Administration for Children and Families

Immediate Office of the Assistant Secretary - Office on Trafficking in Persons

Domestic Victims of Human Trafficking Services and Outreach (DVHT-SO) Program
HHS-2020-ACF-IOAS-OTIP-TV-1804
Application Due Date: 06/24/2020

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Funding Opportunity Title:	Domestic Victims of Human Trafficking Services and Outreach (DVHT-SO) Program
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Executive Summary

Notice:

- **Applicants are strongly encouraged to read the entire funding opportunity announcement (FOA) carefully and observe the application formatting requirements listed in *Section IV.2. Content and Form of Application Submission*. For more information on applying for grants, please visit "How to Apply for a Grant" on the ACF Grants & Funding Page at** https://www.acf.hhs.gov/grants/howto.

The Office on Trafficking in Persons (OTIP) within the Administration for Children and Families (ACF) is announcing funds for the Domestic Victims of Human Trafficking Services and Outreach (DVHT- SO) Program. The goal of the DVHT-SO Program is to fund organizations that will build, expand, and sustain organizational and local capacity to deliver services to domestic victims of severe forms of human trafficking as defined by the Trafficking Victims Protection Act (TVPA) of 2000 through the provision of direct services, assistance, and referrals. Under the DVHT-SO Program, the following activities are required: 1) provision of comprehensive case management to domestic victims of human trafficking; 2) outreach efforts to increase identification of victims of sex and labor trafficking; and 3) training to service providers and community partners.

The DVHT-SO Program is informed by a whole family approach that focuses equally and intentionally on services and opportunities for victims and their immediate family members living within their households. OTIP is encouraging the establishment of community partnerships, meaningful engagement of survivors, and the hiring of qualified professionals that reflect the communities being served in all project implementation strategies under the DVHT-SO Program. Under the DVHT-SO Program there is a 12-month project implementation period for the prime recipient to facilitate optional partnerships, on-board new staff, develop victim service protocol, and develop a sustainability plan. In addition, there is a statutorily mandated 25 percent match (cash or in-kind) requirement.

I. Program Description

Statutory Authority

The legislative authority for this program is Section 107(f) of the TVPA of 2000 as amended; 22 U.S.C. § 7104(b); and 22 U.S.C. 7105(f), Section 213(a)(1) of the William Wilberforce Trafficking Victims Protection Reauthorization Act of 2008, Pub. L. 110-457.

Description
DVHT-SO PROGRAM OVERVIEW

Background

Human trafficking is a crime involving the exploitation of someone for the purposes of compelled labor or a commercial sex act through the use of force, fraud, or coercion. Per the TVPA of 2000, severe forms of trafficking in persons means:

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

When a person under the age of 18 is induced to perform a commercial sex act, it is a crime regardless of whether there is any force, fraud, or coercion. Human trafficking victims are often difficult to identify or assist without targeted outreach and referral efforts. Victims can be women and men, adults and children, citizens and non-citizens.

In 2014, ACF within the U.S. Department of Health and Human Services (HHS) established the Domestic Victims of Human Trafficking (DVHT) Program as required by the TVPA of 2000. DVHT was developed to improve services for domestic (United States (U.S.) citizens and nationals, lawfully admitted permanent resident (LPR) aliens, refugees, asylees, parolees, and other immigrants authorized by the Secretary of Homeland Security or the Secretary's designee to work in the U.S.)) who are victims of severe forms of human trafficking; enhance organizational and community capacity to identify domestic victims of human trafficking; and deliver comprehensive case management and trauma-informed, culturally responsive, and linguistically appropriate services through a system of referrals and the formation of community partnerships. The DVHT-SO Program builds on the DVHT Program to improve victim identification and service delivery through the addition of direct outreach and training to the local service provider community.

Project Purpose

The goal of the DVHT-SO Program is to fund DVHT-SO projects that will build, expand, and sustain organizational and local capacity to provide direct services, assistance, and referrals to domestic victims of severe forms of human trafficking as defined by the TVPA of 2000. The DVHT-SO Program is informed by a whole family approach that focuses equally and intentionally on services and opportunities for clients and their immediate family members living within their households. While the TVPA of 2000 does not authorize direct benefits for family members, this funding is intended to allow family members to derive benefits from the services provided, when in the best interest of the client. The 2019 U.S. Advisory Council on

Human Trafficking report states:

"Whole families must be considered in helping survivors overcome and heal. Many survivors have children who have been negatively affected by their parent's trafficking experience and what they have seen and heard. We must lift up parents and children together with services and supports that will help them be safe, find financial stability, and be empowered to find new opportunities. With recent studies suggesting one in seven children have mental health needs and half do not receive treatment, it is imperative, when supporting families, to also address the needs of survivors' children. We must offer services that help children heal to break intergenerational cycles of victimization."

Project Objectives

Under the DVHT-SO Program, the following activities are required throughout the project period:

1) Provision of comprehensive, culturally responsive, and linguistically appropriate case management and victim assistance to domestic victims of human trafficking;
2) Outreach efforts to increase identification of domestic victims of sex and labor trafficking; and
3) Delivery of training for service providers and community partners on effective identification, assessment, trauma-informed service delivery strategies, and referral.

DVHT-SO projects can include cities, counties, or specific areas in which the project will be implemented. The geographic area may cross state lines, does not need to be contiguous, and can include federally recognized tribal communities and rural areas.

The DVHT-SO prime recipient is authorized to form partnerships with other organizations to achieve the objectives of the DVHT-SO Program. If the prime recipient chooses to form partnerships, its principal office, or the office of the affiliate responsible for implementing and overseeing the DVHT-SO project, must be located in the geographic area to be served by the proposed project. All subrecipient(s), if applicable, must also be located within the geographic area of the proposed project. The prime recipient must adhere to 45 CFR § 75.351 when formalizing partnerships with subrecipient(s). Please see *Section I. DVHT-SO Administrative Requirements, Subawards* for more information.

OTIP encourages the integration and engagement of domestic survivors of human trafficking into DVHT-SO project implementation strategies and the hiring of qualified professionals who represent the communities they serve. Survivors of human trafficking play an important role in all aspects of anti-trafficking response and should be provided with paid and/or volunteer opportunities to contribute to proposed program activities. These opportunities should provide professional growth and development for the survivor, and not be limited to, or heavily rely on, presentations about their victimization experience. Whenever possible, survivors should be given comparable compensation based on their professional experience and the prevailing compensation rate available to other service practitioners and service providers. Funding recipients may receive individualized technical assistance regarding effective strategies for survivor engagement through the National Human Trafficking Training and Technical Assistance Center (NHTTAC). Survivors should be involved in efforts including, but not limited to:

- Developing agency-wide comprehensive case management protocols;
- Developing strategies for project implementation and victim identification;
- Developing and delivering outreach and training activities;
- Taking a role in support groups and/or mentorship initiatives; and/or
- Identifying community partners.

DVHT-SO SERVICE REQUIREMENTS

Guiding Principles

The DVHT-SO Program incorporates trauma-informed and person-centered models to assist victims of human trafficking. A trauma-informed care model assumes that clients have experienced trauma. This model includes organizational change that promotes resilience in clients and staff, engages individuals in care, prevents re-traumatization, and incorporates knowledge about trauma in policies, procedures, practices, and settings.

All DVHT-SO program activities must adhere to Culturally and Linguistically Appropriate (CLAS) Standards (https://thinkculturalhealth.hhs.gov/clas/standards) that are a comprehensive series of guidelines that inform, guide, and facilitate practices related to culturally and linguistically appropriate health services. The DVHT-SO Program is voluntary; clients must have the option to decline services provided by the agency supported under the program. The clients' concerns and priorities should guide the actions of the service delivery strategy.

Eligible Beneficiaries of Program Services

By statute, eligible recipients of services funded under the DVHT-SO Program are U.S. citizens and LPRs who are victims of severe forms of human trafficking, as defined by the TVPA 2000. This includes adults and minors, regardless of gender (including victims who identify as Lesbian, Gay, Bisexual, Transgender, or Queer/Questioning), who do not currently receive services under other federal and state trafficking services programs. Under the DVHT-SO Program, clients served under this program may not be concurrently served through other federally funded human trafficking-related grants, contracts, or subawards.

It is the responsibility of the prime recipient to determine eligibility prior to service enrollment as victims (both minors and adults) may not know if they are being served through other grants, or be aware of their current immigration status. Victims may not have access to identification or immigration documents, or they may have fraudulent documents provided by the trafficker. Some victims may be foreign national individuals who arrived with proper documentation, but fell out of status when employers or traffickers did not complete paperwork, or did not give them access to documents to establish LPR status. Additionally, domestic victims of trafficking are often identified and apprehended in groups that may include a mixture of U.S. citizens, LPRs, and foreign national individuals. If it is determined that the victim is not a U.S. citizen or LPR, DVHT-SO grant recipients must have protocols in place to provide referrals to programs that can address their needs.

Immediate family members in the client's household are not eligible to enroll as individual participants under the DVHT-SO Program. However, immediate family members who live with the client may derive benefits from the services provided to the client, such as housing, child care, food, family reunification, and other expenses that are determined in the best interest

of the client.

Comprehensive Case Management Services

Under the DVHT-SO Program, a comprehensive case management approach must be conducted throughout the project period. Comprehensive case management services must include, but are not limited to, helping clients navigate systems of care and direct services and/or community referrals for:

1. Culturally responsive and linguistically appropriate services;
2. Identification, screening, assessment, safety planning, and service planning;
3. Advocacy and information about crime victims' rights and services;
4. Direct assistance to support unmet basic needs and the well-being of victims of trafficking;
5. Allowable and reasonable expenses such as food, clothing, transportation assistance, and interpreter services;
6. Legal advocacy and services related to their human trafficking victimization to include explanation of legal rights and protections, cooperating with law enforcement, assistance with family and civil matters (e.g., protection orders, victims' rights enforcement and compliance efforts, representation in family court, emancipation of minors, expungement or vacatur of criminal records, and name changes);
7. Health care, including behavioral health, substance use treatment, medical and dental services;
8. Emergency and long-term housing assistance;
9. Educational assistance;
10. Life skills training, including managing personal finances;
11. Identifying and connecting clients to public benefits;
12. Employment assistance, vocational training, and job training and placement (e.g. employment-related services through the Department of Labor's American Job Centers);
13. Peer-to-peer support and mentoring; and
14. Family reunification and supportive services intended to support broader well-being.

Comprehensive case management services should empower clients to identify and achieve personal milestones toward well-being. Case management services and activities should be low-barrier and include service plan development, counseling, monitoring and evaluating client progress, and securing and coordinating direct services. DVHT-SO projects must have the capacity to deliver all of the required services to clients directly through their agency and/or through a formal partnership (including referring victims to the appropriate community agency if no such partnership exists). Where there is a need for client services covered under the DVHT- SO Program scope that are beyond the DVHT-SO prime recipient's capacity, referrals to services within the community must be provided. Under the DVHT-SO Program, proper documentation of all referrals provided must be maintained.

The DVHT-SO prime recipient must strive to refer clients to *pro bono* providers whenever possible. If a client requires services that are beyond the prime recipient's capacity, but within the scope of DVHT-SO, the prime recipient may use DVHT-SO funds to cover service costs related to the client's need. Funds may not be used to pay for direct benefits for family members. All client-related costs must be allowable, reasonable, and allocable. Any costs

found to be unallowable will be disallowed. Please see *Section IV.6. Funding Restrictions* for more information.

Outreach

Under the DVHT-SO Program, targeted outreach to individuals throughout the project period must be conducted in the identified targeted geographic region and in venues, markets, and industries where human trafficking is known or suspected to occur. OTIP distinguishes between outreach and public awareness. Outreach is direct contact with potential victims of human trafficking or vulnerable populations considered to be at a higher risk for victimization. Examples include client screenings in court diversion programs, detention centers, community organizations, and street outreach. Public awareness includes education efforts aimed at the general public. Examples include newspaper articles, radio or television interviews, and tabling at conferences.

OTIP recognizes that, in most successful models to conduct outreach, partnerships serve to extend reach throughout the project region. Therefore, partnerships are encouraged with agencies that have demonstrated experience conducting outreach and education to increase victim identification. As part of the outreach strategy under the DVHT-SO Program, standardized screening tool(s) that are theory-based and trauma-informed must be used to identify and evaluate the needs of clients throughout the service relationship. Tool(s) must be designed to identify adult and minor victims of sex and labor trafficking and assess most or all of the following indicators.

The individual in question:

- Is not free to leave or come and go as they wish
- Is under 18 and is providing commercial sex acts
- Is in the commercial sex industry and has a trafficker (e.g., pimp/manager)
- Is unpaid, paid very little, or paid only through tips
- Works excessively long and/or unusual hours
- Is not allowed breaks or suffers under unusual restrictions at work
- Owes a large debt and is unable to pay it off
- Was recruited through false promises concerning the nature and conditions of their work
- Is held under high security measures in the work and/or living locations (e.g., opaque windows, boarded-up windows, bars on windows, barbed wire, security cameras, etc.)
- Is fearful, anxious, depressed, submissive, tense, or nervous/paranoid
- Exhibits unusually fearful or anxious behavior after law enforcement is mentioned
- Avoids eye contact
- Lacks health care
- Appears malnourished
- Shows signs of physical and/or sexual abuse, physical restraint, confinement, or torture
- Has few or no personal possessions
- Is not in control of their own money, has no financial records and/or bank account
- Is not in control of their own identification documents (ID or passport)
- Is not allowed or able to speak without a third-party being present and/or translating
- Does not know or is unable to state where they are staying (e.g., does not provide an

address)

- Lacks knowledge of whereabouts and/or does not know what city they are in
- Does not have a sense of time
- Has numerous inconsistencies in their story

Optional outreach and screening tools that may be used in project activities are available at https://www.acf.hhs.gov/otip/resources. The ACF programs identified below can promote, coordinate, and make referrals to service delivery systems and training and technical assistance resources. Links to all program websites are included in *Section VIII. Other Information*.

