



The U.S. Department of Justice, Bureau of Justice Assistance (BJA) and U.S. Department of Justice, Office for Victims of Crime (OVC) are pleased to announce that they are seeking applications under a joint solicitation for funding for Human Trafficking Task Forces and Victim Services. These programs further the Department's mission by enhancing the law enforcement and social service fields' response to victims of human trafficking.

# Law Enforcement Task Forces and Services for Human Trafficking Victims

## **Eligibility: Law Enforcement Agencies**

Applications for task force funding 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. Grantees currently receiving human trafficking funding from BJA are not eligible to apply for this solicitation.

## **Eligibility: Victim Service Agencies**

By statute, grants under this program may be awarded to states, Indian tribes, units of local government, tribal governments, and nonprofit, nongovernmental organizations. For the purposes of this program, a unit of local government is any city, county, township, town, borough, parish, village, or other general-purpose political subdivision of a state, including local courts, law enforcement agencies, prosecutors' offices, and shelters. Applicants must demonstrate that they have the subject matter expertise and organizational capacity to successfully undertake an initiative 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. Existing OVC-funded service providers will only be eligible to apply if their application is made in conjunction with an application from a new law enforcement task force applicant.

## Deadline

All applications are due by 12:00 midnight ET on **April 25, 2006**. The *Grants.gov* registration deadline for this solicitation is **April 18, 2006**.

## Contact Information

**Law Enforcement Agencies:** For assistance with the requirements of this solicitation and questions regarding the task force application, please contact Lon McDougal, BJA Policy Advisor, at 202-307-3678, or [lonnie.r.mcdougal@usdoj.gov](mailto:lonnie.r.mcdougal@usdoj.gov).

**Victim Service Providers:** For assistance with the requirements of this solicitation and questions regarding the victim service application, please contact Marie Martinez, OVC Program Specialist, at 202-514-5084, or [marie.martinez@usdoj.gov](mailto:marie.martinez@usdoj.gov).

**Please note that law enforcement agencies applying for task force funding and social service agencies applying for victim service funding should submit *separate applications*.** All applications must be submitted through Grants.gov. For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1-800-518-4726.

Grants.Gov number assigned to announcement: OVC-2006-1352

# CONTENTS

Overview of the Cooperative Agreement.....	4
Deadline: Registration.....	4
Deadline: Application.....	4
Eligibility.....	4-6
Law Enforcement Project Specific Information.....	6-9
Law Enforcement Performance Measures.....	10-13
Chart of Existing OVC-Funded Service Providers and Their Site Locations...	13-18
Victim Service Provider Project Specific Information . . . . .	18-21
Victim Service Provider Performance Measures . . . . .	21-22
How to Apply.....	22
What an Application Must Include.....	23-26
Standard Form 424	
Program Narrative	
Budget and Budget Narrative	
Indirect Cost Rate Agreement ( <i>if applicable</i> )	
Other Attachments	
Selection Criteria for Law Enforcement Applicants.....	26-28
Selection Criteria for Service Provider Applicants . . . . .	28-29
Review Process . . . . .	29
Additional Requirements.....	29-30
Grants versus Cooperative Agreements . . . . .	30

# **Law Enforcement Task Forces and Services for Human Trafficking Victims (CDFA # 16.582)**

## **Overview**

The statutory authority for this program is 22 U.S.C. § 7105(b)(2)(A). The overall goals of this program are: 1) to continue to enhance law enforcement's ability to identify and rescue victims of human trafficking, 2) to provide law enforcement with the resources and training to identify and rescue victims of trafficking, and 3) to ensure that comprehensive services are available wherever trafficking victims are found. Currently, BJA has provided funding to 32 local and state law enforcement anti-trafficking task forces across the country. With Fiscal Year (FY) 2006 funding, up to 10 additional task forces will receive funding through cooperative agreements. Consistent with prior BJA task force solicitations, task force awards will be made for 3 years in the amount of \$450,000 each. OVC funding will be dedicated to ensuring that grantees can meet the immediate and long-term needs of trafficking victims wherever they are rescued by law enforcement or through other means. No OVC award shall exceed \$450,000. Please note that a 25 percent cash or in-kind match is required for both law enforcement and victim service provider applicants.

## **Deadline: Registration**

The Grants.Gov registration deadline is **12:00 midnight eastern time on April 18, 2006.**

## **Deadline: Application**

The due date for applying for funding under this announcement is **12:00 midnight eastern time on April 25, 2006.**

## **Eligibility**

### **Law Enforcement Task Force Funding:**

Applications for task force funding 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. Grantees currently receiving human trafficking funding from BJA are not eligible to apply for this solicitation.

The U.S. Government is opposed to prostitution and related activities, which are inherently harmful and dehumanizing, and contribute to the phenomenon of trafficking in persons. U.S. nongovernmental organizations, and their subgrantees, cannot use U.S. Government funds to lobby for, promote, or advocate the legalization or regulation of prostitution as a legitimate form of work. Foreign nongovernmental organizations, and their subgrantees, that receive U.S.

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

### **Victim Services Funding:**

By statute, grants under this program may be awarded to states, Indian tribes, units of local government, tribal governments, and nonprofit, nongovernmental organizations. For the purposes of this program, a unit of local government is any city, county, township, town, borough, parish, village, or other general-purpose political subdivision of a state, including local courts, law enforcement agencies, prosecutors' offices, and shelters. Applicants must demonstrate that they have expertise and organizational capacity to provide culturally appropriate services to victims of trafficking. They must also demonstrate an ability to successfully undertake an initiative 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. Existing OVC-funded trafficking service providers will only be eligible to apply if their application is made in conjunction with an application from a new law enforcement task force applicant.

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

**Faith-Based and Other Community Organizations:** Consistent with President George W. Bush's Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, it is DOJ policy that faith-based and other community organizations that statutorily qualify as eligible applicants under DOJ programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and other community organizations will be considered for awards on the same basis as 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 for or against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. DOJ grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

Applicants are encouraged to review the Civil Rights Compliance section under "Additional Requirements" in this announcement.

## **Program-Specific Information for *Law Enforcement Applicants Only***

**Award Amount.** \$450,000

**Award Period.** 3 years

**Background.** To address the problem of human trafficking in the United States, Congress passed and the President signed into law, The Trafficking Victims Protection Act of 2000 (22 U.S.C. § 7101 et. seq.), which was amended by the Trafficking Victims Protection Reauthorization Act of 2003 (P.L. 108-193) and the Trafficking Victims Protection Reauthorization Act of 2005 (P.L. 109-164). 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, Health and Human Services, and the U.S. Agency for International Development.

Under the leadership of the U.S. Attorney General, the U.S. Department of Justice (DOJ) is fully committed to stopping human trafficking. From FY 2001 through FY 2004, DOJ has charged 170 traffickers, and convicted or obtained guilty pleas from 120 defendants. In FY 2004, DOJ filed 29 human trafficking cases, almost equaling the 33 total that were filed in the three previous years combined. In FY 2004, DOJ initiated prosecutions against 59 traffickers, the highest number ever prosecuted in a single year. More than half (32) of those defendants were charged with violations under the TVPA, and all but one of those cases involved sexual exploitation. In FY 2004, DOJ obtained a record number of convictions against 43 traffickers, the highest number ever obtained in a single year. The *Assessment of U.S. Government Activities to Combat Trafficking in Persons* (September 2005) can be found online at: <http://www.usdoj.gov/ag/annualreports/tr2005/assessmentofustipactivities.pdf>

Since September, 2004, two solicitations to develop human trafficking task forces have been issued. BJA has awarded approximately \$13 million to 32 communities to form law enforcement task forces to address the problem of human trafficking with the primary goal of rescuing victims of trafficking. These local law enforcement task forces join efforts between victim service providers, as well as with the local U.S. attorneys, and other federal agencies, including Immigration and Customs Enforcement (ICE), to identify and rescue trafficking victims and were developed along the guidance specified in this solicitation.

