



**Bureau of Justice Assistance  
and  
Office for Victims of Crime**

**Joint Call for  
FY 2005 Human Trafficking Task Force and  
Victim Services Concept Papers**

**GMS Submission Deadline: May 12, 2005**

# Table of Contents

About OJP .....	1
About BJA .....	1
About OVC .....	1
Call for FY 2005 Human Trafficking Task Force Papers and Eligibility .....	1
Background .....	3
Part I - Law Enforcement Considerations .....	3
Part II – Service Provider Considerations .....	4
General Requirements and Guidelines.....	5
Selection Criteria .....	6
How To Apply .....	7
Attachments .....	10
Performance Measures.....	11
Submission Deadline .....	12
Other Requirements .....	13
Additional Information and Contacts.....	15

## 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), Office of Justice Programs, U.S. Department of Justice, 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; 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; and ultimately communicating the value of justice efforts to decision makers at every level.

## 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.

## Call for FY 2005 Human Trafficking Task Force Concept Papers and Eligibility

BJA and OVC are issuing a joint call for concept papers from state and local law enforcement agencies and victim service agencies as a preliminary step to apply for federal funds to (1) form collaborative human trafficking task forces or (2) supplement current trafficking victim service provider funding in areas where a BJA-funded task force already exists. Awards to law enforcement are expected to be up to \$450,000 per award for 3 years. Supplemental awards for victim services are estimated at \$295,000 per award for up to 18 months. In areas where there is no OVC-funded grantee, OVC victim service awards will be up to \$500,000 for 3 years to ensure that the victim services organization and its partners have sufficient funding to establish and maintain a comprehensive strategy for identifying and serving victims of trafficking. To view a matrix of current OVC-funded trafficking services programs by geographical area, go to [www.ovc.gov/help/traffickingmatrix.htm](http://www.ovc.gov/help/traffickingmatrix.htm). By statute, all awards require a 25 percent local match, which may be cash or in-kind.

Successful concept papers and subsequent applications will lead to either (1) the development of new task forces dedicated to a comprehensive strategy for investigation, identification, and rescue of victims of human trafficking; or (2) supplemental funding for trafficking victims service providers of task forces formed under the FY 2004 BJA solicitation noted below.

For those submitting successful concept papers, the subsequent application process will contain requirements similar to the BJA FY 2004 Law Enforcement and Service Provider Multidisciplinary Anti-Trafficking Task Forces Program Solicitation, hereafter referred to as the BJA Human Trafficking Initiative (BJAHTI). If no BJAHTI task force exists, law enforcement agencies and trafficking service providers must submit a joint concept paper. The law enforcement agency will be eligible for up to \$450,000 in federal funding from BJA. The trafficking victims service provider, if currently funded by OVC, will be eligible for up to \$295,000 in supplemental funding, and up to \$500,000 in funding if no OVC grantee currently is funded within the region.

If a BJA-funded task force already exists in a region, victim service providers in that area may directly submit a concept paper for supplemental funding of up to \$295,000, providing the concept paper is accompanied by a signed Memorandum of Understanding (MOU). The MOU must demonstrate the continued collaboration among the BJA-funded law enforcement agency, the U.S. Attorney’s Office, and the victim service agency. The table below summarizes the funding amounts, project period, and other requirements:

<b>Type of Applicant</b>	<b>Maximum Funding Amount</b>	<b>Project Period</b>	<b>MOU required at time of concept paper submission?</b>
Law enforcement agency seeking funding in areas where no BJA-funded task force exists*	\$450,000	3 years	No, but must submit letter of intent signed by U.S. Attorney’s Office and victim service provider
Victim service provider seeking funding in areas where no BJA-task force exists, but where there is currently OVC grant funding to support services to trafficking victims*	\$295,000	12-18 months	No, but must submit letter of intent signed by U.S. Attorney’s Office and law enforcement agency
Victim service provider collaborating with previously funded task force	\$295,000	12-18 months	Yes
Victim service provider proposing services in an area with no OVC-funded comprehensive services program*	\$500,000	3 years	No, but must submit letter of intent signed by U.S. Attorney’s Office and law enforcement agency

\* These concept papers must be jointly submitted by a law enforcement agency and a victim services provider.