- National Human Trafficking Hotline
- NHTTAC
- Runaway and Homeless Youth Program
- Family Violence Prevention & Services
- Child Welfare Information Gateway

Community Training

Under the DVHT-SO Program, training for local partners and community organizations is required throughout the project period to build awareness of the issues facing domestic victims of human trafficking. Training builds the capacity of local service providers and strengthens the local response to human trafficking. Training audiences can include, but are not limited to:

- Social service organizations
- Adult emergency shelter and transitional housing programs
- Runaway and homeless youth shelters
- Substance use treatment centers
- Domestic violence organizations and shelters, sexual assault responders, and organizations dealing with intimate partner violence or child victimization
- School staff
- Faith-based organizations
- Legal services organizations
- Public health entities, including emergency room staff, clinic staff, community health clinics, and schools of public health and social work
- Business/labor organizations
- Transportation industry entities
- Juvenile justice systems
- Child welfare agencies

Under the DVHT-SO Program, trainings to local partners or community organizations that interface with potential victims of human trafficking must include all of the following topics, at minimum:

- The federal definition of severe forms of trafficking in persons
- Anti-trafficking laws in the specified geographic area
- Information about human trafficking, including types of trafficking and tactics used by

traffickers to recruit and retain victims

- Indicators that a person may be a victim of human trafficking
- Screening tools and questions for interviewing potential human trafficking victims
- Case studies of individuals experiencing human trafficking that include opportunities for identification of a diverse range of domestic victims of human trafficking
- Safety protocols for those in direct contact with potential human trafficking victims
- Confidentiality and privacy protections for domestic victims of trafficking
- Effective outreach strategies
- Post-identification reporting and referral protocols
- Housing and employment needs of human trafficking victims
- Services and benefits available for domestic human trafficking victims
- How to deliver person-centered, trauma-informed services and assistance to victims of human trafficking
- The whole family approach
- Victim advocacy
- Meaningful and ethical survivor engagement strategies
- Information and resources available through the National Human Trafficking Hotline
- Special considerations for child trafficking victims, which may include relevant legal and social welfare systems such as juvenile justice and child welfare

No more than 5 percent of total award funds per budget period may be used to support community training activities. DVHT-SO funds may not be used to cover any costs associated with continuing education units within community training activities. Please see *Section IV.6. Funding Restrictions* for more information.

DVHT-SO ADMINISTRATIVE REQUIREMENTS

Subawards

Under the DVHT-SO Program, collaboration with organizations that have experience conducting victim outreach and delivering trauma-informed training to partners within their network is encouraged.

Prime recipients under this grant program may opt to transfer a portion of substantive programmatic work to other organizations, utilizing subaward(s). The prime recipient is responsible for oversight of all programmatic, financial, and administrative matters, including reporting, related to the grant. This responsibility includes oversight of these matters as they relate to the subrecipient(s).

In addition, the prime recipient must have a substantive role in the project. ACF defines a substantive role as conducting activities and/or providing services funded under the award that are necessary and integral to the completion of the project. Subrecipient monitoring activities alone as specified in 45 CFR § 75.352 would not constitute a substantive role. Furthermore, ACF does not fund awards where the role of the applicant is primarily to serve as a conduit for passing funds to other organizations unless that arrangement is authorized by statute. See *Section IV.6. Funding Restrictions* for more information.

Subrecipient(s) must meet the eligibility requirements identified in *Section III.1. Eligible Applicants*. Additionally, all subrecipient(s) must obtain a DUNS number if they do not already

have one. Prime recipients are required to check the System for Award Management to verify that the subrecipient(s) is/are not debarred, suspended, or ineligible. See *Section IV.3 Unique Entity Identify and System for Award Management (SAM)*.

Subrecipients may provide cost sharing or matching towards the prime recipient's requirement, if their contribution meets requirements at 45 CFR § 75.306. For more information, please refer to *Section III.2. Cost Sharing or Matching*.

The prime recipient must conduct a risk assessment of subrecipients in accordance with 45 CFR § 75.352(b). Recipients are required to adhere to the requirements noted in 45 CFR § 75.352 and be in compliance with 45 CFR § 75.351 and § 75.353. Prime recipients may be required to report under the Federal Financial Accountability and Transparency Act (FFATA). Information about the FFATA is located at https://www.acf.hhs.gov/grants/award-term-for-federal-financial-accountability-and-transparency.

Should a subrecipient perform unsatisfactorily, the prime recipient is responsible for remedying subrecipient issues. The prime recipient will be held accountable for cost disallowances regarding subawarded funds. Subrecipient performance will also be considered during review of applications for non-competing continuations. If requirements of the program cannot be met due to subrecipient issues, ACF may need to take one or more of the actions listed under 45 CFR § 75.371-.375.

If a subaward was not originally proposed in the application, but later becomes necessary, ACF prior approval is required before any activities in the subaward request begin.

Financial Requirements

Under the DVHT-SO Program, there is a statutorily mandated 25 percent match (cash or in-kind) requirement for the prime recipient. For more information, please see *Section III.2. Cost Sharing or Matching* regarding the match.

DVHT-SO projects may complement services and assistance supported with grant funding through resources available through private, nongovernmental sources and *pro bono* professional services.

Under the DVHT-SO Program, a client's immediate family members may not be directly enrolled as clients, but they may derive benefits from the services provided to the client (e.g., housing for a client and their family, child care so the client may go to work, food for a client's family, reunification of a victim with their child, etc.).

No award funds may be used to pay for international travel for any purpose (e.g., key staff and/or partner training, client relocation, etc.). No award funds may be used to lease or purchase motor vehicles. DVHT-SO funding may not be used for criminal defense attorney services. DVHT-SO funding may not be used to create public awareness materials as referenced in *Section I. DVHT-SO Service Requirements, Outreach*. Please see *Section IV.6. Funding Restrictions* for more information.

Victim Service Protocol

Under the DVHT-SO Program, the development of a victim service protocol is required. The protocol must outline the prime recipient's policies and procedures for comprehensive case management, and referral, and provisions specific to victims of human trafficking.

The protocol must include the screening tool DVHT-SO staff will use to identify potential victims of human trafficking during outreach or intake. OTIP understands that providers need time to establish trust with potential victims of trafficking in order to facilitate disclosure. Therefore, the screening tool is not required to be completed immediately after establishing the service relationship. The screening tool must be completed within 30 days of a DVHT-SO client entering the program.

The protocol must also include a 24-hour response plan for handling client emergencies and emergency calls from law enforcement after hours and on weekends. While acceptable plans cannot be limited to hotline services and call-forwarding systems, the response plan must include coordination with the National Human Trafficking Hotline.

Additionally, the protocol must include policies and procedures to ensure the non-disclosure of confidential, private, or personally identifiable information concerning victims of human trafficking or their immediate family members without informed, written, and reasonably time-limited consent from the person whose information is sought. DVHT-SO projects must ensure compliance with 45 CFR § 75.303(e) to take reasonable measures to safeguard protected personally identifiable information of clients.

The protocol must be reflective and inclusive of the DVHT-SO Program's guiding principles as outlined in *Section I. DVHT-SO Service Requirements, Guiding Principles.* The protocol must be submitted at the end of the first budget period. Please see *Section I. Post-Award Requirements, Schedule of Deliverables* for more information.

Faith-Based Organizations

ACF is mindful that potential funding recipients may have religious objections to providing certain kinds of services. ACF is committed to exploring ways for faith-based organizations to partner with ACF and other funding recipients, even if they object to providing specific services on religious grounds. At the same time, ACF is committed to providing the full range of legally permissible services to people who need them, and to do so in a timely fashion and in a manner that respects the diverse religious and cultural backgrounds of those we serve. To accomplish this goal with respect to religious objection and required services, OTIP requires that organizations that have a religious objection to providing any DVHT-SO required services must provide an alternative approach to meet their grant obligations.

The alternative approach must be one that accomplishes the goal of ensuring that clients served under the DVHT-SO Program understand the full range of services available in the program and how to receive referrals for such services, either directly through the DVHT-SO project or partnering organization(s). If an alternative approach is proposed, OTIP will review the alternative approach post-award, during grant and cooperative agreement negotiations. OTIP will review the alternative approach based upon a determination of the following: 1) it will ensure timely provision of all services for which the individual is eligible; 2) it is not burdensome to the client; and 3) it is operationally feasible for ACF.

Staff and Subrecipient Training

Under the DVHT-SO Program, training on human trafficking is required for any personnel and, if applicable, subrecipient staff that have interaction with victims. Grant funds may be used to support grant-funded staff training and, if applicable, grant-funded subrecipient staff training when training is unavailable locally or when there is a cost associated with participation in a

training event (to include continuing education units) with the approval of the OTIP Project Officer. Grant-funded staff who have mandated continuing education requirements related to their anti-trafficking efforts should be given first priority. No more than 10 percent of total award funds per budget period may be used to support grant-funded staff and, if applicable, grant-funded subrecipient staff anti-trafficking training. Please see *Section IV. 6 Funding Restrictions* for more information.

All personnel and, if applicable, subrecipient staff that have interaction with victims of human trafficking are required to complete at least 20 hours of training each budget period in connection with trafficking in persons. OTIP reserves the right to verify compliance throughout the project period. The prime recipient must track human trafficking-related training hours and topics.

Training for any of the prime recipient's internal staff or subrecipient staff may not be counted toward the project's overall training performance indicators. Please see *Section I. DVHT-SO Post-Award Requirements, Program Performance Indicators* for more information. DVHT-SO prime recipients are encouraged to check the NHTTAC website (https://www.acf.hhs.gov/otip/training/nhttac) for in-person or virtual training opportunities. Required topics for training can be found under *Section I. DVHT-SO Service Requirements, Community Training*.

DEFINITIONS AND TERMS

For the purposes of this FOA, these terms will be defined as follows:

- **Comprehensive case management** is a collaborative process of assessment, planning, facilitation, care coordination, evaluation, and advocacy to ensure that options and services meet an individual's needs and that available resources promote an individual's well-being.
- **Culturally responsive** is the ability to learn from and relate respectfully with people of diverse cultures in order to effectively, equitably, and respectfully provide services that are responsive to diverse cultural beliefs and practices of the community being served.
- **Domestic victim** refers to a U.S. citizen or a LPR.
- **Linguistically appropriate** refers to the provision of services that are responsive to diverse preferred languages, literacy, and other communication needs.
- **Outreach** is an organized activity targeting individuals and populations vulnerable to human trafficking (as opposed to professionals or the general public) that provides information about the dangers of human trafficking, risk factors, recruitment strategies, and the protections available with the explicit intent of identifying victims of human trafficking.
- **Partner** is an individual or an organization that enters into a relationship with the prime recipient for the purpose of referral, joint service programming, and information sharing.
- A **person-centered approach** promotes the safety and well-being of victims and minimizes potential re-traumatization associated with criminal justice and other intervening processes. For the anti-trafficking response system, this can include providing support through victim advocates and service providers, empowering survivors as engaged participants, and providing survivors an opportunity to play a role in seeing their traffickers brought to justice. The person-centered approach plays a

critical role in supporting a victim's rights, dignity, autonomy, and self-determination, while simultaneously advancing the government's and society's interest in prosecuting traffickers and protecting and assisting clients.

- **Public awareness** is information provided to the general public to increase knowledge or understanding of human trafficking.
- **Training** is the planning, development, delivery, and evaluation of activities designed to achieve specific learning objectives for participants. The learning objectives may be achieved using a variety of instructional strategies such as lecture, group discussion, demonstration role play, and other methods of group and individual integration. Training may include on-site instruction, classroom training, webinars, online or virtual training, self-directed learning, and workshops.
- A **trauma-informed approach** includes an understanding of the physical, social, and emotional impact of trauma on individuals, as well as on the professionals who help them. A trauma-informed approach includes person-centered practices. A program, organization, or system that is trauma-informed realizes the widespread impact of traumatic events experienced by the survivor; recognizes the signs and symptoms of trauma in staff, survivors, and others involved in the anti-trafficking response system; identifies paths for support and healing; and responds by fully integrating knowledge about trauma into policies, procedures, practices, and settings. Like a person-centered approach, a trauma-informed approach prioritizes the safety and security of clients, including safeguarding against policies and practices that may inadvertently re-traumatize clients.
- **Survivor engagement** provides a pathway to incorporate survivors' experiences into inception, development, and execution of all forms of anti-trafficking responses. Engagement of survivors allows organizations to better serve clients, create programs, identify challenges and opportunities, and achieve agency missions and mandates. As a primary stakeholder in the anti-trafficking field, survivor leaders offer invaluable insight and expertise, and can validate other survivor's experiences and reactions to traumatic events resulting from a trafficking experience.
- The **Whole Family Approach** is built on the premise that conditions that affect the family will have an impact on child development as will the direct experiences of the child. Giving children a strong start in life and creating stability for the family require a focus on the whole, and in particular, or children's well-being and on parents as agents of change.