The Trafficking Victims Protection Act (22 U.S.C. § 7102 (8)) defines “severe forms of trafficking in persons” 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.

**Program Strategy.** While the TVPA provides for prosecution of human trafficking at the federal level, local law enforcement personnel are often the first responders who initially encounter victims of trafficking in the course of their field operations. Thus, without the capacity of local law enforcement agencies to identify the perpetrators and victims of such crimes, the crimes may go undetected. Local-level policing that is informed about victim identification and available victim services, when combined with federal capacity and coordinated with the U.S. attorney’s office, presents a formidable force for the investigation and detection of human trafficking, leading to prosecution of offenders.

This program’s primary goal is to empower local law enforcement to better identify and rescue trafficking victims. An important secondary goal is the interdiction of 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 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, the Drug Enforcement Administration, and the Department of Labor’s Wage and Hour Division. Federal efforts in each community will be coordinated by the U.S. Attorneys’ offices.

The program will provide support for state and local law enforcement to work collaboratively with victim services organizations in the identification of human trafficking victims who are in the United States and 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 and must not supplant existing services; it should leverage trafficking victim services that are being provided by nongovernmental entities, and a formal partnership must be forged with an OVC-funded comprehensive services provider if one exists within a 60-mile radius of the proposed task force location. This funding is primarily intended for purposes that will lead to the identification and rescue of more victims of human trafficking. A few examples of these uses follow:

Identification efforts:

- Create positions—full-time, part-time, or overtime—to support trafficking investigation and victim identification or program and volunteer coordination.
- Train people and agencies (including other local law enforcement) to identify victims of trafficking.
- Provide interpreter/translator services.
- Use a local law enforcement liaison with trafficking victim service providers and coordinate with U.S. attorney’s offices and other agencies concerned with the identification and rescue of human trafficking victims.

Applications must be made by law enforcement agencies on behalf of a task force that includes a provider of comprehensive trafficking victims' services and must be coordinated with the local U.S. Attorney's Office. **A memorandum of understanding (MOU) demonstrating, at minimum, close collaboration with the victim service provider, must be submitted as a component of the application.** The MOU should:

- (1) Ensure there is a clear understanding of the roles, responsibilities, and processes on identifying and serving adult and child victims of human trafficking within the defined geographic area.
- (2) Commit all signing parties to the development of protocols related to these activities early in the life of the grant.
- (3) Build and/or enhance collaborative efforts between law enforcement and trafficking victim service providers that leverage limited resources and 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.
  - (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.
    - (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.

**Please note:** Law enforcement applicants are **required** to partner with an existing OVC service provider if one is physically located within a 60- mile radius of the proposed task force site. Please see the chart on pages 12-17 that illustrates where OVC-funded comprehensive service sites are physically located (primary location). The chart also includes pertinent contact information. If no OVC-funded service provider is physically located within 60 miles of the law enforcement applicant, the law enforcement applicant will then be free to partner with any victim service organization that is capable of providing quality services to trafficking victims. Once again, separate applications from law enforcement and the victim service provider are required, but a copy of the signed MOU must be included with each application.

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 this group should be determined locally.

The program's primary goal is to provide local law enforcement with the knowledge and resources to better identify and rescue trafficking victims. In addition, the program is designed

to enhance the interdiction of trafficking in its various forms, whether it is forced prostitution, indentured servitude, peonage, or other forms of forced labor. Proposed project strategies should include the development of practical task force protocols to define law enforcement, prosecution, and victim service roles in the achievement of these goals and to prevent duplication of services or inappropriate actions. For example, the Trafficking Victims Protection Reauthorization Act of 2003 (TVPRA) authorized the Department of Health and Human Services (HHS) to accept statements from local and state law enforcement attesting that an individual is a victim of a severe form of trafficking. However, the actual request for “continued presence” must be made by federal law enforcement or the U.S. Attorney. Furthermore, applying for T visas can be an extremely complex process requiring tremendous expertise in immigration law, and it is critical that victims are assisted by providers with the requisite knowledge and legal background. Victim service providers are required by this solicitation to have this expertise, either in house or through contracts with attorneys practicing immigration law. Coordinating the processes of applying for various forms of immigration relief demands that each task force establish clear roles and protocols.

Development of service protocols and establishment of partnerships among law enforcement, victim service providers, and other key partners is vital to ensure that all victims identified have access to appropriate and comprehensive services. Law enforcement should be aware that services with funding authorized under TVPA are statutorily limited to non-citizen victims of trafficking. Furthermore, OVC’s funding is primarily directed to serving those victims who are precertified. Resources to assist certified victims are generally available through funding provided by HHS. In addition, certified victims, unlike precertified victims, may be eligible for a wide range of publicly funded benefits. Trafficking victims, regardless of immigration status, are typically eligible for crime victim assistance and compensation benefits subject to the state’s specific requirements. It is important for law enforcement to also work with service providers who can assist U.S. citizen and legal permanent resident victims in accessing other public benefits for which they may be eligible, including housing, education, job training, and other social services.

A detailed discussion of training for local law enforcement officers and other neighboring agencies should be included in the proposal. Applicants should provide details on training coordination and their plan for development of clearly defined interagency protocols for assisting victims with a wide range of immigration and legal issues, including but not limited to continued presence, T visa application, and certification by the Department of Health and Human Services’ Office of Refugee Resettlement. BJA recommends that applicant agencies closely review the findings and recommendations in Florida State University’s Center for the Advancement of Human Rights’ report on human trafficking at [www.cahr.fsu.edu/trafficking.html](http://www.cahr.fsu.edu/trafficking.html). BJA and the Office on Violence Against Women (OVW) also are developing training and other resources for local law enforcement that will be available to grantees under this program.

**Evaluation.** The applicant must include a plan to perform a basic evaluation of the project, incorporating the performance measures identified below and any other appropriate performance indicators identified by the applicant.

