, sexual orientation, or form of trafficking, receive support to access the services they need to heal in the aftermath of victimization. Sex trafficking and labor trafficking occurs within many different settings within communities and the victims of these crimes are very diverse. Trafficking victims include foreign nationals and U.S. citizens, males and females, adults and minors, and LGBTQ individuals.

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(9), 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 subsection to involuntary servitude, peonage, debt bondage, or slavery.

Goals, Objectives, and Activities

The overarching goal of this program is to enhance the quality and quantity of services available to assist all victims of human trafficking to achieve their goals, which may include increased autonomy and self-sufficiency, and increased feelings of safety and well-being.

Successful applicants funded through this solicitation will engage in the following activities in order to meet program goals and objectives:

1. Provide specialized service(s) or intervention(s) for victims of human trafficking, either in-house or through community partnerships;
2. 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;
3. Conduct training and public awareness activities for professionals and community members in order to improve their knowledge of human trafficking and their ability to identify and respond to victims; and
4. Conduct data collection and evaluation activities to determine if the program is meeting stated goals and objectives.

Funds awarded through this OVC cooperative agreement are intended primarily to support the cost of direct services that promote victim safety and stability in the short-term aftermath of victimization, leading to the goal of autonomy and economic self-sufficiency. OVC does not set time limits on services and supports the provision of ongoing case management when there are no other specialized programs to provide case management services; however, **funds awarded through this program are not intended to provide long-term financial support to trafficking victims**. Reliance on OVC grant funding to provide long-term support, including, for example, long-term medical care or shelter expenses, may weaken the overall integrity of the program.

For the purpose of eligibility for services under this cooperative agreement, adult victims of human trafficking are required to cooperate with reasonable requests from law enforcement on the investigation or prosecution of trafficking in persons. OVC will consider exceptions on a case-by-case basis for adult victims who would be negatively impacted or re-traumatized by a requirement to assist law enforcement. Minors are not required to assist law enforcement; however, they should be encouraged to do so.

Specialized Services for Victims of Human Trafficking

Victims of trafficking have diverse and distinct needs that may require specialized responses. Their needs may differ depending on their age, gender, citizenship, culture, language skills, type of trafficking experienced, history of victimization, and a host of other factors. Additionally, specialized services supported under this program must be trauma-informed and culturally, linguistically, and developmentally appropriate.

Applicants must demonstrate prior experience with providing the specialized service, intervention, and/or treatment for victims of human trafficking and must provide information in their proposal that supports how the intervention or service is successful in meeting the needs or improving the well-being of trafficking victims. Applicants must include a description of how they will provide the proposed service for the population, either in-house or through project partners. The applicant must also describe the target population that will be served, the specific

geographic region that will be covered, and provide a clear implementation plan for the service or intervention that is to be provided.

Note: OVC expects applicants to offer services that are as inclusive as possible of all trafficking victims. Federal laws prohibit recipients of OJP funding from discriminating in the delivery of services on the basis of age, race, color, national origin, sex, religion, or disability. Under certain circumstances, it might be appropriate to limit services based upon age, and to refer otherwise eligible beneficiaries outside of the targeted age group to other services. Recipients whose services are developed for a particular ethnic or racial group (for example, projects focusing on AI/AN victims of human trafficking), however, may not deny services to otherwise eligible beneficiaries outside of the targeted ethnic or racial group.

Applicants should identify the proposed specialized service for the population of trafficking victims that will support the development of individualized service plans tailored to meet victims' identified needs. To identify priority service needs in the community, applicants are encouraged to consult with survivors, advocates, social services providers, and non-governmental organizations. A victim-centered and trauma-informed approach will help ensure that victims of human trafficking have the opportunity to make informed decisions about the support they need to work through the impact of the crime, address the issues that shaped the trafficking situation, and assist the victim in identifying and achieving their personal goals. It supports the process of informing victims about their options and helping them work with local, state, tribal, and federal law enforcement in the prosecution of the trafficker.

Applicants must include a plan to ensure that case management is provided for all victims of human trafficking enrolled in the OVC-funded program, regardless of where the victim resides. For example, case management should be provided, either in-house or through project partners, for minor victims who may be placed in foster care, a group home, or reside with family; or, for adults living independently or within a substance abuse treatment center or shelter. Case management is a central service as it ensures that victims have support to access a variety of services that are coordinated across multiple systems. It ensures the provision of "wraparound services" that meet victims where they are and helps to express their choices while working through the trauma of the situation and interacting with the necessary local and federal partners.

Specialized services should be implemented in coordination with existing community resources. To the extent possible, specialized service providers should assess the needs of each client and make referrals to connect them with other service providers within the community to ensure that all of their needs are met.

Proposals under this grant program may include, but are not limited to, a plan to provide any of the following types of services and interventions:

- Legal Services: including immigration assistance, assistance with civil legal remedies, victims' rights enforcement, and assistance pursuing efforts to vacate a victim's criminal conviction and/or expunge a victim's criminal record (where the law allows a record to be vacated/expunged based on being a human trafficking victim)
- Mental Health Services: including trauma-informed screening and assessment, individual and/or group counseling, substance abuse treatment, and trauma-specific therapies and treatments

- Support Groups: including survivor, peer, and parent and guardian facilitated support groups
- Mentoring programs to include one-on-one and/or group sessions
- Gender-specific programs to include targeted services that work with a specific gender or LGBTQ youth and/or adults
- Programs and interventions implemented within adult correction facilities or juvenile detention facilities targeting potential or actual victims of human trafficking
- Programs and interventions implemented within runaway and homeless youth facilities or drop-in centers
- Programs targeting traditionally underserved, or unserved populations such as AI/AN or LGBTQ victims
- Specialized short-term, transitional, emergency or long-term safe housing programs. Note: Proposals that include new construction of a housing facility will not be accepted. All proposed specialized housing and shelter programs must be operational. Additionally, applicants that are proposing any specialized housing and shelter program must be able to demonstrate a history of providing housing and shelter services. Applicants should provide information about whether participation in the proposed program is voluntary or mandated.
- School-based interventions: including services provided through schools to youth identified as victims of human trafficking
- Literacy education, job training, and/or education and GED assistance that is culturally and linguistically appropriate
- Life skills training, including managing personal finances, self-care, parenting classes, and programs that help clients achieve self-sufficiency
- Assistance for victims to secure job training programs

Note: OVC funding may not be used for criminal defense services.