POST-AWARD REQUIREMENTS

Schedule of Deliverables

To accomplish program goals in a timely manner, the following post-award requirements have been established. Tasks and timelines will be dependent upon the capacity of the prime recipient to carry out the deliverables post-award. OTIP is allotting a 12-month implementation period for the prime recipient to facilitate partnerships and onboard new staff. The DVHT-SO prime recipient must adhere to the following schedule:

1. Within 30 calendar days of date of Notice of Award (NoA), must have the capacity to provide comprehensive case management services to identified victims of human

trafficking.
2. Within 1 year of date of NoA, must submit victim service protocol.
3. Within 1 year of date of NoA, must submit a financial sustainability plan demonstrating the capacity to continue services, including external funding commitments, to continue the program after the conclusion of federal funding.

Tools and Resources

OTIP has developed tools and resources, such as brochures and posters, on human trafficking in the U.S. that may be used in outreach and training activities, including NHTTAC-developed training resources and Look Beneath the Surface (LBS) campaign materials. All materials are available for download on the OTIP website (https://www.acf.hhs.gov/otip/resources).

Certain LBS materials, including posters and brochures, may be modified to include an agency's contact information by using commercial off-the-shelf software that includes digital image editing capability. DVHT-SO funds can be used to cover printing and shipping costs of LBS materials if intended to be used as part of DVHT-SO activities.

OTIP encourages the use of existing anti-trafficking materials in DVHT-SO project activities, but if the need arises to create new discreet outreach tools and training materials, the prime recipient will need to obtain prior approval from the OTIP Project Officer before utilizing, disseminating, or printing any new tool or material. All new materials must include the National Human Trafficking Hotline phone number and include the link to the OTIP website (www.acf.hhs.gov/otip).

DVHT-SO recipients must comply with the Stevens Amendment. The Stevens Amendment requires all HHS grant and cooperative agreement recipients to acknowledge federal funding when publicly communicating projects or programs funded through the HHS annual appropriation. For more information on requirements, please reference the Administrative and National Policy Requirements on the ACF website at https://www.acf.hhs.gov/administrative-and-national-policy-requirements.

Program Performance Indicators

OTIP is in the process of modernizing its grant reporting process to assess program performance, support evaluation efforts, and inform policy development to improve the federal government's efforts to combat human trafficking. OTIP is building a system to collect client- and program-level information to reduce the burden of data collection for funding recipients, enhance quality assurance, facilitate secure transfer and storage of sensitive information, aid in grant monitoring, and enable data analysis through the creation of charts and reports.

OTIP is seeking approval for its data collection instrument through the Office of Management and Budget (OMB), Office of Information and Regulatory Affairs (OIRA) for information collection on the Domestic Victims of Human Trafficking Program Data Indicators for post-award reporting in accordance with the Paperwork Reduction Act (PRA).

Proposed data points include, but may not be limited to:

Client Service Information

- Number of family members served through client
- Living situation

- Employment status
- Service needs, access, and location
- Demographic information (e.g., age, sex, race and/or ethnicity, country of origin, and tribal affiliation)
- Trafficking experience (e.g., type of trafficking, trafficking industry, and location of trafficking incident)
- Referrals (e.g., types of referrals provided, public benefits accessed, and referrals for continued services after exit)
- Cost of services

Summary of Outreach Efforts

- Number of human trafficking victims identified through DVHT-SO project efforts
- Type of outreach settings
- Populations targeted
- Screening tool used

Summary of Training Efforts

- Total trainings provided and topics covered
- Total number of professionals trained and audiences targeted

NOTE: Consistent with the PRA of 1995, 44 U.S.C. §§ 3501-3521, under this FOA, OTIP will not conduct or sponsor – and a person is not required to respond to – a collection of information covered by such Act, unless it displays a currently valid OMB control number. OTIP is seeking approval of its DVHT Program Data Indicators through the OMB Office of Information and Regulatory Affairs. OTIP will not request this information if this form is not approved at the time that reports are due. Please see Section VI.3. Reporting for more information.

Federal Evaluation

OTIP may fund a formal evaluation of the DVHT-SO Program. If applicable, the DVHT-SO prime recipient must agree to participate in the formal evaluation and make available program implementation records for grant-funded activities; this includes records of activities conducted by subrecipients, and program performance data. The study would utilize an outside non-grantee evaluation team and would likely focus on the processes, implementation, progress indicators, and quality improvement of funded activities. Under no circumstances should personally identifiable information from case management records be disclosed without the express permission of the client. The DVHT-SO prime recipient must monitor their own performance and, if applicable, that of their subrecipient(s). Appropriate staff support must be dedicated to evaluation activities, including data collection, data reporting, and coordination with the evaluator.

Kick-Off and Peer Meetings

OTIP will host a grant kick-off meeting in Washington, D.C., within the first 6 months of the official award date. OTIP will host at least one annual meeting for OTIP prime recipients to meet with their Project Officer and OTIP staff, receive technical assistance, share local human

trafficking trends, discuss emerging topics, etc. Both the Project Director and the key staff person responsible for tracking and documenting progress toward project milestones and outcomes must attend the kick-off meeting. The participation of at least one staff member in all subsequent OTIP meetings and NHTTAC-sponsored events will be mandatory throughout the project period.

For more information on application requirements specific to this announcement, please reference *Section IV.2. The Project Description* and *The Project Budget and Budget Justification*.

II. Federal Award Information

Funding Instrument Type: Cooperative Agreement
Estimated Total Funding: $2,500,000
Expected Number of Awards: 9
Award Ceiling: $360,000 Per Budget Period
Award Floor: $260,000 Per Budget Period
Average Projected Award Amount: $277,000 Per Budget Period
Anticipated Project Start Date: 09/30/2020

Length of Project Periods:

Length of Project Period: 36-month project period with three 12-
                                                        month budget periods

Additional Information on Awards:
Awards made under this announcement are subject to the availability of federal funds.

Applications requesting an award amount that exceeds the *Award Ceiling* per budget period, or per project period, as stated in this section*,* will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for the first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period. Please see *Section III.3. Other, Application Disqualification Factors.*

Note: For those programs that require matching or cost sharing, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period or by project period for fully funded awards, even if the projected commitment exceeds the required amount of match or cost share. **A recipient's failure to provide the required matching amount may result in the disallowance of federal funds.** See *Section III.2.* of this announcement for information on cost-sharing or matching requirements.

Description of ACF's Anticipated Substantial Involvement Under the Cooperative

Agreement

OTIP is using a cooperative agreement that requires substantial federal involvement on the part of OTIP with the prime recipient. Federal involvement may include the following:

- Communicate at least quarterly via phone with Project Officer to discuss project implementation activities, and overall program progress;
- Participate in NHTTAC-sponsored webinars to discuss human trafficking trends and emerging topics, and receive technical assistance; and
- Obtain approval from project officer for all non-ACF materials used or created for DVHT-SO-related trainings, technical assistance, or outreach (e.g. brochures listing comprehensive services available to victims of human trafficking).

Please see *Section IV.6 Funding Restrictions* for limitations on the use of federal funds awarded under this announcement.

III. Eligibility Information

III.1. Eligible Applicants

Eligible entities according to 22 U.S.C. §7105(f)(3)(A) are states, Indian tribes, units of local government, and nonprofit, non-governmental victim service organizations. OTIP defines victim service organizations include those who by nature of their current operations serve victims of sexual assault, sexual violence, domestic violence, human trafficking, and youth homelessness. Victim service organizations may also include faith-based organizations that are addressing human trafficking in their services. Please refer to *Section IV.2. Project Description, Additional Eligibility Documentation* for more information on required documentation from victim service organizations.   Lack of required documentation from victim service organizations will disqualify the application from review and from award. See *Section III.3. Other, OTIP Disqualification Factor*.

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement. See *Section III.3. Other, Application Disqualification Factors*.

Faith-based and community organizations that meet the eligibility requirements are eligible to receive awards under this funding opportunity announcement.

See *Section IV.2. Legal Status of Applicant Entity* for documentation required to support eligibility.

Please see *Section IV.6. Funding Restrictions* for any limitations on the use of federal funds that could affect the eligibility of an applicant or project.

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: Yes
Grantees are required to meet a non-federal share of the project cost, in accordance with 22 U.S.C. §7105(f)(3)(B).

Grantees must provide at least 25 percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF (federal) share and the non-federal share. The non-federal share may be met by cash or in-kind contributions, although applicants are encouraged to meet their match requirements through cash contributions. For example, in order to meet the match requirements, a project requesting $360,000.00 in ACF (federal) funds must provide a non-federal share of the approved total project cost of at least $120,000.00 , which is 25 percent of total approved project cost of $480,000.00 .

For all federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the recipient's cost sharing or matching when such contributions meet all of the criteria listed in 45 CFR § 75.306.

For awards that require matching by statute, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards, even if the projected commitment exceeds the amount required by the statutory match. **A recipient's failure to provide the statutorily required matching amount may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

For awards that do not require matching or cost sharing by statute, where "cost sharing" refers to any situation in which the recipient voluntarily shares in the costs of a project other than as statutorily required matching, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards. These include situations in which contributions are voluntarily proposed by a recipient or subrecipient and are accepted by ACF. Non-federal cost sharing will be included in the approved project budget so that the recipient will be held accountable for proposed non-federal cost-sharing funds as shown in the Notice of Award (NOA). **A recipient's failure to provide voluntary cost sharing of non-federal resources that have been accepted by ACF as part of the approved project costs and that have been shown as part of the approved project budget in the NOA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

III.3. Other

Application Disqualification Factors
Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement.

Award Ceiling Disqualification
Applications that request an award amount that exceeds the *Award Ceiling* per budget period or

per project period ("per project period" refers only to fully funded awards), as stated in *Section II. Federal Award Information,* will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period.

Required Electronic Application Submission
ACF requires electronic submission of applications at www.Grants.gov**. Paper applications received from applicants that have not been approved for an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

Applicants that do not have an Internet connection or sufficient computing capacity to upload large documents to the Internet may contact ACF for an exemption that will allow the applicant to submit applications in paper format. Information and the requirements for requesting an exemption from required electronic application submission are found in "ACF Policy for Requesting an Exemption from Electronic Application Submission" at www.acf.hhs.gov/grants/howto#chapter-6.

Missing the Application Deadline (Late Applications)
The deadline for electronic application submission is 11:59 p.m., ET, on the due date listed in the *Overview and* in *Section IV.4. Submission Dates and Times.* Electronic applications submitted to www.Grants.gov after 11:59 p.m., ET, on the due date, as indicated by a dated and time-stamped email from www.Grants.gov, will be disqualified from competitive review and from funding under this announcement. That is, applications submitted to www.Grants.gov, on or after 12:00 a.m., ET, on the day after the due date will be disqualified from competitive review and from funding under this announcement.

Applications submitted to www.Grants.gov at any time during the open application period, and prior to the due date and time, which fail the www.Grants.gov validation check, will not be received at, or acknowledged by, ACF.

Each time an application is submitted via www.Grants.gov, the submission will generate a new date and time-stamp email notification. Only those applications with on-time date and time stamps that result in a validated application, which is transmitted to ACF, will be acknowledged.

The deadline for receipt of paper applications is 4:30 p.m., ET, on the due date listed in the *Overview* and *in Section IV.4. Submission Dates and Times.* Paper applications received after 4:30 p.m., ET, on the due date will be disqualified from competitive review and from funding under this announcement. **Paper applications received from applicants that have not received approval of an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

OTIP Disqualification Factor

Applicants that do not meet the eligibility requirements as specified in *Section III.1. Eligible Applicants, Additional Information on Eligibility* will be disqualified from review and from funding under this FOA. Applicants that are nonprofit, non-governmental victim service organizations must provide the required documentation to substantiate their eligibility. Please refer to *Section IV.2. Project Description, Additional Eligibility Documentation* for more information on required documentation.

Notification of Application Disqualification
Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this FOA.

IV. Application and Submission Information

IV.1. Address to Request Application Package

Flavia Keenan-Guerra
U.S. Department of Health and Human Services
Administration for Children and Families
Office on Trafficking in Persons
330 C St., S.W.
Washington , DC 20201
Email: Flavia.Keenan-Guerra@acf.hhs.gov

Electronic Application Submission:
The electronic application submission package is available in the FOA's listing at www.Grants.gov.

Applications in Paper Format:
For applicants that have received an exemption to submit applications in paper format, Standard Forms, assurances, and certifications are available in the "Select Grant Opportunity Package" available in the FOA's Grants.gov Synopsis under the Package tab at www.Grants.gov. See *Section IV.2. Request an Exemption from Required Electronic Application Submission* if applicants do not have an Internet connection or sufficient computing capacity to upload large documents (files) to www.Grants.gov.

Federal Relay Service:
Hearing-impaired and speech-impaired callers may contact the Federal Relay Service (FedRelay) for assistance at www.gsa.gov/fedrelay.

IV.2. Content and Form of Application Submission

FORMATTING APPLICATION SUBMISSIONS
Each applicant applying electronically via www.Grants.gov is required to upload only two

electronic files, excluding Standard Forms and OMB-approved forms. No more than two files will be accepted for the review, and additional files will be removed. Standard Forms and OMB-approved forms will not be considered additional files.

FOR ALL APPLICATIONS:
Authorized Organizational Representative (AOR)
AOR is the designated representative of the applicant/recipient organization with authority to act on the organization's behalf in matters related to the award and administration of grants. In signing a grant application, this individual agrees that the organization will assume the obligations imposed by applicable Federal statutes and regulations and other terms and conditions of the award, including any assurances, if a grant is awarded.

Point of Contact
In addition to the AOR, a point of contact on matters involving the application must also be identified. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR. The point of contact must be available to answer any questions pertaining to the application.

Application Checklist
Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials.

Accepted Font Style
Applications must be in Times New Roman (TNR), 12-point font, except for footnotes, which may be TNR 10-point font. Pages that contain blurred text, or text that is too small to read comfortably, will be removed.