## Law Enforcement Performance Measures

To assist in fulfilling the Department’s responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measure the results of their work. Performance measures for law enforcement applicants are as follows:

Program Goals	Performance Measures	Data To Be Provided By Grantees
<p>To increase identification and rescue of trafficking victims through proactive law enforcement, which is victim centered and collaborative across levels of government.</p>	<p>Increase by 15 percent each year the number of “trafficking victim saves” within program-funded jurisdictions.</p> <p>Number of persons believed through task force investigation and contact to be potential victims of severe trafficking.</p>	<p>The number of "trafficking victim saves" credited during this reporting period.</p> <p><b>Note:</b> 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.</p> <p>Number of persons believed through task force investigation and contact to be potential victims of severe trafficking.</p> <p><b>Note:</b> A “potential victim of severe trafficking” is an individual rescued from an environment, identified through investigation, where trafficking in persons is occurring.</p> <p>Number of individuals identified as potential victims of human trafficking who are under 18 years of age (cumulative) (regardless of nationality)</p>

<b>Program Goals</b>	<b>Performance Measures</b>	<b>Data To Be Provided By Grantees</b>
<p>To assist trafficking victims with applications for continued presence in the U.S. and certification or eligibility for Department of Health and Human Services refugee benefits.</p>	<p>Number of potential victims who were referred to task force comprehensive trafficking victim services.</p> <p>Number of applications made to the U.S. Department of Homeland Security on behalf of victims for continued presence in the United States.</p> <p>Number of non-U.S. citizen victims receiving certification as a victim of human trafficking from the Department of Health and Human Services or in the case of minor victims a document of eligibility from Health and Human Services during the reporting period.</p>	<p>Number of potential victims who were referred to task force comprehensive trafficking victim services for those services.</p> <p>Number of applications made to the U.S. Department of Homeland Security on behalf of victims for continued presence in the United States.</p> <p>Number of non-U.S. citizen victims receiving certification as a victim of human trafficking from the Department of Health and Human Services or in the case of minor victims a document of eligibility from Health and Human Services</p> <p>Number of potential victims of human trafficking who were identified during this period and are not willing to cooperate with law enforcement.</p> <p>Number of potential victims of human trafficking who were initially not willing to cooperate with law enforcement in an earlier reporting period, but have expressed a willingness to cooperate during this reporting period and are having an application submitted for their continued presence.</p>

<b>Program Goals</b>	<b>Performance Measures</b>	<b>Data To Be Provided By Grantees</b>
<p>To facilitate the development of service protocols by developing and implementing training in the identification of trafficking victims.</p>	<p>Number of law enforcement officers receiving training in the identification of trafficking victims.</p> <p>Number of non-law enforcement professionals who received training in the signs of human trafficking</p> <p>Number of sessions held for training of law enforcement officers in the identification of trafficking victims.</p> <p>Number of sessions held for training non-law enforcement professionals in signs of trafficking victims.</p>	<p>Number of law enforcement officers receiving training in the identification of trafficking victims</p> <p>Number of non-law enforcement professionals who received training in the signs of human trafficking</p> <p>Number of sessions held for training of law enforcement officers in identification of trafficking victims</p> <p>Number of sessions held for training non-law enforcement professionals in signs of trafficking victims.</p>
<p>To conduct a strategy that supports a strong law enforcement role in public awareness and outreach.</p>	<p>The number of trafficking awareness presentations made to the public.</p>	<p>The number of trafficking awareness presentations made to the public</p>
<p>To identify and collaborate with community stakeholders in an effort to eliminate the trafficking in human subjects.</p>	<p>Number of service providers working collaboratively working under a written agreement with the comprehensive victim services provider</p> <p>Number of community support groups collaborating with the comprehensive victim services provider under a written agreement</p>	<p>Number of service providers collaboratively working under a written agreement with the comprehensive victims services provider</p> <p>Number of community support groups collaborating with the comprehensive victim services provider under a written agreement</p>

Program Goals	Performance Measures	Data To Be Provided By Grantees
	Number of community education entities working collaboratively under a written agreement to provide education to victims of human trafficking.	Number of community education entities working collaboratively under a written agreement to provide education to victims of human trafficking.

## Existing OVC-Funded Service Providers/Site Locations

Grantee/Project Title	Geographical Area Served	Points of Contact
<p><u>Grantee:</u> Asian Pacific Islander Legal Outreach <a href="http://www.apilegaloutreach.org">www.apilegaloutreach.org</a></p> <p><u>Project:</u> Asian Anti-Trafficking Collaborative</p>	<p><u>Area Served:</u> San Francisco Bay Area</p> <p><u>Primary Location:</u> San Francisco, CA</p>	<p><u>Grantee Contact:</u> Dean Ito Taylor 415-567-6255 <a href="mailto:dit@apilegaloutreach.org">dit@apilegaloutreach.org</a></p> <p>Ivy Lee 415-567-6255 <a href="mailto:ilee@apilegaloutreach.org">ilee@apilegaloutreach.org</a></p> <p>OVC Contact: Zoe Vilela Dossantos 202-353-2138 <a href="mailto:zoe.vilela.dossantos@usdoj.gov">zoe.vilela.dossantos@usdoj.gov</a></p>
<p><u>Grantee:</u> Bilateral Safety Corridor Coalition <a href="http://www.bsccoalition.org">www.bsccoalition.org</a></p> <p><u>Project:</u> Center for Victims of Exploitation and Trafficking</p>	<p><u>Area Served:</u> San Diego County, CA</p> <p><u>Primary Location:</u> San Diego, CA</p>	<p><u>Grantee Contact:</u> Marisa Ugarte 619-265-0105 <a href="mailto:sdbbcc@yahoo.com">sdbbcc@yahoo.com</a></p> <p>OVC Contact: Marie Martinez 202-514-5084 <a href="mailto:marie.martinez@usdoj.gov">marie.martinez@usdoj.gov</a></p>
<p><u>Grantee:</u> Boat People S.O.S., Inc. <a href="http://www.bpsos.org">www.bpsos.org</a></p> <p><u>Project:</u> Victims of Exploitation and Trafficking (VETA - DC Partnership)</p>	<p><u>Area Served:</u> Greater Metropolitan Washington, DC area</p> <p><u>Primary Location:</u> Falls Church, VA (metropolitan Washington, DC)</p>	<p><u>Grantee Contact:</u> Gail Gottlieb 703-538-2190 <a href="mailto:gail.gottlib@bpsos.org">gail.gottlib@bpsos.org</a></p> <p>Jean Bruggeman 703-538-2190 <a href="mailto:jean.bruggeman@bpsos.org">jean.bruggeman@bpsos.org</a></p>

