

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



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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA), and [Office for Victims of Crime](#) (OVC) are pleased to announce that they are seeking applications under a joint funding solicitation to support an enhanced anti-human trafficking law enforcement task force and victim service model designed to identify, rescue, and assist foreign and domestic, adult and minor, victims of human trafficking within the United States. This program furthers the Department's mission by enhancing the law enforcement and social service fields' response to human trafficking victims.

# OVC FY 10 Enhanced Collaborative Model to Combat Human Trafficking

## Eligibility

Applicants are limited to state and local law enforcement agencies and nonprofit victim service organizations with a demonstrated established relationship and capacity to successfully partner among themselves and key stakeholders to support an enhanced approach to identifying, rescuing, and assisting victims of all forms of human trafficking. Applicants will only be eligible to apply if their application is made in conjunction with an application from a law enforcement agency or a victim service organization. Recipients of awards under this solicitation must be located in the community, jurisdiction, or geographic area specified in the application. Grantees currently receiving human trafficking funding from BJA and OVC are eligible to apply for this funding. (See "Eligibility," page 4)

## Deadline

Registration with Grants.gov is required prior to application submission.  
(See "How To Apply," page 13.)

All applications are due by 8:00 p.m. eastern time on July 27, 2010.  
(See "Deadlines: Registration and Application," page 4.)

## Contact Information

For technical assistance with submitting the application, contact the Grants.gov Customer Support Hotline at 1-800-518-4726 or via e-mail to [support@grants.gov](mailto:support@grants.gov).

**Note:** The Grants.gov Support Hotline hours of operation are 24 hours, seven days a week.

**Important Note:** Law enforcement agencies applying for task force funding and victim service organizations applying for victim service funding must have an established working relationship and must collaborate and submit separate but coordinated applications using the same Abstract, Timeline, and Letter of Intent.

For assistance with any other requirement of this solicitation, law enforcement agencies should contact Deborah Meader, BJA Policy Advisor, at 202-305-2601, [deborah.meader@usdoj.gov](mailto:deborah.meader@usdoj.gov); victim service organizations should contact Bradley Mitchell, OVC Team Lead, at 202-514-9069, [bradley.mitchell@usdoj.gov](mailto:bradley.mitchell@usdoj.gov).

Grants.Gov number assigned to announcement: OVC-2010-2782

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# Enhanced Collaborative Model to Combat Human Trafficking (CFDA # 16.320)

## Overview

Through this solicitation, BJA and OVC seek to update the DOJ multidisciplinary anti-human trafficking task force model for contemporary relevance and incorporate lessons learned into a new model: the Enhanced Collaborative Model to Combat Human Trafficking. This FY 2010 program will fund up to three Enhanced Collaborative Model Task Force sites that will take a comprehensive approach to combating all forms of trafficking—sex trafficking and labor trafficking of foreign nationals and U.S. citizens (male and female, adults and minors). A total of six cooperative agreements are expected to be awarded. Three awards are expected to be made by BJA to support law enforcement agencies to coordinate the goals, objectives, and activities of the entire task force in close collaboration with the local U.S. Attorney's Office (USAO) and victim service provider partner; and three awards are expected to be made by OVC to support a victim service organization to coordinate the provision of a comprehensive array of culturally and linguistically appropriate services to all trafficking victims identified within the geographic area impacted by the task force. (See "Program-Specific Information" below for more details about the goals and objectives of the new task forces.)

## Deadlines: Registration and Application

Registration is required prior to submission. OJP strongly encourages registering with Grants.gov several weeks before the deadline for application submission. The deadline for applying for funding under this announcement is 8:00 p.m. eastern time on July 27, 2010. Please see the "How To Apply" section, page 13 for more details.

## Eligibility

Please refer to the cover page of this solicitation for eligibility requirements of this program.

**Note:** This funding announcement requires one application from a lead state or local law enforcement agency (in close collaboration with a partner victim service organization) and one application from a lead victim service organization (in close collaboration with a partner law enforcement agency). **BJA and OVC are seeking separate but coordinated proposals from eligible applicants.** Each applicant must clearly identify its partner applicant and the specific geographic area impacted by the task force initiative. In addition, both applications must use identical documents for the following required application attachments: Abstract, Timeline, and Letter of Intent.

**Lobbying, promoting, or advocating the legalization/regulation of prostitution.** The U.S. Government is opposed to prostitution and related activities, which are inherently harmful and dehumanizing, and contribute to the phenomenon of trafficking in persons. U.S. nongovernmental organizations, and their sub-grantees, cannot use U.S. Government funds to

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

## Program-Specific Information

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

To address the problem of human trafficking in the United States, Congress passed and the President signed into law the Trafficking Victims Protection Act (TVPA) of 2000 (22 U.S.C. § 7101 et. seq.), which was amended by the Trafficking Victims Protection Reauthorization Act of 2003, and amended again in 2005 and 2008. The TVPA seeks to combat “severe forms” of human trafficking (for definition see “Definitions,” Appendix A) by punishing traffickers, protecting victims, and mobilizing U.S. Government agencies to wage a global anti-trafficking campaign. TVPA, as amended, contains significant mandates for the U.S. Departments of State, Justice, Labor, Homeland Security, Health and Human Services, and the U.S. Agency for International Development.

Since Fiscal Year (FY) 2004, BJA and OVC have worked collaboratively to utilize funds appropriated through the TVPA to implement a multidisciplinary anti-human trafficking task force model designed to combat human trafficking by identifying, rescuing, and restoring victims (with a focus on foreign national victims); investigating and prosecuting trafficking crimes; and building awareness about trafficking in the surrounding community. BJA and OVC have continued support of the multidisciplinary model, funding a total of 42 task forces through awards to law enforcement agencies and victim service organizations, since the program’s inception. In February and March 2010, BJA hosted two focus groups with members of currently funded task forces, including representatives from victim service organizations, as well as subject matter experts and representatives of federal agencies to obtain information about lessons learned from the implementation of the task forces and to obtain recommendations for improving the DOJ model to better meet the intended goals of the TVPA.

This FY 2010 solicitation seeks to update the DOJ multidisciplinary anti-human trafficking task force model for contemporary relevance and incorporate the focus group recommendations and lessons learned into a new model: the Enhanced Collaborative Model to Combat Human Trafficking. This FY 2010 program seeks to overcome the challenges of prior restrictions limiting task force activities according to victim population by funding up to three Enhanced Collaborative Model Task Force sites (for task force definition see “Definitions,” Appendix A) that will take a comprehensive approach to combating all forms of trafficking—sex trafficking and labor trafficking of foreign nationals and U.S. citizens (male and female, adults and minors).

This funding opportunity requires **two applications** (one from a state or local law enforcement agency and one from a victim service provider) from each task force location. Applicants must work collaboratively with one another to produce their applications. Each award will be monitored by the appropriate DOJ component (BJA for awards to law enforcement agencies

and OVC for awards to victim service organizations). For more information on each component, see Appendix C. The statutory authority for this program is 22 U.S.C. § 7105(b)(2)(A).