Existing BJAHTI task forces are not eligible to submit concept papers for additional law enforcement funding. Organizations submitting concept papers are encouraged to refer to the FY 2004 solicitation for the BJAHTI, available at [www.ojp.usdoj.gov/BJA/grant/04HumTraffic.pdf](http://www.ojp.usdoj.gov/BJA/grant/04HumTraffic.pdf). The solicitation also provides an extensive background discussion of the OVC and BJA human trafficking initiatives.

By statute, grants under this program may be awarded to states, units of local government, tribal governments, and nonprofit, nongovernmental organizations. For the purposes of this program, a unit of local government is a city, county, township, town, borough, parish, village, or other general-purpose political subdivision of a state, including a local court, law enforcement agency, or prosecutor's office. Applicants must demonstrate that they have the expertise and organizational capacity to successfully develop a program that involves significant collaboration with other agencies, including victim service and faith-based organizations, the criminal justice system, and other community services providers to develop, expand, or enhance services to trafficking victims.

## Background

Funding for this program is authorized under the Trafficking Victims Protection Reauthorization Act of 2003. All efforts supported by this program must address "severe forms of trafficking," as defined below:

- 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.

## Part I—Law Enforcement Considerations

In 2004, BJA funded 18 task forces under the BJAHTI and is in the process of awarding 4 grants for an additional 4 task forces. It is anticipated that this call for concept papers will lead to the creation of an additional 10 task forces and will enhance funding support for victim services providers that are currently supporting the 22 BJA-created task forces. To see a list of BJA-funded task forces, go to [www.ojp.usdoj.gov/pressreleases/DOJ04760.htm](http://www.ojp.usdoj.gov/pressreleases/DOJ04760.htm).

The primary goal of this program is to develop sustainable programs to combat human trafficking through proactive law enforcement and prosecution at all levels of government, to coordinate U.S. Attorneys' Offices efforts, and to collaborate with trafficking victim service providers; and to increase identification and rescue of trafficking victims by at least 15 percent each year during the funding cycle.

Due to the high degree of collaboration necessary, the concept paper for new task forces should include letters of intent indicating that an MOU will be developed among the entities listed above. The MOU need not be included with the concept paper; however, those chosen to submit a subsequent application should develop an MOU that meets the following requirements:

- (1) Ensure there is a clear understanding of the roles, responsibilities, processes, and protocols for identifying and serving adult and child victims of human trafficking within the defined geographic area.

(2) Build and/or enhance collaborative efforts between law enforcement and trafficking victim service providers that leverage limited resources to strengthen but not duplicate existing trafficking victims service efforts, including:

- (a) identifying and serving victims through a coordinated community response;
- (b) promoting increased 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.

## Part II—Victim Service Considerations

OVC has been providing grant funding for the trafficking services provision of this program since January 2003. Since that time, 21 awards for comprehensive and specialized trafficking services have been made. OVC grantees provide the following direct services to trafficking victims throughout the United States:

- 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.
- Case management.
- 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 populations.
- Transportation for trafficking victims.

As the majority of OVC-funded grant projects will expire at the end of calendar year 2005, OVC will accept and review concept papers submitted by service providers that either (1) propose partnering with a

local law enforcement agency in an area that does not yet have a BJA-funded task force, or (2) propose to continue partnering with a task force that was funded by BJA in 2004. Any service provider submitting a concept paper for consideration must have the capacity to provide all of the above direct services to trafficking victims, either in-house or through formal agreements with other victim service providers in the community. Although OVC funds primarily have been directed to meeting the needs of pre-certified victims of trafficking, funding also may be used to assist certified victims in areas in which there are no services, particularly case management, available through projects funded by the Office of Refugee Resettlement with the Department of Health and Human Services. Please note that if a certified victim is eligible for benefits and services such as housing assistance, healthcare and mental health services through other government programs, OVC funding should not be used to support these direct services, but may be used to support services that are not available or accessible, such as case management.