Grantee/Project Title	Geographical Area Served	Points of Contact
		OVC Contact: Zoe Vilela Dossantos 202-353-2138 <a href="mailto:zoe.vilela.dossantos@usdoj.gov">zoe.vilela.dossantos@usdoj.gov</a>
<u>Grantee:</u> Civil Society  <u>Project:</u> Minnesota Trafficking Victims Service Network	<u>Area Served:</u> Minnesota  <u>Primary Location:</u> Minneapolis, MN	<u>Grantee Contact:</u> Linda Miller 651-291-0713 <a href="mailto:civilsoc@presenter.com">civilsoc@presenter.com</a>  <u>OVC Contact:</u> Marie Martinez 202-514-5084 <a href="mailto:marie.martinez@usdoj.gov">marie.martinez@usdoj.gov</a>
<u>Grantee:</u> Coalition to Abolish Slavery and Trafficking (CAST) <a href="http://www.castla.org">www.castla.org</a>  <u>Project:</u> Enhanced Crisis Response Project	<u>Area Served:</u> Los Angeles County, CA  <u>Primary Location:</u> Los Angeles, CA	<u>Grantee Contact:</u> Kay Buck 213-365-1906 <a href="mailto:kay@castla.org">kay@castla.org</a>  Heather Moore 213-365-1906 <a href="mailto:heather@castla.org">heather@castla.org</a>  <u>OVC Contact:</u> Zoe Vilela Dossantos 202-353-2138 <a href="mailto:zoe.vilela.dossantos@usdoj.gov">zoe.vilela.dossantos@usdoj.gov</a>
<u>Grantee:</u> Heartland Alliance for Human Needs & Human Rights <a href="http://www.heartlandalliance.org">www.heartlandalliance.org</a>  <u>Project:</u> Victims of Trafficking Assistance Program	<u>Area Served:</u> Greater Chicago Metro area & neighboring communities within a 150 mile radius of Chicago, including parts of IN, MI, WI, & IL  <u>Primary Location:</u> Chicago, IL and Milwaukee, WI	<u>Grantee Contact:</u> Mary Meg McCarthy 312-660-1370 x 1351 <a href="mailto:marymeg@heartlandalliance.org">marymeg@heartlandalliance.org</a>  Lisa Galicia 312-660-1359 <a href="mailto:lgalicia@heartlandalliance.org">lgalicia@heartlandalliance.org</a>  <u>OVC Contact:</u> Mary Atlas-Terry 202-353-8473 <a href="mailto:mary.atlas@usdoj.gov">mary.atlas@usdoj.gov</a>
<u>Grantee:</u> Indianapolis Police Department  <u>Project:</u> Comprehensive Services for Victims of Human Trafficking – The Julian Center	<u>Area Served:</u> Marion County, Indianapolis, IN  <u>Primary Location:</u> Indianapolis, IN	<u>Grantee Contact:</u> Charlene Miller 317-941-2200  Sandra Noe 317-941-2200 Ext. 231 <a href="mailto:snoe@juliancenter.org">snoe@juliancenter.org</a>  <u>OVC Contact:</u> Mary Atlas-Terry 202-353-8473 <a href="mailto:mary.atlas@usdoj.gov">mary.atlas@usdoj.gov</a>

<b>Grantee/Project Title</b>	<b>Geographical Area Served</b>	<b>Points of Contact</b>
<p><u>Grantee:</u> International Institute of Boston <a href="http://www.iiboston.org">www.iiboston.org</a></p> <p><u>Project:</u> Massachusetts Trafficking Assistance Coalition</p>	<p><u>Areas Served:</u> Massachusetts and other New England States</p> <p><u>Primary Location:</u> Boston, MA</p>	<p><u>Grantee Contact:</u> Mojdeh Rohani, Project Director 617-695-9990 x 172 <a href="mailto:mrohani@iiboston.org">mrohani@iiboston.org</a></p> <p><u>OVC Contact:</u> Marie Martinez 202-514-5084 <a href="mailto:marie.martinez@usdoj.gov">marie.martinez@usdoj.gov</a></p>
<p><u>Grantee:</u> International Institute of Connecticut, Inc</p> <p><u>Project:</u> Project Rescue and Assist New Americans-Services to Pre-Certified Victims of Trafficking</p>	<p><u>Area Served:</u> Connecticut</p> <p><u>Primary Location:</u> Bridgeport, CT</p>	<p><u>Grantee Contact:</u> Myra Oliver, Executive Director 203-336-0141 <a href="mailto:iiconn@aol.com">iiconn@aol.com</a></p> <p><u>OVC Contact:</u> Mary Atlas-Terry 202-353-8473 <a href="mailto:mary.atlas@usdoj.gov">mary.atlas@usdoj.gov</a></p>
<p><u>Grantee:</u> International Institute of Metropolitan St. Louis</p> <p><u>Project:</u> Service to Victims of Human Trafficking</p>	<p><u>Area Served:</u> City of St. Louis, and the Missouri counties of St. Louis, Franklin, Jefferson, Lincoln and St. Charles; and the Illinois counties of Jersey, Madison, St. Clair, and Monroe</p> <p><u>Primary Location:</u> St. Louis, MO</p>	<p><u>Grantee Contact:</u> Suzanne LeLaurin, Project Director 314-773-9090 Ext. 150 <a href="mailto:laurins@iistl.org">laurins@iistl.org</a></p> <p><u>OVC Contact:</u> Amy LeMar 202-616-3466 <a href="mailto:amy.n.lemar@usdoj.gov">amy.n.lemar@usdoj.gov</a></p>
<p><u>Grantee:</u> International Rescue Committee (Arizona) <a href="http://www.traffickingaz.org">www.traffickingaz.org</a></p> <p><u>Project:</u> Arizona League to End Regional Trafficking (ALERT)</p>	<p><u>Area Served:</u> Arizona</p> <p><u>Primary Location:</u> Phoenix, AZ and Tucson, AZ</p>	<p><u>Grantee Contact:</u> Melynda Barnhart 212-551-2724 <a href="mailto:melyndab@their.org">melyndab@their.org</a></p> <p><u>OVC Contact:</u> Marie Martinez 202-514-5084 <a href="mailto:marie.martinez@usdoj.gov">marie.martinez@usdoj.gov</a></p>
<p><u>Grantee:</u> International Rescue Committee (Florida) <a href="http://www.floridafreedom.org">www.floridafreedom.org</a></p> <p><u>Project:</u> The Florida Freedom Partnership</p>	<p><u>Area Served:</u> South Florida</p> <p><u>Primary Location:</u> Miami, FL</p>	<p><u>Grantee Contact:</u> Melynda Barnhart 212-551-2724 <a href="mailto:melyndab@their.org">melyndab@their.org</a></p> <p><u>OVC Contact:</u> Marie Martinez 202-514-5084 <a href="mailto:marie.martinez@usdoj.gov">marie.martinez@usdoj.gov</a></p>

<b>Grantee/Project Title</b>	<b>Geographical Area Served</b>	<b>Points of Contact</b>
<p><u>Grantee:</u> International Rescue Committee (Washington)</p> <p><u>Project:</u> Anti-Trafficking Response Network (WARN)</p>	<p><u>Area Served:</u> Washington State</p> <p><u>Primary Location:</u> Seattle, WA</p>	<p><u>Grantee Contact:</u> Bob Johnson 206-623-2105 <a href="mailto:bobj@theirc.org">bobj@theirc.org</a></p> <p>Gillian Abfel <a href="mailto:gilliana@theirc.org">gilliana@theirc.org</a> 206-623-2105 Ext. 107</p> <p><u>OVC Contact:</u> Zoe Vilela Dossantos 202-353-2138 <a href="mailto:zoe.vilela.dossantos@usdoj.gov">zoe.vilela.dossantos@usdoj.gov</a></p>
<p><u>Grantee:</u> Mosaic Family Services, Inc. (formerly East Dallas Counseling Center) <a href="http://www.mosaicservices.org">www.mosaicservices.org</a></p> <p><u>Project:</u> Services for Victims of Trafficking</p>	<p><u>Areas Served:</u> Dallas/Fort Worth, Tarrant and Collin Counties, TX</p> <p><u>Primary Location:</u> Dallas, TX</p>	<p><u>Grantee Contact:</u> Bill Bernstein 214-821-5393 <a href="mailto:billb@mosaicsservices.org">billb@mosaicsservices.org</a></p> <p>Anne Dinh 214-821-5393 <a href="mailto:anned@mosaicsservices.org">anned@mosaicsservices.org</a></p> <p><u>OVC Contact:</u> Mary Atlas-Terry 202-353-8473 <a href="mailto:mary.atlas@usdoj.gov">mary.atlas@usdoj.gov</a></p>
<p><u>Grantee:</u> Refugee Services of Texas</p> <p><u>Project:</u> Central Texas Coalition Against Human Trafficking</p>	<p><u>Area Served:</u> Central Texas</p> <p><u>Primary Location:</u> Austin, TX</p>	<p><u>Grantee Contact:</u> Bob Palm 512-472-9472 <a href="mailto:bobpalm@sbcglobal.net">bobpalm@sbcglobal.net</a></p> <p><u>OVC Contact:</u> Amy LeMar 202-616-3466 <a href="mailto:amy.n.lemar@usdoj.gov">amy.n.lemar@usdoj.gov</a></p>
<p><u>Grantee:</u> Refugee Women's Network, Inc.</p> <p><u>Project:</u> Comprehensive Services to Trafficking Victims</p>	<p><u>Area Served:</u> Georgia</p> <p><u>Primary Location:</u> Atlanta, GA</p>	<p><u>Grantee Contact:</u> Danuta Przadka 404-299-2185 x11 <a href="mailto:danuta@tapestri.org">danuta@tapestri.org</a></p> <p><u>OVC Contact:</u> Amy LeMar 202-616-3466 <a href="mailto:amy.n.lemar@usdoj.gov">amy.n.lemar@usdoj.gov</a></p>