The task force applicants will be responsible for working collaboratively among themselves and other key stakeholders/partners to identify, investigate, prosecute, and provide services for victims of all types of human trafficking within the U.S.:

- Sex and labor trafficking
- Foreign national and domestic
- Male and female
- Adults and minors

### **Amount and Length of Awards**

The maximum requested federal funding amount for each application may not exceed \$500,000 for a 2-year (24-month) project period. The project start date should be on or after October 1, 2010.

There is a 25-percent cash or in-kind match requirement for all applicants. (See “Match Requirement” on page 10.)

### **Definitions**

For a list of definitions, see Appendix A.

### **Program Strategy/Goals, Objectives, Deliverables**

The overall goals of the task forces funded under this FY 2010 Enhanced Collaborative Model to Combat Human Trafficking solicitation are to—

1. Conduct proactive investigations of sex trafficking and labor trafficking crimes within each task force location in coordination and collaboration with local, state, regional, and federal law enforcement and regulatory agencies.
2. Identify victims of all forms of human trafficking, as defined by the TVPA, within each task force site and offer a comprehensive array of restorative services to meet each victim's individualized needs.
3. Support the prosecution of trafficking crimes on state and federal levels.
4. Enhance community capacity to identify and report trafficking crimes by conducting training, public awareness, and outreach activities.

Below is a list of the primary objectives and key grant requirements of the Enhanced Collaborative Task Force Model that must be addressed primarily within the law enforcement application for BJA funding. Victim service providers must be aware of, and adhere to, these overall task force requirements, but should also ensure that the application to OVC addresses the information presented in Appendix D: OVC Comprehensive Service Model and Program

Strategy. Additional information about application requirements can be found in the “What an Application Must Include” section of this solicitation beginning on page 15.

- Applicants must demonstrate a history of investigating trafficking crimes, prosecuting traffickers, and serving victims of human trafficking within the task force area. This data may include local/state/federal statistics regarding investigations, prosecutions, and services to trafficking victims. Applicants must provide the source of this data.
- Law enforcement and victim service applicants must demonstrate a history of solid working partnerships and collaboration with each other and among all key task force stakeholders, including very close collaboration with the local USAO in that geographic area. (For definitions of “task force” and “key stakeholders,” see Appendix A.)
- Consistent, experienced, and committed law enforcement leadership, with a strong presence from the USAO, has been indicated as a key to task force success. As a component of the U.S. Department of Justice, the USAO must hold a co-leadership position with the applicant law enforcement agency and must be closely involved in the day-to-day operation of the task force. This should include, among other things, involvement in planning/strategizing investigations and prosecutions at the state and federal levels; ensuring that data is collected across the task force initiative to complete the required regular reporting of grant performance measures; and the development of consistent policies and protocols, both formal and informal, which guide information sharing on investigations and responses to victims. This would not include the USAO providing assistance with budgetary issues or having fiduciary responsibilities.
- A Letter of Intent signed by the heads of the applicant law enforcement agency and the applicant victim service organization must be submitted at the time of the application. The Letter of Intent must document the existing relationship between them, and must document their commitment to work closely, through planned active coordination, to identify victims and combat all forms of trafficking occurring within the stated geographic area. For successful applicants selected for an award under this program, access to 90 percent of award funds will be held until a signed Memorandum of Understanding (MOU) between the USAO, law enforcement agency, victim service provider, and other key task force members is submitted. Grantees awarded under this project will have 90 days after the date of the award to submit this MOU to the awarding agency. Once the MOU is received, the agency will grant access to the balance of award funds if other necessary conditions have been met.
- Law enforcement applicants must document a plan to provide strong dedicated leadership, administrative support, and necessary dedicated resources to the task force. This includes providing staff and staff time to perform proactive, longer-term investigations; coordinating with service providers on victim needs; coordinating with local, state, regional, and federal partners; and fulfilling required administrative functions (including federal reporting requirements), without these functions being “add-ons” to staffs’ current full-time responsibilities.
- Law enforcement applicants must plan to place the enhanced collaborative model task force in a location or unit that will promote a focus on all forms of sex trafficking and labor trafficking, without excluding one or the other. The lead law enforcement agency must identify, within the application, where the task force will be physically located—intelligence,

vice, organized crime, or a special unit dedicated to human trafficking. The plan must ensure that there will be resources to conduct long-term investigations in collaboration with a broader group of partners, such as investigators with the Department of Labor or other local/federal task force initiatives, such as Internet Crimes Against Children Task Forces or Innocence Lost Task Forces. It is strongly encouraged that the trafficking task force be located in intelligence units, rather than vice units, and that the law enforcement task force staff (state, local, and federal law enforcement) be co-located in one physical space.

- Law enforcement applicants must document a plan to conduct regularly scheduled, multidisciplinary meetings of the task force members (key stakeholders) to update, discuss, and collaborate on trafficking incidents, investigations, victim services, and training and public awareness activities. These meetings must be held at least quarterly, and should be included on the time-task plan for applicant agencies. Key task force stakeholders (law enforcement, USAO, and victim service provider) must participate in task force meetings regularly and ensure inclusion and participation of all stakeholders through use of functional subcommittees and/or opportunities for the broader network of stakeholders to receive and share information and track progress of task force activities. Task force meetings should have formal, robust agendas and minutes of these meetings should be recorded and maintained for grant reporting purposes.
- The Enhanced Collaborative Model Task Forces should demonstrate that they will utilize a data-driven approach to human trafficking that includes developing and using a set process to gather, analyze, and share intelligence within and across task forces and other law enforcement agencies/victim service organizations. Law enforcement applicants should outline specific identification and investigative strategies to be used.
- Law enforcement and victim service provider applicants must demonstrate a commitment to using victim-centered and trauma-informed approaches during investigations and the delivery of services. This approach is to be used for all trafficking victims, regardless of whether or not there is an arrest or a prosecution related to the case.
- Victim service applicants must demonstrate that a coordinated, community-wide approach will be used to leverage various local, state, and federal resources for the provision of services for victims identified through this initiative. Funds awarded through the OVC cooperative agreement are intended to support the cost of direct services for victims, either in-house, or through subcontracts or fee-for-services, through other community-based agencies. Applicants that fail to dedicate adequate funding to support direct services and applicants that propose to perform all work in-house and without demonstrated collaboration with other community based agencies will not be considered responsive to the solicitation. Victim service applicants must address application requirements outlined within Appendix D of this solicitation and describe a plan to ensure the provision of each service listed in the OVC Comprehensive Service Model, either in-house or through other local service providers.
- Law enforcement applicants must document a plan for working collaboratively with the primary victim service partner to identify victims, as defined by the TVPA, including working through questions about “who is a victim” in challenging cases. It is strongly encouraged that the USAO be involved on all cases where there is a question or controversy about whether or not an individual should be identified as a victim of trafficking for the purposes of services

under this solicitation. In general, victims of human trafficking should not be charged and prosecuted for crimes directly related to the trafficking scheme. (For example, a person identified as a victim of sex trafficking should not be charged with prostitution-related offenses that may have been a result of the trafficking, as this is contradictory to their status as a victim as defined by the TVPA.)