English Language
Applications must be submitted in the English language and must be in the terms of United States (U.S.) dollars. If applications are submitted using another currency, ACF will convert the foreign currency to U.S. currency using the date of receipt of the application to determine the rate of exchange.

Page Limitations
Applicants must observe the page limitation(s) listed under "PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:". *Page* **limitation(s) do not include SFs and OMB-approved forms.**

All applications must be double-spaced. An application that exceeds the cited page limitation for double-spaced pages in the Project Description file or the Appendices file will have the last extra pages removed and the removed pages will not be reviewed.

Application Elements Exempted from Double-Spacing Requirements
The following elements of the application submission are exempt from the double-spacing requirements and may be single-spaced: the table of contents, the one-page Project Summary/Abstract, required Assurances and Certifications, required SFs, required OMB-

approved forms, resumes, logic models, proof of legal status/non-profit status, third-party agreements, letters of support, footnotes, tables, the line-item budget and/or the budget justification.

Adherence to FOA Formatting, Font, and Page Limitation Requirements
Applications that fail to adhere to ACF's FOA formatting, font, and page limitation requirements will be adjusted by the removal of page(s) from the application. Pages will be removed before the objective review. The removed page(s) will not be made available to reviewers.

Applications that have more than one scanned page of a document on a single page will have the page(s) removed from the review.

For applicants that submit paper applications, double-sided pages will be counted as two pages. When the maximum allowed number of pages is reached, excess pages will be removed and will not be made available to reviewers.

NOTE: Applicants failing to adhere to ACF's FOA formatting, font, and page limitation requirements will receive a letter from ACF notifying them that their application was amended. The letter will be sent after awards have been issued and will specify the reason(s) for removal of page(s).

Corrections/Updates to Submitted Applications
When applicants make revisions to a previously submitted application, ACF will accept only the last on-time application for pre-review under the Application Disqualification Factors. The Application Disqualification Factors determine the application's acceptance for competitive review. See *Section III.3. Application Disqualification Factors* and *Section IV.2. Application Submission Options*.

Copies Required
Applicants must submit one complete copy of the application package electronically. Applicants submitting electronic applications need not provide additional copies of their application package.

Applicants submitting applications in paper format must submit one original and two copies of the complete application, including all Standard Forms and OMB-approved forms. The original copy must have original signatures.

Signatures
Applicants submitting electronic applications must follow the registration and application submission instructions provided at www.Grants.gov.

The original of a paper format application must include original signatures of the authorized representatives.

Accepted Application Format

With the exception of the required Standard Forms (SFs) and OMB-approved forms, all application materials must be formatted so that they are 8 ½" x 11" white paper with 1-inch margins all around.

If possible, applicants are encouraged to include page numbers for each page within the application.

ACF generally does not encourage submission of scanned documents as they tend to have reduced clarity and readability. If documents must be scanned, the font size on any scanned documents must be large enough so that it is readable. Documents must be scanned page-for-page, meaning that applicants may not scan more than one page of a document onto a single page. Pages with blurred text will be removed from the application.

PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:

Project Description

With the exceptions of the Standard Forms and OMB-approved forms, the application submission in its entirety (Project Description and Appendices) is limited to 110 pages.

The Project Description must include the following:

- Table of Contents
- Project Summary/Abstract
- Approach
- Objectives and Need for Assistance
- Geographic Location
- Timeline and Milestones
- Program Performance Evaluation Plan
- Dissemination Plan
- Plan for Oversight of Federal Award Funds
- Plan for Oversight of Subrecipient(s), if applicable
- Protection of Sensitive and/or Confidential Information
- Line-Item Budget and Budget Justification

Appendices

The appendices must include the following:

- If Applicable, Proof of Nonprofit Status
- If Applicable, Additional Eligibility Documentation (i.e., prime recipient's agency mission statement and one of the following documents: governing body documentation, prime recipient's Articles of Incorporation or Board Bylaws)
- Organizational Capacity (i.e., organizational charts, documentation of experience in the program area, personnel policies, any other pertinent information the applicant deems relevant)
- Resumes and/or Project Descriptions for Key Staff, and, if applicable, Subrecipient(s)

- Letters of Support
- Third-Party Agreements
- Copy of Auditor's One-Page Summary Report
- Proof of Legal Status (if applicable)
- Logic Model

ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS
Applicants are required to submit their applications electronically unless they have requested and received an exemption that will allow submission in paper format. See *Section IV.2. Application Submission Options* for information about requesting an exemption*.*

Electronic applications will only be accepted via www.Grants.gov. **ACF will not accept applications submitted via email or via facsimile.**

Each applicant is required to upload ONLY two electronic files, excluding SFs and OMB-approved forms.

File One: Must contain the entire Project Description, and the Budget and Budget Justification (including a line-item budget and a budget narrative).

File Two: Must contain all documents required in the Appendices.

Adherence to the Two-File Requirement
No more than two files will be accepted for the review. Applications with additional files will be amended and files will be removed from the review. SFs and OMB-approved forms will not be considered additional files.

Application Upload Requirements
ACF strongly recommends that electronic applications be uploaded as Portable Document Files (PDFs). One file must contain the entire Project Description and Budget Justification; the other file must contain all documents required in the Appendices. Details on the content of each of the two files, as well as page limitations, are listed earlier in this section.

To adhere to the two-file requirement, applicants may need to convert and/or merge documents together using a PDF converter software. Many recent versions of Microsoft Office include the ability to save documents to the PDF format without need of additional software. Applicants using the Adobe Acrobat Reader software will be able to merge these documents together. ACF recommends merging documents electronically rather than scanning multiple documents into one document manually, as scanned documents may have reduced clarity and readability.

Applicants must ensure that the version of Adobe Acrobat Reader they are using is compatible with Grants.gov. To verify Adobe software compatibility please go to Grants.gov and click on "Applicants" at the top bar menu and select "Adobe Software Compatibility", which is listed under "Applicant Resources." The Adobe verification process allows applicants to test their version of the software by opening a test Workspace PDF form. Grants.gov also includes guidance on how to download a supported version of Adobe, as well as troubleshooting

instructions for use, if an applicant is unable to open the test form.

The Adobe Software Compatibility page located on Grants.gov also provides guidance for applicants on filling out a Workspace PDF form. In addition, it addresses local network and/or computer security settings and the impact this has on use of Adobe software.

Required Standard Forms (SFs) and OMB-approved Forms
Standard Forms (SFs) and OMB-approved forms, such as the SF-424 application and budget forms and the SF-P/PSL (Project/Performance Site Location), are uploaded separately at Grants.gov. These forms are submitted separately from the Project Description and Appendices files. See *Section IV.2. Required Forms, Assurances, and Certifications* for the listing of required Standard Forms, OMB-approved forms, and required assurances and certifications.

Naming Application Submission Files
Carefully observe the file naming conventions required by www.Grants.gov**. Limit file names to 50 characters (characters and spaces).** Special characters that are allowed under Grants.gov's naming conventions, and are accommodated by ACF's systems, are listed in the instructions available in the "Select Grant Opportunity Package" at Grants.gov. Please also see https://www.grants.gov/web/grants/applicants/submitting-utf-8-special-characters.html.

Use only file formats supported by ACF
It is critical that applicants submit applications using only the supported file formats listed here. While ACF supports all of the following file formats, **we strongly recommend that the two application submission files (Project Description and Appendices) are uploaded as PDF documents in order to comply with the two file upload limitation.** Documents in file formats that are not supported by ACF will be removed from the application and will not be used in the competitive review. This may make the application incomplete and ACF will not make any awards based on an incomplete application.

ACF supports the following file formats:

- Adobe PDF – Portable Document Format (.pdf)
- Microsoft Word (.doc or .docx)
- Microsoft Excel (.xls or .xlsx)
- Microsoft PowerPoint (.ppt)
- Corel WordPerfect (.wpd)
- Image Formats (.JPG, .GIF, .TIFF, or .BMP only)

Do Not Encrypt or Password-Protect the Electronic Application Files
If ACF cannot access submitted electronic files because they are encrypted or password protected, the affected file will be removed from the application and will not be reviewed. This removal may make the application incomplete and ACF will not make awards based on an incomplete application.

FORMATTING FOR PAPER APPLICATION SUBMISSIONS:

The following requirements are only applicable to applications submitted in paper format. Applicants must receive an exemption from ACF in order for a paper format application to be accepted for review. For more information on the exemption, see "*ACF Policy on Requesting an Exemption from Required Electronic Application Submission'" at* [*www.acf.hhs.gov/grants/howto#chapter-6*](www.acf.hhs.gov/grants/howto#chapter-6)

Format Requirements for Paper Applications
All copies of mailed or hand-delivered paper applications must be submitted in a single package. If an applicant is submitting multiple applications under a single FOA, or multiple applications under separate FOAs, each application submission must be packaged separately. The package(s) must be clearly labeled for the specific FOA it addresses by FOA title and by Funding Opportunity Number (FON).

Applicants using paper format should download the application forms package associated with the FOA's Synopsis on www.Grants.gov under the Package tab.

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures, or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate sections of the application. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the federal government for review. **All application materials must be one-sided for duplication purposes. All pages in the application submission must be sequentially numbered.**

Addresses for Submission of Paper Applications
See *Section IV.7. Other Submission Requirements* for addresses for paper format application submissions.

Required Forms, Assurances, and Certifications

Applicants seeking grant or cooperative agreement awards under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications with the application. All required Standard Forms, assurances, and certifications are available in the Application Package posted for this FOA at www.Grants.gov.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
SF-424 Key Contact Form	Submission is required for all applicants by the application due date.	Required for all applications.
Unique Entity Identifier (DUNS)	Required of all applicants. To obtain a DUNS number, go to http://fedgov.dnb.com/	See *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)* for more

and Systems for Award Management (SAM) registration.	webform. Active registration at the Systems Award Management (SAM) website must be maintained throughout the application and project award period. SAM registration is available at http://www.sam.gov.	information.
SF-424 - Application for Federal Assistance	Submission is required for all applicants by the application due date.	Required for all applications.
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non- Construction Programs	Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.	Required for all applications when applying for a non-construction project.
SF-LLL - Disclosure of Lobbying Activities	If submission of this form is applicable, it is due at the time of application. If it is not available at the time of application, it may also be submitted prior to the award of a grant.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
SF-	Submission is required for all	Required for all applications. In the SF-

Project/Performance Site Location(s) (SF-P/PSL)	applicants by the application due date.	P/PSL, applicants must cite their primary location and up to 29 additional performance sites.
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.	Submission of the certification is required for all applicants.

Mandatory Grant Disclosure

All applicants and recipients are required to submit, in writing, to the awarding agency and to the HHS Office of the Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. (Mandatory Disclosures, 45 CFR § 75.113)

Disclosures must be sent in writing to:

> The Administration for Children and Families, U.S. Department of Health and Human Services, Office of Grants Management, ATTN: Grants Management Specialist, 330 C Street, SW., Switzer Building, Corridor 3200, Washington, DC 20201

> **And to:**

> U.S. Department of Health and Human Services, Office of Inspector General, ATTN: Mandatory Grant Disclosures, Intake Coordinator, 330 Independence Avenue, SW., Cohen Building, Room 5527, Washington, DC 20201

> **Fax:** (202) 205-0604 (Include "Mandatory Grant Disclosures" in subject line) or
> **Email:** MandatoryGranteeDisclosures@oig.hhs.gov

Non-Federal Reviewers

Since ACF will be using non-federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information. If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

The Project Description

The Project Description Overview

General Expectations and Instructions
The Project Description provides the majority of information by which an application is evaluated and ranked in competition with other applications for financial assistance. It must address all activities for which federal funds are being requested and all application requirements as stated in this section. The Project Description must explain how the project will meet the purpose of the FOA, as described in *Section I. Program Description*. As a reminder, reviewers will be evaluating this section in accordance with *Section V.1. Criteria*.

The Project Description must be clear, concise, and complete. ACF is particularly interested in Project Descriptions that convey strategies for achieving intended performance. Project Descriptions are evaluated on the basis of substance and measurable outcomes, not length. Cross-referencing should be used rather than repetition. Supporting documents designated as required must be included in the Appendix of the FOA.

Table of Contents

List the contents of the application including corresponding page numbers. The table of contents may be single spaced.

Project Summary

Provide a summary of the application project description. It must be clear, accurate, concise, and without cross-references to other parts of the application. The summary must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served.

Please place the following at the top of the Project Summary:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax, Cell)
- Email Address
- Website Address, if applicable

The Project Summary must be single-spaced, Times New Roman 12-point font, and limited to one page in length. Additional pages will be removed and will not be reviewed.

Geographic Location

Describe the precise physical location of the project and boundaries of the area to be served by the proposed project.

Legal Status of Applicant Entity

Applicants must provide the following documentation:

Non-profit organizations applying for funding are required to submit proof of their non-profit status. Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a state taxing body, state attorney general, or other appropriate state official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a state or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate

Unless directed otherwise, applicants must include proof of non-profit status in the *Appendices* file of the application submission.

Additional Eligibility Documentation

Applicants must provide the additional, required documentation, or required credentials, to support eligibility for an award, as described in *Section III. Eligibility Information* of this announcement.

Victim service organizations must demonstrate that the prime recipient serves at least one of the following populations as defined by OTIP, i.e., sexual assault, sexual violence, domestic violence, human trafficking, and/or youth homelessness.) At a minimum, the applicant must submit the agency mission statement, and at least one of the following documents (i.e., articles of incorporation or board bylaws).