In addition, services funded under the Trafficking Victims Protection Act are limited to alien victims. Although it is not a requirement of this initiative, victim service providers and other members of the task force may wish to engage other community partners that may be able to assist—through other funding resources—victims of trafficking who are U.S. citizens.

## General Requirements and Guidelines

The required elements for joint concept papers for law enforcement agencies and service providers seeking funding in areas in which no BJA-funded task force currently exists are:

1. Abstract of no more than 400 words.
2. Program narrative:
  - a. Statement of need (include discussion of what is known about the characteristics of trafficking in the community and gaps in existing identification/rescue efforts as well as gaps in services).
  - b. Task force goals and objectives.
  - c. Discussion of previous and/or continued efforts by the law enforcement entity to identify and rescue victims.
  - d. Discussion of previous and/or continued efforts by the social service organization to provide comprehensive services to victims.
  - e. Plan for interagency collaboration.
  - f. Description of estimated costs and how the required 25 percent match (cash or in-kind) will be met.
  - g. Staffing plan.
  - h. Time and task plan.
  - i. Statement of authorship.
3. A letter of intent indicating that at a minimum an MOU among the law enforcement agency, a comprehensive trafficking victim services provider, and the U.S. Attorneys Office will be submitted with the subsequent application.

While the concept paper should not include a detailed budget or management plan, it should include a staffing plan and an estimate of the funding required, summarized by task, and a general timeframe for completion of those deliverables. The joint concept paper should not exceed 8 pages (not including the letter of intent). Applicants who submit successful concept papers will be asked to submit a detailed application, including a budget and budget narrative, approximately 6 weeks after concept papers are submitted.

The required elements for service providers seeking funding in areas in which a BJA-funded task force was awarded in 2004 are:

1. Abstract of no more than 400 words.
2. Program narrative:
  - a. Statement of need (include discussion of what is known about the characteristics of trafficking in the community, gaps in services, and the need for supplemental funding for services).
  - b. Description of the involvement/role in the existing BJA task force.
  - c. Discussion of previous and/or continued efforts to provide comprehensive services to victims.
  - d. Description of estimated costs and how the required 25 percent match (cash or in-kind) will be met.
  - e. Staffing plan.
  - f. Time and task plan.
  - g. Statement of authorship.
3. An MOU signed by the partnering law enforcement agency reflecting a commitment of the law enforcement agency to collaborate with and refer victims to the social service provider.

While the concept paper should not include a detailed budget or management plan, it should include a staffing plan and an estimate of the funding required, summarized by task, and a general timeframe for completion of those deliverables. The concept paper for trafficking service providers should not exceed 5 pages (not including the MOU). Applicants who submit successful concept papers will be asked to submit a detailed application, including a budget and budget narrative, approximately 6 weeks after concept papers are submitted.

## Selection Criteria

BJA and OVC are committed to the competitive process in awarding grants. All concept papers will be subjected to internal OJP panel review. Panelists will evaluate concept papers using the criteria listed below. Following this assessment, BJA and OVC will invite selected applicants to submit full proposals. At that point, law enforcement will submit a separate application to BJA; victim services providers will submit a separate application to OVC. Victim service providers applying for supplemental funding in areas in which a task force was previously funded will submit their application to OVC.

Once full proposals are received, BJA and OVC staff will then make recommendations to the BJA and OVC Directors. Before making final funding selections, BJA and OVC Directors and the Office of Justice Programs' Assistant Attorney General will consider information about the performance of the applicants on any grants previously awarded by BJA, OVC, OJP, or other federal agencies. Applicants with an OJP grant history that failed to meet grant deadlines, did not comply with OJP financial requirements, or did not set revised time-task plans to address difficulties will not be considered for funding. OJP's Assistant Attorney General has the ultimate authority to select applications for funding.