- For the purpose of this program—which seeks to support the goals of the TVPA by combating trafficking, in part, through the successful prosecution of traffickers—adult victims of human trafficking, both foreign national and domestic, are required to cooperate with reasonable requests from law enforcement on the investigation or prosecution of trafficking in persons. Exception should be provided to adult victims who would be negatively impacted or traumatized by a requirement to assist law enforcement. Minors (foreign national and domestic), are not required to assist law enforcement; however, they should be encouraged to do so if possible.
- Specifically for foreign national victims, law enforcement applicants must ensure that there is a clear process in place for identified victims, who are cooperating with law enforcement, to request and receive the documentation needed to support an application for various forms of immigration relief (e.g., T-visa and U-visa) for which they may be eligible. Law enforcement applicants must also ensure that the task force has clear procedures in place with regard to requesting Continued Presence on behalf of victims.
- Local-level awareness and education about trafficking, victim identification, and available victim services—when combined with federal partners and coordinated with the USAO—present a formidable force for the investigation, detection, and prevention of human trafficking. Law enforcement applicants must document a plan for the task force to conduct community outreach and build community capacity in support of a holistic approach to combating human trafficking in all forms. Responsibility for conducting training must not rest solely on any one grantee organization. Resources should be coordinated across both law enforcement and service provider grants and supplemented by additional resources that may exist within the community. Victim service applicants must document a plan that adheres to requirements set forth in Appendix D: OVC Comprehensive Service Model and Project Strategy–Training. Strategies for conducting training and outreach should include providing trainings, presentations at conferences, and developing public awareness materials and messages. Efforts should target communities and specific groups such as—
  - first responders (first line law enforcement, medical, fire/rescue);
  - victim service providers (nonprofits, faith-based/clergy, etc.);
  - social service agencies (child protective services, public mental health providers);
  - prosecutors (state and federal);
  - licensing and regulatory agencies (Department of Agriculture, Department of Labor, local/county/state inspectors, etc.);
  - health community (hospital emergency room and health clinic personnel);
  - utilities and service personnel (cable, telephone, HVAC installers, plumbers, etc.); and
  - worker’s rights groups and unions (agriculture, textile, etc.).
- All applicants must submit, within this application, a plan to collect data to support performance measures (as Attachment 5) of this grant and fulfill grant reporting requirements. (See “Performance Measures,” page 11) Law enforcement applicants must,

on a monthly basis, report new human trafficking incidents/investigations and update already reported incidents into the law enforcement database, Human Trafficking Reporting System (HTRS). (For more information on HTRS, see “Definitions,” Appendix A.) Victim service providers must report data using the Trafficking Information Management System (TIMS). (See Appendix D for more information about TIMS.) Law enforcement and victim service provider applicants must develop a coordinated approach to the collection of data that should be reported into HTRS and TIMS on a regular basis.

- All applicants should document any plans they may have for conducting basic evaluation activities, incorporating the performance measures required under this program. All applicants must be willing to participate in an evaluation of the program if requested by the awarding agency (BJA or OVC). OVC victim service applicants must address evaluation requirements within the application as stated in Appendix D: OVC Comprehensive Service Model and Program Strategy–Evaluation.
- Task force key staff will be required to attend, and should budget for, a mandatory kickoff training specifically for key stakeholders for the Enhanced Collaborative Model Task Forces in Washington, D.C., within 90 days of the grant award. Applicants should also plan to attend other trainings and professional development opportunities as outlined on page 15 under “What an Application Must Include.”

### **Grants Versus Cooperative Agreements**

Cooperative agreements are used when substantial collaboration is anticipated between the funding agencies (BJA and OVC) and the award recipients during performance of the proposed activities.

Responsibility for general oversight and redirection of the project, if necessary, rests with the funding agency. BJA and OVC reserve the right to review and approve all activities in the requirements under the various stages, as enumerated in the solicitation. This includes review and approval in a timely manner of all MOUs, key personnel selections, consultants, assessments, plans, and instruments. Additionally, manuals, documents and any other written or electronic material developed or identified for use during the project must be submitted to the funding agency prior to finalization to allow for review by the funding agency. Responsibility for the coordination of review and approval process will be shared by the funding agency and the recipient. Where appropriate, the recipient will act jointly with BJA or OVC to determine modifications to the program implementation plan or budget. In executing this responsibility, OVC and BJA require that the funding agency representative (policy advisor/ grant monitor/program specialist, etc.) meet periodically, in person and or by phone, with the recipient (as determined by the funding agency) throughout the life of the project to discuss project activities, plans, problems, and solutions. Responsibility for the day-to-day conduct of the project rests with the recipient. This specifically includes operations, data collection, analysis, and interpretation.

### **Budget Information**

**Match Requirement (cash or in-kind):** Federal funds awarded under this program may not cover more than 75 percent of the total costs of the project being funded. The applicant must identify the source of the 25-percent nonfederal portion of the total project costs and how match

funds will be used. (Match is restricted to the same uses of funds as allowed for the federal funds.) Applicants may satisfy this match requirement with either cash or in-kind services. The formula for calculating the match is:

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

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

**Example:** 75%/25% match requirement: for a federal award amount of \$500,000, match would be calculated as follows:

$$\frac{\$500,000}{75\%} = \$666,667 \quad 25\% \times \$666,667 = \$166,667$$

**Limitation on Use of Award Funds for Employee Compensation; Waiver:** With respect to any award of more than \$250,000 made under this solicitation, federal funds may not be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The 2010 salary table for SES employees is available at <http://www.opm.gov/oca/10tables/indexSES.asp>.) Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with nonfederal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Assistant Attorney General for the Office of Justice Programs. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request that the applicant adjust and resubmit their budget.

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

## Performance Measures

**To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants that receive funding under this solicitation must provide data that measures the results of their work. Additionally, applicants must discuss in their application their methods for collecting data for performance measures. Please refer to "What an Application Must Include" (page 15), for additional information on applicant responsibilities for collecting and reporting data. Grantees are required to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column.**



## OVC Victim Service Provider Performance Measures

Objective	Performance Measure(s)	Data Grantee Provides
To provide high-quality and timely comprehensive services to victims of human trafficking.	Percent increase in the number of trafficking victims served.	<p>The number of NEW foreign national trafficking victims served for the first time during the reporting period, broken down by the type of trafficking (sex/labor or both).</p> <p>The number of NEW domestic trafficking victims served for the first time during the reporting period, broken down by the type of trafficking (sex/labor or both).</p> <p>The TOTAL number of trafficking victims served during the reporting period. (This includes new clients and existing clients served during the reporting period.)</p>
	Percentage of grantees that report the capacity to provide the full range of comprehensive services.	Number and types of services provided to trafficking victims during the reporting period, broken down by type of service.
To enhance the ability of professionals and key stakeholders within the community to better understand human trafficking and more effectively identify and serve victims.	Number and types of professionals who receive training in identifying human trafficking victims and providing services to them.	Number of professionals who receive training in identifying human trafficking and serving victims during the reporting period, broken down by discipline.
To enhance interagency collaboration and the coordinated community response to victims of trafficking.	Percent increase in the number of collaborative partners working with the OVC-funded organization to serve victims of trafficking.	Number of collaborative partners serving trafficking victims at the beginning and end of the reporting period.

