



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) and [Office for Victims of Crime](#) (OVC) is seeking applications for funding under a joint solicitation to support the development and enhancement of multidisciplinary human trafficking task forces within the United States. This program furthers the Department's mission by enhancing the law enforcement and social service field's response to victims of human trafficking.

FY 2016 Enhanced Collaborative Model to Combat Human Trafficking Competitive Solicitation

Applications Due: May 10, 2016

Eligibility

By statute, grants under this program may be awarded to states, units of local government, federally recognized Indian tribal governments (as determined by the Secretary of the Interior), and nonprofit, nongovernmental organizations (including tribal nonprofit and nongovernment 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, or territory.

Eligible applicants are law enforcement agencies and victim service providers located and operating within the community, jurisdiction, or geographic area of the human trafficking task force specified within the application.

This funding announcement requires two separate but coordinated applications from each human trafficking task force seeking funding: one application from a lead state, local, or tribal law enforcement agency and one application from a lead victim service organization. The two applications must be developed in close collaboration with each other, and must be submitted as a pair, with each applicant naming the other as the primary partner.

Task forces applying for funding must submit the pair of applications under one of two Purpose Areas within this solicitation: Purpose Area 1- for the development of human trafficking task forces, or Purpose Area 2- for the enhancement of established human trafficking task forces. Agencies and organizations that are members of task forces that received an award of federal funding through the OVC/BJA Enhanced Collaborative Model in FY 2010 through FY 2014 are not eligible to apply under Purpose Area 1. Task forces funded in FY 2015 are not eligible to apply for FY 2016 funds, under either Purpose Area. Purpose Area 2 applicants must submit a human trafficking task force Memorandum of Understanding (MOU) in order to be considered

eligible for funding. For additional information, see "[What an Application Should Include](#)" in Section [D. Application and Submission Information](#).

OVC and BJA may elect to make awards for applications submitted under this solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 11:59 p.m. eastern time on May 10, 2016.

All applicants are encouraged to read this [Important Notice: Applying for Grants in Grants.gov](#).

For additional information, see [How To Apply](#) in Section [D. Application and Submission Information](#).

Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, or via email to support@grants.gov. The [Grants.gov](#) Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must email the BJA contact identified below **within 24 hours after the application deadline** and request approval to submit their application. Additional information on reporting technical issues is found under "Experiencing Unforeseen Grants.gov Technical Issues" in the [How To Apply](#) section.

For assistance with any other requirements of this solicitation, Law Enforcement applicants can contact Linda Hammond-Deckard, BJA Policy Advisor, by telephone at 202-514-6015, or by email at Linda.Hammond-Deckard@usdoj.gov and Victim Service Provider applicants should contact Mary Atlas-Terry, OVC Program Specialist, by telephone at 202-353-8473 or email at mary.atlas-terry@usdoj.gov.

Grants.gov number assigned to this announcement: BJA-2016-9114

Release date: March 8, 2016

Important Note: Law enforcement agencies and victim service providers applying for joint funding to support human trafficking task force activities within a specific geographic area must collaborate and submit separate but coordinated applications containing the same **Abstract, Program Narrative, Plan for Training and Professional Development, Plan for Evaluation and Data Collection, Time-Task Plan, and Task Force Letter of Intent or Task Force Memorandum of Understanding (MOU)**.

Contents

A. Program Description	4
Overview	4
Program-Specific Information	4
Goals, Objectives, and Activities	5
Evidence-Based Programs or Practices	11
B. Federal Award Information.....	11
Type of Award.....	15
Financial Management and System of Internal Controls.....	16
Budget Information.....	16
Cost Sharing or Matching Requirement.....	16
Pre-Agreement Cost (also known as Pre-award Cost) Approvals.....	17
Limitation on Use of Award Funds for Employee Compensation; Waiver	17
Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs	18
Costs Associated with Language Assistance	18
C. Eligibility Information.....	18
Cost Sharing or Matching Requirement.....	18
Limit on Number of Application Submissions.....	18
D. Application and Submission Information	19
What an Application Should Include	19
How To Apply.....	40
E. Application Review Information.....	43
Selection Criteria.....	43
Review Process	43
F. Federal Award Administration Information	45
Federal Award Notices	45
Administrative, National Policy, and Other Legal Requirements	45
General Information about Post-Federal Award Reporting Requirements	46
G. Federal Awarding Agency Contact(s)	46
H. Other Information.....	46
Provide Feedback to OJP	46
Appendix A: Definitions	48
Appendix B: OVC Comprehensive Victim Service Model and Program Strategy	51
Application Checklist	57