<b>Grantee/Project Title</b>	<b>Geographical Area Served</b>	<b>Points of Contact</b>
<p><u>Grantee:</u> Safe Horizon <a href="http://www.safehorizon.org">www.safehorizon.org</a></p> <p><u>Project:</u> New York Collaborative Against Trafficking and Slavery</p>	<p><u>Area Served:</u> New York City</p> <p><u>Primary Location:</u> New York City and Nassau County, Long Island</p>	<p><u>Grantee Contact:</u> Florrie Burke 646-825-2227 <a href="mailto:fburke@safehorizon.org">fburke@safehorizon.org</a></p> <p>Nadra Qadeer 718-899-1233 x102 <a href="mailto:nqadeer@safehorizon.org">nqadeer@safehorizon.org</a></p> <p><u>OVC Contact:</u> Marie Martinez 202-514-5084 <a href="mailto:marie.martinez@usdoj.gov">marie.martinez@usdoj.gov</a></p>
<p><u>Grantee:</u> Salvation Army Western Territory</p> <p><u>Project:</u> Network of Emergency Trafficking Services (NETS)</p>	<p><u>Areas Served:</u> AK, CA, ID, MT, WY, UT, CO, NV, NM, and El Paso, Texas</p> <p><u>Primary Locations:</u> El Paso, TX; Denver, CO; Anchorage, AK; and Las Vegas, NV</p>	<p><u>Grantee Contact:</u> Adam Freer 562-436-7000 <a href="mailto:adam_freer@usw.salvationarmy.org">adam_freer@usw.salvationarmy.org</a></p> <p><u>OVC Contact:</u> Amy LeMar 202-616-3466 <a href="mailto:amy.n.lemar@usdoj.gov">amy.n.lemar@usdoj.gov</a></p>
<p><u>Grantee:</u> U.S. Conference of Catholic Bishops, Inc. <a href="http://www.usccb.org">www.usccb.org</a></p> <p><u>Project:</u> Northwest Region for Services to Victims of Human Trafficking Prior to Certification</p>	<p><u>Area Served:</u> Oregon</p> <p><u>Primary Location:</u> Portland, OR</p>	<p><u>Grantee Contact:</u> Nyssa Mestas 202-541-3366 <a href="mailto:nmestas@usccb.org">nmestas@usccb.org</a></p> <p><u>OVC Contact:</u> Zoe Vilela Dossantos 202-353-2138 <a href="mailto:zoe.vilela.dossantos@usdoj.gov">zoe.vilela.dossantos@usdoj.gov</a></p>
<p><u>Grantee:</u> U.S. Conference of Catholic Bishops, Inc. <a href="http://www.usccb.org">www.usccb.org</a></p> <p><u>Project:</u> Mid-Atlantic Region for Services to Victims of Human Trafficking Prior to Certification</p>	<p><u>Areas Served:</u> Delaware, Maryland, New Jersey and Pennsylvania</p> <p><u>Primary Location:</u> Philadelphia, PA</p>	<p><u>Grantee Contact:</u> Nyssa Mestas 202-541-3366 <a href="mailto:nmestas@usccb.org">nmestas@usccb.org</a></p> <p><u>OVC Contact:</u> Marie Martinez 202-514-5084 <a href="mailto:marie.martinez@usdoj.gov">marie.martinez@usdoj.gov</a></p>

Grantee/Project Title	Geographical Area Served	Points of Contact
<u>Grantee:</u> World Relief Corporation  <u>Project:</u> Emergency Trafficking Services (NETS) Collaborative	<u>Areas Served:</u> High Point, NC; Nashville, TN; Jacksonville, FL; Tampa, FL; and Lee County, FL  <u>Primary Locations:</u> High Point, NC; Nashville, TN; Jacksonville, FL; Tampa, FL; and Lee County, FL	<u>Grantee Contact:</u> Daniel Walters 443-451-1900 x161 <a href="mailto:dwalters@wr.org">dwalters@wr.org</a>  <u>OVC Contact:</u> Amy LeMar 202-616-3466 <a href="mailto:amy.n.lemar@usdoj.gov">amy.n.lemar@usdoj.gov</a>
<u>Grantee:</u> YMCA of the Greater Houston Area <a href="http://www.ymcahouston.org">www.ymcahouston.org</a>  <u>Project:</u> Trafficked Persons Assistance Program	<u>Areas Served:</u> SE Texas (including the Rio Grande Valley), & Western Louisiana  <u>Primary Location:</u> Houston, TX	<u>Grantee Contact:</u> Lisa Guitguit, Associate Director 713-339-9015 <a href="mailto:lisag@ymcahouston.org">lisag@ymcahouston.org</a>  <u>OVC Contact:</u> Mary Atlas-Terry 202-353-8473 <a href="mailto:mary.atlas@usdoj.gov">mary.atlas@usdoj.gov</a>

## Program Specific Information for *Victim Service Provider Applicants Only*

**Award Amount.** Awards of up to \$450,000 will be made. OVC retains the right to exercise discretion in setting award amounts. If the applicant is a current OVC trafficking grantee, please specify if your application is for new or supplemental funding.

**Award Period.** 3 years

**Background.** The needs of trafficking victims are complex and acute. Although trafficking victims share some of the same needs as other victims of violent crime and exploitation, they face additional barriers to service due to language barriers, fear of authorities, and, quite often, extreme social and cultural isolation. Traffickers exploit their victims' fear of deportation and use threats of reprisals against loved ones in the home country to further coerce and control their victims. Whether a victim is identified and rescued by law enforcement, another first responder, or a Good Samaritan, there are a multitude of challenges in providing timely, quality services. A full range of direct services must be quickly mobilized, often with very little advance notice. Thorough, expert assessment is necessary to prioritize the order of service provision according to the unique needs of each victim. Language needs must be met and culturally appropriate care given throughout the process. Law enforcement, victim service providers, and other key community partners must work closely with one another to ensure that all service needs—from emergency medical treatment and long-term mental health care to appropriate housing—are met. Victims who achieve physical, mental, and emotional stability will be much better prepared to rebuild their lives and also participate fully in the successful prosecution of their traffickers.

