

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



FY 2004 Law Enforcement and Service Provider Multidisciplinary Anti-Trafficking Task Forces

GMS Registration Deadline: September 21, 2004

GMS Application Submission Deadline: October 1, 2004

These deadlines are firm and will not be extended.
Document upload can be time consuming; please plan accordingly.

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About OJP

The Office of Justice Programs (OJP), U.S. Department of Justice, was created in 1984 to provide federal leadership in developing the nation's capacity to prevent and control crime, administer justice, and assist crime victims. OJP carries out this mission by forming partnerships with other federal, state, and local agencies, as well as national and community-based organizations. OJP is dedicated to comprehensive approaches that empower communities to address crime, break the cycle of substance abuse and crime, combat family violence, address youth crime, hold offenders accountable, protect and support crime victims, enhance law enforcement initiatives, and support advancements in adjudication. OJP also works to reduce crime in Indian Country, enhance technology's use within the criminal and juvenile justice systems, and support state and local efforts through technical assistance and training.

About BJA

The Bureau of Justice Assistance (BJA), a component of the Office of Justice Programs, U.S. Department of Justice, supports innovative programs that strengthen the nation's criminal justice system. Its primary mission is to provide leadership and a range of assistance to local criminal justice strategies to make America's communities safer. BJA accomplishes this mission by providing funding, training, technical assistance, and information to state and community criminal justice programs and by emphasizing the coordination of federal, state, and local efforts. BJA's specific goals are to help communities reduce and prevent crime, violence, and drug abuse and to improve the functioning of the criminal justice system.

About OVC

The Office for Victims of Crime (OVC) is also a component of the Office of Justice Programs, U. S. Department of Justice. OVC's mission is to enhance the nation's capacity to assist crime victims and to provide leadership in changing attitudes, policies, and practices to promote justice and healing for all victims. OVC provides federal funds to support crime victim compensation and assistance programs across the nation. OVC also provides training for diverse professionals who work with victims, develops and disseminates publications, supports projects to enhance victims' rights and services, and educates the public about victim issues.

About the FY 2004 Law Enforcement and Service Provider Multidisciplinary Anti-Trafficking Task Forces

Background

As President Bush stated on July 16, 2004, at the first National Conference on Human Trafficking:

Human life is the gift of our Creator—and it should never be for sale. It takes a special kind of depravity to exploit and hurt the most vulnerable members of society. Human traffickers rob children of their innocence; they expose them to the worst of life before they have seen much of life. Traffickers tear families apart. They treat their victims as nothing more than goods and commodities for sale to the highest bidder. Worldwide, at least 600,000 to 800,000 human beings are trafficked across international borders each year. Of those, it is believed that more than 80 percent are women

and girls, and that 70 percent of them were forced into sexual servitude. The United Nations believes that the trafficking of human beings is now the third largest source of money for organized crime, after arms and drugs. We've got a problem; we need to do something about it.

To address this problem, Congress passed and the President signed into law, "The Trafficking Victims Protection Act of 2000" (P.L. 106-386), which was recently amended by the Trafficking Victims Protection Reauthorization Act of 2003 (P.L. 108-193). The Trafficking Victims Protection Act (TVPA) seeks to combat human trafficking 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, and Health and Human Services and the U.S. Agency for International Development.

Under the leadership of U.S. Attorney General John Ashcroft, who also spoke at the National Conference on Human Trafficking and announced this solicitation, the U.S. Department of Justice (DOJ) is fully committed to stopping human trafficking. From fiscal year (FY) 2001 to FY 2003, DOJ has charged 111 traffickers, convicted or obtained guilty pleas from 77 defendants, and opened 210 new investigations. The U.S. Department of State's 2004 *Trafficking in Persons Report* (www.state.gov/g/tip/rls/tiprpt/2004/) provides more information on the federal government's efforts to stop human trafficking.

The United Nations' Protocol to Prevent, Suppress and Punish Trafficking in Persons, especially Women and Children (one of three "Palermo Protocols"), defines "trafficking in persons" as:

The recruitment, transportation, transfer, harboring or receipt of persons, by means of threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power or of a position of vulnerability or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purpose of exploitation. Exploitation shall include, at a minimum, the exploitation or the prostitution of others or other forms of sexual exploitation, forced labor or services, slavery or practices similar to slavery, servitude or the removal of organs.

Further, TVPA defines "severe forms of trafficking" as:

- 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.
- 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.

Please note: This program is authorized under TVPA; therefore, all efforts supported by this program must address "severe forms of trafficking" as defined above.

FY 2004 Law Enforcement and Service Provider Multidisciplinary Anti-Trafficking Task Forces

While the TVPA provides for prosecution of human trafficking at the federal level, most often it is local law enforcement personnel and community-based organizations who initially encounter victims of trafficking in the course of their field operations and delivery of social services. Thus, without the capacity of local law enforcement agencies to work jointly with community-based social services providers and federal law enforcement to identify the perpetrators and victims of such crimes, the crimes will go undetected. Local-level policing tuned to identify victims and working collaboratively with the U.S. Attorney's Office and other federal and state agencies presents a formidable force for the investigation and prosecution of human trafficking. Trafficking situations often are overlooked or mistaken for other types of criminal activity (e.g., prostitution). In fact, research conducted by Florida State University found that agencies have uncovered trafficking situations when making routine service calls for aggravated assault, domestic disturbance, battery, and other crimes.

This program's goal is to support the development of Human Trafficking Task Forces designed to empower local law enforcement to better identify and interdict trafficking in its various forms, whether it is forced prostitution, indentured servitude, peonage, or other forms of forced labor. Local law enforcement also must develop and maintain close working relationships with victim service providers and other faith-based and community organizations, as well as with federal law enforcement agencies such as the U.S. Department of Homeland Security's Immigration and Customs Enforcement, the Federal Bureau of Investigation, and the Drug Enforcement Administration. The development of Human Trafficking Task Forces in each community should be done by the local U.S. Attorney's Office.