## How To Apply

Applications will be submitted through Grants.gov. Grants.gov is a “one-stop storefront” that provides a unified process for all customers of federal grants to find funding opportunities and

apply for funding. Complete instructions on how to register and submit an application can be found at [www.grants.gov](http://www.grants.gov). If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **1-800-518-4726**, 24 hours a day, seven days a week. Registering with Grants.gov is a one-time process; however, **processing delays may occur and it can take up to several weeks** for first-time registrants to receive confirmation and a user password. The Office of Justice Programs highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the application deadline specified.

All applicants are required to complete the following.

1. **Acquire a DUNS Number.** A DUNS number is required for [Grants.gov](http://Grants.gov) registration. The Office of Management and Budget requires that all businesses and nonprofit applicants for Federal funds include a DUNS (Data Universal Numbering System) number in their applications for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling 1-866-705-5711 or by applying online at [www.dnb.com](http://www.dnb.com). Individuals are exempt from this requirement.
2. **Acquire or Renew Registration with the Central Contractor Registration Database.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. An applicant must be registered in the CCR to successfully register in Grants.gov. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about CCR registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).
3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov Username and Password.** Complete your AOR profile on Grants.gov and create your username and password. You will need to use your organization's DUNS number to complete this step. For more information about the registration process, go to [www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp).
4. **Acquire Authorization for your AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at your organization must login to Grants.gov to confirm you as an AOR. Please note that there can be more than one AOR for your organization.
5. **Search for the Funding Opportunity on Grants.gov.** Please use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.320, titled "*Services for Victims of Trafficking*," and the funding opportunity number is **OVC-2010-2782**.

6. **Submit an Application Consistent with this Solicitation.** Within 24–48 hours after submitting your electronic application, you should receive an e-mail validation message from Grants.gov. The validation message will tell you whether the application has been received and validated or rejected, with an explanation. **Important:** You are urged to submit your application at least 72 hours prior to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification.

**Note: Grants.gov will forward the application to OJP's Grants Management System (GMS). GMS does not accept executable file types as application attachments.** These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

### **Experiencing Unforeseen Grants.gov Technical Issues**

If you experience unforeseen Grants.gov technical issues beyond your control that prevent you from submitting your application by the deadline, you must contact BJA or OVC staff (as appropriate) within **24 hours after the deadline** and request approval to submit your application. At that time, BJA or OVC staff will require you to e-mail the complete grant application, your DUNS number, and provide a Grants.gov Help Desk tracking number(s). After the program office reviews all of the information submitted, and contacts the Grants.gov Help Desk to validate the technical issues you reported, OJP will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be validated, your application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time; (2) failure to follow Grants.gov instructions on how to register and apply as posted on its Web site; (3) failure to follow all of the instructions in the OJP solicitation; and (4) technical issues experienced with the applicant's computer or information technology environment.

Notifications regarding known technical problems with Grants.gov are posted on the OJP funding Web page, [www.ojp.usdoj.gov/funding/solicitations.htm](http://www.ojp.usdoj.gov/funding/solicitations.htm).

### **What an Application Must Include**

This section describes what an application is expected to include and sets out a number of elements. Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application and, should a decision nevertheless be made to make an award, may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are not responsive to the scope of the solicitation, or do not include a program narrative, detailed budget worksheet, budget narrative, tribal resolution (if applicable), plan for evaluation and data collection for performance measures, and Letter of Intent will not proceed to peer review and will not receive further consideration.

OJP strongly recommends use of appropriately descriptive file names (e.g., “Program Narrative,” “Budget and Budget Narrative,” “Timelines,” “Memoranda of Understanding,” “Resumes”) for all attachments. OJP recommends that, if applicable, resumes be included in a single file.

It is the responsibility of the submitting applicant to ensure that its application is complete and submitted by the deadline.

**Applications must include the elements outlined below. This section, as well as corresponding sections of the solicitation, will be used to review and evaluate the merits of each proposed project and the capabilities of each applicant.** Each application will be reviewed using the weighted percentages provided on page 21 under “Selection Criteria.”

Each application must include:

#### **Standard Form 424**

Please see [www.grants.gov/assets/SF424Instructions.pdf](http://www.grants.gov/assets/SF424Instructions.pdf) for instructions on how to complete your SF 424. When selecting "type of applicant," if the applicant is a for-profit entity, please select "For-Profit Organization" or "Small Business" (as applicable) in the Type of Applicant 1 data field. For-profit applicants also may select additional applicable categories (e.g., "Private Institution of Higher Education").

#### **Project Abstract (Attachment 1)**

Both partner applicants must submit the same 1-page project abstract. The abstract must be a single-spaced summary that clearly describes:

- Applicant’s name, title of the project, and dollar amount requested;
- The name of the applicant’s partner (either the partner law enforcement agency or victim service organization);
- A specific description of the jurisdiction or geographic area where task force activities will be focused; and
- A summary of the goals, objectives, and key deliverables of the project.

#### **Program Narrative (Attachment 2)**

Both partner applicants must submit separate, but coordinated program narratives that are responsive to the solicitation and the requirements outlined below. OVC victim service applicants must provide a program narrative that is also responsive to requirements set forth in Appendix D: The OVC Comprehensive Service Model and Program Strategy.

The program narrative must be double-spaced, using a standard 12-point font (Times New Roman preferred); have no less than 1-inch margins; and must not exceed 25 pages. Pages should be numbered “1 of 25,” “2 of 25,” etc. Applicants should anticipate that if the program narrative fails to comply with these length-related restrictions, such that it provides a significant competitive advantage, the failure to comply may be considered in peer review and in final award decisions.

The program narrative should include four separate sections: Problem Statement; Project Goals and Objectives, Project Design/Implementation Plan, and Organizational Capability and Project Management. (Data Collection/Evaluation Plan and the Time-Task Plan may be separate attachments.)

**Problem Statement:** Applicants must include the following:

- Identification of the problem of human trafficking within the targeted jurisdiction or geographic area, including local/state/federal data regarding investigations, prosecutions, and services to trafficking victims in the task force area.
- Outstanding problems, gaps in services, unmet needs regarding human trafficking in the proposed geographic area.
- Description of how this funding opportunity will help address these problems.

**Project Goals and Objectives:** The applications from both law enforcement and victim service provider partners from each task force location should have the same overarching goals, which must also be in alignment with the overall goals of this solicitation as stated on page 6. Applicants must demonstrate how the law enforcement agency and the service provider organization will work together to meet the common goals of combating human trafficking. Applicants should clearly state jurisdictional or geographic area targeted.