Due to the complex nature of these victims' needs, there is no one agency that is set up to provide every service needed by minor and adult trafficking victims. Multidisciplinary, cross-agency collaboration is necessary to ensure that victims have access to the services they need from the time they are first encountered. OVC has been providing grant funding for the trafficking service provision component of this program since January 2003. Since trafficking victims are eligible for a wide range of government services once they receive certification from the Department of Health and Human Services, OVC funds are primarily dedicated to service provision for victims during the pre-certification phase. The comprehensive services model is designed to support collaborative, community-based networks of integrated services within a defined geographical area. Since 2003, OVC has funded 23 grantees that provide comprehensive services to precertified trafficking victims throughout the nation. This solicitation will allow OVC to make new trafficking services grant awards to support new task forces and also, on a case-by-case basis, to make continuation awards to support existing grantees in areas with new law enforcement task forces.

**Program Strategy.** Applicants for victim service funding must clearly identify the need for new trafficking victim services in their area. Applicants must also demonstrate the capacity to perform the intensive case management and interagency coordination necessary to serve trafficking victims. Applicants must identify and describe existing services and community resources for trafficking victims and provide any available data on the number and type of victims currently being served by the agency. The discussion of existing resources should include a detailed discussion of available resources and protocols to promote victims' safety, security, privacy, and confidentiality.

Applicants for this grant opportunity are required to provide, either in-house or through formal contract partnerships, the following direct services to trafficking victims:

- 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.

**Note:** All applicants must include a line item for each of these services in the budget detail worksheet, or a detailed explanation in the project narrative. If any of the services above are to be provided pro bono or accessed through other government subsidized programs, applicants must describe how services will be provided locally without the use of grant funds.

Subcontracts and MOUs will be carefully reviewed to ensure that all of the above services will be made available to victims in a timely way and that coordination among service-providing agencies is effective. It is essential that applicants clearly demonstrate the qualifications and experience of its direct service staff and subcontractor partners. Case managers should have prior direct service experience in the field of trafficking or other victim services, or must be under the close direction of a supervisor who has such experience. Applications that fail to demonstrate that all of the above services can be provided do not reflect the comprehensive services model and will not be considered responsive to this solicitation's requirements.

Although the primary focus of this initiative is direct service provision, OVC recognizes that adequate training and public awareness activities are integral to the community response to human trafficking. Applicants must include a detailed discussion of how they will work with the law enforcement task force to develop and implement substantive training on human trafficking for law enforcement, other first responders, and members of the community. Applicants should provide information on how such training will be coordinated between the applicant and its law enforcement task force partner. Basic training on trafficking indicators, cultural considerations, safety concerns, and the needs of trafficking victims should be covered and OVC retains the right to review and approve all training materials to be developed by the grantee. In addition, applicants should include a plan for development of clearly defined interagency protocols for assisting victims with a wide range of immigration and legal issues, including but not limited to continued presence, T visa application, and certification by the Department of Health and Human Services' Office of Refugee Resettlement. **OVC requires that all applicants set aside 5 percent of budgeted project funds to support training activities. The 5 percent set aside should be a line item calculation in the budget. No budget detail is required at the time of application, as successful applicants will be required to submit a detailed plan for training and the budget for the set aside within 90 days of award.**

**All applications must include a Memorandum of Understanding demonstrating, at minimum, close collaboration with local law enforcement and other victim service partners. The MOU must be submitted as a component of the application.** Please see page 8 for the required elements of the MOU. Note that victim service provider applicants and their respective law enforcement partners should develop one MOU. However, a signed copy must be included with **both** the law enforcement application and the victim service provider application.

**Evaluation.** Evaluation is necessary to ensure that projects meet their goals in terms of the process of service provision and impact on trafficking victims. Applicants must include a plan to perform a basic evaluation of the project, incorporating the performance measures identified below and other appropriate performance indicators identified by the applicant. **Recognizing the time and level of effort required to conduct a thorough evaluation, OVC requires that all applicants set aside 5 percent of budgeted project funds to support project evaluation. The 5 percent set aside should be a line item calculation in the budget. No budget detail is required at the time of application, as successful applicants will be required to submit a detailed plan for evaluation and the budget for the evaluation set aside within 90 days of award.**

Applicants have the option of budgeting part of the set-aside to hire an evaluation specialist as a consultant to the project.

OVC has developed a Trafficking Information Management System (TIMS) database to assist grantees with collecting and organizing data as well as meeting OVC reporting requirements. All successful applicants for victim service funding will receive a TIMS CD and User Guide. While not required to use TIMS, grantees must agree to provide the same statistical data captured through TIMS. Examples include client demographics and legal status, referral sources, types of services provided, types of outreach activities, and types of technical assistance. If you would like more information on TIMS, or would like to request a hard copy of TIMS reporting forms, please contact Mary Atlas-Terry at 202-353-8473, or [mary.atlas@usdoj.gov](mailto:mary.atlas@usdoj.gov).

## Victim Service Provider Performance Measures

To assist in fulfilling the Department’s responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measure the results of their work. Performance measures for victim service provider applicants are as follows:

Objective	Performance Measures	Data Grantee Provides
To provide timely, high quality comprehensive services to minor and adult victims of human trafficking.	Percentage of grantees that report the capacity to provide the full range of comprehensive services (see pg. 19–20).	Number of services grantee can provide in-house or through contract partnerships.  Number and types of services provided to pre-certified trafficking victims.  Number of pre-certified trafficking victims served.
To enhance the ability of the victim service field, law enforcement, other first responders, and key stakeholders to understand the nature of human trafficking and more effectively identify and serve victims.	Number of service professionals who receive training, including law enforcement.  <b>Note:</b> Data should be broken down according to discipline of trainees, and must not duplicate training numbers reported by the law enforcement task force grantee.	Number of service professionals who receive training, including law enforcement.  <b>Note:</b> Data should be broken down according to discipline of trainees, and must not duplicate training numbers reported by the law enforcement task force grantee.

Objective	Performance Measures	Data Grantee Provides
To enhance interagency collaboration and coordinated response in the area of human trafficking.	Percentage of grantees that implement changes in policy and practice in the response to victims of trafficking.	<p>Changes in policy and practice in the community response to victims of trafficking.</p> <p>Increase in the number of collaborative partners working with the OVC-funded organization to serve victims of trafficking.</p>

## How to Apply

DOJ is participating in the e-Government initiative, one of 25 initiatives included in the President’s Management Agenda. Part of this initiative—Grants.gov—is a “one-stop storefront” that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding.

**Grants.Gov Instructions:** Complete instructions can be found at <http://www.ovc.gov/fund/newapprocedures.htm>. If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **1-800-518-4726**.

**CFDA Number:** The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.582, titled “Crime Victim Assistance/Discretionary Grants,” and the funding opportunity number is OVC-2006-1352.

**A DUNS Number Is Required:** The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique 9-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at <http://www.dunandbradstreet.com>. Individuals are exempt from this requirement.

# What An Application Must Include

## Application for Federal Assistance (SF-424)

### Program Narrative

The program narrative should not exceed 25 doubled-spaced pages in 12-point font with 1-inch margins and must include 6 separate sections: Project Abstract, Problem Statement, Project Goals and Objectives, Project Design/Implementation Plan, Organizational Capability and Project Management, and Plans for Measuring Progress and Outcomes. Each section is described below.