The program will provide support for state and local law enforcement to work collaboratively with victim and social services organizations and federal agencies in the identification of human trafficking victims who are in the United States and to provide enhanced enforcement efforts in communities that currently have or will provide comprehensive services to victims of trafficking with the close support and, if necessary, guidance of the U.S. Attorney. Funding for this effort should supplement existing efforts; it should leverage trafficking victim services that are being provided by victim services providers, refugee resettlement agencies, and other social service organizations, particularly those receiving funds from the U.S. Department of Health and Human Services (HHS) and/or the Office for Victims of Crime (OVC). It also may be used for a variety of purposes in support of the identification and rescue of trafficking victims; but this funding is primarily intended for purposes that will lead to the identification of more victims and the conviction of people engaged in severe forms of human trafficking. A few examples of these uses follow:

Identification efforts:

- Creation of an anti-trafficking police unit or designating personnel to investigate and identify victims of trafficking to support the efforts of local Human Trafficking Task Forces.
- Training for Human Trafficking Task Force member agencies and organizations to identify victims of human trafficking.
- Providing interpreter/translator services to support the identification of human trafficking victims.

- Creation of a local law enforcement liaison to coordinate with trafficking victim service providers, the local U.S. Attorney's Office, and other agencies concerned with the identification and rescue of human trafficking victims.

Under this solicitation, faith-based and community organizations that provide services to trafficking victims as well as governmental human services agencies are encouraged to participate in a collaborative effort. These agencies are invited to leverage resources and coordinate the delivery of critical services in the rescue of victims of human trafficking. The following are some examples of services that such Human Trafficking Task Force partners may provide for trafficking victims:

Rescue efforts:

- Shelter/housing and sustenance (emergency and long term).
- Medical, dental, and mental health care (emergency and long term).
- Special services for child/juvenile victims.
- Interpreter/translator services.
- Criminal justice system-based victim advocacy.
- Legal services, including immigration advocacy and explanation of legal rights and protections.
- Social services advocacy and explanation of benefit entitlements/availability.
- Literacy education and/or job training.
- Outreach services directed toward immigrant, linguistic, or ethnic minority populations.
- Transportation of trafficking victims to obtain and receive victim services.

Applicants should note that OVC and HHS are supporting comprehensive services to trafficking victims throughout the United States. Please refer to Appendixes A and B for a list of each agency's projects and respective geographic areas of coverage. These programs provide case management and comprehensive services for victims of severe forms of trafficking, including basic services such as shelter, food, and clothing, as well as medical and dental services, mental health assessment and treatment, legal services, job skills training, transportation, and interpretation.

In addition, HHS- and OVC-funded comprehensive services grantees conduct the following activities related to public awareness, training, and coalition building:

- Community education and outreach, including outreach to ethnic communities, faith-based organizations, and other local organizations that commonly encounter human trafficking victims.
- Law enforcement training on human trafficking issues.

- Extensive multidisciplinary, multijurisdictional collaboration on developing a coordinated community response to trafficking.

Applications must be made by local law enforcement agencies on behalf of a task force that includes providers of services to human trafficking victims and must be coordinated with the local U.S. Attorney’s Office. A Memorandum of Understanding (MOU) must be developed and submitted with the application. The MOU should:

- (1) Ensure there is a clear understanding of the roles, responsibilities, processes, and protocols on identifying and serving adult and child victims of human trafficking within the defined geographic area.
- (2) Build and/or enhance collaborative efforts between local law enforcement and trafficking victim service providers that leverage limited resources that strengthen but do not duplicate existing trafficking victims service efforts, including:
 - (a) identifying and serving victims through a coordinated community response;
 - (b) promoting greater community public awareness and understanding of the nature and scope of human trafficking; and
 - (c) developing and providing training and support for law enforcement to proactively identify, rescue, and place victims with service providers that
 - (i) understand the complex legal and immigration issues attached to assisting victims of human trafficking, and
 - (ii) understand the complex service needs of human trafficking victims to ensure their safety, reduce trauma, and support the victims’ ability to work with law enforcement to hold their traffickers accountable.

It is recommended that the lead local law enforcement agency and the U.S. Attorney’s Office convene an appropriate representation of local and state law enforcement, federal law enforcement, and government and nongovernmental service providers to design this collaborative approach and ensure that the project’s goals are met. The composition and scope of governance for the Human Trafficking Task Force should be determined locally.

The goal of this program is to increase identification of trafficking victims through proactive law enforcement tactics, increase the successful prosecution of traffickers, and ensure victim safety and access to needed services. Proposed project strategies should include the development of practical protocols for working with appropriate local, state, and federal authorities (described above) to assist victims with certification by HHS and application for “T” (temporary) visas and granting of “continued presence” in the United States. Protocols should be established, modified, or enhanced to ensure that a continuum of comprehensive services to all victims of trafficking is available.

Development of service protocols and establishment of partnerships among law enforcement, victim service providers, and others is vital because resources and eligibility for existing services is varied. For example, services with funding authorized under TVPA are only available to noncitizen victims of trafficking, but resident and citizen victims, as well as trafficking victims certified by HHS, may be

eligible for a wide range of services and benefits through other local, state, and federal sources. The development of partnerships between law enforcement and these sources will be critical in the overall effort to address the problem of human trafficking.