**Program Design and Implementation Plan:** Law enforcement applicants and victim service applicants must submit coherent, concise, and complete plans for the implementation of this project that address the requirements of the solicitation as described below and on pages 5–10 (for law enforcement) and within Appendix D: OVC Comprehensive Service Model and Project Strategy (for victim service providers). The following information should be included in the program design and implementation plan:

- The planned structure of the task force that includes a description of leadership, identification of key task force members, roles, and responsibilities of each member. (See page 7 of the solicitation for more detail.) (All applicants)
- The co-leadership role of the USAO with the applicant law enforcement agency, including how the USAO will be involved in the day-to-day operation of the task force. (Law enforcement applicants)
- The location of where the task force will be physically located within this structure, and whether or not it will use co-location at that area (strongly recommended). (See pages 7–8 for more detail.) (Law enforcement applicants)
- Key stakeholder collaboration and commitment, including a demonstration of a well-established partnership and how each will work together. (All applicants)
- A plan to provide adequate staff, administrative support, and resources for the task force, eliminating add-on responsibilities, to ensure that the task force can meet the goals and requirements of the grant. (All applicants)

- A description of other related grants or community initiatives that will complement this grant program (for example, Rescue and Restore Coalitions, United States Conference of Catholic Bishops subcontractors, Innocence Lost Task Forces, or Internet Crimes Against Children Task Forces), and a description of how efforts between these initiatives will be coordinated and tracked separately to avoid duplication. (All applicants)
- A description of specific strategies that will be used to ensure that all forms of trafficking will be proactively investigated within each task force jurisdiction, without excluding one form of trafficking over another. (Law enforcement applicants)
- A demonstration of the use of a data driven approach to human trafficking that includes using a set process to gather, analyze, and share intelligence within and across task forces and other law enforcement agencies. (Law enforcement applicants)
- A plan to ensure that intensive case management and services will be provided for all victims identified through this initiative (victims of sex and labor trafficking, male and female, foreign national and domestic, adults and minors), without excluding one type of victim over another. (Victim service applicants)
- A detailed description of how the victim service applicant will ensure the provision of EACH of the direct services outlined in Appendix D: OVC Comprehensive Victim Service Model. Each service must be addressed by describing a plan to provide the service either in-house or through subcontracts via MOUs with other community-based or public agencies. If any of the required direct services are to be provided pro bono or accessed through other state or government subsidized programs, victim service applicants must describe how services will be provided to victims without the use of grant funds. MOUs or Letters of Intent from victim service partners demonstrating a commitment to provide services should be provided as separate attachments (as Attachment 8) to the grant application. (See Appendix D for more detail.) (Victim service applicants)
- A plan for regularly scheduled (at least quarterly) multidisciplinary task force meetings of all stakeholders to update, discuss, and collaborate on trafficking incidents, investigations, and victim services. Include information on how task force leaders will ensure the inclusion and participation of all stakeholders. (See page 8) (Law enforcement applicants)
- A plan to conduct training, outreach, and public awareness activities to build community capacity to combat trafficking in all forms. (Law enforcement applicants, see page 9 for specific details about what the training/outreach plan must include. Victim service applicants see Appendix D: OVC Comprehensive Model and Program Strategy.) (All applicants)
- A description of how program activities are tied to the goals, objectives, and the performance measures applicable to the project. A comprehensive timeline that identifies milestones, lists deliverables numerically, and indicates who is responsible for each activity should be provided as a separate attachment (as Attachment 6) to the grant application. (See page 21) (All applicants)
- The identification of the task force key staff who will attend the mandatory OJP-sponsored kickoff training meeting (all applicants), a second mandatory training in year two of the grant

(victim service applicants), and other trainings and professional development opportunities.  
(See pages 10 and 20)

**Organizational Capacity and Project Management:** All applicants must document their experience and capabilities to implement the project and the competencies of the staff assigned to the project. This section should include:

- Experience and administrative/financial capacity to manage federal grants.
- Identification of key staff responsible for managing and implementing key aspects of the project.
- Documentation of experience and qualifications of key staff that will enable them to successfully implement this project. Victim service applicants must demonstrate that key staff, including case managers, have prior victim experience or must be under the direct supervision of a senior case manager/project director who has such experience.
- Victim service applicants must document the experience and expertise of key victim service partners in providing services to victims of sex and labor trafficking (male/female/transgender, foreign national and domestic, adults and minor).
- Victim service applicants must describe plan for supervising the case managers and other direct service staff supported under this initiative.
- Key position descriptions and key staff resumes should be provided as a separate attachment (as Attachment 7).

### **Budget and Budget Narrative (Attachment 3)**

Applicants must provide separate budgets that are allowable, cost-effective, and reasonable. Budget line items must relate directly to the program strategy and be explained in the budget narrative. Please see the OJP Financial Guide for questions pertaining to budget including allowable and unallowable costs at [www.ojp.gov/financialguide/index.htm](http://www.ojp.gov/financialguide/index.htm).

Applicants must submit a budget detail worksheet and a budget narrative. A sample budget worksheet can be found at [www.ojp.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.gov/funding/forms/budget_detail.pdf). When using this form you must also include a budget narrative, in MS Word or PDF format, as a separate attachment. Alternatively, both the budget detail worksheet and narrative explanation of costs can be provided in a single document using the MS Word Budget template available at [www.ojp.usdoj.gov/BJA/funding/Budget\\_Worksheet\\_Narrative\\_Template.doc](http://www.ojp.usdoj.gov/BJA/funding/Budget_Worksheet_Narrative_Template.doc). If you submit a different format, you must include the budget categories as listed in the sample budget worksheet.

When completing both the budget narrative and the budget detail worksheet, applicants must include the following:

**Travel for Required Meetings/Trainings:** Applicants should plan to attend the following trainings and allocate these costs within the “Travel” category of the budget (if the traveler is an employee of the applicant organization). Please note: Travel costs associated with key staff who

are not directly employed by the grantee organization (a consultant, speaker, or key local task force member) must be listed under the “Consultant” category on the budget detail worksheet.

Applicants must breakout costs associated with travel, lodging, per diem, and ground transportation for each of the following events:

1. Mandatory Kickoff Training for the Enhanced Collaborative Model Task Forces: 2 days in Washington, D.C., within the first 3 months of the grant award date. (All applicants)
2. 2012 DOJ National Trafficking Conference: 3–4 days in location to be determined. (All applicants)
3. One Financial Management Training Seminar sponsored by OJP’s Office of the Chief Financial Officer (OCFO), unless the applicant has previously attended this seminar. Specific information (such as dates and locations of upcoming OCFO events) can be found at [www.ojp.usdoj.gov/training/financial.htm](http://www.ojp.usdoj.gov/training/financial.htm). (Victim services applicants only)
4. One regional trafficking training, 2 ½–3 days in a location to be determined. (All applicants)
5. OVC discretionary grantee meeting, 3–4 days in Washington, D.C., November 2010. (Victim services applicants only)

**Program Match:** A 25-percent program match is required. (See page 10)

**Consultant Rates:** Consultant rates may not exceed the maximum of \$450/day or, if paid by the hour, \$56.25/hour for a maximum 8-hour workday. Rates that exceed the maximum rate must be strongly justified by the applicant at the time of the application and approved in writing by BJA/OVC after the award is made. Consultants or other providers who are donating the cost of their services as match toward the project are also subject to the \$450/day or \$56.25 per hour limitation.