- **Project Abstract:** The application should include a 1-page summary that describes the purpose of the project, goals and objectives, progress to date if the application is for continuation funding, and activities that will be implemented to achieve the project's goals and objectives, methods, and outcomes.
- **Problem Statement:** The problem statement must describe the need for the project and provide a clear statement of how funding will support the project's value to the victims' field by meeting a stated goal.
- **Project Goals and Objectives:** The applicant must specify the goals and objectives of the project and, if the application is for continuation funding, must describe the accomplishments and document the progress of the existing project. The objectives should be measurable and relate directly to the issues described in the problem statement. The goals should state the overall purpose of what is to be accomplished. The objectives should describe the steps necessary to reach the goals or how the goals will be accomplished.
- **Project Design/Implementation Plan:** The project design and implementation plan must describe the project strategy and discuss how the strategy will address the identified problems and support the goals and objectives. The applicant's strategy or design must include a description of project phases, tasks, activities, staff responsibilities, and clear descriptions of interim deliverables and final products. Applicants who plan to develop products such as training, brochures, or other outreach materials for local dissemination should be aware of the requirement to submit all drafts to their respective funding agency (BJA for law enforcement and OVC for service providers) for review and approval at least 10 working days in advance of release.

The applicant must describe the strategy, tasks, and time-task plan for developing the services and products. Applicants must develop a time-task plan that clearly identifies major activities and products for the duration of the project period. This plan must include the designation of organizational responsibility, a schedule for the completion of the activities, and the submission of finished products. In preparing the time-task plan, applicants should make certain that all project activities will occur within the proposed project period. The plan also must provide for the submission of financial and progress reports. All recipients are required to submit semiannual progress reports and quarterly financial reports. *Please note that the time-task plan is not included in the 25-page limit.*

- **Organizational Capability and Project Management:** Applications must include a clear description of the applicant's management structure and if the application is for continuation funding, must document the organization's success in implementing previous phases of the project. Applicants must include a description of the current and proposed professional staff members' unique qualifications that will enable them to fulfill their grant responsibilities. Key staff, including case managers, must have prior victim service experience or must be under the direct supervision of a senior case manager/project director who has such experience.

Applicants must describe how the program will be managed and include an organizational chart or information describing the roles and responsibilities of key organizational and functional components and personnel. Applicants must also include a list of personnel responsible for managing and implementing the major stages of the project. If additional staff will be hired to complete the project, the applicant should identify the selection criteria. Applicants should also provide detailed information about staff who have committed to work on the project contingent upon receipt of funding.

- **Plans for Measuring Progress and Outcomes:** Evaluation is critical to ensure that each OVC project is operating as designed and achieving its goals and objectives. Accordingly, each application must provide a plan to assess the project's effectiveness and to evaluate accomplishment of project goals and objectives. If the application is for continuation funding, applicants should describe how they will assess performance in attaining the previously identified outcomes, and additional outcomes identified for the continuation phase of the project. Goals and objectives must be clearly stated, links must be established between program activities and objectives, and performance must be measures identified. Information must be provided on the performance measures established for this solicitation, as well as the data captured by TIMS. As noted on page 20 of this solicitation, a detailed plan for evaluation will be required within 90 days of award.

The evaluation plan should identify all resources that will be devoted to conducting the assessment including identification of staff members and staff time, use of outside consultants to assist with the assessment, and any other support costs associated with conducting an evaluation. Assessment information will be submitted as part of the semiannual progress report, as well as part of the final report due within 120 days of project completion.

### **Budget Narrative Attachment Form**

The applicant is required to complete the budget narrative and budget detail worksheet (see description below). The budget narrative justifies or explains each budget item and relates it to project activities. The budget narrative provides a justification for all proposed costs and should closely follow the content of the budget detail worksheet. 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 were calculated. The budget narrative should justify the specific items listed in the budget detail worksheet in all cost categories and demonstrate that all costs are reasonable.

## Budget Detail Worksheet

The completion of this form is required in support of the budget narrative form described above. The budget detail worksheet must list the cost of each budget item and show how the costs were 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 detail worksheet should present a complete and detailed itemization of all proposed costs. A sample budget detail worksheet form, which can be used as a guide to assist you in preparation of the budget detail worksheet and narrative, can be downloaded by visiting [www.ojp.usdoj.gov/oc](http://www.ojp.usdoj.gov/oc) and clicking on Standard Forms. **(Completion of this form is required.)**

*Note: Total costs specified in the Budget Detail Worksheet must match the total amount on line 15.g of the SF 424.*

When completing both the budget narrative attachment form and the budget detail worksheet, applicants must also consider the following:

1) Training: **Service provider applicants** should plan to send up to 2 key staff to attend an annual BJA/OVC discretionary grantee meeting in Washington, D.C., and, with the exception of local grantees, should include line items detailing all estimated travel expenses associated with attending this meeting. All applicants must also budget costs to attend one Financial Management Training Seminar sponsored by Office for Justice Programs' (OJP) Office of the Comptroller (OC), unless the grantee has previously attended this seminar. Specific information (such as dates and locations of upcoming OC events) can be found at <http://www.tech-res-intl.com/doj-octraining/>.

2) Program Match: A 25 percent program match is required. To calculate match based on federal share, divide the total federal share by 3.

3) Required Set Asides: **For service provider applicants ONLY**, OVC requires a 5 percent set-aside for evaluation and a 5 percent set-aside for training. The set-asides for evaluation and training should each be 5 percent of your total (not just federal share) project costs before you add in the set-asides. For example, if your total federal request without the set-asides factored in is \$400,000 and your total match is \$133,333, each set-aside would equal \$26,667, or 5 percent of \$533,333.

**For law enforcement applicants ONLY:** BJA requires that all applicants set aside 3 percent of budgeted project funds to attend OJP-sponsored anti-human trafficking training activities. A portion of these funds may be used to send key staff to attend BJA/OVC grantee meetings in Washington, D.C.

4) Consultant Rates: Consultant rates may not exceed the maximum of \$450/day or, if paid by the hour, \$56.25/hour for a maximum 8-hour workday per award.

5) Travel: Travel costs associated with project staff who are not directly employed by the grantee organization must be listed under the Consultant Budget category on the budget information sheet.

6) OJP *Financial Guide*: All grantees are required to comply with the regulations and requirements outlined in the OJP *Financial Guide*. The *Financial Guide* includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. Copies are available from the Department of Justice Resource Center (1–800–421–6770) and also through the OJP Web site at <http://www.ojp.usdoj.gov/FinGuide/>. This document will govern the administration of funds by all successful applicants and their contractors.

7) Indirect Cost Rate Agreement (if applicable): Indirect costs are allowed provided the applicant has a federally approved indirect cost rate agreement.

8) Financial Capability Questionnaire: Applicants who are nonprofit or commercial organizations, and have never received any grants from OJP, are required to complete the Financial Capability Questionnaire form. The form must be submitted along with a copy of the organization's most recent audited Financial Statements (review if audited Financial Statements are not available). This form is available at <http://www.ojp.usdoj.gov/forms.htm> under Accounting System and Financial Capability Questionnaire.