Typically, investigation and prosecution of trafficking cases has occurred under federal jurisdiction. However, local law enforcement and prosecutors also are using state and local statutes to interdict and prosecute traffickers. While the Trafficking Victims Protection Reauthorization Act (TVPRA) authorizes HHS to accept statements from local and state law enforcement attesting that an individual is a victim of a severe form of human trafficking, *only federal law enforcement* can request “continued presence” for a victim. For these reasons, there is a tremendous need for local, state, and federal law enforcement coordination.

Training for local law enforcement officers and other neighboring agencies should be included or considered in each proposal. The training should provide details on this coordination and clearly defined protocols for identification, rescue, and assistance for victims with a wide range of immigration and legal issues, including but not limited to continued presence, T visa application, and HHS certification. It is anticipated that training will involve multiple resources available through the U.S. Department of Justice—including training provided by the Civil Rights Division and a new training curriculum currently under development by OJP and the Office on Violence Against Women—that will be available to grantees under this program.

Eligibility

Applications are being solicited from state and local law enforcement agencies. It is recommended that the lead local law enforcement agency and the U.S. Attorney’s Office convene an appropriate representation of local and state law enforcement to develop a task force to identify and rescue victims of human trafficking. Areas to be served may be a single jurisdiction, state, or multistate region. Applicants must submit a Memorandum of Understanding, signed by the law enforcement agencies, the local U.S. Attorney’s Office, and participating providers of comprehensive human trafficking victims services.

Amount and Length of Awards

Requests for funding may not exceed \$450,000. The grant project period is 3 years.

BJA shall determine the number of awards based on available resources, the number of submissions received, criteria set forth in this solicitation, and other considerations, as described under the Review Process section.

Match Requirement and Future OVC Funding to Service Provider Partners

By statute, federal funds for this project may not exceed 75 percent of total project costs; therefore, only 75 percent of the proposed costs may be covered by a grant under this program. The matching requirement is 25 percent of total project costs. The matching requirement may be met through cash or in-kind contributions or a combination of both.

Once awards have been made to successful law enforcement applicants under this solicitation, OVC will make noncompetitive awards to victim service providers in areas in which no current OVC- or Office of

Refugee Resettlement-funded comprehensive services program exists. OVC also may elect to provide a lesser amount of supplemental funding to its current comprehensive services grantees who participate in this initiative. Funding under this solicitation will not support services to victims.

OVC anticipates awarding up to \$4.5 million in funding that will support *only* direct services to victims. Such services include shelter and sustenance (emergency and long term); medical, dental, and mental health care; case management (emergency and long term); special services for child/juvenile victims; interpreter/translator services; criminal justice system-based advocacy; legal services, including immigration advocacy; social services advocacy; literacy education and/or job training; outreach services directed toward immigrant populations; and transportation of trafficking victims. OVC funding under this initiative will not support outreach, training, administrative costs, and other activities not related to direct services. Grants of \$100,000-\$300,000 will be made for award periods of up to 3 years, depending on available resources and the needs identified in the successful BJA applications. Because these applications will form the basis of OVC's decisions on supplemental funding, it is essential for applicants to include an assessment of services available and the known gaps.

Review Process

BJA and OVC may use an external peer review process to review applications. BJA staff, in consultation with OVC staff, will make recommendations for awards based on peer review results and other considerations, such as population size, and geographic and regional balance.

Applications that meet all eligibility requirements will be evaluated according to the items listed under the Selection Criteria section. Peer reviewers' recommendations are advisory only. BJA and/or OVC will negotiate specific terms of the awards with the selected applicants.

How To Apply

The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.320, titled "Services for Trafficking Victims."

OJP requires that funding applications be submitted through the OJP Grants Management System (GMS). To access the system, go to <https://grants.ojp.usdoj.gov>.

If you experience difficulties at any point in this process, please call the GMS Help Desk at 1-888-549-9901. Applications submitted via GMS must be in one of the following formats: Microsoft Word (*.doc), PDF (*.pdf), or text (*.txt).

Step 1: Signing On

- If you already have a GMS user ID, proceed to GMS sign in. Even if your organization already has a user ID, you will not be considered registered for the solicitation until you have signed on to GMS and entered the appropriate solicitation. To register so, please proceed to step 2. **Applicants expecting to submit more than one application under this solicitation (i.e., organizations that have been invited to receive funding for more than one project in FY 2004) must create a separate GMS account for each application to be submitted.**
- If you do not have a GMS user ID, select "New User? Register Here." After you have completed all of the required information, be sure to click "Create Account" at the bottom of the page and to note

your user ID and password, which are case sensitive. Within 2 business days, BJA will send an e-mail confirmation to newly registered applicants that their user ID and password have been approved and they are eligible to submit an application.

- Beginning October 1, 2003, a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included in every application for a new award or renewal of an award. The DUNS number will be required whether an applicant is submitting an application on paper, through OJP's Grants Management System or using the governmentwide electronic portal (Grants.gov). **An application will not be considered complete until the applicant provides a valid DUNS number.** Individuals who would personally receive a grant or cooperative agreement from the federal government are exempt from this requirement.

Organizations should verify that they have a DUNS number or take the steps necessary to obtain one as soon as possible. Applicants can receive a DUNS number at **no cost** by calling the dedicated toll-free DUNS number request line at 1-800-333-0505.

Step 2: Selecting/Registering for the Program

- After you have logged onto the system using your user ID and password, click on "Funding Opportunities."
- Select the "Bureau of Justice Assistance" from the drop-down list and click "Search." This will narrow the list of solicitations within the Office of Justice Programs to those in BJA.
- From the list of BJA grants, find "**FY04 BJA Human Traffic**" and click "Apply Online."
- Confirm that your organization is eligible to apply for this program by reading the text on the screen. If eligible, proceed by clicking "Continue."