Need For Assistance

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance, including the nature and scope of the problem, must be demonstrated. Supporting documentation, such as letters of support and testimonials from concerned parties, may be included in the Appendix. Any relevant data based on planning studies or needs assessments should be included or referred to in the endnotes or footnotes. Incorporate demographic data and participant/beneficiary information, as available.

Objectives

Clearly state the principal and subordinate objectives of the project. Applicants must address how the objectives stated relate to the overall purpose of the program and describe how objectives will be achieved.

Expected Outcomes

Identify the outcomes to be achieved from the project. Outcomes should relate to the overall

program as described in *Section I. Program Description*. If research is part of the proposed work, outcomes must include hypothesized results and implications of the proposed research.

Approach

Outline a plan of action that describes the scope and detail of how the proposed project will be accomplished. Applicants must account for all functions or activities identified in the application.

Cite potential obstacles and challenges to accomplishing project goals and explain strategies that will be used to address these challenges.

Project Plan

Applicants may partner with an organization(s) in its targeted geographic location to achieve the objectives of this FOA. If the applicant chooses to partner, its application must clearly delineate its own and its subrecipient(s) roles and responsibilities in the project consistent with the requirements listed in *Section I. DVHT-SO Administrative Requirements, Subawards*.

Describe how DVHT-SO Program funds will complement and not duplicate existing anti-trafficking efforts and services in the proposed geographic area. If the applicant is receiving other federal funds to implement a human trafficking program, the applicant will include the amount it currently receives, and how it will ensure that any funds awarded through the DVHT-SO Program will not be used to supplant or augment any other related federal funding.

Describe the plan to provide comprehensive case management services to domestic victims of labor and sex trafficking as discussed in *Section I. DVHT-SO Service Requirements, Comprehensive Case Management Services*. Additionally, in its plan, the applicant must describe how it will ensure that only qualified participants will be enrolled in DVHT-SO as required in *Section I. DVHT-SO Service Requirements, Eligible Beneficiaries of Program Services*, and in accordance with *Section IV.6. Funding Restrictions*.

Applicants must identify and describe how their programming and service delivery will be trauma-informed, culturally responsive, and linguistically appropriate to ensure their project activities are person-centered, and meet the diverse needs of those with different racial, ethnic, and religious backgrounds as described in *Section I. DVHT-SO Service Requirements, Guiding Principles*.

Applicants must clearly state in the application if they will be requesting a religious accommodation through the proposal of an alternative approach to implementing the comprehensive case management services model (including referrals). Please refer to *Section I. DVHT-SO Administrative Requirements, Faith-Based Organizations* for more information.

Applicants must include a thorough outreach plan that describes how victims will become aware of available services through the DVHT-SO Program in accordance with all requirements listed in *Section I. DVHT-SO Service Requirements, Outreach*. The outreach plan must include a detailed description of the proposed outreach activities, a timeline, and a dissemination plan of any discrete outreach materials the applicant intends to distribute. The plan must include any proposed partnerships with agencies possessing demonstrated experience conducting outreach to increase victim identification, if applicable.

Applicants must provide a comprehensive training plan that demonstrates how it will build local

capacity to serve and respond to domestic victims of human trafficking in accordance with all requirements listed in *Section I. DVHT-SO Service Requirements, Community Training*. The plan must include proposed required training topics, audiences, and any proposed partnerships with agencies possessing demonstrated experience conducting training to local professionals. Applicants must describe how training will be in compliance with *Section IV.6 Funding Restrictions*.

Applicants must describe how all personnel and, if applicable, subrecipient staff that have interaction with victims of human trafficking have completed, or will complete, at least 20 hours per budget period of training in connection with trafficking in persons as required in *Section I. DVHT-SO Administrative Requirements, Staff and Subrecipient Training*.

Project Timeline and Milestones

Provide quantitative monthly or quarterly projections (for the entire project period) of the accomplishments to be achieved for each function or activity, in such terms as the number of people to be served and the number of activities accomplished. Data may be organized and presented as project tasks and subtasks with their corresponding timelines during the project period. When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

Organizational Capacity
Provide the following information on the applicant organization and, if applicable, on any cooperating partners:

- Organizational charts;
- Resumes;
- Biographical Sketches (short narrative description);
- Audit reports or statements from Certified Public Accountants/Licensed Public Accountants, if available, submit statements for up to the two most recently completed fiscal years (this requirement does not apply to start-up organizations);
- Copy or description of the applicant organization's fiscal control and accountability procedures;
- Evidence that the applicant organization, and any partnering organizations, have relevant experience and expertise with administration, development, implementation, management, and evaluation of programs similar to that offered under this announcement;
- Information on compliance with federal/state/local government standards;
- Job descriptions for each vacant key position.

Applicants must demonstrate substantive prior experience in serving domestic victims of severe forms of human trafficking by describing in detail their experience with this population and their experience in the anti-trafficking field. Applicants must identify the total number of domestic victims of severe forms of trafficking previously identified and served in the last 3 calendar years (2016–2019) within the targeted geographic region; the types of victims it has served (sex trafficking, labor trafficking, or both); and why the community does not have the current capacity to provide the services, long-term resources, and support needed.

If known at the time of application submission, the intent to enter into subaward arrangements

must be disclosed in the application. For each subaward, the applicant must include a description of the work to be performed by the subrecipient(s).

Plan for Oversight of Federal Award Funds and Activities

Grantees are required to ensure proper oversight in accordance with 45 CFR Part 75 Subpart D. These regulations set forth the following standards for effective oversight:

- Financial and Program Management
- Property (if applicable by program legislation)
- Procurement
- Performance and Financial Monitoring and Reporting
- Subrecipient Monitoring and Management
- Record Retention and Access
- Remedies for Noncompliance

Describe the framework (e.g. governance, policies and procedures, risk management, systems) in place to ensure proper oversight of federal funds and activities in accordance with 45 CFR Part 75 Subpart D. The description must include: system(s) for record-keeping and financial management; procedures to identify and mitigate risks and issues (e.g., audit findings, continuous program performance assessment findings, program monitoring); and those key staff that will be responsible for maintaining oversight of program activities staff, and, if applicable, partner(s) and/or subrecipient(s).

Program Performance Evaluation Plan

Applicants must describe a plan for the program performance evaluation that will contribute to continuous quality improvement. The program performance evaluation must monitor ongoing activities and the progress towards the goals and objectives of the project. Include descriptions of the inputs (e.g., organizational profile, collaborative partners, key staff, budget, and other resources), key activities, and expected outcomes of the funded activities. The plan must explain how the inputs, activities, and outcomes will be measured; how the resulting information will be used to inform improvement of funded activities; and any processes that support the overall data quality of the performance outcomes.

Applicants must describe the organizational systems and processes that will effectively track performance outcomes, including a description of how the organization will collect and manage data (e.g., assign skilled staff, data management software, data integrity, etc.) in a way that allows for accurate and timely reporting of performance outcomes. Applicants must describe any potential obstacles for implementing the program performance evaluation and how those obstacles will be addressed. Applicants must include a timeline for how information from the quality improvement evaluation will be reviewed and applied to the ongoing project.

Applicants must describe their plan to collect data and report progress toward accomplishing each of the performance indicators as described in *Section I. Post-Award Requirements, Program Performance Indicators*.

Applicants must provide target numbers for year one of the project period for each of the following program indicators: 1) projected number of domestic victims of human trafficking to

be served through the DVHT-SO Program; 2) projected number of outreach activities to be conducted; 3) projected number of community trainings to be conducted; and 4) projected number of professionals trained, excluding staff, and if applicable, subrecipient(s), funded through the DVHT-SO Program.

Logic Model

Applicants must submit a logic model for designing and managing their project. A logic model is a diagram that presents the conceptual framework for a proposed project and explains the links among program elements. Logic models must target the identified objectives and goals of the grant program. While there are many versions of logic models, for the purposes of this announcement, the logic model may include connections between the following items:

- Inputs (e.g., additional resources, organizational profile, collaborative partner(s), key staff, budget);
- Target population (e.g., the individuals to be served, identified needs);
- Activities, Mechanisms, Processes (e.g., evidence-based practices, best practices, approach, key intervention and evaluation components, continuous quality improvement efforts);
- Outputs (i.e., the immediate and direct results of program activities);
- Outcomes (i.e., the expected short and long-term results the project is designed to achieve, typically described as changes in people or systems), and
- Goals of the project (e.g., overarching objectives, reasons for proposing the project).

Project Sustainability Plan

Applicants must propose a plan for project sustainability after the period of federal funding ends. Grantees are expected to sustain key elements of their grant projects, e.g., strategies or services and interventions, which have been effective in improving practices and outcomes.

Describe the approach to project sustainability that will be most effective and feasible. Provide a description of key individuals and/or organizations whose support will be required. Address the types of alternative support that will be required to maintain the program. If the proposed project involves key project partners, describe how their cooperation and/or collaboration will be maintained after the end of federal funding.

Protection of Sensitive and/or Confidential Information

Provide a description of how protected personally identifiable information and other information that is considered sensitive, consistent with applicable federal, state, local and tribal laws regarding privacy and obligations of confidentiality, will be collected and safeguarded. The applicant must provide the methods and/or systems that will be used to ensure that confidential and/or sensitive information is properly handled and if applicable, address the process for subrecipient(s) and/or contractors. Also, provide a plan for the disposition of such information at the end of the project period.

Third-Party Agreements

Third-party agreements include Memoranda of Understanding (MOU) and Letters of Commitment. Letters of Commitment and MOUs must both clearly describe the roles and responsibilities for project activities and the support and/or resources that the third-party (i.e., subrecipient, contractor, or other cooperating entity) is committing. The Letters of Commitment and MOUs must be signed by the person in the third-party organization with the authority to make such commitments on behalf of their organization. General letters of support are **not** considered to be third-party agreements.

Applicants must provide Letters of Commitment or MOUs between recipients and third-parties (i.e., subrecipients, contractors, or other cooperating entities). In addition to clearly describing the roles and responsibilities for project activities and support and/or resources that the third-party is committing, these agreements must detail work schedules and estimated remuneration with an understanding that a finalized agreement will be negotiated once the successful applicant is awarded the grant.

Letters of Support

Provide statements from community, public, and/or commercial leaders that support the project proposed for funding. All submissions must be included in the application package. At minimum, each letter of support must identify the individual writing the letter, the organization they represent, the date, and reason(s) for supporting the project.

The Project Budget and Budget Justification

All applicants are required to submit a project budget and budget justification with their application. The project budget is entered on the Budget Information Standard Form, either SF-424A or SF-424C. Applicants are encouraged to review the form instructions in addition to the guidance in this section. The budget justification consists of a budget narrative and a line-item budget detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form. Applicants must indicate the method they are selecting for their indirect cost rate. See Indirect Charges for further information.

Project budget calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching cost sharing is a requirement, applicants must include a detailed listing of any funding sources identified in Block 18 of the SF-424 (Application for Federal Assistance). See the table in *Section IV.2. Required Forms, Assurances, and Certifications* listing the appropriate budget forms to use in this application.

Special Note: *The Departments of Labor, Health and Human Services, and Education, and Related Agencies Appropriations Act, 2020 and Further Consolidated Appropriations Act, 2020, (Division A, Title II, Sec. 202), limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this announcement may not be used to pay the salary of an individual at a rate in excess of Executive Level II. The Executive Level II salary of the "Rates of Pay for the Executive Schedule" is $197,300. This amount reflects an individual's base salary exclusive of fringe benefits and any income that an individual may be permitted to earn outside of the duties of the applicant organization. This salary limitation also applies to subawards and subcontracts under*

an ACF grant or cooperative agreement.

Provide a budget for the initial budget period only (typically the first 12 months of the project) using the SF-424A and/or SF-424C, as applicable.
Provide a budget justification, which includes a budget narrative and a line-item detail, for only the first budget period of the proposed project. The budget narrative should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

For applicants proposing to use subaward(s), if the total amount budgeted for subawards exceeds 50 percent of total direct costs for the budget period, the applicant must provide a justification for subawarding the portion of the project and must explain how the prime recipient plans to maintain a substantive role in the project. Applicants must explain why the participation of the subrecipient is necessary, and why the prime recipient cannot achieve the objectives without their participation.

Use the following guidelines for preparing the project budget and budget justification. The budget justification includes a budget narrative and a line-item detail. Applications should only include allowable costs in accordance with 45 CFR Part 75 Subpart E.

Personnel
Description: Costs of employee salaries and wages. See 45 CFR § 75.430 for more information on allowable personnel costs. Do not include the personnel costs of consultants, contractors and subrecipients under this category.

Justification: For each position, provide: the name of the individual (if known), their title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Identify the project director or principal investigator, if known at the time of application.

Fringe Benefits
Description: Costs of employee fringe benefits are allowances and services provided by employers to their employees in addition to regular salaries and wages. For more information on Fringe Benefits please refer to 45 CFR § 75.431. Do not include the fringe benefits of consultants, contractors, and subrecipients.

Typically, fringe benefit amounts are determined by applying a calculated rate for a particular class of employee (full-time or part-time) to the salary and wages requested. Fringe rates are often specified in the approved indirect cost rate agreement. Fringe benefits may be treated as a direct cost or indirect cost in accordance with the applicant's accounting practices. Only fringe benefits as a direct cost should be entered under this category.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement, taxes, etc.

Travel

Description: Costs of project-related travel (i.e., transportation, lodging, subsistence) by employees of the applicant organization who are in travel status on official business. Travel by non-employees such as consultants, contractors or subrecipients should be included under the Contractual line item. Local travel for employees in non-travel status should be listed on the Other line. Travel costs should be developed in accordance with the applicant's travel policies and 45 CFR § 75.474.