### **Other Program Attachments**

Remaining attachments include the following materials:

- **Resumes of key personnel** must be provided. For positions that are vacant, provide job descriptions outlining roles and responsibilities and provide the selection criteria for the proposed new positions (required).
- **Memorandum of understanding (MOU)** must be provided with *each* law enforcement and victim service provider application. Please see page 8 for information on required elements of the MOU.
- **A detailed time task plan** must be provided (required).
- **Other attachments** as needed (if applicable).

## **Selection Criteria for Law Enforcement Applicants**

**Problems To Be Addressed and Goals and Objectives.** Applicants should identify the issues regarding identifying victims of severe trafficking in the community, rescuing those victims, and working with trafficking victim services 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.

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 the following:

- 1) Development of a strong multidisciplinary and multijurisdictional focus involving federal, state, and local law enforcement and agencies with responsibilities regarding victims of trafficking. A MOU outlining respective roles and responsibilities of the law enforcement agency, the U. S. attorney's office, and the trafficking victim services provider (at a minimum) is required at the time the application is submitted. A MOU that includes additional agencies, such as those listed on the sample MOU in Appendix A, will result in a higher scoring of the MOU. In lieu of signatures from additional agencies, letters of intent may be provided; however, the MOU must include signatures of the authorizing authority submitting the application, the U. S. attorney (when available), and the head of the agency that is collaborating with the applicant to provide comprehensive services to trafficking victims.
- 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 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 trafficking victims.
- 3) Development of specific, distinct protocols for resource referral and service provisions for U.S. victims of 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 trafficking.

**Project Design/Implementation Plan.** 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 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 trafficking.

**Organizational Capacity.** Applicants must demonstrate how their resources, capabilities, and experience will enable them to achieve the goals and objectives. In addition, 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. Applicants must clearly demonstrate their ability to provide quality, timely services to trafficking victims. 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.

**Plans For Measuring Progress And Outcomes.** 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 and the discussion of TIMS on page 25.) 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.

**Budget and Budget Narrative.** Applicants must provide a proposed budget that is complete, allowable, and cost effective in relation to the activities to be undertaken. The required 25 percent cash or in-kind match must be included.

## **Selection Criteria for Service Provider Applicants**

**Problem(s) To Be Addressed and Goals and Objectives.** The problem statement must provide a strong rationale for the project and clearly describe how the proposed comprehensive services initiative will address the goals of this program, including the need for new or expanded/continued provision of services in a defined geographical area supported by a law enforcement task force. The goals and objectives must be clearly specified, relate directly to the problem statement, and should focus on victim assistance rather than prevention activities. The goal(s) should state the overall purpose of what is to be accomplished. The objectives should describe the steps necessary to accomplish the goal(s). Applications that do not demonstrate the ability of project staff and/or subcontractor partners' staff to provide the full range of comprehensive services will not be favorably considered.

**Project Design/Implementation Plan.** The program strategy/methodology must include sufficient detail so that the OVC grant monitor and peer reviewers can understand what will be accomplished, how it will be accomplished, and who will accomplish it. All proposed tasks should be presented in a way that allows a reviewer to see the logical progression of tasks and to be able to relate the tasks directly to the accomplishment of the project goal(s) and objectives. Projected activities should be realistic and reflect the project's allocated time, staff, and funding. In addition, the implementation plan should include a strategy for collaborating with the law enforcement task force on training, the establishment of protocols, roles/responsibilities, and community outreach. Stronger consideration will be given to applicants whose strategy clearly outlines provision of all services, with supporting budget documentation.

**Organizational Capability.** Applicants must demonstrate how their resources, capabilities, and experience will enable them to achieve the goals and objectives. The applicant must document its capability to undertake and complete a complex federally funded project that will provide comprehensive services to victims of trafficking, including evidence that the applicant possesses

the requisite staff and subject matter expertise in the area of human trafficking. Organizational capability will be assessed on the basis of (1) the applicant's described management structure and financial capability; (2) results of current grant efforts (if applicable); and (3) the applicant's project management plan and documentation of the professional staff members' unique qualifications to perform their assigned tasks. Applicants must clearly establish that their experience and resources enable them to achieve the goals and objectives that they propose to accomplish with the funding.

**Plans for Measuring Progress and Outcomes.** Applicants must describe their plan for measuring project progress and success. All applications must contain a plan for evaluating the accomplishment of project goal(s) and objectives. All applications must include all of the standardized performance measures established for this project as listed in the solicitation. Applicants must describe how the evaluation data will be gathered and analyzed, including use of the Trafficking Information Management System, and the resources that are being committed for this purpose. In determining the quality of the evaluation plan, the following factors will be considered:

- Extent to which the evaluation plan provides detailed information for increasing the effectiveness of the project's management and administration, documentation that objectives have been met, and assessment and evaluation of information measuring the overall effectiveness of the project.
- Extent to which the proposed methods of evaluation are thorough, feasible, and appropriate to the goals, objectives, and outcomes of the proposed project.

**Budget and Budget Narrative.** No award shall exceed \$450,000. OVC retains the right to exercise discretion in setting award amounts. Once a budget is submitted with a complete application, OVC will examine the identified project tasks, milestones, and assignment of staff resources within the framework of the proposed budget. The applicant must demonstrate that there is sufficient staff and time to accomplish the proposed tasks in a cost-effective manner. Applicants must show efficient use of grant resources, demonstrating that all grant-related expenses are necessary for project completion. Tasks and activities described in the narrative should parallel the budget line items. All identified costs should accurately reflect the tasks, staff time, supplies, and travel necessary to accomplish the grant-related work. The budget must reflect accurately calculated set asides for evaluation and training as well as the 25 percent cash or in-kind match requirement.

## Review Process

All applications will be reviewed by an internal panel composed of BJA and OVC staff. Responsive applications will be forwarded for award processing, subject to the final approval of the BJA and OVC Directors and OJP's Assistant Attorney General. Funding may not be awarded to applicants with overdue financial and/or progress reports for existing OJP grants.

## Additional Requirements

- Civil Rights Compliance
- Confidentiality and Human Subjects Protections Regulations
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) Compliance
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance With Office of the Comptroller Financial Guide *[hyperlink]*
- Suspension or Termination of Funding
- Funding to Faith-Based and Community Organizations
- Non-profit organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property

We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at <http://www.ojp.usdoj.gov/otherrequirements.htm>

## Grants versus Cooperative Agreements

Cooperative agreements are used when substantial collaboration is anticipated between OVC and the award recipient during performance of the proposed activities.

Responsibility for general oversight and redirection of the project, if necessary, rests with OVC. OVC will review and approve all activities in the requirements under the various stages, as enumerated in the solicitation. This includes review and approval in a timely manner of all key personnel selections, consultants, assessments, plans, instruments, manuals, and documents developed or identified for use during the project, with suggestions for modifications. Responsibility for the coordination of topics addressed or services rendered will be shared by

OVC and the recipient. Where appropriate, the recipient will act jointly with OVC to determine modifications to the program plan or budget, and design data collection instruments. In executing this responsibility, OVC requires that its program specialist meet periodically with the recipient (as determined by OVC) throughout the life of the project to discuss project activities, plans, problems, and solutions. Responsibility for the day-to-day conduct of the project rests with the recipient. This specifically includes operations, data collection, analysis, and interpretation.