Step 3: Completing the Overview Information

- Select the type of application your are submitting by choosing "Application Non-Construction" in the "Type of Submission" section.
- Select "New" in the drop-down box for "Type of Application."
- If your state has a review and comment process under Executive Order 12372 (<http://policy.fws.gov/library/rgeo12372.pdf>), then select either "Yes" and the date you made this application available under that review or "N/A" because this program has not been selected by your state for such a review. If your state does not have such a process, then select "No. Program Not Covered by E.O. 12372."
- Click "Save and Continue."

Step 4: Completing the Applicant Information

- Answer "Yes" or "No" to the question about whether or not your organization is delinquent on any federal debt.

- The rest of this page will prepopulate with the information you submitted during the registration process. Check this information for accuracy and relevance to your organization and make any needed changes. Please verify the name, address, and contact information for the Project Director.
- Click “Save and Continue.”

Step 5: Completing the Project Information

- Provide a title that is descriptive of your project, such as “Greater Atlanta Human Trafficking Task Force Program.”
- List the geographic areas to be affected by the project.
- Enter start and end dates for the program that fall within the parameters described in the letter from the program office (e.g., 12 months). The start date should be no earlier than 60 days from the application submission date.
- Select all of the congressional districts that are affected by this application. To select multiple districts, hold down the CTRL key while making your selections.
- Enter the amount of the grant for which your organization is applying on the federal line under the “Estimated Funding” section.
- Click “Save and Continue.”

Step 6: Uploading Attachments

- You will be asked to upload three attachments to the online application system. (See the Attachments section for detailed instructions.)
 1. The Budget Detail Worksheet (Attachment #1).
 2. The Program Narrative (Attachment #2).
 3. Other Program Attachments (Attachment #3).
- To upload these documents, click “Attach.” A new window will open. To continue, click “Browse” and find the file on your computer or the network drive from which you wish to upload, then click on “Upload Your Document.” A window that says “File Upload Successful” should pop up. Next to the upload list, the notation should change to “Attachment OK.” Repeat these steps for all three uploads.

NOTE: Depending on the size of the attachment and/or your computer connection, this process can take several hours. The system will shut down promptly at the deadline. Any incomplete application will not be accepted and no exceptions will be granted. Please plan accordingly.

- If you encounter any difficulties uploading your file, click on “Tips for Successful Upload.” This document will explain the usual problems with uploading files and will help you through them.
- Click “Save and Continue.”

Step 7: Completing the Assurances and Certifications

- You will need to accept both the assurances and certifications documents. To do so, click on the links marked “Assurances” and “Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements.”
- Read both documents. At the bottom of each one, click the “Accept” button.
- When you have accepted both documents, then enter the correct personal information for the person submitting the application.
- Click the box next to the text at the bottom of the page to certify that the person submitting the application is authorized to accept these assurance and certifications.
- Click “Save and Continue.”

Step 8: Reviewing the SF-424

- By answering the questions contained in GMS, you have completed the Standard Form 424 (SF-424) and forms required to apply for grant funding. Take a moment to review the SF-424 to ensure that it is accurate.
- If you need to make changes to any portion of the application, simply click that section along the left side of the screen and be sure to click “Save and Continue” after making any changes.
- When you are sure that the information is accurate, click “Continue.”

Step 9: Submitting the Application

- A list of application components will appear on the screen. It should say “Complete” before each component. If it says “Incomplete,” then click on the word and it will take you back to the section that needs to be completed. At the top of that screen, it will explain what is missing.
- In addition, read below the list of components for any language telling you that your user ID has not been approved. Even if you have a complete application, you will be unable to submit it until BJA or OVC has approved your user ID. **BJA will approve your user ID within 2 business days after you begin your application.**

Note: If the applicant notifies BJA in advance of the deadline of its inability to submit an application electronically and demonstrates that it has made reasonable efforts to comply with the requirement to submit its application electronically, BJA **may**, at its discretion, allow submission of the application in a paper version via overnight express only. (General mail delivery is still delayed by heightened security screenings in the D.C. area.) The applicant must continue its efforts to submit an application electronically. An application approved for submission in hard copy/paper version will be accepted only if it is postmarked no later than the date of the application deadline and is sent to the address listed in the Additional Information section.

Attachments

Budget Detail Worksheet (Attachment #1)

Applicants must provide a budget that is (1) is complete, detailed, reasonable, allowable, and cost effective in relation to the proposed activities, (2) shows the cost calculations that demonstrate how the applicant arrived at the total amount requested, and (3) provides a brief supporting budget narrative to link costs with project implementation (see below for more information about the budget narrative). Please note that the budget should indicate the amount of any indirect donations to be contributed to the program.

Applicants must submit **both** a budget worksheet and a budget narrative in one file. The worksheet provides the detailed computation for each budget item (often in spreadsheet format). The narrative justifies or explains each budget item and relates it to project activities.

- **Budget Worksheet.** The budget worksheet must list the cost of each budget item and show how the cost was calculated. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee to be paid through grant funds. The budget worksheet should present a complete and detailed itemization of all proposed costs. **Note:** Total costs specified in the budget detail worksheet must match the total amount requested.
- **Budget Narrative.** The budget narrative should closely follow the content of the budget worksheet and provide justification for all proposed costs. For example, the narrative should explain how fringe benefits were calculated, how travel costs were estimated, why particular items of equipment or supplies must be purchased, and how overhead or indirect costs (if applicable) were calculated. The budget narrative should justify the specific items listed in the budget worksheet (particularly supplies, travel, and equipment) and demonstrate that all costs are reasonable. A sample budget detail worksheet form that can be used as a guide to assist applicants in the preparation of the budget worksheet and budget narrative is available on OJP's web site at www.ojp.usdoj.gov/forms.htm.