FY 2016 Enhanced Collaborative Model to Combat Human Trafficking (CFDA #16.320)

A. Program Description

Overview

The purpose of the *Enhanced Collaborative Model to Combat Human Trafficking Program* is to support the development and enhancement of multidisciplinary human trafficking task forces that implement collaborative approaches to combating all forms of human trafficking within the United States—sex trafficking and labor trafficking—of foreign nationals and U.S. citizens (of all sexes and ages). OVC and BJA intend for funding through this program to be used to assist communities in developing effective and sustainable multidisciplinary task forces that will implement victim-centered and coordinated approaches to identify victims of all types of human trafficking, address the individualized needs of victims through quality services, and investigate and prosecute human trafficking cases at the local, state, tribal, and federal levels.

Through this solicitation, OVC and BJA will make awards to support law enforcement and victim service provider efforts within human trafficking task forces. Within each geographic region covered by a task force, two separate awards will be made (one to a lead law enforcement agency and one to a lead victim service provider); however, the total amount of funding that will be awarded for each task force will not exceed \$1.5 million. The law enforcement and victim service provider applicants must submit separate but coordinated proposals that outline how this funding will be used over a 3-year project period to combat human trafficking within the specific geographic area, in coordination with other key members of the task force, including the U.S. Attorney's Office (USAO); local prosecutor's office; local, state, and federal law enforcement; and community and system-based service providers.

The task force applying for funding must submit the pair of applications under one of two Purpose Areas within this solicitation: Purpose Area 1- for the development of human trafficking task forces, or Purpose Area 2- for the enhancement of established human trafficking task forces. The pair of applications from each task force will be reviewed jointly.

The statutory authority for this program is 22 U.S.C. 7105(b)(2).

Program-Specific Information

To address the problem of human trafficking in the United States, Congress passed, and the President signed into law, the Trafficking Victims Protection Act (TVPA) of 2000 (22 U.S.C. § 7101 et. seq.), which was amended by the Trafficking Victims Protection Reauthorization Act of 2003, and again amended in 2005, 2008, and 2013. The TVPA seeks to combat “severe forms” of human trafficking by punishing traffickers, protecting victims, and mobilizing U.S. Government agencies to wage a global anti-trafficking campaign. The TVPA, as amended, contains significant mandates for the U.S. Departments of Health and Human Services, Homeland Security, Justice, Labor, and State, and the U.S. Agency for International Development.

Under this program, a victim of trafficking is defined as a person who has been subjected to a “severe form of trafficking in persons,” which, as defined in 22 U.S.C. 7102(9), means:

(A) Sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such an act has not attained 18 years of age; or

(B) The recruitment, harboring, transportation, provision, or obtaining of a person for labor or services through the use of force, fraud, or coercion for the purpose of subsection to involuntary servitude, peonage, debt bondage, or slavery.

Sex trafficking and labor trafficking occur in many different settings within communities and victims of these crimes are very diverse. Trafficking victims include foreign nationals (those with immigration documents and those who are undocumented) and U.S. citizens, of all ages and sexes, and individuals who identify as lesbian, gay, bisexual, transgender, or questioning (LGBTQ).

Since 2004, OVC and BJA have worked collaboratively to develop and enhance a multidisciplinary human trafficking task force model that upholds the intent of the TVPA by ensuring that all trafficking victims—regardless of immigration status, gender, age, or form of trafficking—are identified and receive access to a comprehensive array of services, and that the crimes of human trafficking are successfully investigated and prosecuted at the state and federal levels. Over the years, the program has evolved through implementation of promising practices and through feedback from law enforcement, victim service providers, prosecutors, and many subject matter experts in the field. Many of the lessons learned to date about the implementation of multidisciplinary human trafficking task forces can be found in the [Human Trafficking Task Force e-Guide](#), which serves as a technical assistance resource for both new and established task forces.

In FY 2014, OVC and BJA dedicated time and resources to assess the effectiveness of the Enhanced Collaborative Model program. These efforts included an analysis of grantee progress reports and performance measurement data and a qualitative assessment of the human trafficking task forces to learn more about how they were functioning. In addition, OVC's Training and Technical Assistance Center conducted a literature review and developed a "self-needs assessment" for task forces. In November 2014, OVC and BJA hosted a roundtable with members of human trafficking task forces to validate elements of the needs assessment tool and the qualitative assessment.