Successful applicants must demonstrate the following:

- A. Strong problem definition and understanding of the scope and dimension of human trafficking. (30 points)

1. Data on the number of victims identified and assisted in the community and the type of assistance provided, if available.
  2. Gaps and unmet needs in identifying, rescuing, and serving victims of severe trafficking in the community.
- B. Development of a strong multidisciplinary and multijurisdictional focus involving federal, state, and local law enforcement agencies as well as victim service providers and other organizations involved in the identification and provision of services to victims of trafficking. (30 points)
1. For joint law enforcement-victim service provider applicants for new task forces: letters of intent indicating that a detailed MOU between the above parties will be developed.
  2. For victim service provider applicants for supplemental funding in areas with an existing task force: detailed, signed MOU reflecting the ongoing role of the victim service provider organization in the task force as well as a description of the continuing commitment to collaboration by law enforcement.
  3. Victim service providers should provide an outline of the comprehensive services they will provide to victims of trafficking and indicate how those services will be made available to trafficking victims.
- C. Organizational capacity and experience. (30 points)
1. Qualifications and experience of key staff.
  2. Capability of victim service organization to provide a full range of comprehensive services to victims of trafficking, including evidence that the applicant possesses the requisite staff and subject matter expertise.
  3. Capability of law enforcement agency to collaborate with federal law enforcement, trafficking victim services organizations, and the local U.S. Attorney's Office.
  4. Successful past performance on OJP grants (when applicable).
- D. Budget. A detailed budget and budget narrative is not required for the concept paper stage, but rather a description of estimated costs. (10 points)

Concept papers will be reviewed for:

1. Appropriateness of estimated costs relative to level of effort.
2. Use of existing resources to conserve costs.

## **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 concept papers be submitted through the OJP Grants Management System (GMS). To access the system go to <https://grants.ojp.usdoj.gov/>. Applications submitted via GMS must be in one of the following formats: Microsoft Word (\*.doc), PDF (\*.pdf), or text (\*.txt).

If you experience difficulties at any point in this process, please call the GMS Help Desk at 1-888-549-9901.

## 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 do so, please proceed to step 2.
- If you do not have a GMS user ID, select “New User? Register Here.” After you have completed all of the required information, click “Create Account” at the bottom of the page and note your user ID and password, which are case sensitive.
- A Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included in every with every concept paper or application for a new award or renewal of an award. Concept papers or applications will not be considered complete until the applicant has provided 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 “FY05 BJA/OVC HT Concept” 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 Overview Information

- Select the type of application you 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 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 from the information you submitted during the registration process. Check this information for accuracy and relevance to your organization and make any needed changes.
- Click “Save and Continue.”

## Step 5: Completing Project Information

- Provide a title that is descriptive of your project.
- 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 concept paper 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 in 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. Abstract (Attachment #1).
  2. Concept Paper, including the budget estimate (Attachment #2).
  3. Project time/task plan and letters of intent (or MOU, if required) (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 “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.

- If you encounter any difficulties uploading your file, click on “Tips for Successful Upload.” This document will explain possible 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 document and the certifications document. 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.
- Once you have accepted both documents, 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 assurances 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 believe that all 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.

## Attachments

### Abstract (Attachment #1)

The abstract must be double-spaced, using a standard 12-point font (Times New Roman is preferred) with 1-inch margins, and must not exceed 400 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.

## Concept Paper (Attachment #2)

The concept paper must be double-spaced, using a standard 12-point font (Times New Roman is preferred) with 1-inch margins, and, for applicants in areas where no BJA task force currently exists, must not exceed 8 pages, or 5 pages for service providers seeking funding in areas where a BJAHTI task force currently exists. Number pages “1 of 8,” “2 of 8,” etc.

The concept paper must respond to selection criteria A–D (pages 6-7). A budget estimate that addresses the overall cost of the project, the federal grant amount, and a minimum of 25 percent in-kind or cash match must be included. Submissions that do not adhere to the prescribed format will be deemed ineligible.