Applicants must demonstrate that a coordinated, community-wide approach will be used to leverage various local, state, and federal resources for the specialized service identified through this initiative. Applicants that fail to dedicate adequate funding to support each specialized service identified will be negatively impacted in the peer review.

- Foreign National Victims (minors and adults), if applicable: Services can be provided to a foreign national victim in the short-term aftermath of victim identification until they achieve U.S. Department of Health and Human Services Office of Refugee Resettlement (ORR) certification. Once a trafficking victim achieves ORR certification, service providers should refer the victim to other federal, state, or local programs for which the victim may be eligible, including ORR-funded services. If no trafficking-specific case

management and/or legal services exist within a reasonable distance from where the trafficking victim resides, the grantee may continue to use OVC grant funds to provide case management and legal services. Approval to use grant funds for other services beyond case management and legal services for certified foreign national victims must be granted in writing by OVC.

- U.S. Citizens (minors and adults), if applicable: Services can be provided to a victim in the short-term aftermath of victim identification until they are able to access other federal, state, or local programs for which they may be eligible. If no trafficking-specific case management or legal services exist within a reasonable distance from where the trafficking victim resides, the grantee may continue to use OVC grant funds to provide case management and legal services.

Resource Coordination

Proposals should fill gaps in existing services. All applicants should determine if there is an existing OVC-funded trafficking victim service provider within their jurisdiction, and work to ensure that the new application does not duplicate existing services currently funded by OVC. If there is currently an OVC-funded trafficking victim service grantee within the same jurisdiction as the applicant's proposal, applicants must document (1) how the new proposal either focuses on a new specialized service for trafficking victims than those served by the currently funded provider, 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. The list of OVC-funded trafficking victim services grantees and the geographic regions they serve are listed on the OVC Web site at <http://ojp.gov/ovc/grants/traffickingmatrix.html>. OVC will not fund a new proposal that duplicates the services and geographic area already covered by an existing comprehensive services provider.

Applicants must also include information about any other open award of federal and state funds that are being or will be 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 services for victims of human trafficking must demonstrate how the new proposal fills gaps in services or interventions not previously addressed by the existing OVC grant.

With regard to services provided to individual clients, applicants must ensure that eligible victims served under this program are not concurrently served with other federally funded grants, contracts, or subawards issued to the applicant agency specifically for services for victims of human trafficking, such as awards funded by ORR or other federal sources. An agency that receives both OVC trafficking services funds and is an ORR trafficking victim assistance program grantee or subawardee should use funds awarded by OVC to serve pre-certified victims until the victim achieves ORR certification. Upon ORR certification, the victim should be transferred to an ORR trafficking victim assistance-funded program.

Training and Public Awareness:

Training and public awareness activities are integral to a community's response to human trafficking. Applicants are expected to conduct local trainings for project partners and for other community members, and provide project staff with professional development opportunities (including travel to attend local and national victim assistance or regional or national trafficking conferences). **Under this program, each applicant must allocate a minimum of two percent (but not more than five percent) of their total project budget to support the delivery of**

training to stakeholders within the community, and to access professional development opportunities. A Training Plan should be submitted as one separate attachment to the application (Attachment 8). For more information about what should be included in the Training Plan please refer to page 22.

Evaluation and Collecting Data for Performance Measures:

Data collection and evaluation activities are necessary to document the required performance measures and ensure projects meet intended goals related to service provision and impact on victims of human trafficking. **Under this program, each application must allocate a minimum of two percent (but not more than five percent) of their total project budget to collect data on the performance measures of this grant.** A Data Collection and Evaluation Plan should be submitted as one separate attachment to the application (Attachment 3). For more information about what should be included in the Data Collection and Evaluation Plan, please refer to page 17.

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 Memorandum of Understanding (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 should be clearly stated in the MOU, Letter of Intent, or subcontract/subgrant.

MOUs, Letters of Intent, subcontracts/subgrants must include the following: (1) names of the organizations involved in the agreement; (2) scope of the direct 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—fee-for-service, in-kind match, or no-cost; (5) whether or not there is a cap on the total amount of the agreement; and (6) whether or not there is a maximum number of victims that may be served under the agreement. If any of the required direct services above are to be provided pro bono, or accessed through other government-subsidized or otherwise funded programs, applicants must describe how services will be provided to victims without the use of grant funds. MOUs, Letters of Intent, subcontracts/subgrants should be submitted as one separate attachment to the application (Attachment 9).

Applications with insufficient documentation to fully demonstrate the applicant's ability to implement their proposed service plan will be negatively impacted during the review process. Awards made to applicants under this solicitation will contain a special condition precluding access to the full amount of grant funds until all supporting documentation is received and approved by OVC.

Evidence-Based Programs or Practices

OJP strongly emphasizes the use of data and evidence in policy making and program development in criminal justice, juvenile justice, and crime victim services. 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](http://OJP.CrimeSolutions.gov) Web site is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

B. Federal Award Information

OVC estimates that it will make up to 9 awards of up to \$600,000 for a 36-month project period, beginning on October 1, 2015.

OVC reserves the right to exercise discretion in setting award amounts. Award amounts will be based on the documented number of victims served each year during 2013 and 2014 within the targeted geographic region, the geographic location of the project, the scope and complexity of the service strategy, funding priorities, and funding availability.

OVC may, in certain cases, provide supplemental funding in future years to awards under this solicitation. Important considerations in decisions regarding supplemental funding include, among other factors, the availability of funding, strategic priorities, assessment of the quality of the management of the award (for example, timeliness and quality of progress reports), and assessment of 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 Award¹

OVC expects that it will make any award from this solicitation in the form of a cooperative agreement, which is a particular type of grant used if OVC expects to have ongoing substantial involvement in award activities. Substantial involvement includes direct oversight and involvement with the grantee organization in implementation of the grant, but does not involve day-to-day project management. See [Administrative, National Policy, and other Legal Requirements](#), under Section [F. Federal Award Administration Information](#), for details regarding the federal involvement anticipated under an award from this solicitation.