Program Narrative (Attachment #2)

The program narrative must be double spaced, using a standard 12-point font (Times New Roman is preferred) with 1-inch margins, and must not exceed 20 pages. (Please number pages "1 of 20," "2 of 20," etc.) The program narrative must respond to selection criteria 1-5. Submissions that do not adhere to the format will be deemed ineligible.

Applicants also must include a project abstract that should not exceed 200 words. It should briefly describe the project's purpose, goals, and objectives and summarize the activities that will be implemented to achieve the goals and objectives, as well as the infrastructure to manage the proposed activities.

Other Program Attachments (Attachment #3)

This file should include the following materials:

- Project time and task plan containing each project goal, related objective, activity, expected completion date, and responsible person or organization.
- Memorandum of Understanding (MOU). If the MOU cannot be uploaded as part of Attachment #3, it may be faxed to 202-354-4147 by **October 1, 2004**. The applicant must include the application number that is assigned by GMS (e.g., 2004-F001-DC-WP) on all faxed documents.

Selection Criteria

Applicants will be evaluated and rated by a peer review panel according to the criteria outlined below.

1. **Problem Definition** (10 points)

Applicants should identify the issues regarding identifying victims of severe trafficking in the community, rescuing those victims, and working with trafficking victim service providers and federal offices (e.g., U.S. Attorney's Office, U.S. Immigration and Customs Enforcement, and HHS) to assist these victims. Applicants must describe their history and success in collaboration with service providers, provide an assessment of services available, and identify any gaps. Applicants should include data on the numbers of victims identified and assisted in the community and the type of assistance provided during 2003, if such data are available.

2. **Strategy Overview** (20 points)

Applicants should summarize their proposed strategy to increase public awareness of human trafficking, identify more victims of severe trafficking, and establish protocols among any other units of local law enforcement, federal law enforcement, prosecutors, other government agencies, and trafficking victim service providers to assist those victims who are willing to cooperate in the investigation of traffickers to obtain continued presence, HHS certification, and/or a T visa. Strategies should include:

- 1) Development of a strong multidisciplinary and multijurisdictional focus involving federal, state, and local law enforcement and agencies with responsibilities regarding victims of trafficking. An MOU outlining respective roles and responsibilities of the agencies participating in the effort must be included. Applicants should ensure that coordination and involvement with local U.S. Attorney task forces also take place.
- 2) Development or enhancement of training materials and workshops for first responding officers and investigators (in the applicant agency and neighboring jurisdictions) to improve identification of human trafficking victims. This should include development of written protocols and resource manuals that enhance coordination and information/resource sharing among law enforcement and victims service providers to identify and assist human trafficking victims.
- 3) Development of specific, distinct protocols for resource referral and service provisions for U.S. victims of human trafficking versus alien victims of trafficking.
- 4) Definition of the role for law enforcement and its service provider partners in training others in the community, such as medical personnel, landlords, personnel in the transportation

industry, fire marshals, code enforcement, health inspectors, etc. to identify the signs of human trafficking.

3. **Implementation Plan** (20 points)

Applicants should describe what they propose to do and how they will do it. (See the Performance Measures section.) Applicants should formulate a plan that outlines specific identification and investigative strategies that may be consistent with a community policing strategy overall and/or may include the development of an investigative unit or task force or the identification of an agency coordinator to aid in the identification and rescue of victims of human trafficking. Along with the goals and objectives, applicants should include a timeline for each project goal, related objective, and activity; give an expected completion date; and name a responsible person or organization. Applicants should briefly explain how each task will support the identification and assistance to victims of severe forms of human trafficking.

4. **Coordination** (20 points)

Collaboration among law enforcement; nongovernmental victim service agencies; federal agencies, particularly the local U.S. Attorney's Office; and state and local entities is key to a successful anti-trafficking effort. Applicants should describe how and with whom they will collaborate to meet project goals. The application must identify all key partners and organizations that will be involved in the identification of and service delivery for victims of severe trafficking. There should be an established advisory committee or leadership group, and it should be identified. Applications should specify one entity as the lead agency for purposes of grant administration and project coordination. The roles of the lead and other agencies involved should be clearly defined, especially with regard to the U.S. Attorney's Offices. Applications should detail the advisory group's roles and responsibilities and how often meetings will be held.

5. **Program Effectiveness** (15 points)

Applicants should explain how they will know if the program works. Applicants should describe their abilities to collect and assess data. Applicants should identify data they will collect to show success in identifying and serving victims of severe forms of trafficking. (See the Performance Measures section.) Applicants should describe how they will measure local efforts. A clear connection should be maintained from the proposed strategy to the issues identified in the problem statement. Applicants should explain what will be measured, who will measure it, and how the information will be used in the community.

6. **Budget** (15 points)

Applicants must provide a proposed budget that is complete, allowable, and cost effective in relation to the activities to be undertaken.

Performance Measures

To ensure compliance with the Government Performance and Results Act, P.L. 103-62, grantees are required to collect and report data that measure the program's results. All applicants must address the outcome and process measures listed below. In addition to incorporating this information into their submission's narrative, applicants are required to address the type of information they will collect, who will collect it, the method they will use, and how they will report the information. Grantees are required to provide interim data in their semiannual progress reports, as well as to submit the results of their project as part of their final progress report.

The overall performance goal and anticipated outcome for law enforcement response to human trafficking is to increase by 15 percent each year the number of “trafficking victim saves” within program-funded jurisdictions.

Notes: A “trafficking victim save” is credited for each individual recovered from a trafficking victim situation who has been identified, certified, and referred for comprehensive victims services as the result of program initiatives. Each grantee would report the number of “saves” attained within its jurisdiction, each reporting period, and any “preprogram” data that might establish a baseline.