## Other Program Attachments (Attachment #3)

This file should include the following materials:

- Project time and task plan that describes each project goal, related objective, activity, expected completion date, and responsible person or organization.
- Letters of intent (or MOU, if required). If letters of intent cannot be uploaded as part of Attachment #3, they may be faxed to 202–354–4147 by 8:00 p.m. e.t., May 12, 2005. The applicant must include the application number that is assigned by GMS (e.g., 2004-F001-DC-WP) on all faxed documents.

## Performance Measures

To ensure compliance with the Government Performance and Results Act (GPRA), Public Law 103-62, successful applicants will be required to collect and report data that measures the results of the programs implemented with this grant. To ensure accountability of this data, the below performance measures are provided.

**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.**

**Note:** 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:

<b>Program Goals</b>	<b>Performance Measures</b>
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.
Increase in the number and type of services provided to precertified victims and certified victims.	Number and type of services provided to precertified victims and certified victims.
Increase in the number of service professionals who received training, including law enforcement officers.	Number of service professionals who received training, including law enforcement officers. (Data should be broken down according to discipline of training recipients.)
Increase in positive changes in policy and practice in the community response to victims of trafficking.	Number of changes in policy and practice in the community response to victims of trafficking.
Increase in number of collaborative partners working with the OVC-funded organization to serve victims of trafficking in the designated geographical region.	Increase in number of collaborative partners working with the OVC-funded organization to serve victims of trafficking in the designated geographical region.

## Submission Deadline

New GMS users must create a new account before submitting an application (see How To Apply, step 1). Concept papers for this program are due by 8:00 p.m. e.t. on May 12, 2005.

## Other Requirements

### Purchase of American-Made Equipment and Products

It is the sense of Congress, as conveyed through each year's appropriations act, that to the greatest extent practicable, all equipment and products purchased with grant funds should be American made.

### 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

Recipients of OJP financial assistance are required to comply with several federal civil rights laws, including Title VI of the Civil Rights Act of 1964 (Title VI) and the Omnibus Crime Control and Safe Streets Act of 1968 (Safe Streets Act), as amended. These laws prohibit discrimination on the basis of race, color, religion, national origin, and sex in the delivery of services.

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, where necessary. Grantees are encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs.

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](http://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) 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](http://www.whitehouse.gov/omb/circulars/index.html)) and the common rule (codified at 28 C.F.R. Part 69 for U.S. Department of Justice grantees) to reflect these modifications. However, in the interest of full disclosure, 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 OJP 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 can be found on the National Institute of Justice web site ([www.ojp.usdoj.gov/nij/humansubjects](http://www.ojp.usdoj.gov/nij/humansubjects)). Sample formats of the Privacy Certificate, Transfer Agreement, and Single Project Assurance for submission to BJA or OVC can be found on the OJP web site ([www.ojp.usdoj.gov/forms.htm](http://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 criteria are met by its subgrantees.

## Evaluation

Pending the availability of funds, BJA, OVC, 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

For specific information about this call for concept papers, contact Marie Martinez, OVC Program Specialist, at 202–514–5084 or by e-mail at [Marie.Martinez@usdoj.gov](mailto:Marie.Martinez@usdoj.gov); or Lon McDougal, Policy Advisor, BJA Policy Office, at 202–307–3678 or by e-mail at [lonnie.r.mcdougal@usdoj.gov](mailto:lonnie.r.mcdougal@usdoj.gov)

For general information about BJA programs, training, and technical assistance, contact BJA at 202–616–6500 or visit the BJA home page at [www.ojp.usdoj.gov/BJA](http://www.ojp.usdoj.gov/BJA).

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](http://www.ojp.usdoj.gov/OVC).

The OJP *Financial Guide*, which governs the administration of all funds to successful applicants, contains information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records and is available on the OJP web site at [www.ojp.usdoj.gov/FinGuide](http://www.ojp.usdoj.gov/FinGuide).