Justification: For each trip show: the total number of travelers; travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key project staff to attend ACF-sponsored workshops/conferences/grantee orientations should be detailed in the budget justification.

Equipment
Description: "Equipment" means an article of nonexpendable, tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) $5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in, or excluded from, acquisition cost in accordance with the organization's regular written accounting practices.) See 45 CFR § 75.439 for more information.

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposition of the equipment after the project ends.

Supplies
Description: Costs of all tangible personal property, other than included under the Equipment category. This includes office and other consumable supplies with a per-unit cost of less than $5,000. See 45 CFR § 75.453 for more information.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

Contractual
Description: Cost of all contracts and subawards except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contract or subawards with secondary recipient organizations (with budget detail), including delegate agencies and specific project(s) and/or businesses to be financed by the applicant. Costs related to individual consultants should be listed on the Other line. Recipients are required to use 45 CFR §§ 75.326-.340 procurement procedures, and subawards are subject to the requirements at 45 CFR §§ 75.351-.353.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Applicants must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold stated in [Office of Management and Budget (OMB) Memorandum M-18-18: Implementing Statutory Change to the Micro-Purchase and the Simplified Acquisition Thresholds for Financial Assistance](#) and 48 CFR Subpart 2.1 (when amended accordingly). Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc., available to ACF.

Indicate whether the proposed agreement qualified as a subaward or contract in accordance with 45 CFR § 75.351. Provide the name of the contractor/subrecipient (if known), a description of anticipated services, a justification for why they are necessary, a breakdown of estimated costs, and an explanation of the selection process. In addition, for subawards, the applicant must provide a detailed budget and budget narrative for each subaward, by entity name, along with the same justifications referred to in these budget and budget justification instructions.

Other
Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include, but are not limited to: consultant costs, local travel, insurance, food (when allowable), medical and dental costs (non-personnel), professional service costs (including audit charges), space and equipment rentals, printing and publications, computer use, training costs (such as tuition and stipends), staff development costs, and administrative costs. Please note costs must be allowable per 45 CFR Part 75 Subpart E.

Justification: Provide a breakdown of costs, computations, a narrative description, and a justification for each cost under this category.

Indirect Charges
Description: Total amount of indirect costs. This category has one of two methods that an applicant can select. An applicant may only select one.

1. The applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant federal agency.

   Justification: An applicant must enclose a copy of the current approved rate agreement. If the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed. Choosing to charge a lower rate will not be considered during the objective review or award selection process.

2. Per 45 CFR § 75.414(f) Indirect (F&A) costs, "any non-Federal entity [i.e., applicant] that has never received a negotiated indirect cost rate, ... may elect to charge a *de minimis* rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. As described in Section 75.403, costs must be consistently charged as either

indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as the non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time."

Justification: This method only applies to applicants that have never received an approved negotiated indirect cost rate from HHS or another cognizant federal agency. Applicants awaiting approval of their indirect cost proposal may request the 10 percent *de minimis* rate. When the applicant chooses this method, costs included in the indirect cost pool must not be charged as direct costs to the grant.

Commitment of Non-Federal Resources
Description: Amounts of non-federal resources that will be used to support the project as identified in Block 18 of the SF-424. This line should be used to indicate required and/or voluntary committed cost sharing or matching, if applicable.

For all federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the recipient's cost sharing or matching when such contributions meet all of the criteria listed in 45 CFR § 75.306.

For awards that require matching or cost sharing by statute, recipients will be held accountable for projected commitments of non-federal resources (at or above the statutory requirement) in their application budgets and budget justifications by budget period, or by project period for fully funded awards. **A recipient's failure to provide the statutorily required matching or cost sharing amount (and any voluntary committed amount in excess) may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

For awards that do not require matching or cost sharing by statute, recipients are not expected to provide cost sharing or matching. However, recipients are allowed to voluntarily propose a commitment of non-federal resources. If an applicant decides to voluntarily contribute non-federal resources towards project costs and the costs are accepted by ACF, the non-federal resources will be included in the approved project budget. The applicant will be held accountable for all proposed non-federal resources as shown in the Notice of Award (NOA). **A recipient's failure to meet the voluntary amount of non-federal resources that was accepted by ACF as part of the approved project costs and that was identified in the approved budget in the NOA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

Justification: If an applicant is relying on cost share or match from a third-party, then a firm commitment of these resources (letter(s) or other documentation) is required to be submitted with the application. Detailed budget information must be provided for every funding source identified in Item 18. "Estimated Funding ($)" on the SF-424.

Applicants are required to fully identify and document in their applications the specific costs or contributions they propose in order to meet a matching requirement. Applicants are also

required to provide documentation in their applications on the sources of funding or contribution(s). In-kind contributions must be accompanied by a justification of how the stated valuation was determined. Matching or cost sharing must be documented by budget period (or by project period for fully funded awards).

Applications that lack the required supporting documentation will not be disqualified from competitive review; however, it may impact an application's scoring under the evaluation criteria in *Section V.1. Criteria* of this announcement.

Paperwork Reduction Act Disclaimer
As required by the Paperwork Reduction Act, 44 U.S.C §§ 3501-3521, the public reporting burden for the Project Description is estimated to average 60 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 02/28/2022. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Application Submission Options

Electronic Submission via www.Grants.gov
This section provides the application submission and receipt instructions for ACF program applications. Please read the following instructions carefully and completely.

Electronic Delivery
ACF is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for grant funding opportunities. ACF applicants are required to submit their applications online through Grants.gov.

How to Register and Apply through Grants.gov
Read the following instructions about registering to apply for ACF funds. Applicants should read the registration instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

The registration process can take up to four weeks to complete. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required application submission deadlines.

Organization applicants can find complete instructions here:
https://www.grants.gov/web/grants/applicants/organization-registration.html

> ***Obtain a DUNS Number***: All entities applying for funding, including renewal funding, must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet (D&B).

Applicants must enter the DUNS number in the data entry field labeled "Organizations DUNS" on the SF-424 form.

For more detailed instructions for obtaining a DUNS number, refer to:
https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html

Register with SAM: In addition to having a DUNS number, organizations applying online through Grants.gov must register with the System for Award Management (SAM). All organizations must register with SAM in order to apply online. Failure to register with SAM will prevent your organization from applying through Grants.gov.

For more detailed instructions for registering with SAM, refer to:
https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html

Create a Grants.gov Account: The next step in the registration process is to create an account with Grants.gov. Applicants must know their organization's DUNS number to complete this process. Completing this process automatically triggers an email request for applicant roles to the organization's E-Business Point of Contact (EBiz POC) for review. The EBiz POC is a representative from your organization who is the contact listed for SAM. To apply for grants on behalf of your organization, you will need the AOR role.

For more detailed instructions about creating a profile on Grants.gov, refer to:
https://www.grants.gov/web/grants/applicants/registration.html

Authorize Grants.gov Roles: After creating an account on Grants.gov, the EBiz POC receives an email notifying them of your registration and request for roles. The EBiz POC will then log in to Grants.gov and authorize the appropriate roles, which may include the AOR role, thereby giving you permission to complete and submit applications on behalf of your organization. You will be able to submit your application online any time after you have been approved as an AOR.

For more detailed instructions about creating a profile on Grants.gov. refer to:
https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html

Track Role Status: To track your role request, refer to:
https://www.grants.gov/web/grants/applicants/registration/track-role-status.html

When applications are submitted through Grants.gov, the name of the organization's AOR that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC must authorize individuals who are able to make legally binding commitment on behalf of the organization as an AOR; this step is often missed and it is crucial for valid and timely submissions.

How to Submit an Application to ACF via Grants.gov

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. For each FOA, you can create individual instances of a workspace.

The following is an overview of applying via Grants.gov. For access to complete instructions on how to apply for opportunities, refer to: https://www.grants.gov/web/grants/applicants/apply-for-grants.html

Create a Workspace: Creating a workspace allows you to complete an application online and route it through your organization for review before submitting.

Complete a Workspace: Add participants to the workspace, complete all the required forms, and check for errors before submission.

Adobe Reader: If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace so that they will appear similar to other Standard or ACF forms. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drive(s), then accessed through Adobe Reader.

NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at: https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html

Mandatory Fields in Forms: In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.

Complete SF-424 Fields First: The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and DUNS number. To trigger this feature, an applicant must complete the SF-424 information first. Once it is completed, the information will transfer to the other forms.

Submit a Workspace: An application may be submitted through workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application **at least 24-48 hours prior to the close date** to provide you with time to correct any potential technical issues that may disrupt the application submission.

Track a Workspace: After successfully submitting a workspace package, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the package. The number will be listed on the Confirmation page that is generated after submission.

For additional training resources, including video tutorials, refer to: https://www.grants.gov/web/grants/applicants/applicant-training.html

Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email

at support@grants.gov. For questions related to the specific grant opportunity, contact the number listed in the application package of the grant you are applying for.

If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist ACF with tracking your issue and understanding background information on the issue.

Timely Receipt Requirements and Proof of Timely Submission
All applications must be received by 11:59 p.m., ET, on the due date established for each program. Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant AOR will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. Applicant AORs will also receive the official date/stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

When ACF successfully retrieves the application from Grants.gov, and acknowledges the download of submission, Grants.gov will provide an electronic acknowledgment of receipt of the application to the email address of the applicant with the AOR role. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Applications received by Grants.gov after the established due date for the program will be considered late and will not be considered for funding by ACF.

Applicants with slow internet, such as dial-up connections, should be aware that transmission can take some time before Grants.gov receives your application. Again, Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the AOR role. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

Issues with Federal Systems
For any systems issues experienced with Grants.gov or SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance at www.acf.hhs.gov /sites/default/files/assets/systems_issue_policy_final.pdf.

Request an Exemption from Required Electronic Application Submission
To request an exemption from required electronic submission please refer to ACF's "Policy for Requesting an Exemption from Required Electronic Application Submission" document for complete guidance at:
https://www.acf.hhs.gov/sites/default/files/assets/acf_policy_for_requesting_an_exemption_from_required_electronic.pdf.

Paper Format Application Submission
An exemption is required for the submission of paper applications. See the preceding section on "*Request an Exemption from Required Electronic Application Submission.*"

Applicants with exemptions that submit their applications in paper format, by mail or delivery, must submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the AOR, and be unbound. The original copy of the application must have original signature(s). See *Section IV.7.* of this announcement for address information for paper format application submissions. Applications submitted in paper format must be received by 4:30 p.m., ET, on the due date.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.4. Submission Dates and Times* in this announcement.

IV.3. Unique Entity Identifier and System for Award Management (SAM)

All applicants must have a DUNS Number (http://fedgov.dnb.com/webform) and an active registration with the System for Award Management (SAM.gov/SAM, https://www.sam.gov).

Obtaining a DUNS Number may take 1 to 2 days.

All applicants are required to maintain an active SAM registration until the application process is complete. If a grant is awarded, registration at SAM must be active throughout the life of the award.

Plan ahead. Allow at least 10 business days after you submit your registration for it to become active in SAM and at least an additional 24 hours before that registration information is available in other government systems, i.e. Grants.gov.

This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application through Grants.gov or prevent the award of a grant. Applicants should maintain documentation (with dates) of their efforts to register for, or renew a registration, at SAM. User Guides are available under the "Help" tab at https://www.sam.gov.

HHS requires all entities that plan to apply for, and ultimately receive, federal grant funds from any HHS Agency, or receive subawards directly from recipients of those grant funds to:

- Be registered in the SAM prior to submitting an application or plan;
- Maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
- Provide its active DUNS number in each application or plan it submits to the OPDIV.

ACF is prohibited from making an award until an applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not

complied with these requirements, ACF:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

IV.4. Submission Dates and Times

Due Date for Applications: **06/24/2020**

Explanation of Due Dates

The due date for receipt of applications is listed in the *Overview* section and in this section. See *Section III.3. Other, Application Disqualification Factors*.

Electronic Applications
The deadline for submission of electronic applications via www.Grants.gov is 11:59 p.m., ET, on the due date. Electronic applications submitted at 12:00 a.m., ET, on the day after the due date will be considered late and will be disqualified from competitive review and from funding under this announcement.

Applicants are required to submit their applications electronically via www.Grants.gov unless they received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission.*

ACF does not accommodate transmission of applications by email or facsimile.

Instructions for electronic submission via www.Grants.gov are available at: www.grants.gov/web/grants/applicants/apply-for-grants.html.

Applications submitted to www.Grants.gov at any time during the open application period prior to the due date and time that fail the Grants.gov validation check will not be received at ACF. These applications will not be acknowledged.

Mailed Paper Format Applications
The deadline for receipt of mailed, paper applications is 4:30 p.m., ET, on the due date. Mailed paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

Hand-Delivered Paper Format Applications
Applications that are hand-delivered by applicants, applicant couriers, by overnight/express mail couriers, or other representatives of the applicant must be received on, or before, the due

date listed in the *Overview* and in this section. These applications must be delivered between the hours of 8:00 a.m. and 4:30 p.m., ET, Monday through Friday (excluding federal holidays). Applications should be delivered to the address provided in *Section IV.7.Other Submission Requirements*.

Hand-delivered paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Hand-delivered paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

No appeals will be considered for applications classified as late under the following circumstances:

- Applications submitted electronically via www.Grants.gov are considered late when they are dated and time-stamped after the deadline of 11:59 p.m., ET, on the due date.
- Paper format applications received by mail or hand-delivery after 4:30 p.m., ET, on the due date will be classified as late and will be disqualified.
- Paper format applications received from applicant organizations that were not approved for an exemption from required electronic application submission under the process described in *Section IV.2. Request an Exemption from Required Electronic Submission* will be disqualified.