The program goals and performance measures established to aid in reaching this goal are:

Program Goals	Performance Measures
To increase identification of trafficking victims through proactive law enforcement.	Number of individuals identified as being victims of severe trafficking.
To assist trafficking victims with applications for T visas and continued presence in the United States.	Number of applications made to the U.S. Department of Homeland Security on behalf of victims for continued presence in the United States.
To facilitate the development of service protocols by developing and implementing training in the identification of trafficking victims.	Number of law enforcement officers and other officials who received training in the identification of trafficking victims. Number of sessions held for training in the identification of trafficking victims.
To conduct a strategy that supports a strong law enforcement role in public awareness and outreach.	The number of trafficking awareness presentations made to the public.
To identify and collaborate with community stakeholders in an effort to eliminate trafficking in human subjects.	Number of service providers identified and collaborative agreements entered into before and after project implementation. Number of community support groups identified and collaborative agreements entered into before and after project implementation. Number of community education entities identified and collaborative agreements entered into before and after project implementation.

Submission Deadline

All applicants must register for the program by **September 21, 2004**. Applications for this program are due by **5:00 p.m. e.t.** on **October 1, 2004**. Faxed or mailed applications or supplemental materials will not be accepted, except as described under the How to Apply section.

Other Requirements

Civil Rights Compliance

All recipients of federal grant funds must comply with nondiscrimination requirements contained in federal laws. If a court or administrative agency makes a finding of discrimination against a recipient of funds on grounds of race, color, religion, national origin, gender, disability, or age after a due process hearing, the recipient must forward a copy of the finding to the Office for Civil Rights of the Office of Justice Programs.

Limited English Proficiency

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation when necessary. The U.S. Department of Justice has issued guidance for grantees to assist them in complying with Title VI requirements. The guidance document can be accessed on the Internet at www.lep.gov, by contacting OJP's Office for Civil Rights at 202-307-0690, or by writing to the following address:

Office for Civil Rights
Office of Justice Programs
U.S. Department of Justice
810 7th Street NW., Eighth Floor
Washington, DC 20531

Faith-Based and Community Organizations

It is OJP policy that faith-based and community organizations that statutorily qualify as eligible applicants under OJP programs are invited and encouraged to apply for assistance awards. Faith-based and community organizations will be considered for awards on the same basis as any other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or people working in the organization.

Anti-Lobbying Act

The Anti-Lobbying Act (18 U.S.C. § 1913) recently was amended to expand significantly the restriction on use of appropriated funding for lobbying. This expansion also makes the anti-lobbying restrictions enforceable via large civil penalties, with civil fines between \$10,000 and \$100,000 per each individual occurrence of lobbying activity. These restrictions are in addition to the anti-lobbying and lobbying disclosure restrictions imposed by 31 U.S.C. § 1352.

The Office of Management and Budget (OMB) is currently in the process of amending the OMB cost circulars (www.whitehouse.gov/omb/circulars/index.html) and the common rule (codified at 28 C.F.R. Part 69 (www.access.gpo.gov/nara/cfr/waisidx_03/28cfr69_03.html) for U.S. Department of Justice grantees) to reflect these modifications. However, in the interest of full disclosure, all applicants must

understand that no federally appropriated funding made available under this grant program may be used, either directly or indirectly, to support the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government, without the express approval by OJP. Any violation of this prohibition is subject to a minimum \$10,000 fine for each occurrence. This prohibition applies to all activity, even if currently allowed within the parameters of the existing OMB circulars.

Confidentiality and Human Subjects Protection

U.S. Department of Justice regulations (28 C.F.R. Part 22) require applicants for BJA funding to submit a Privacy Certificate as a condition of approval of any grant application or contract proposal that contains a research or statistical component under which personally identifiable information will be collected. In addition to the regulations in Part 22, regulations concerning protection of human subjects are set forth in 28 C.F.R. Part 46. In general, 28 C.F.R. Part 46 requires that all research involving human subjects conducted or supported by a federal department or agency be reviewed and approved by an Institutional Review Board before funds are expended for that research.

General information regarding Confidentiality and Human Subjects Protection (www.ojp.usdoj.gov/nij/humansubjects) can be found on the National Institute of Justice web site. Sample formats of the Privacy Certificate, Transfer Agreement, and Single Project Assurance for submission to BJA can be found on OJP's web site (www.ojp.usdoj.gov/forms.htm).

U.S. Government Policy on Prostitution

The U.S. government is opposed to legalization of prostitution and related activities, which are inherently harmful and dehumanizing and contribute to the phenomenon of trafficking in persons. Grantees must certify that they do not promote, support, or advocate the legalization or practice of prostitution, nor will they use grant funds or program match funds to promote, support, or advocate the legalization or practice of prostitution. The primary grantee shall be responsible for ensuring that these fund use criteria are met by its subgrantees.

Evaluation

Pending the availability of funds, BJA and the National Institute of Justice will identify a number of sites under this program to participate in a national evaluation. The goal of this evaluation is to gain practical, measurable, and descriptive information and to provide feedback to interested agencies and organizations about processes and early outcomes.

Additional Information and Contacts

A "Frequently Asked Questions" page has been posted on BJA's web site. Applicants should consult this page for definitions and for assistance with developing a Memorandum of Understanding.

For general information about BJA programs, training, and technical assistance, contact the BJA Clearinghouse at 1-800-851-3420 or visit the BJA home page at www.ojp.usdoj.gov/BJA.

For specific information about this solicitation, contact Lon McDougal, Policy Advisor, BJA Policy Office, at 202-307-3678 or e-mail lonnie.r.mcdougal@usdoj.gov or Eunice Pierre, Policy Advisor, BJA Policy Office, at 202-514-1473 or e-mail eunice.pierre@usdoj.gov.