Financial Management and System of Internal Controls

If selected for funding, the award recipient must:

(a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the non-Federal entity is managing the Federal award in compliance

¹ See generally 31 U.S.C. §§ 6301-6305 (defines and describes various forms of federal assistance relationships, including grants and cooperative agreements (a type of grant)).

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 non-Federal entity's compliance with statute, 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 non-Federal entity considers sensitive consistent with applicable Federal, state and local laws regarding privacy and obligations of confidentiality.

In order to better understand administrative requirements and cost principles, award applicants are encouraged to enroll, at no charge, in the Department of Justice Grants Financial Management Online Training available [here](#).

Budget Information

Cost Sharing or Match Requirement: 25%

Match Requirement (cash or in-kind)

Federal funds awarded under this program may not cover more than 75% of the total costs of the project. Applicants must identify the source of the 25% non-federal portion of the total project costs and how they 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 is restricted to the same uses of funds as allowed for the federal funds.) Applicants may satisfy this match requirement with either cash or in-kind services. The formula for calculating the match is:

$$\frac{\text{Federal Award Amount}}{\text{Federal Share Percentage}} = \text{Adjusted (Total) Project Costs}$$

$$\text{Required Recipient's Share Percentage} \times \text{Adjusted Project Cost} = \text{Required Match}$$

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

$$\frac{\$350,000}{75\%} = \$466,667 \quad 25\% \times \$466,667 = \$116,667 \text{ match}$$

For additional cost sharing and match information, see Section [C. Eligibility Information](#).

Pre-Agreement Cost Approvals

OJP does not typically approve pre-agreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. If approved, pre-agreement costs could be paid from grant funds consistent with a grantee's approved budget, and under applicable cost standards. However, all such costs prior to award and prior to approval of the costs are incurred at the sole risk of an applicant. Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs. Should there be extenuating circumstances that appear to be appropriate for OJP's consideration as pre-agreement costs, the applicant should contact the point of contact listed on the title page of this announcement for details on the requirements for submitting a written request for approval. See the section on Costs Requiring Prior Approval in the [Financial Guide](#), 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, recipients may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the award recipient at a rate that exceeds 110% 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.² The 2015 salary table for SES employees is available at the Office of Personnel Management [website](#). 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. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The Assistant Attorney General for OJP may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. An applicant requesting a waiver should include a detailed justification in the budget narrative of the application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit the budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service the individual will provide, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work to be done.

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

OJP strongly encourages applicants that propose to use award funds for any conference-, meeting-, or training-related activity to review carefully – before submitting an application – the OJP policy and guidance on conference approval, planning, and reporting available at <http://www.ojp.gov/financialguide/PostawardRequirements/chapter15page1.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 such costs for cooperative agreement recipients and of some such costs for grant recipients; and (3) set cost limits, including a general prohibition of all food and beverage costs.

² This limitation on use of award funds does not apply to the non-profit organizations specifically named at Appendix VIII to 2 C.F.R. part 200.

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 "Solicitation Requirements" in the [OJP Funding Resource Center](#).

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.

C. Eligibility Information

For additional eligibility information, see Title page.

Cost Sharing or Match Requirement

For additional information on cost sharing and match requirement, see Section [B. Federal Award Information](#).

Limit on Number of Application Submissions

If an applicant submits multiple versions of the same application, OVC will review only the most recent system-validated version submitted. For more information on system-validated versions, see [How to Apply](#).

D. Application and Submission Information

What an Application Should Include

Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are determined to be nonresponsive to the scope of the solicitation, or that do not include the application elements that OVC has designated to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, OVC has designated the following application elements as critical:

- Program Narrative,
- Budget Detail Worksheet and Budget Narrative,

- Evaluation Plan for Collecting the Data Required for this Solicitation’s Performance Measures,
- Project Timeline,
- MOUs, Letters of Intent, Subcontracts/Subgrants, and
- Training Plan.

Applicants may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one budget document, it must contain **both** narrative and detail information. Please review the “Note on File Names and File Types” under [How to Apply](#) to be sure applications are submitted in permitted formats.

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

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 OJP’s 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).

Intergovernmental Review: This funding opportunity (program) **is not** subject to [Executive Order 12372](#). (In completing the SF-424, applicants are to make the appropriate selection in response to question 19 to indicate that the “Program is not covered by E.O. 12372.”)

2. Project Abstract (Attachment 1)

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 (Times New Roman) with 1-inch margins

The abstract must include the following information:

- Legal name of the applicant (if two or more entities are applying, identify the legal name for lead applicant and the subrecipient(s))
- Proposed specialized service or intervention
- Specific description of the target population
- Specific description of the geographic area where activities will be focused
- Amount of federal funding requested
- Number of trafficking victims served each year in 2013 and 2014

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

All project abstracts should follow the detailed template available at ojp.gov/funding/Apply/Resources/ProjectAbstractTemplate.pdf.

Permission to Share Project Abstract with the Public: It is unlikely that OVC will be able to fund all promising applications submitted under this solicitation, but it may have the opportunity to share information with the public regarding promising but unfunded applications, for example, through a listing on a webpage available to the public. The intent of this public posting would be to allow other possible funders to become aware of such proposals.

In the project abstract template, applicants are asked to indicate whether they give OJP permission to share their project abstract (including contact information) with the public. Granting (or failing to grant) this permission will not affect OJP's funding decisions, and, if the application is not funded, granting permission will not guarantee that abstract information will be shared, nor will it guarantee funding from any other source.

Note: OJP may choose not to list a project that otherwise would have been included in a listing of promising but unfunded applications, should the abstract fail to meet the format and content requirements noted above and outlined in the project abstract template.

3. Program Narrative (Attachment 2)

The program narrative should be double-spaced, using a standard 12-point font (Times New Roman preferred); have margins that are 1-inch or wider; and not exceed 25 pages. Pages should be numbered "1 of 25," "2 of 25," etc.