**Indirect Cost Rate Agreement (Attachment 4, if applicable):** Indirect costs are allowed provided the applicant has a federally approved indirect cost rate agreement. A copy of the federally approved indirect cost rate agreement should be provided as a separate attachment to the application.

**Plans for Evaluation and Data Collection for Performance Measures. (Attachment 5)**

All applicants should document any plans they may have for conducting basic evaluation activities, incorporating the performance measures required under this grant. (Law enforcement applicants see page 10. Victim service applicants, see Appendix D: OVC Comprehensive Victim Service Model and Program Strategy.) All applicants must be willing to participate in an evaluation of the program if requested by the awarding agency (BJA or OVC). OVC victim service applicants must address evaluation requirements within the application as stated in Appendix D: OVC Comprehensive Service Model and Program Strategy.

The following should also be specifically addressed:

- A description of what resources will be dedicated to data collection.

- A commitment to collect data to support the required performance measures of this grant.
- A plan to fulfill the monthly federal reporting requirements by reporting new human trafficking incidents and updating already reported incidents into the appropriate reporting databases—HTRS (law enforcement) and TIMS (victim service organization).

### **Project Timeline (Attachment 6)**

Both partner applicants must submit the same project timeline to demonstrate coordination and integration of goals and objectives across this initiative. The timeline document must show:

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

### **Position Descriptions/Resumes (Attachment 7)**

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

### **Letter of Intent (Attachment 8)**

Both partner applicants must submit the same Letter of Intent signed by the heads of the law enforcement agency and the victim service organization. The letter must demonstrate a strong existing relationship between the applicants and must document the commitment to closely planned active coordination, collaboration, and partnership.

### **Letters of Support (Attachment 9), if available**

Letters of support from agencies and organizations that will be involved in the task force may be included as one attachment. Victim service applicants must include letters of support, or MOUs, as described within Appendix D: OVC Comprehensive Service Model and Project Strategy.

## **Selection Criteria**

The section of this solicitation entitled “What an Application Must Include” (pages 16) provides detailed information about what will be reviewed and evaluated within each section of the application. Each section of the application will be evaluated using the weighted percentages below. **It is imperative that all elements of the application be addressed as described under “What an Application Must Include” and the corresponding sections of the solicitation.**

1. Statement of the Problem (15 percent) (see page 17)
2. Program Design and Implementation (35 percent) (see page 17)
3. Organizational Capabilities/Competencies (30 percent) (see page 19)
4. Budget (10 percent) (see page 19)
5. Impact/Outcomes and Evaluation and Plan for Collecting Data for Performance Measures (10 percent) (see page 21)

## Review Process

OJP is committed to ensuring a fair and open process for awarding grants. The Bureau of Justice Assistance and the Office for Victims of Crime review the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

Peer reviewers will be reviewing the applications submitted under this solicitation that meet basic minimum requirements. BJA and OVC may use either internal peer reviewers, external peer reviewers, or a combination to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current U.S. Department of Justice employee. An internal reviewer is a current U.S. Department of Justice employee who is well-versed or has expertise in the subject matter of this solicitation. Eligible applications will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer, in consultation with BJA and OVC, conducts a financial review of applications for potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget and budget narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final grant award decisions will be made by the Assistant Attorney General, who may also give consideration to factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

## Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act

- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Nonsupplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in excess of \$5,000,000–federal taxes certification requirement

## Appendix A: Definitions

For the purpose of this solicitation, the following definitions are used.

**Adult:** a person who is over the age of 18.

**Comprehensive services:** an array of services that can be offered to a trafficking victim that will address needs identified at the time of intake and service planning. At a minimum, these services include shelter, intensive case management, safety planning, crisis intervention, victim advocacy, mental health treatment, including individual and group counseling, support in family reunification/preservation, medical care, dental care, substance abuse treatment, assistance with educational needs/GED, life skills training, transportation, and other necessary services. These services must be made available for victims identified under this initiative in coordination with other existing local, state, and federal resources.

**Domestic victim:** a U.S. citizen or lawful permanent resident trafficked within the U.S.

**Foreign national victim:** a person who is not a U.S. citizen or a legal permanent resident of the U.S., trafficked within the U.S.

**Human Trafficking Reporting System (HTRS):** an online database managed by the Bureau of Justice Statistics that requires federally funded law enforcement agencies to report monthly on the performance measures listed on page 12. Agencies must report new investigations/incidents and update already reported ones to fulfill one of the federal reporting requirements of the grant.

**Key stakeholders:** task force members (key stakeholders) for this program must include, but are not limited to:

- State/local law enforcement (police, sheriff, etc.).
- Victim service organizations, nongovernmental organizations, and social service agencies with expertise in working with victims of trafficking.
- U.S. Attorney's Office (the designated Assistant U.S. Attorney).
- Federal law enforcement (ICE, DOL, FBI, etc.).
- State Attorney General's Office.
- State and/or district prosecutor's office.
- Federal, state, and local regulatory agencies (ATF, IRS, state licensing departments and regulating bodies, etc.).
- Other critical partners, as identified by the applicants (including criminal justice system victim/witness coordinators/specialists on local, state, and federal levels, state monitor advocates, faith-based organizations, etc.).

**Minor:** a person who is under the age of 18.

**Multidisciplinary anti-human trafficking task force (or "Task Force site"):** a grouping of individuals and organizational resources that provides leadership, direction, and support for collaborative efforts among law enforcement and diverse victim service providers in order to respond effectively in combating all forms of human trafficking. Task force members (key

stakeholders) for this program must include, but are not limited to those listed above under “Key stakeholders.”

**Task force applicants:** either the applicant law enforcement agency or the applicant victim service organization

**Victim of trafficking:** a person who has been subjected to a “severe form of trafficking in persons,” which, as defined in the TVPA of 2000, 22 U.S.C. 7102(8), means—

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

## Appendix B: Application Checklist

### Application Checklist

BJA/OVC FY 2010 Enhanced Collaborative Model to Combat Human Trafficking

This checklist has been created to aid in the development of an application.