For specific information on OVC Comprehensive Services Grantees and the OVC Services for Trafficking Program, contact Marie Martinez, Program Specialist, at 202-514-5084 or e-mail Marie.Martinez@usdoj.gov or Joye Whatley, Director, Program Development and Dissemination, at 202-305-1715 or e-mail Joye.Whatley@usdoj.gov.

For general information about OVC programs, training, and technical assistance, contact the OVC Resource Center at 1-800-851-3420 or visit the OVC home page at www.ojp.usdoj.gov/OVC.

The OJP *Financial Guide*, which contains information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records, is available on the OJP web site at www.ojp.usdoj.gov/FinGuide. This document governs the administration of funds by all successful applicants and their contractors.

Appendix A

Office for Victims of Crime Trafficking Comprehensive Services Grantees

Grantee	Geographical Area	POC
Asian Pacific Islander Legal Outreach	California, Oregon, Washington	Dean Ito Taylor Ivy Lee 415/567-6255
Boat People S.O.S, Inc.	Greater Metropolitan Washington, DC area	Sangita Chari Kelli Heinrich 703/538-2190
Coalition to Abolish Slavery and Trafficking	Los Angeles County, CA	Kay Buck Heather Moore 213/365-1906
Heartland Alliance for Human Needs and Human Rights	Greater Chicago Metro area and neighboring communities within a 150 mile radius of Chicago, including parts of IL, IN, MI, and WI	Miriam Torrado 773/728-5960 x251 or x249
International Rescue Committee- Miami	South Florida	Leslye Boban Joy Braun 305/444-1417
International Rescue Committee- Phoenix	Arizona	Melynda Barnhart Robin Dunn- Marcos 602/433-2440
Mosaic Family Services, Inc.	Dallas and northern Texas	Bill Bernstein Anne Dinh Irina Nguyen 214/821-5393
YMCA of the Greater Houston area	Southeast Texas and western Louisiana	Dottie Laster 713/339-9015
Bilateral Safety Corridor Coalition	San Diego County, CA	Marisa Ugarte 619/265-0105
International Institute of Boston	Massachusetts and other New England states	Westy Egmont Angela Letizia 617/695-9990
International Rescue Committee	Washington State	Daniel Lipka 212/551-0965
New York State Office of Temporary and Disability Assistance	New York State, with the exception of the five boroughs of New York City	Dorothy Wheeler 518/402-3101
Refugee Women's Network Inc.	Georgia	Danuta Przadka 404/299-2185 x11

Safe Horizon	New York City	Florrie Burke Nadra Qadeer 646/825-2227
U.S. Conference of Catholic Bishops, Inc.	Oregon	Nyssa Mestas 202/541-3366
U.S. Conference of Catholic Bishops, Inc.	Delaware, Maryland, New Jersey, and Pennsylvania	Nyssa Mestas 202/541-3366
World Relief Corporation	Alabama, Arkansas, Florida (northern and central), Kentucky, Oklahoma, Louisiana, Mississippi, North Carolina, Tennessee, Texas (central), South Carolina, Virginia (other than northern Virginia), and West Virginia	Ruth Billings 443/451-1900 x157

Appendix B

U. S. Department of Health and Human Services Office of Refugee Resettlement (ORR) Trafficking Comprehensive Services Grantees

ORR Trafficking Grantee Contact Information

NATIONAL

United States Conference of Catholic Bishops

Provides comprehensive case management to victims anywhere in the country where there is not another ORR-funded service provider. Also provides long-term placement for trafficked children with Unaccompanied Refugee Minor programs.

Contact(s): Nyssa Mestas (202) 541-3366, e-mail: nmestas@usccb.org, for adult services
Margaret MacDonnell (202) 541-3462, e-mail: mmacdonnell@usccb.org for children

Lutheran Immigration and Refugee Service

Provides long-term placement for trafficked children with Unaccompanied Refugee Minor programs.

Contact: Charu Newhouse al-Sahli (410) 230-2758, e-mail: cal-sahli@lirs.org

CALIFORNIA

Los Angeles

Coalition to Abolish Slavery and Trafficking

Direct Services Contact(s):

Bich Ngoc Do (pronounced Bik) (213) 365-1906 ext.16 or e-mail:bichngoc@castla.org

Heather Moore (213) 385-5584, ext. 34 or heather@castla.org

Legal Services Contact:

Charles Song (213) 385-5584 ext. 31 or e-mail: charles@castla.org

Legal Aid Foundation of Los Angeles

Legal Services Contact:

Spanish and English: Michael Ortiz (213) 640-3913, e-mail: mortiz@lafla.org

Chinese: (323) 801-7912

Korean: (323) 801-7987

Vietnamese: (323) 801-7923

Khmer (Cambodian): (213) 640-3887

All other languages: (323) 801-7983

Legal services are provided throughout Los Angeles and Orange counties.

Garden Grove

Saint Anselm's Cross Cultural Community Center

Direct services are provided with a focus on Orange County.

Contact(s): Marianne Blank (714) 537-0608, e-mail: anselmmmb@pacbell.net

Dennis Dung Le (714) 537-0608, e-mail: dennisdungle@anselmcenter.org

San Diego

Crisis House, Inc.

Contact(s): Sue Christopher (619) 444-9926, e-mail: sue@crisishouse.com

Ron Miller (619) 444-9926, e-mail: ad@crisishouse.com

San Diego Youth & Community Services

Contact(s): Manolo Guillen (619) 325-3527, e-mail: mguillen@sdycs.org

Amy Garcia (619) 221-8600 ext. 255, e-mail: agarcia@sdycs.org

San Francisco

SAGE Project, Inc.