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 program narrative should include three clearly identified separate sections: (1) Statement of the Problem, (2) Project Design/Implementation Plan, and (3) Organizational Capability and Project Management.

The following sections should be included as part of the program narrative:

a. Statement of the Problem

Applicants must include the following:

- i. Identification of the nature and scope of the problem that the program will address. Applicants must demonstrate the problem of human trafficking within the targeted geographic region, including local, state, and federal data regarding investigations, prosecutions, and the number of individuals identified as victims of human trafficking in the proposed geographic area. **Applicant must provide the source of this data.**
- ii. Description of previous or current attempts to address the problem. Applicants must include documentation of the number of trafficking victims served each year during 2013 and 2014 within the targeted geographic region. At a minimum, applicants must identify the total number of victims previously served within the targeted geographic region, with federal and nonfederal funds; and the types of victims they have served (sex and/or labor trafficking victims). **Applicant must provide the source of this data.**

- iii. Description of the specialized service that is needed. Applicants must describe the specific problem to be addressed, unmet needs, and the gap in services within the community that the applicant intends to fill. Additionally, the applicant must provide information that supports how the intervention or service is successful in meeting the needs or improving the well-being of trafficking victims. See page 8 for more information about what an application must include about describing gaps in services and coordinating resources with other OVC-funded service providers.
- iv. A description of how this funding opportunity will help address these problems.

b. Project Design and Implementation

Applicants must submit a coherent, concise, and complete plan for the implementation of this project that addresses the requirements of the solicitation as described below:

- i. Proposed specialized service(s) or intervention(s). Applicants must describe the plan to implement the proposed specialized service(s). The plan must also describe how the service will be delivered, either in-house or through project partners, and who will be responsible for delivering the service. The specific population to be served must also be discussed. The plan must ensure that case management is provided for all victims of human trafficking enrolled in the OVC-funded program, regardless of where the victim resides, and describe whether case management services will be accessible in-house, or through community partners.
- ii. State goals, objectives, and activities. Applicants must clearly state the goals, objectives, and primary activities that will be accomplished through this project as part of their implementation plan. These activities must be in alignment with the stated goals and objectives of this solicitation as described on page 5. Applicants must include a logic model that graphically illustrates how the project's goals, objectives, and activities are interrelated to address the stated problem. The logic model must be included as a separate attachment (Attachment 11), and must include information related to anticipated outputs, performance measures, and short- and long-term outcomes that are anticipated for victims served and the community. Sample logic models are available at www.ojjdp.gov/grantees/pm/logic_models.html.
- iii. Indicate the name of the agency and the staff name/position title of the person(s) that will be providing the direct services outlined in the proposal. For those services provided by project partners, applicants must also include information about how the performance of the service provider will be monitored.
- iv. MOU, Letter of Intent, Subcontract/Subgrant. Applicants must include, for each named partner, an MOU, Letter of Intent, or subcontract/subgrant that confirms the partner's agreement to provide the service and describes the cost agreement between the agencies. Subcontracts, MOUs, or Letters of Intent should be submitted as one separate attachment to the application (Attachment 9). See page 9 for information that should be included in these documents.

c. Capabilities and Competencies

- i. Describe organization's experience in providing the proposed specialized service(s). Applicants must demonstrate prior experience with providing the specialized service, intervention, and/or treatment for victims of human trafficking. Applicants must demonstrate a history of providing these services on behalf of victims of human trafficking and include the number of human trafficking victims served each year in 2013 and 2014 by the applicant agency and any formal partners included in the budget.
- ii. Describe key personnel experience in providing the proposed specialized service(s). Applicants must also demonstrate that personnel who provide direct specialized services, including case managers, have prior victim service experience or be under the direct supervision of a senior case manager or project director who has such experience.
- iii. Describe staffing structure. Applicants must describe the staffing structure of the program, information about how the program will be managed, and how key staff, including case managers, will be supervised.
- iv. Describe roles and responsibilities of key personnel. Applicants must also provide a list of the personnel responsible for managing and implementing major activities of the project and include a description of the current and proposed professional staff member's unique qualifications that will enable them to fulfill their grant responsibilities. An organizational chart may also be included. Position descriptions and resumes of key personnel must be included as separate attachments (Attachment 10). If additional staff will be hired to complete various activities for this project, the applicant should also attach a proposed job description and the selection criteria for the position.
- v. Describe expertise and organizational capacity. Applicants must demonstrate the expertise and organizational capacity to successfully undertake an initiative that meets the specialized and individualized needs that responds to victims of human trafficking.
- vi. Describe experience with managing federal grants. Applicants must state their experience with managing federal grants that support direct services to crime victims and document their administrative and financial capacity to manage federal grants. If the applicant has other grants to provide services to victims of human trafficking, training on human trafficking for professionals, or outreach to trafficking victims, the applicant must briefly 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.
- vii. Describe how the proposal fills gaps in services. Applicants with current OVC funding for services for victims of human trafficking must demonstrate how this application fills gaps in services not previously addressed by current available funding.

4. Evaluation Plan for Collecting the Data Required for this Solicitation's Performance Measures (Attachment 3)

Applicants must include, as an attachment to the application, information that outlines an implementation plan for the collection of performance measurement data and program evaluation.

- a) Costs dedicated to data collection and evaluation activities must be detailed in the evaluation plan and must also be included as line items within the appropriate categories of the Budget Detail Worksheet and Budget Narrative (Attachment 4). **Under this program, each application must allocate a minimum of two percent (but not more than five percent) of their total project budget to collect data on the performance measures of this grant.**
- b) The evaluation plan must include a description of the proposed methods for the collection of data for the required performance measures of this grant, including a plan to use TIMS Online. (See “Performance Measures” listed below, page 18–19.)
- c) The evaluation plan must be in alignment with the Logic Model submitted as Attachment 11 for this application, and must identify (1) the evaluation consultant or key staff who will conduct the program evaluation and evaluation activities; (2) qualifications of the consultant or staff selected to conduct evaluation activities; and (3) the basic methodology and timeline for the evaluation.