#### Eligibility Requirements (see “Eligibility” on cover):

- State or Local Law Enforcement Agency; or
- Nonprofit Victim Service Organization

*Note: One application from a law enforcement agency and one from a victim service organization proposing to partner under this program is required. Each application should be submitted separately.*

- Application meets and addresses the purpose area of the solicitation
- The Federal Amount Requested is within the allowable limit of \$500,000 for each application, with a 25-percent cash or in-kind match included

#### Grants.gov Registration (see “How To Apply,” page 13):

- Acquire a DUNS number if applicant organization does not already have one
- Acquire or renew registration with the Central Contractor Registration (CCR) database.  
*Note: Applicants must update or renew their CCR registration at least once per year to maintain an active status.*
- Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password
- Acquire authorization for your AOR from the E-Business Point of Contact
- Find the funding opportunity on Grants.gov

#### Application Submission Deadline (see “Deadlines: Registration and Application,” page 5):

- Applications are due by 8:00 p.m. eastern time on July 27, 2010. *You are urged to submit your application at least 72 hours prior to the application submission deadline.*

#### The Application Components (see “What an Application Must Include” and “Selection Criteria,” pages 15–21):

*Note: Both applicant partners must use the same Program Abstract, Project Timeline, and Letter of Intent in their application.*

The application components (element) should address the specific selection criteria (see “Selection Criteria,” page 21) for that component. The selection criteria will be used to review and evaluate the merits of each proposed project and the capabilities of each applicant.

- \_\_\_\_\_ Program Abstract (Attachment 1)
  - \_\_\_\_\_ One page
  - \_\_\_\_\_ Single-spaced
- \_\_\_\_\_ Program Narrative (Attachment 2)
  - \_\_\_\_\_ Statement of the Problem
  - \_\_\_\_\_ Project Goals and Objectives
  - \_\_\_\_\_ Project Design and Implementation
  - \_\_\_\_\_ Organizational Capacity and Project Management
  - \_\_\_\_\_ Impact/Outcomes and Evaluation, and Plan for Collecting Data for Performance Measures (Data Collection Plan should also be included in Attachment 5)
- \_\_\_\_\_ Budget Detail Worksheet and Budget Narrative (Attachment 3)
- \_\_\_\_\_ Indirect Cost Rate Agreement (if applicable) (Attachment 4)
- \_\_\_\_\_ Plans for Evaluation and Data Collection for Performance Measures (Attachment 5)
- \_\_\_\_\_ Project Timeline (Attachment 6)
- \_\_\_\_\_ Position Descriptions/Resumes (Attachment 7)

**Program Narrative Format:**

- \_\_\_\_\_ Double-spaced
- \_\_\_\_\_ 12-point standard font
- \_\_\_\_\_ 1" standard margins
- \_\_\_\_\_ Narrative is 25 pages or less

**Other:**

- \_\_\_\_\_ Standard 424 Form
- \_\_\_\_\_ Letter of Intent (Attachment 8)
- \_\_\_\_\_ Certifications
- \_\_\_\_\_ Letters of Support (if available) (Attachment 9)

## **Appendix C: About the U.S. Department of Justice**

The Enhanced Collaborative Model to Combat Human Trafficking grant announcement includes funding opportunities from the below two listed components of the U.S. Department of Justice.

### **Bureau of Justice Assistance (BJA)**

BJA supports law enforcement, courts, corrections, treatment, victim services, technology, and prevention initiatives that strengthen the Nation's criminal justice system. BJA provides leadership, services, and funding to America's communities by:

- Emphasizing local control.
- Building relationships in the field.
- Provide training and technical assistance in support of efforts to prevent crime, drug abuse, and violence at the national, state, local, and tribal levels.
- Developing collaborations and partnerships.
- Promoting capacity building through planning.
- Streamlining the administration of grants.
- Increasing training and technical assistance.
- Creating accountability of projects.
- Encouraging innovation.
- Communicating the value of justice efforts to decision makers at every level.

Additional information regarding BJA can be found at [www.ojp.usdoj.gov/BJA/](http://www.ojp.usdoj.gov/BJA/).

### **Office for Victims of Crime (OVC)**

The mission of OVC is to enhance the Nation's capacity to assist crime victims and to provide leadership in changing attitudes, policies, and practices in ways that will promote justice and healing for all victims.

The Office for Victims of Crime is charged by Congress with administering the Crime Victims Fund, a major source of funding for victim services throughout the Nation. Established by the Victims of Crime Act (VOCA) in 1984, the Fund supports thousands of programs that represent millions of dollars invested in victim compensation and assistance in every U.S. state and territory, as well as training and demonstration projects designed to enhance the skills of those who provide services to victims. VOCA funds support a broad array of programs and services that focus on helping victims in the immediate aftermath of crime and supporting them as they rebuild their lives. Although the specific type of outreach provided varies by need and location, the common goal of OVC and VOCA is to reach out with a compassionate, skilled, and effective response to victims who have suffered physical, sexual, emotional, and financial harm as a result of crime.

Additional information regarding OVC can found at [www.ovc.gov](http://www.ovc.gov).

## **Appendix D: OVC Comprehensive Victim Service Model and Program Strategy**

### **Overview**

OVC will make awards of up to \$500,000 for up to 2 years to victim service providers within four Enhanced Collaborative Model Task Force locations. One award will be made to a provider within each task force site. Under this solicitation, a victim service organization must demonstrate that they have the expertise and organizational capacity to successfully undertake an initiative that involves significant collaboration with local, state, and federal law enforcement, as well as local public agencies, victim service providers, and nonprofit and faith-based organizations that serve or work with immigrant populations, youth, people with disabilities, persons who are homeless, persons who identify as lesbian, gay, bisexual, transgender, and queer (LGBTQ), male victims, persons with substance abuse addictions, among others, in order to implement a comprehensive model of service delivery to victims of sex and labor trafficking as defined by the TVPA of 2000.

Victim service applicants must demonstrate that a coordinated, community-wide approach will be used to leverage various local, state, and federal resources for the provision of services for victims identified through this initiative. Funds awarded through this cooperative agreement are intended to support the cost of direct services for victims, either in-house or through subcontracts or fee-for-services through other community-based agencies. Applicants that fail to dedicate adequate funding to support direct services, and applicants that propose to perform all work in-house and without demonstrated collaboration with other community-based agencies, will not be considered responsive to the solicitation.

In addition to the provision of victim services, the organization must devise a plan for conducting training and public awareness activities on human trafficking as well as a plan to implement and execute a program evaluation.

### **Victim Eligibility for Services**

Funding through this solicitation will provide services to victims of human trafficking—foreign national and domestic, minor and adult, male and female, victims of sex and labor trafficking. (See Appendix A: Definitions.)

For purposes of services under this program, an eligible individual would be identified as:

1. A victim of a severe form of trafficking in persons as defined in the Trafficking Victims Protection Act of 2000 (TVPA), at 22 U.S.C. § 7102(8). (See Appendix A: Definitions—“Victim of trafficking”)
2. A person willing to assist in every reasonable way in the investigation and prosecution of severe forms of trafficking in persons (unless this person is under the age of 18 or would be negatively impacted or traumatized by a requirement to assist law enforcement).

## The Comprehensive Service Model

Applicants seeking funding through this solicitation must demonstrate that they have a comprehensive service model in place or have specific plans to use grant funding to develop such a model for male and female victims of sex and labor trafficking. A coherent, concise, and complete comprehensive service model will ensure that victims of human trafficking make informed decisions about the support they need to work through the impact of the crime, address the issues that shaped the trafficking situation, and assist the victim in identifying and obtaining their personal goals. This includes informing the victim about their options in working with local/state/federal law enforcement in the prosecution of the trafficker and supporting them through the process.