Contact(s): Norma Hotaling (415) 358-2738, e-mail: normahotaling@sageprojectinc.org

Catherine Crawford (415) 358-2738, e-mail: catherinecrawford@sageprojectinc.org

San Francisco and Oakland

Asian Pacific Islander Legal Outreach

Direct legal services and partnership with social service agencies are provided to victims in the San Francisco Bay Area and the West Coast region. Also provides training and technical assistance in the West Coast region.

Contact(s): Kavitha Sreeharsha (415) 567-6255, e-mail: ksreeharsha@apilegaloutreach.org

Mie Lewis (415) 567-6255, e-mail: mlewis@apilegaloutreach.org

Ivy Lee (415) 567-6255, e-mail: ilee@apilegaloutreach.org

DISTRICT OF COLUMBIA

Break the Chain Campaign

Direct legal services and partnership with other legal and social service agencies are provided to trafficked individuals in Washington, DC; Maryland; and Virginia, with a specialty in serving the domestic worker community. Also provides training and technical assistance in the northeast region.

Contact: Joy Zarembka (202) 234-9382 x244, e-mail: joy@ips-dc.org

FLORIDA

Florida Immigrant Advocacy Center

Serving Miami-Dade, Broward, Palm Beach, St. Lucie, Collier, and Monroe counties.

Contact: Maria Jose Fletcher (305) 573-1106, ext. 1060, e-mail: mjfletcher@fiacfla.org

GEORGIA

Decatur

Refugee Women's Network

Contact: Natalia Parra (404) 299-2185, e-mail: natalia@tapestri.org

HAWAII

Honolulu

Pacific Gateway

Contact: Yonghui Yi (808) 845-3918, e-mail: yyi@pacificgateway.org

ILLINOIS

Chicago

Heartland Alliance

Legal services are provided for people within Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio, and Wisconsin.

Legal Services Contact: Jodi Ziesemer (312) 660-1331, e-mail: jziesemer@heartlandalliance.org

Direct services are provided for people within 150 miles of Chicago and referrals for people within Illinois, Iowa, Michigan, Minnesota, Missouri, Ohio, and Wisconsin.

Direct Services Contact: Denada Hoxha (773) 728-5960, ext. 250, e-mail: dhoxha@heartlandalliance.org

NEW JERSEY

Jersey City

International Institute of New Jersey

Contact(s): Avaloy Lanning (201) 653-3888, ext. 139, e-mail: alanning@iinj.org

Irene Dominguez (201) 653-3888, ext. 105, e-mail: idominguez@iinj.org

NEW YORK

Brooklyn

Dwa Fanm

Contact(s): Farah Tanis (718) 230-4027 ext. 301, e-mail: ftanis@dwafanm.org

Michaëlle Gabriel (718) 230-4027, ext. 307, e-mail: mgabriel@dwafanm.org

International Rescue Committee

Direct services are offered in the following 21 cities across the U.S.: Arizona (Phoenix, Tucson); California (Los Angeles, San Francisco, Sacramento, San Jose, San Diego); Florida (Miami); Georgia (Decatur/Atlanta); Massachusetts (Boston, Worcester); Maryland (Baltimore); New Jersey (Elizabeth); New York (New York); Texas (Dallas, Abilene); Utah (Salt Lake City); Virginia (Charlottesville); Washington (Seattle, Tukwila); and the District of Columbia.

Contact(s): Jane Kim (212) 551-2724, e-mail: jane@their.org

Mollie Ring (212) 551-3129, e-mail: mollier@their.org

Abigail Price (212) 551-0974, e-mail: abigailp@their.org

Christine Petrie (212) 551-0371, e-mail: christine@their.org

New York Association for New Americans, Inc.

Contact(s): Crystal Deboise (212) 425-5051, ext. 1341, e-mail: cdeboise@nyana.org

Jean Charles (212) 425-5051, ext. 1322, e-mail: jcharles@nyana.org

Safe Horizon

This grantee provides direct services across all five boroughs: Manhattan, Bronx, Queens, Staten Island and Brooklyn. Other areas covered include parts of Long Island and New Jersey.

Contact(s): Florrie Burke (646) 825-2227, e-mail: fburke@safehorizon.org

Nadra Qadeer (718) 899-1233, ext. 102, e-mail: nqadeer@safehorizon.org

Hotline: 1-800-621-HOPE (4673)

OREGON

Portland

Immigrant and Refugee Community Organization

Contact(s): Cathy Relang (503) 234-1541, e-mail: Cathyr@mail.irco.org

TEXAS

Dallas

Mosaic Family Services provides direct services across the majority of Texas and adjoining states.

Mosaic Family Services

Contact(s): Bill Bernstein (214) 821-5393, e-mail: billb@mosaicervices.org

Irina Nguyen (214) 821-5393, e-mail: irinan@mosaicervices.org

VIRGINIA

Falls Church

Boat People S.O.S., Inc.

Direct and legal services provided in Virginia; Orange County, California; Houston, Texas, and Philadelphia, Pennsylvania.

Contact(s): Jean Bruggeman (703) 538-2190, e-mail: jean.bruggeman@bpsos.org

Kelly Heinrich (703) 538-2190, e-mail: kelly.heinrich@bpsos.org

Center for Multicultural Human Services

Contact(s): Judy Okawa (703) 533-3302, ext. 143, e-mail: okawaj@aol.com

Farinaz Amirsehi (703) 533-3302, ext. 215, e-mail: famirsehi@cmhsweb.org

WASHINGTON

Seattle

Refugee Women's Alliance

Direct services are provided in the greater Seattle area.

Contact(s): Daniela Resh (206) 898-9454, e-mail: daniela@rewa.org

Maria Minkova (206) 898-4741, e-mail: maria@rewa.org