To assist the Department with 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, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. OJP will require any award recipient, post award, to provide the data requested in the “Data Grantee Provides” column so that OJP can calculate values for the “Performance Measures” column. Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides
To enhance the quality and quantity of specialized services available to assist victims of human trafficking	Number of trafficking victims served.	<p>Number of NEW victims of human trafficking served for the first time during the performance period, broken down by the type of trafficking (sex, labor, or both sex and labor) and by immigration status of the victim.</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>
	Number of victim services provided.	Total number of specialized services provided to trafficking victim during the performance period, broken down by the type

	Number of collaborative partners providing services.	of service. Number of collaborative partners serving trafficking victims during the performance period, broken down by type of organization.
Enhance response to victims of trafficking through training and public awareness activities.	Number of training events conducted. Number of participants who attend training.	Number of trainings conducted during the performance period, broken down by topic. Number of participants attending trainings during the performance period, broken down by type of participant.

OVC does not require applicants to submit performance measures data with their application. Performance measures are included as an alert that OVC will require successful applicants to submit specific data as part of their reporting requirements. For the application, applicants should indicate an understanding of these requirements and discuss how they will gather the required data, should they receive funding.

Note on Project Evaluations

Applicants that propose to use funds awarded 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.” Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections 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, see the decision tree to assist applicants on the “Research and the Protection of Human Subjects” section of the [OJP Funding Resource Center](http://www.ojp.gov/funding/Explore/SolicitationRequirements/EvidenceResearchEvaluationRequirements.htm) Web page (www.ojp.gov/funding/Explore/SolicitationRequirements/EvidenceResearchEvaluationRequirements.htm). Applicants whose proposals may involve a research or statistical component also should review the “Data Privacy and Confidentiality Requirements” section on that Web page.

5. Budget Detail Worksheet and Budget Narrative (Attachment 4)

a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/Apply/Resources/BudgetDetailWorksheet.pdf. Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet.

For questions pertaining to budget and examples of allowable and unallowable costs, see the Financial Guide at www.ojp.gov/financialguide/index.htm.

Direct victim services: Applicants must dedicate a line item, within the appropriate budget category, for each identified specialized service identified in the program narrative. Each identified specialized service must be addressed, whether or not there is a charge to the grant. Funds awarded through the OVC cooperative agreement are intended to support the cost of direct services for victims, either in-house or through subcontractors or fee-for-service through other community-based agencies.

Applicants that fail to dedicate adequate funding to support each specialized service identified and that propose to perform all work in-house, without demonstrated collaboration with other community-based agencies, will be negatively impacted in the peer review.

Administrative and operational costs:

Grant funds awarded through this cooperative agreement are to support costs for the key activities of this program: **direct victim services, outreach, training, and evaluation activities**. Administrative costs related to executive-level leadership and accounting/financial administration should not exceed more than 10 percent of the total direct cost of the project (indirect costs charged under a federally approved indirect cost rate are not affected by this 10 percent limit). Applicants must clearly indicate whether staff listed under the personnel section of the budget are directly involved in the implementation of the key activities and whether the position is administrative and/or operational. Applicants must also indicate the percentage of time that each position will dedicate to administrative activities versus direct services, outreach, training, or evaluation.

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 one or two staff persons 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.

Two required trainings for OVC grantees are listed below:

1. 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.
2. One OVC kickoff or grantee meeting, of 2 days, in Washington, DC.

Note: Travel costs associated with project staff (e.g., travel for a consultant or a speaker) who are not directly employed by the grantee organization must be listed under the Consultant Budget category on the Budget Detail Worksheet.

Consultant rates: Consultant rates may not exceed the maximum of \$650 per day or, if paid by the hour, \$81.25 per hour for a maximum 8-hour workday. Rates that exceed the maximum rate must be strongly justified by the applicant at the time of the application and approved in writing by OVC after the award is made. Consultants or other providers who are donating the cost of their services as match toward the project are also subject to the \$650 per day or \$81.25 per hour limitation.

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).

Applicants should demonstrate in their budget narratives how they will maximize cost effectiveness of grant 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 narrative should be mathematically sound and correspond 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 they are relevant 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 be broken down by year.

c. Non-Competitive Procurement Contracts In Excess of Simplified Acquisition Threshold

If an applicant proposes to make one or more non-competitive procurements of products or services, where the non-competitive procurement will exceed the simplified acquisition threshold (also known as the small purchase threshold), which is currently set at \$150,000, the application should address the considerations outlined in the [Financial Guide](#).

d. Pre-Agreement Cost Approvals

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

6. Indirect Cost Rate Agreement (if applicable) (Attachment 5)

Indirect costs are allowed only if the applicant has a current federally approved indirect cost rate. (This requirement does not apply to units of local government.) Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. For the definition of Cognizant Federal Agency, see the "Glossary of Terms" in the [Financial Guide](#). For assistance with identifying your cognizant agency, please contact the Customer Service Center at 1-800-458-0786 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 <http://www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf>.

7. Project Timeline (Attachment 6)

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

8. Privacy Certificate (Attachment 7)

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 CFR 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 sample Privacy Certificates, visit www.ojp.usdoj.gov/funding/forms.htm and view the two model Privacy Certificates available for adaptation. 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.

9. Training Plan (Attachment 8)

Applicants must include, as an attachment to this application, implementation plans for conducting training and public awareness activities and plans to provide staff with professional development opportunities.

Costs dedicated to training, public awareness, and professional development activities must be detailed in the training plan and also included as line items within the appropriate categories of the Budget Detail Worksheet and Budget Narrative. **Under this program, OVC recommends that a minimum of 2 percent (but no more than 5 percent) of the total victim service project cost, including match funds, be dedicated to conducting local trainings for project partners and other community members, public awareness activities, and providing project staff with professional development opportunities** (including travel costs, staff time, and speaker fees, if applicable).

The training plan should include information about target audiences for trainings and public awareness activities, topics of trainings, tentative dates or frequency of training events, and the key staff involved in delivering training. The plan should also identify specific professional development opportunities for staff, including costs to attend local or national victim assistance or regional or national trafficking conferences.