The comprehensive service model must include a plan to provide intensive case management to the victim regardless of their situation, such as a domestic minor placed in foster care, group home, detention facility or reunification with family; or, an adult living independently or within a substance abuse treatment center or homeless shelter. The goal of the intensive case management is to ensure the provision of “wrap around services” that meet victims where they are and best informs their choices, while working through the trauma of the situation and interacting with the necessary local and federal partners. Local and federal partners include, but are not limited to, local, state, and federal law enforcement and prosecutors, the federal immigration system; child welfare and child protection service systems; domestic violence, youth, and homeless shelter systems and transitional housing programs; child and adult educational systems; substance abuse treatment agencies; drop-in centers for youth and adults; detention facilities; medical and mental health services and systems; tribal/native related services and expertise; and other partners providing critical services.

Victim service organizations funded under this initiative will be expected to ensure that the following array of comprehensive services will be offered to victims identified through this initiative:

- Intake and eligibility assessment.
- Intensive case management, including assessment of client needs, development of individualized service plans, assessment of eligibility for other public or community-based programs, assistance in accessing publicly funded programs, safety planning, assisting with crime victim compensation claims when possible, information and referral, documentation of services provided, and routine follow up to ensure that the victim’s needs are being addressed either in-house or through project partners.
- Shelter/housing and sustenance: emergency, transitional, and long-term services for adult and minor, male/female/transgender, victims of sex and/or labor trafficking.
- Medical care.
- Dental care.
- Mental health treatment, emergency mental health assessments, and individual and/or group counseling.

- Interpreter/translator services.
- Legal immigration services, including: assistance in screening the client to ensure that the victim meets the definition of human trafficking as described by the TVPA of 2000; explanation of legal rights and protections; assistance in obtaining certification for eligibility to apply for benefits to the same extent as refugees; assistance in applying for a T-visa or other immigration relief; and legal advocacy.
- Legal assistance on family and civil matters (not criminal legal defense services).
- Assistance in achieving U.S. Department of Health and Human Services (HHS) certification for foreign national victims, including: coordination with law enforcement and allied experts to assist eligible victims to achieve certification (coordination should include task force member agencies); assistance, which may also include coordination with federal law enforcement to request Continued Presence (CP); assisting the victim in applying for a T-visa; and, once certified, assisting the victim in obtaining necessary documents to support their application for services and programs for which they may be eligible.
- Victim advocacy and information about crime victims' rights and services, including: coordination with the Federal Bureau of Investigation, Immigration and Customs Enforcement, and U.S. Attorneys' Offices (USAO) victim/witness coordinators; victim/witness staff in district attorneys' offices or within local law enforcement; victim advocates within intimate partner violence and domestic violence or sexual assault crisis centers; and local Sexual Assault Response Teams, Sexual Assault Nurse Examiners, and Sexual Assault Forensic Examiner programs. Victim advocates within these settings may provide information on the status of an investigation or prosecution; assistance with the application process for state crime victim compensation benefits; sexual assault forensic medical exam options; accompaniment to court proceedings; additional comprehensive victim services, whether in-house or through referrals; and information to help clients exercise their rights as crime victims within the criminal justice process.
- Literacy education, job training, and/or education/GED assistance that is culturally and linguistically appropriate and is relevant and beneficial to the victims' current situation.
- Life skills training, including managing personal finances, self care, parenting classes, and programs that help clients achieve self sufficiency.
- 24-hour evening and weekend response to client emergencies and emergency calls from law enforcement. This includes hotline services, call-forwarding systems, rotating on-call cell phones, and a protocol for responding to victim emergencies and emergency referrals after hours.

**NOTE: The applicant must describe the staffing structure of its program, its plan for providing intensive case management for eligible victims of human trafficking, and include a description of how they would provide EACH of the direct services described above, either in-house or through project partners.** For services to be provided by project partners, the applicant must name the project partner that will provide the specific service, and include, as an attachment to the application, a Letter of Intent or MOU describing the

commitment from that organization, and a description of the fee structure and cost to the grant (if any) for each service.

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

Successful applicants will have 90 days after the date of the award to secure formal MOUs, subcontracts, or Letters of Intent that fully demonstrate how each service will be provided. These documents must include the following: (1) names of the organizations involved in the agreement; (2) scope of the direct service(s) to be provided under the agreement; (3) duration of the agreement; (4) total costs associated with the agreement (if applicable); (5) estimated cost per victim for actual services provided—fee-for-service or no-cost; and (6) maximum number (cap) of victims that may be served under the agreement (if applicable). If any of the required direct services above are to be provided pro bono or accessed through other government-subsidized programs, applicants must describe how services will be provided to victims without the use of grant funds.

## Training

The plan for training must be outlined within the Program Narrative of the application.

Training and public awareness activities are integral to a community's response to human trafficking. **Under this program, OVC recommends that a minimum of 5 percent of the total victim service project cost be dedicated to: conducting local trainings for project partners and other community members; and providing project staff with professional development opportunities** (including travel to attend local or national victim assistance or regional or national trafficking conferences and kickoff meetings). Training should be developed and delivered in coordination with law enforcement partners and task force key stakeholders.

The training plan submitted within the application Program Narrative should include a general implementation timeline for conducting local trainings as well as sending key staff to professional development opportunities. See pages 19 and 20 of the solicitation for more information about training and how training funds should be allocated in the budget.

## Evaluation

The Evaluation Plan and Plan for Collecting Data for Performance Measures should be submitted as one separate attachment to the application.

Evaluation is necessary to ensure projects meet intended goals related to service provision and impact on victims of human trafficking. **Under this program, OVC recommends that a minimum of 5 percent of the total victim service project budget be used to support a program evaluation.**

Applicants may propose to hire an evaluation consultant or utilize existing staff with appropriate expertise. Funds allocated for evaluation may also be used to support activities related to data

collection for OVC-required performance measures. (See “Performance Measures,” page 11 and “Data Collection” below.)

The evaluation plan must identify: (1) the evaluation consultant or key staff who will conduct evaluation activities; (2) qualifications of the consultant or staff selected to conduct evaluation activities; (3) the basic framework and timeline of evaluation activities; and (4) the costs associated with evaluation activities. The applicant must also include a plan that describes how performance measurement data will be collected.

## **Data Collection**

OVC has developed a Trafficking Information Management System (TIMS) database in Microsoft Access to assist grantees with collecting and organizing performance measure data, as well as meeting OVC reporting requirements. The TIMS database helps collect data related to the number of clients served, client demographics, number and types of services provided, referral sources, types of outreach activities, and number and disciplines of professionals trained. All successful applicants for victim service funding will receive access to TIMS and the TIMS Users Guide. At this time, grantees are not required to use TIMS; however, grantees must agree to collect and provide the same statistical data captured through TIMS to OVC and its Training and Technical Assistance Center (TTAC) every 6 months to coincide with the submission of semiannual progress reports. OVC TTAC provides detailed training and technical assistance on the use of the TIMS database for OVC’s grantees.