Emergency Extensions
ACF may extend an application due date when circumstances make it impossible for an applicant to submit their applications on time. Only events such as documented natural disasters (floods, hurricanes, tornados, etc.), or a verifiable widespread disruption of electrical service, or mail service, will be considered. The determination to extend or waive the due date, and/or receipt time, requirements in an emergency situation rests with the Grants Management Officer listed as the Office of Grants Management Contact in *Section VII. HHS Awarding Agency Contact(s)*.

Acknowledgement from www.Grants.gov
Applicants will receive an initial email upon submission of their application to www.Grants.gov. This email will provide a **Grants.gov Tracking Number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a **date and time stamp**, which serves as the official record of application's submission**.** Receipt of this email does not indicate that the application is accepted or that is has passed the validation check.

Applicants will also receive an email acknowledging that the received application is in the **Grants.gov validation process**, after which a third email is sent with the information that the submitted application package has passed, or failed, the series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to

ACF and will not be acknowledged by ACF.

See "What to Expect After Submitting" at www.Grants.gov for more information.

Acknowledgement from ACF of an electronic application's submission:
Applicants will be sent additional email(s) from ACF acknowledging that the application has been retrieved from www.Grants.gov by ACF. Receipt of these emails is not an indication that the application is accepted for competition.

Acknowledgement from ACF of receipt of a paper format application:
ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

IV.5. Intergovernmental Review

This program is not subject to Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," or 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." No action is required of applicants under this announcement with regard to E.O. 12372.

IV.6. Funding Restrictions

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions are unallowable. Fund raising costs for the purposes of meeting the Federal program objectives are allowable with prior written approval from the Federal awarding agency. (45 CFR §75.442)

Proposal costs are the costs of preparing bids, proposals, or applications on potential Federal and non-Federal awards or projects, including the development of data necessary to support the non-Federal entity's bids or proposals. Proposal costs of the current accounting period of both successful and unsuccessful bids and proposals normally should be treated as indirect (F&A) costs and allocated currently to all activities of the non-Federal entity. No proposal costs of past accounting periods will be allocable to the current period. (45 CFR §75.460)

Grant awards will not allow reimbursement of pre-award costs.

Construction is not an allowable activity or expenditure under this grant award.

Purchase of real property is not an allowable activity or expenditure under this grant award.

This funding is restricted to domestic victims of human trafficking who are confirmed U.S. citizens or LPR's.

Funds may not be used to pay for direct benefits for family members.

No more than 10 percent of total award funds per budget period may be used to support grant-funded staff and, if applicable, subrecipient staff training in connection with trafficking in persons.

No more than 5 percent of total award funds per budget period may be used to support community training activities. DVHT-SO funds may not be used to cover any costs associated with continuing education units within community training activities.

No award funds may be used to pay for international travel for training or any other purpose, including victim relocation.

DVHT-SO funding may not be used to create public awareness materials.

DVHT-SO funding may not be used to purchase or lease motor vehicles.

No funds made available through this grant may be used to promote, support, or advocate the legalization or practice of prostitution. Nothing in the preceding sentence shall be construed to preclude assistance designed to promote the purposes of the TVPA of 2000 by ameliorating the suffering of, or health risks to, victims while they are being trafficked or after they are out of the situation that resulted from such victims being trafficked.

Recipients may not use these funds to act as attorneys of record or provide legal services for victims of trafficking or possible victims of trafficking in matters against the Federal Government.

HHS appropriated funds include a prohibition on the use of funds for abortion. None of the appropriated funds may be spent for abortions or health benefits coverage that includes abortion, except under two circumstances. The exceptions to such prohibition are (1) if the pregnancy is the result of an act of rape or incest; or (2) a woman suffers from a physical disorder, injury, or illness that would place the woman in danger of death unless an abortion is performed. (See Department of Defense and Labor, Health and Human Services, and Education Appropriations Act, 2019 and Continuing Appropriations Act, 2019, Pub. L. 115-245, §§ 506, 507).

ACF does not fund awards where the role of the applicant is primarily to serve as a conduit of funds to other organizations, unless that arrangement is authorized by statute. In the absence of such statutory authority, each prime recipient's primary role must be to ensure the delivery of the statutorily authorized services, whether provided directly or through collaborative involvement with their subrecipients.

IV.7. Other Submission Requirements

Submit paper applications to one of the following addresses. Also see *ACF Policy on Requesting an Exemption from Required Electronic Application Submission at www.acf.hhs.gov/grants/howto#chapter-6*.

Submission By Mail
David Lee
U.S. Department of Health and Human Services
Administration for Children and Families
Health Promotion Portfolio
330 C St., S.W.

Washington, DC 20201

Hand Delivery

David Lee
U.S. Department of Health and Human Services
Administration for Children and Families
Health Promotion Portfolio
330 C St., S.W.
Washington, DC 20201

Electronic Submission

See *Section IV.2.* for application requirements and for guidance when submitting applications electronically via www.Grants.gov.
For all submissions, see *Section IV.4. Submission Dates and Times*.

V. Application Review Information

V.1. Criteria

Please note: With the exception of the funding opportunity announcement and relevant statutes and regulations, reviewers will not access, or review, any materials that are not part of the application documents. This includes information accessible on websites via hyperlinks that are referenced, or embedded, in the application. Though an application may include web links, or embedded hyperlinks, reviewers will not review this information as it is not considered to be part of the application documents. Nor will the information on websites be taken into consideration in scoring of evaluation criteria presented in this section. Reviewers will evaluate and score an application based on the documents that are presented in the application and **will not** refer to, or access, external links during the objective review.

Applications competing for financial assistance will be reviewed and evaluated using the criteria described in this section. The corresponding point values indicate the relative importance placed on each review criterion. Points will be allocated based on the extent to which the application proposal addresses each of the criteria listed. Applicants should address these criteria in their application materials, particularly in the project description and budget justification, as they are the basis upon which competing applications will be judged during the objective review. The required elements of the project description and budget justification may be found in *Section IV.2* of this announcement.

Need for Assistance	Maximum Points:5

1. The need for assistance is thorough and justified, including an identification of barriers and needs. Proposed activities for the targeted service area are aligned with the geographic and programmatic requirements outlined in *Section I. DVHT-SO Program Overview, Project Objectives*. **(0-5 points)**

Approach	Maximum Points:30

1. The applicant provides detailed and thorough information on how all project activities will

be developed and carried out in a manner that is trauma-informed, person-centered, culturally responsive, and linguistically appropriate to domestic victims of human trafficking in accordance with *Section I. DVHT-SO Service Requirements, Guiding Principles*. **(0–5 points)**

2. The applicant demonstrates a clear, thorough, and convincing strategy for providing comprehensive case management services and referrals to victims of labor and sex trafficking that fully addresses the program objectives and requirements listed under *Section I. DVHT-SO Service Requirements, Comprehensive Case Management Services*, and is in accordance with *Section IV. 6 Funding Restrictions*. The applicant's plan incorporates confidentiality measures, which include established policies, procedures, and protocols to ensure the non-disclosure of confidential, private, or personally identifiable information concerning victims. **(0–10 points)**

3. The plan describes a clear and realistic plan to determine eligibility that is in accordance with the requirements listed in *Section I. DVHT-SO Service Requirements, Eligible Beneficiaries of Program Services*, specifically as it pertains to the eligibility of LPRs. **(0–5 points)**

4. The applicant presents a strong and achievable plan to increase the identification and referral of domestic victims of trafficking to services and support through direct outreach that accords with the requirements noted in *Section I. DVHT-SO Service Requirements, Outreach*. The plan includes a detailed description of the proposed outreach activities, a timeline, a dissemination plan, and a description of any proposed partnerships, if applicable. The applicant provides a detailed and realistic mechanism for referral of services to individuals identified through outreach activities found ineligible for services under the DVHT-SO Program. **(0–5 points)**

5. The applicant clearly outlines reasonable and detailed training efforts that accord with the requirements as noted in *Section I. DVHT-SO Service Requirements, Community Training,* including proposed training audiences, topics, and explains how these activities will lead to increased identification and referral of domestic trafficking victims. **(0–5 points)**

Organizational Capacity	Maximum Points:25

1. The applicant provides the professional qualifications of main project staff who will be responsible for program oversight and describes sufficient policies and procedures that will be used to oversee staff and, if applicable, subrecipient(s). If the applicant chooses to partner with any other organizations, it must include third-party agreements that outline how the prime recipient will oversee the subrecipient(s) and collect data from its subrecipient(s). The proposed staff has the appropriate level of qualifications to manage the DVHT-SO Program. **(0–4 points)**

2. The roles, responsibilities, and time commitments of the prime recipient and, if applicable, subrecipient staff positions are clearly designed and appropriate to the successful implementation of the proposed project. **(0–3 points)**

3. The applicant has appropriate staff and sufficient resources dedicated to program performance evaluation activities, including data collection and data reporting. **(0–3 points)**

4. The applicant provides strong evidence of sufficient capacity, experience, and expertise in providing comprehensive case management to domestic victims of labor and sex trafficking. The applicant provides the number of domestic victims of human trafficking it and, if applicable, its subrecipient(s) have served within the last 3 calendar years (2016–2019). **(0–5 points)**

5. The applicant and, if applicable, its subrecipient(s) demonstrate experience conducting outreach to identify domestic victims of human trafficking. **(0–4 points)**

6. The applicant and, if applicable, its subrecipient(s) demonstrate experience providing training to service providers and those in professions who may encounter domestic victims of human trafficking. The applicant can reasonably be expected to effectively train on all required topics listed under *Section I. DVHT-SO Service Requirements, Community Training*. **(0–4 points)**

7. The applicant describes how all personnel and, if applicable, subrecipient staff having interaction with victims of human trafficking have completed, or will complete, at least 20 hours per budget period of training in connection with trafficking in persons as required in *Section I. DVHT-SO Administrative Requirements, Staff and Subrecipient Training*, and in compliance with *Section IV.6 Funding Restrictions*. **(0-2 points)**

Program Performance Evaluation Plan	Maximum Points:15

1. The applicant provides realistic and appropriate year one target numbers for: 1) the number of domestic victims of human trafficking to be served; 2) the number of outreach activities to be conducted; 3) the number of community trainings to be conducted; and 4) the number of professionals trained. **(0–5 points)**

2. The applicant provides a reasonable and thorough plan to collect data and report progress, including subrecipient(s) data if applicable, toward accomplishing each of the performance indicators as described in *Section I. Post-Award Requirements, Program Performance Indicators*, and how the indicators will be used for continuous program improvement during the project period. **(0–5 points)**

3. The applicant clearly describes an adequate data management and collection plan that is sufficiently aligned with the services to be delivered. If applicable, the plan describes how subrecipient(s) data will be collected and integrated into this system. **(0–5 points)**

Timeline	Maximum Points:10

1. The applicant presents a clear and detailed timeline and uses it to describe how the program will document progress in meeting DVHT-SO's objectives, including subrecipient progress, if applicable. The timeline and milestones are precise and reasonable for the project's size and scope, adhere to the schedule of deliverables, and account for all activities necessary to achieve program objectives. The timeline includes activities to be performed during the 12-month implementation period in accordance with the Schedule of Deliverables listed in *Section I. Post-Award Requirements, Schedule of Deliverables*. **(0–5 points)**

2. The applicant's timeline clearly defines progress for each of the three program objectives and the corresponding OTIP performance indicators referenced in *Section I. DVHT-SO Program Overview*, and *Section I. Post-Award Requirements, Program Performance Indicators*. **(0–5 points)**

Budget and Budget Justification	Maximum Points:15

1. The applicant provides a budget narrative that is clearly outlined and aligned with the project proposal and includes a detailed narrative justification for the amounts that clearly states how the applicant derived categorical costs and how each itemized expense will be used. The narrative justification is detailed in nature and clearly demonstrates that costs are reasonable

and justified. **(0-5 points)**

2. The applicant describes a clear plan for the oversight of federal funds and explains how it will ensure grant activities and, if applicable, how subrecipient(s) will adhere to applicable federal and programmatic regulations. If the applicant is receiving other federal funds to implement a human trafficking program, the application includes the federal funding it currently receives, and how it will ensure that any funds awarded through the DVHT-SO Program will not be used to supplant or augment any other related federal funding. **(0–5 points)**

3. The applicant describes how it will ensure that funds will not be used for unallowable costs as referenced in *Section I. DVHT-SO Administrative Requirements, Financial Requirements* and *Section IV. 6 Funding Restrictions*. **(0–5 points)**

Bonus Points	Maximum Points:8

1. The applicant provides a strong and achievable plan demonstrating how to meaningfully and ethically provide survivors of human trafficking with opportunities to engage and support project activities in accordance with *Section I. DVHT-SO Service Requirements, Guiding Principles*. The applicant provides a detailed description of previous opportunities provided to survivors of human trafficking to substantiate prior work in this area. **(3 points)**

2. The applicant provides a strong and achievable plan to identify and serve domestic victims of labor trafficking. The applicant provides documentation or a detailed description of previous experience to substantiate prior work in this area. The applicant provides data or other strong evidence substantiating its proposed activities. **(5 points)**

V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant or sub-recipient that does not have a DUNS number (http://fedgov.dnb.com/webform) and an active registration at SAM (www.sam.gov). See *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)*.

Initial ACF Screening
Each application will be screened to determine whether it meets any of the disqualification factors described in *Section III.3. Other, Application Disqualification Factors*.

Disqualified applications are considered to be "non-responsive" and are excluded from the competitive review process. Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this FOA.