An agency that receives both OVC funds and ORR funding through the Rescue & Restore Victims of Human Trafficking Regional Program for training and public awareness activities must describe how activities and data collection on these projects will be tracked separately to avoid duplication.

Note: All training hosted by the applicant organization with funds awarded through this cooperative agreement would be subject to regulations, policies, and guidance outlined on the OJP Web site at www.ojp.gov/funding/confcost.htm. This includes the requirement to obtain specific DOJ prior approval at least 120 days before the date of a conference, training, or other formal event planned and implemented with the use of grant funds. The training plan submitted within the application program narrative should include the submission of requests for DOJ prior approval. For additional conference information, see Section B on page 10.

10. MOUs, Letters of Intent, and Subcontracts/Subgrants (Attachment 9)

See page 9 for more information.

11. Position Descriptions/Resumes (Attachment 10)

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

12. Logic Model (Attachment 11)

See page 16 for more information.

13. Applicant Disclosure of High Risk Status (Attachment 12)

Applicants are to disclose whether they are currently designated high risk by another federal grant making agency. This includes any status requiring additional oversight by the federal agency due to past programmatic or financial concerns. If an applicant is designated high risk by another federal grant making agency, you must e-mail the following information to OJPComplianceReporting@usdoj.gov at the time of application submission:

- The federal agency that currently designated the applicant as high risk
- Date the applicant was designated high risk
- The high risk point of contact name, phone number, and e-mail address, from that federal agency
- Reasons for the high risk status

OJP seeks this information to ensure appropriate federal oversight of any grant award. Unlike the Excluded Parties List, this high risk information does not disqualify any organization from receiving an OJP award. However, additional grant oversight may be included, if necessary, in award documentation.

14. Tribal Authorizing Resolution (if applicable) (Attachment 13)

Tribes, tribal organizations, or third parties proposing to provide direct services or assistance to residents on tribal lands should include in their applications a resolution, a letter, affidavit, or other documentation, as appropriate, that certifies that the applicant has the legal authority from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for a grant on behalf of a tribe or multiple specific tribes, the application should include appropriate legal documentation, as described above, from all tribes that would receive services or assistance

under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without an authorizing resolution or comparable legal documentation from each tribal governing body) may submit, instead, a copy of its consortium bylaws with the application.

Applicants unable to submit an application that includes a fully-executed (i.e., signed) copy of appropriate legal documentation, as described above, consistent with the applicable tribe’s governance structure, should, at a minimum, submit an unsigned, draft version of such legal documentation as part of its application (except for cases in which, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, OVC will make use of and access to funds contingent on receipt of the fully-executed legal documentation.

15. Additional Attachments

a. Applicant Disclosure of Pending Applications (Attachment 14)

Applicants are to disclose whether they have pending applications for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to State agencies that will subaward federal funds).

OJP seeks this information to help avoid any 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.

Applicants that have pending applications as described above are 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 funding agency

Federal or State Funding Agency	Solicitation Name/Project Name	Name/Phone/E-mail for Point of Contact at Funding Agency
DOJ/COPS	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov
HHS/ Substance Abuse & Mental Health Services Administration	Drug Free Communities Mentoring Program/ North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

Applicants should include the table as a separate attachment, with the file name "Disclosure of Pending Applications," to their application. Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page (e.g., "[Applicant Name on SF-424] does not have pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.").

b. Research and Evaluation Independence and Integrity (Attachment 15)

If a proposal involves research and/or evaluation, regardless of the proposal's other merits, in order to receive funds, the applicant must demonstrate research/evaluation independence, including appropriate safeguards to ensure research/evaluation objectivity and integrity, both in this proposal and as it may relate to the applicant's other current or prior related projects. This documentation may be included as an attachment to the application which addresses BOTH i. and ii. below.

- i. For purposes of this solicitation, applicants must document research and evaluation independence and integrity by including, at a minimum, one of the following two items:
 - a. A specific assurance that the applicant has reviewed its proposal to identify any research integrity issues (including all principal investigators and subrecipients) and it has concluded that the design, conduct, or reporting of research and evaluation funded by OVC grants, cooperative agreements, or contracts will not be biased by any personal or financial conflict of interest on the part of part of its staff, consultants, and/or subrecipients responsible for the research and evaluation or on the part of the applicant organization;

OR

- b. A specific listing of actual or perceived conflicts of interest that the applicant has identified in relation to this proposal. These conflicts could be either personal (related to specific staff, consultants, and/or subrecipients) or organizational (related to the applicant or any subgrantee organization). Examples of potential investigator (or other personal) conflict situations may include, but are not limited to, 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 could not be given a grant 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), as the organization in such an instance would 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 applicants must address the issue of 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 potential personal or organizational conflicts of interest exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion. Applicants **MUST** also include an explanation of the specific processes and procedures that the applicant will put in place to identify and eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or subrecipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest.

OR

- b. If the applicant has identified specific personal or organizational conflicts of interest in its proposal during this review, the applicant must propose a specific and robust mitigation plan to address conflicts noted above. At a minimum, the plan must include specific processes and procedures that the applicant will put in place to eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or subrecipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan, if any, will be accepted as proposed.

Considerations in assessing research and evaluation independence and integrity will include, but are not be limited to, the adequacy of the applicant's efforts to identify factors that could affect the objectivity or integrity of the proposed staff and/or the organization 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.

16. Financial Management and System of Internal Controls Questionnaire

In accordance with [2 CFR 200.205](#), Federal agencies must have in place a framework for evaluating the risks posed by applicants before they receive a Federal award. To facilitate part of this risk evaluation, **all** applicants (other than an individual) are to download, complete, and submit this [form](#).

17. Disclosure of Lobbying Activities

All applicants must complete this information. Applicants that expend any funds for lobbying activities are to provide the detailed information requested on the form Disclosure of Lobbying Activities (SF-LLL). Applicants that do not expend any funds for lobbying activities

are to enter “N/A” in the text boxes for item 10 (“a. Name and Address of Lobbying Registrant” and “b. Individuals Performing Services”).

How to Apply

Applicants must register in, and submit applications through Grants.gov, a “one-stop storefront” to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at www.Grants.gov. Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, 24 hours a day, 7 days a week, except 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 and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 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.

OVC strongly encourages all prospective applicants to sign up for Grants.gov [e-mail](#) notifications regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for updates will be automatically notified.

Note on File Names and File Types: Grants.gov only permits the use of certain specific characters in names of attachment files. Valid file names may include only the characters shown in the table below. Grants.gov is designed to reject any application that includes an attachment(s) with a file name that contains any characters not shown in the table below.

Characters	Special Characters		
Upper case (A – Z)	Parenthesis ()	Curly braces { }	Square brackets []
Lower case (a – z)	Ampersand (&)	Tilde (~)	Exclamation point (!)
Underscore (_)	Comma (,)	Semicolon (;)	Apostrophe (')
Hyphen (-)	At sign (@)	Number sign (#)	Dollar sign (\$)
Space	Percent sign (%)	Plus sign (+)	Equal sign (=)
Period (.)	When using the ampersand (&) in XML, applicants must use the “&amp;” format.		

Grants.gov is designed to forward successfully submitted applications to OJP’s Grants Management System (GMS).

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:

OJP may not make a federal award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with the requirements by the time the federal awarding agency is ready to make a federal award, the

federal awarding agency may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

- 1. Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. 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 www.dnb.com. A DUNS number is usually received within 1-2 business days.
- 2. Acquire registration with the System for Award Management (SAM).** SAM is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. Applicants must **update or renew their SAM registration annually** to maintain an active status.

Applications cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. **The information transfer from SAM to Grants.gov can take up to 48 hours.** OJP recommends that the applicant register or renew registration with SAM as early as possible.

Information about SAM registration procedures can be accessed at www.sam.gov.

- 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. The applicant organization's DUNS number must be used to complete this step. For more information about the registration process, go to www.grants.gov/web/grants/register.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. 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 number for this solicitation is 16.320, titled "*Services for Trafficking Victims*," and the funding opportunity number is OVC-2015-4229.
- 6. Submit a valid application consistent with this solicitation by following the directions in Grants.gov.** 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 and the second will state whether the application has been successfully validated, or 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 well ahead of the deadline provides time to correct the

problem(s) that caused the rejection. **Important:** OJP urges applicants to submit applications **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.

Click [here](#) for further details on DUNS, SAM, and Grants.gov registration steps and timeframes.

Note: Duplicate Applications

If an applicant submits multiple versions of the same application, OVC will review only the most recent system-validated version submitted. See Note on File Names and File Types under [How to Apply](#).

Experiencing Unforeseen Grants.gov Technical Issues

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must contact the Grants.gov [Customer Support Hotline](#) or the [SAM Help Desk](#) to report the technical issue and receive a tracking number. Then applicant must e-mail the OVC contact identified in the Contact Information section on page 2 **within 24 hours after the application deadline** and request approval to submit their application. The e-mail must describe the technical difficulties, and 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: OVC does not automatically approve requests.** After the program office reviews the submission, and contacts the Grants.gov or SAM Help Desks to validate 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 applicant failed to follow all required procedures, which resulted in an untimely application submission, OJP will deny the applicant's request to submit their application.

The following conditions are generally insufficient to justify late submissions:

- Failure to register in SAM or Grants.gov in sufficient time
- Failure to follow Grants.gov instructions on how to register and apply as posted on its Web site
- Failure to follow each instruction in the OJP solicitation
- Technical issues with the applicant's computer or information technology environment, including firewalls

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding Web page at www.ojp.gov/funding/Explore/CurrentFundingOpportunities.htm.

E. Application Review Information

Selection Criteria

Applications will be evaluated and rated based on the extent to which the program meets the following selection criteria, which were described in the section of this solicitation titled "What an Application Should Include" on page 13.

1. Statement of the Problem (15%)

2. Project Design and Implementation (35%)
3. Capabilities and Competencies (30%)
4. Evaluation Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%)
5. Budget: complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should generally demonstrate 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.³ (10%)
6. Training Plan (5%)

Review Process

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

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. For purposes of assessing whether applicants have met basic minimum requirements, OJP screens applications for compliance with specified program requirements to help determine which applications should proceed to further consideration for award. Although program requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP grant programs:

- Applications must be submitted by an eligible type of applicant
- Applications must request funding within programmatic funding constraints (if applicable)
- Applications must be responsive to the scope of the solicitation
- Applications must include all items designated as "critical elements"
- Applicants will be checked against the General Services Administration's Excluded Parties List

For a list of critical elements, see "What an Application Should Include" under [Section D. Application and Submission Information](#).

OVC may use internal peer reviewers, external peer reviewers, or a combination, to assess applications meeting basic minimum requirements on technical merit using the solicitation's selection 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. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. Peer reviewers' ratings and any resulting recommendations are advisory only, although their views are considered carefully. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance under prior OVC and OJP awards, and available funding.

³ 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.

OJP reviews applications for potential discretionary awards to evaluate the risks posed by applicants before they receive an award. This review may include but is not limited to the following:

1. Financial stability and fiscal integrity
2. Quality of management systems and ability to meet the management standards prescribed in the Financial Guide
3. History of performance
4. Reports and findings from audits
5. The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities
6. Proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and whether those costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may consider factors including, but not limited to, peer review ratings, underserved populations, geographic diversity, strategic priorities, past performance under prior OVC and OJP awards, and available funding when making awards.

F. Federal Award Administration Information

Federal Award Notices

OJP award notification will be sent from GMS. Recipients will be required to log in; accept any outstanding assurances and certifications on the award; designate a financial point of contact; and review, sign, and accept the award. The award acceptance process involves physical signature of the award document by the authorized representative and the scanning of the fully-executed award document to OJP.

Administrative, National Policy, and other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the agency-approved project proposal and budget, the recipient must comply with award terms and conditions, and other legal requirements, including but not limited to OMB, DOJ or other federal regulations which will be included in the award, incorporated into the award by reference, or are otherwise applicable to the award. OJP strongly encourages prospective applicants to review the information pertaining to these requirements **prior** to submitting an application. To assist applicants and recipients in accessing and reviewing this information, OJP has placed pertinent information on its [Solicitation Requirements](#) page of the [OJP Funding Resource Center](#).