Objective Review and Results
Applications competing for financial assistance will be reviewed and evaluated by objective review panels using only the criteria described in *Section V.1. Criteria* of this announcement. Each panel is composed of experts with knowledge and experience in the area under review.

Generally, review panels include three reviewers and one chairperson.

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding. Scores and rankings are only one element used in the award decision-making process. ACF reserves the right to evaluate applications in the larger context of the overall portfolio by considering geographic distribution of federal funds (e.g., ensuring coverage of states, counties, or service areas) in its pre-award decisions.

ACF may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested.

ACF does not fund awards where the role of the applicant is primarily to serve as a conduit of funds to other organizations unless that arrangement is authorized by statute. In the absence of such statutory authority, each applicant's primary role must be to ensure the delivery of the statutorily authorized services, whether provided directly or through collaborative involvement with their subrecipients. Prime recipients of an award under this FOA will be legally accountable to ACF for performance of the project or program. Prime recipients will be held solely responsible in the event of non-compliance by a subrecipient. Applicants proposing to use subrecipients to complete the proposed project will be reviewed by ACF for any management or financial problems. ACF may elect to not allow a prime recipient to subaward if it displays an inability to properly monitor and management subrecipients.

Federal Awarding Agency Review of Risk Posed by Applicants
As required by 2 CFR Part 200, the Uniform Guidance, effective January 1, 2016, ACF is required to review and consider any information about the applicant that is in the Federal Awardee Performance and Integrity Information System (FAPIIS), www.fapiis.gov/, before making any award in excess of the simplified acquisition threshold (currently $250,000) over the period of performance. An applicant may review and comment on any information about itself that a federal awarding agency has previously entered into FAPIIS. ACF will consider any comments by the applicant, in addition to other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in 2 CFR § 200.205 Federal Awarding Agency Review of Risk Posed by Applicants (http://www.ecfr.gov/ cgi-bin/text-idx?node=se2.1.200_1205&rgn=div8).

Please refer to *Section IV.2.* of this announcement for information on non-federal reviewers in the review process.

Approved but Unfunded Applications
Applications recommended for approval in the objective review process, but not selected for award, may receive funding if additional funds become available or may compete for funding during the next review cycle (if one occurs in the next fiscal year). Applications designated as "approved but unfunded" typically cannot be kept in an active status for more than 12 months. For those applications determined as "approved but unfunded," notice will be given of the

determination by email.

V.3. Anticipated Announcement and Federal Award Dates

Announcement of awards and the disposition of applications will be provided to applicants at a later date. ACF staff cannot respond to requests for information regarding funding decisions prior to the official applicant notification.

VI. Federal Award Administration Information

VI.1. Federal Award Notices

Successful applicants will be notified through the issuance of a Notice of Award (NoA) that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-federal share to be provided (if applicable), and the total project period for which support is contemplated. The NoA will be signed by the Grants Officer and transmitted via postal mail, email, or by GrantSolutions.gov or the Head Start Enterprise System (HSES), whichever is relevant. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter signed by the cognizant Program Office head. Any other correspondence that announces to a Principal Investigator, or a Project Director, that an application was selected is not an authorization to begin performance.

Project costs that are incurred prior to the receipt of the NoA are at the recipient's risk and may be reimbursed only to the extent that they are considered allowable as approved pre-award costs. Information on allowable pre-award costs and the time period under which they may be incurred is available in *Section IV.6. Funding Restrictions*.

Grantees may translate the Federal award and other documents into another language. In the event of inconsistency between any terms and conditions of the Federal award and any translation into another language, the English language meaning will control. Where a significant portion of the grantee's employees who are working on the Federal award are not fluent in English, the grantee must provide the Federal award in English and in the language(s) with which employees are more familiar.

VI.2. Administrative and National Policy Requirements

Awards issued under this announcement are subject to 45 CFR Part 75 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards. The Code of Federal Regulations (CFR) is available at www.ecfr.gov. Unless otherwise noted in this section, administrative and national policy requirements that are applicable to discretionary grants are available at: www.acf.hhs.gov/administrative-and-national-policy-requirements.

HHS Grants Policy Statement

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the Notice of Award (NOA). The HHS GPS is available at https://www.acf.hhs.gov/discretionary-post-award-requirements#chapter-1.

An application funded with the release of federal funds through a grant award does not constitute, or imply, compliance with federal regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable federal regulations.

Accessibility Provisions for All Grant Application Packages and Funding Opportunity Announcements

Recipients of federal financial assistance (FFA) from HHS must administer their programs in compliance with federal civil rights laws that prohibit discrimination on the basis of race, color, national origin, disability, age and, in some circumstances, religion, conscience, and sex. This includes ensuring programs are accessible to persons with limited English proficiency. The HHS Office for Civil Rights provides guidance on complying with civil rights laws enforced by HHS. Please see https://www.hhs.gov/civil-rights/for-providers/provider-obligations/index.html and http://www.hhs.gov/ocr/civilrights/understanding/section1557/index.html.

- Recipients of FFA must ensure that their programs are accessible to persons with limited English proficiency. HHS provides guidance to recipients of FFA on meeting their legal obligation to take reasonable steps to provide meaningful access to their programs by persons with limited English proficiency. Please see https://www.hhs.gov/civil-rights/for-individuals/special-topics/limited-english-proficiency/fact-sheet-guidance/index.html and https://www.lep.gov. For further guidance on providing culturally and linguistically appropriate services, recipients should review the National Standards for Culturally and Linguistically Appropriate Services in Health and Health Care at https://minorityhealth.hhs.gov/omh/browse.aspx?lvl=2&lvlid=53.
- Recipients of FFA also have specific legal obligations for serving qualified individuals with disabilities. Please see http://www.hhs.gov/ocr/civilrights/understanding/disability/index.html.
- HHS funded health and education programs must be administered in an environment free of sexual harassment. Please see https://www.hhs.gov/civil-rights/for-individuals/sex-discrimination/index.html; https://www2.ed.gov/about/offices/list/ocr/docs/shguide.html; and https://www.eeoc.gov/eeoc/publications/upload/fs-sex.pdf.
- Recipients of FFA must also administer their programs in compliance with applicable federal religious nondiscrimination laws and applicable federal conscience protection and associated anti-discrimination laws. Collectively, these laws prohibit exclusion,

adverse treatment, coercion, or other discrimination against persons or entities on the basis of their consciences, religious beliefs, or moral convictions. Please see https://www.hhs.gov/conscience/conscience-protections/index.html and https://www.hhs.gov/conscience/religious-freedom/index.html.

- Religious Freedom Restoration Act (RFRA) (42 U.S.C. 2000bb et seq.). If you are a faith-based organization and feel that your exercise of religion would be substantially burdened by compliance with any of the terms and conditions of this grant award, you may contact the HHS Office for Civil Rights.

Please contact the HHS Office for Civil Rights for more information about obligations and prohibitions under federal civil rights laws at https://www.hhs.gov/ocr/about-us/contact-us/index.html or call 1-800-368-1019 or TDD 1-800-537-7697.

Equal Treatment for Faith-Based Organizations

The grantee acknowledges its obligation to comply with 45 CFR § Part 87 "Equal Treatment For Faith-Based Organizations," including the requirement that all faith-based or religious organizations are eligible, on the same basis as any other organization, to participate in this and any program for which they are otherwise eligible. Thus, the grantee agrees that when selecting service providers or subgrantees, it will not discriminate for or against any organization on the basis of the organization's religious character or affiliation as indicated in 45 CFR § 87.3(a). For further information visit https://www.acf.hhs.gov/administrative-and-national-policy-requirements#chapter-4.

VI.3. Reporting

Performance Progress Reports: Quarterly

Recipients under this FOA will be required to submit performance progress and financial reports periodically throughout the project period. Information on reporting requirements is available on the ACF website at www.acf.hhs.gov/discretionary-post-award-requirements#chapter-2.

For planning purposes, the frequency of required reporting for awards made under this announcement are as follows:

Financial Reports: Semi-Annually
NOTE: Consistent with the PRA of 1995, 44 U.S.C. §§ 3501-3521, under this FOA, OTIP will not conduct or sponsor – and a person is not required to respond to – a collection of information covered by such Act, unless it displays a currently valid OMB control number. OTIP is seeking approval of its DVHT Program Data Indicators through the OMB Office of Information and Regulatory Affairs. OTIP will not request this information if this form is not approved at the time that reports are due. Please see Section VI.3. Reporting for more information.

VII. HHS Awarding Agency Contact(s)

Program Office Contact

Flavia Keenan-Guerra
U.S. Department of Health and Human Services
Administration for Children and Families
Office on Trafficking in Persons
330 C St., S.W.
Washington, DC 20201
Phone: (202) 401-9303
Email: Flavia.Keenan-Guerra@acf.hhs.gov

Office of Grants Management Contact

Manolo Salgueiro
U.S. Department of Health and Human Services
Health Promotion Portfolio
Administration for Children and Families
330 C St., S.W.
Washington, DC 20201
Phone: (202) 690-5811
Email: Manolo.Salgueiro@acf.hhs.gov

Federal Relay Service:
Hearing-impaired and speech-impaired callers may contact the Federal Relay
Service (FedRelay) at www.gsa.gov/fedrelay.

VIII. Other Information

Reference Websites

U.S. Department of Health and Human Services (HHS) www.hhs.gov/.

Administration for Children and Families (ACF) www.acf.hhs.gov/.

ACF Funding Opportunities Forecast www.grants.gov/.

ACF Funding Opportunity Announcements ami.grantsolutions.gov/.

ACF "How To Apply For A Grant" https://www.acf.hhs.gov/grants/howto.

ACF Property Guidance https://www.acf.hhs.gov/grants/real-property-and-tangible-personal-property

Grants.gov Accessibility Information www.grants.gov/ web/grants/accessibility-

compliance.html.

Code of Federal Regulations (CFR) http://www.ecfr.gov/.

United States Code (U.S.C.) http://uscode.house.gov/.

Office on Trafficking in Persons - Resources https://www.acf.hhs.gov/otip/resources

National Human Trafficking Hotline (NHTH) https://humantraffickinghotline.org/

National Human Trafficking Training and Technical Assistance Center (NHTTAC) https://www.acf.hhs.gov/otip/training/nhttac

Runaway and Homeless Youth Programs https://www.acf.hhs.gov/fysb/programs/runaway-homeless-youth

Family Violence Prevention & Services https://www.acf.hhs.gov/fysb/programs/family-violence-prevention-services

Child Welfare Information Gateway https://www.childwelfare.gov

Culturally and Linguistically Appropriate Services in Health and Health Care https://thinkculturalhealth.hhs.gov/clas/what-is-clas

The Human Trafficking Capacity Building Center https://ovc.ncjrs.gov/humantrafficking/ovcefforts.html

Application Checklist

Applicants may use this checklist as a guide when preparing an application package.

What to Submit	Where Found	When to Submit
Unique Entity Identifier (DUNS) and Systems for Award Management (SAM) registration.	Referenced in *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)* in the announcement. To obtain a DUNS number (Unique Entity Identifier), go to http://fedgov.dnb.com/webform. To register at SAM, go to http://www.sam.gov.	A DUNS number (Unique Entity Identifier) and registration at SAM.gov are required for all applicants. Active registration at SAM must be maintained throughout the application and project award period.

SF-Project/Performance Site Location(s) (SF-P/PSL)	Referenced in *Section IV.2.Required Forms, Assurances, and Certifications.* This form is available in the FOA's forms package at www.Grants.gov.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.*
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* This form is available in the FOA's forms package at www.Grants.gov.	Submission is due with the application package or prior to the award of a grant.
Table of Contents	Referenced in *Section IV.2. The Project Description.*	Submit with the application by the due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.*
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non- Construction Programs	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* These forms are available in the FOA's forms package at www .Grants.gov in the Mandatory section. They are required for applications that include only non-construction activities.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.*
SF-424 - Application for Federal Assistance	Referenced in *Section IV.2.Required Forms, Assurances, and Certifications.* This form is available in the FOA's forms package at www .Grants.gov in the Mandatory section.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.*
Project Summary/Abstract	Referenced in *Section IV.2. The Project Description.* The Project Summary/Abstract	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and*

	is limited to one single-spaced page.	*Times.*
Proof of Non-Profit Status	Referenced in *Section IV.2. The Project Description, Legal Status of Applicant Entity*.	Proof of non-profit status should be submitted with the application package by the application due date and time listed in the *Overview* and *Section IV.4.* of the FOA. If it is not available at the time of application submission, it must be submitted prior to the award of a grant.
The Project Budget and Budget Justification	Referenced in *Section IV.2. The Project Budget and Budget Justification*.	Submission is required in addition to submission of SF-424A and / or SF-424C. Submission is required with the application package by the due date in the *Overview* and in *Section IV.4. Submission Dates and Times*.
SF-424 Key Contact Form	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications*. This form is available in the FOA's forms package at www.Grants.gov.	Submission is due with the application by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
SF-LLL - Disclosure of Lobbying Activities	"Disclosure Form to Report Lobbying" is referenced in *Section IV.2. Required Forms, Assurances, and Certifications*. This form is available in the FOA's forms package at www.Grants.gov.	If submission of this form is applicable, it is due at the time of application. If it not available at the time of application, it may also be submitted prior to the award of a grant.
Mandatory Grant Disclosure	Requirement, submission instructions, and mailing addresses are found in the "Mandatory Grant Disclosure" in *Section IV.2. Required*	If applicable, concurrent submission to the Administration for Children and Families and to the Office of the Inspector General is required.

	Forms, Assurances and Certifications.	
The Project Description	Referenced in *Section IV.2. The Project Description*.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.