Please note in particular the following two forms, which applicants must accept in GMS prior to the receipt of any award funds, as each details legal requirements with which applicants must provide specific assurances and certifications of compliance. Applicants may view these forms in the Apply section of the [OJP Funding Resource Center](#) and are strongly encouraged to review and consider them carefully prior to making an application for OJP grant funds.

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

- [Standard Assurances](#)

Upon grant approval, OJP electronically transmits (via GMS) the award document to the prospective award recipient. In addition to other award information, the award document contains award terms and conditions that specify national policy requirements⁴ with which recipients of federal funding must comply; uniform administrative requirements, cost principles, and audit requirements; and program-specific terms and conditions required based on applicable program (statutory) authority or requirements set forth in OJP solicitations and program announcements, and other requirements which may be attached to appropriated funding. For example, certain efforts may call for special requirements, terms, or conditions relating to intellectual property, data/information-sharing or -access, or information security; or audit requirements, expenditures and milestones, or publications and/or press releases. OJP also may place additional terms and conditions on an award based on its risk assessment of the applicant, or for other reasons it determines necessary to fulfill the goals and objectives of the program.

Prospective applicants may access and review the text of mandatory conditions OJP includes in all OJP awards, as well as the text of certain other conditions, such as administrative conditions, via [Mandatory Award Terms and Conditions](#) page of the [OJP Funding Resource Center](#).

As stated above, OVC anticipates that it will make any award from this solicitation in the form of a cooperative agreement. Cooperative agreement awards include standard “federal involvement” conditions that describe the general allocation of responsibility for execution of the funded program. Generally-stated, under cooperative agreement awards, responsibility for the day-to-day conduct of the funded project rests with the recipient in implementing the funded and approved proposal and budget, and the award terms and conditions. Responsibility for oversight and redirection of the project, if necessary, rests with OVC.

In addition to any “federal involvement” condition(s), OJP cooperative agreement awards include a special condition specifying certain reporting requirements required in connection with conferences, meetings, retreats, seminars, symposium, training activities, or similar events funded under the award, consistent with OJP policy and guidance on conference approval, planning, and reporting.

General Information about Post-Federal Award Reporting Requirements

Recipients must submit quarterly financial reports, semi-annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with 2 CFR Part 200. Future awards and fund drawdowns may be withheld if reports are delinquent.

Special Reporting requirements may be required by OJP depending on the statutory, legislative or administrative obligations of the recipient or the program.

G. Federal Awarding Agency Contact(s)

For additional Federal Awarding Agency Contact(s), see page 2.

⁴ See *generally* 2 C.F.R. 200.300 (provides a general description of national policy requirements typically applicable to recipients of Federal awards, including the Federal Funding Accountability and Transparency Act of 2006 (FFATA)).

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

H. Other Information

Provide Feedback to OJP

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

IMPORTANT: This e-mail is for feedback and suggestions only. Replies are **not** sent from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, **you must** directly contact the appropriate number or e-mail listed on the front of this solicitation document. These contacts are provided to help ensure that you can directly reach an individual who can address your specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please e-mail your resume to ojppeerreview@lmbps.com. The OJP Solicitation Feedback e-mail account will not forward your resume. **Note:** Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.

Application Checklist
OVC Fiscal Year (FY) 2015 Specialized Services for Victims of Human Trafficking

This application checklist has been created to assist in developing an application.

What an Applicant Should Do:

Prior to Registering in Grants.gov:

- _____ Acquire a DUNS Number (see page 28)
- _____ Acquire or renew registration with SAM (see page 28)

To Register with Grants.gov:

- _____ Acquire AOR and Grants.gov username/password (see page 28)
- _____ Acquire AOR confirmation from the E-Biz POC (see page 28)

To Find Funding Opportunity:

- _____ Search for the Funding Opportunity on Grants.gov (see page 29)
- _____ Download Funding Opportunity and Application Package (see page 29)
- _____ Sign up for Grants.gov [e-mail](#) notifications (optional) (see page 27)
- _____ Read [Important Notice: Applying for Grants in Grants.gov](#)

After application submission, receive Grants.gov e-mail notifications that:

- _____ (1) application has been received,
- _____ (2) application has either been successfully validated or rejected with errors (see page 29)

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

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

General Requirements:

- _____ Review the [Solicitation Requirements](#) in the OJP Funding Resource Center.

Scope Requirement:

- _____ The federal amount requested is within the allowable limit(s) of \$600,000.

Eligibility Requirement: See eligibility information set out on the Title page.

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 14)
- _____ Project Abstract (see page 14)
- _____ Program Narrative (see page 15)
 - _____ Evaluation Plan for Collecting the Data Required for this Solicitation's Performance Measures (see page 18)
- _____ Budget Detail Worksheet and Budget Narrative (see page 19)
 - _____ Employee Compensation Waiver request and justification (if applicable) (see page 12)
 - _____ Read OJP policy and guidance on conference approval, planning, and reporting available at [ojp.gov/financialguide/PostawardRequirements/chapter15page1.htm](#) (see page 12)
- _____ Indirect Cost Rate Agreement (if applicable) (see page 21)
- _____ Project Timeline (see page 22)
- _____ Privacy Certificate (see page 22)

_____	Training Plan	(see page 22)
_____	MOUs, Letters of Intent, and Subcontracts/Subgrants	(see page 9)
_____	Position Descriptions/Resumes	(see page 23)
_____	Logic Model	(see page 16)
_____	Applicant Disclosure of High Risk Status	(see page 23)
_____	Tribal Authorizing Resolution (if applicable)	(see page 23)
_____	Additional Attachments	
_____	_____ Applicant Disclosure of Pending Applications	(see page 24)
_____	_____ Research and Evaluation Independence and Integrity	(see page 25)
_____	Financial Management and System of Internal Controls	
_____	Questionnaire (if applicable)	(see page 26)
_____	Disclosure of Lobbying Activities (SF-LLL)	(see page 26)