Using the information gleaned from these efforts, this FY 2015 competitive solicitation was updated and divided into two distinct Purpose Areas, with an expanded project period of three years. A total of 16 ECM task forces were funded in FY 2015, 10 new task forces under Purpose Area 1 and six under Purpose Area 2. Four of the task forces funded under Purpose Area 1 were statewide.

Applicants who applied under solicitations prior to FY 2015 should read this solicitation carefully, as some elements of the original ECM and grantee requirements have changed.

Goals, Objectives, and Activities

This solicitation presents two different Purpose Areas through which task forces may apply for funding (see Section [B. Federal Award Information](#)). However, for both Purpose Areas the goal, objectives, and overall activities are the same. The lead law enforcement and lead victim service grantees, funded under either Purpose Area, must work collaboratively to meet the following goal, objectives, and deliverables for the task force:

Goal: To develop and enhance a multidisciplinary human trafficking task force that implements victim-centered, collaborative, and sustainable approaches to:

- Identify victims of all types of human trafficking within specific geographic areas.
- Investigate and prosecute sex trafficking and labor trafficking cases at the local, state, tribal, and federal levels.
- Address the individualized needs of victims through the provision of a comprehensive array of quality services.

Human Trafficking Task Force Objectives and Activities:

- 1.) The human trafficking task force will establish and sustain effective leadership and a structure that will engage the necessary resources to support the successful identification of victims of all forms of human trafficking; service delivery; and investigation and prosecution of trafficking perpetrators.

Identify consistent, experienced, and committed task force leadership. Consistent, experienced, and committed task force leadership including a strong presence from the USAO has shown to be key to task force success. The law enforcement applicant agency, the victim service provider applicant agency, and the USAO are encouraged to be co-leaders of the multidisciplinary task force; however, applicants may propose a structure that will work well within their own geographic area, providing both applicant agencies and the USAO have substantive involvement in collaboratively working to meet task force goals and objectives.

Ensure that task force membership is representative of all essential agencies, organizations, and individuals. Effective task forces include representatives from state/local/tribal law enforcement; federal law enforcement; federal, state, and tribal prosecutor's offices; victim service providers; both system-based and non-governmental organizations and local regulatory agencies; and other professionals who have a role in combating human trafficking. (See [Appendix A](#) for a list of task force members that must be included for this program.)

Identify and dedicate sufficient administrative support for the task force. Task forces must have dedicated staff to complete administrative responsibilities and functions of the task force, without these functions being "add-ons" to staffs' current full-time responsibilities. Law enforcement and victim service applicants may dedicate funding from each grant to support the time and effort of staff to meet the administrative requirements of the task force, including convening regular meetings; taking minutes; guiding the development and update of task force protocols; formalizing MOUs; conducting outreach to expand task force membership; and collecting, sharing, and reporting of performance measurement data. These responsibilities may be held by one person, or may be shared by multiple persons from the law enforcement and victim service applicant agencies, as needed.

Hold task force meetings. Task forces must convene at least quarterly multidisciplinary, in-person meetings of the task force leaders and members. In addition, task forces may use functional subcommittees to engage members or additional stakeholders on specific projects and/or the completion of specific tasks.

Develop and update operational protocols that outline roles and responsibilities. The task forces must develop and routinely update operational protocols that outline the roles

and responsibilities of task force members and the collaborative work of the task force. Protocols should document procedures on topics such as information sharing, confidentiality, referrals related to potential tips, services needed for victims, victim protection, requests for Continued Presence (CP) or other documents, procedures for handling cases with large numbers of victims, working with the media, data collection, reporting, and other key task force functions. (See [Appendix A](#) for CP definition.)

- 2.) The human trafficking task force will make data-driven decisions based on a shared understanding of the prevalence, scope, and nature of human trafficking within the target geographic area.

Establish plans for routine collection of critical data. Task forces must jointly develop and implement a plan to collect and report data to demonstrate the scope of the problem of human trafficking in the geographic area covered by the task force, make decisions about task force activities, and document task force performance. Law enforcement and victim service provider applicants must submit a joint plan to collect data to support the performance measures of this grant. Lead law enforcement applicants must, on a quarterly basis, report into BJA's Performance Measurement Tool (PMT) about task force activities, and human trafficking incidents and investigations conducted by task force members, including all local, state, federal, and tribal law enforcement partners. Grantees must also update the status of incidents previously reported into PMT. Lead victim service providers must, on a quarterly basis, report into the Trafficking Information Management System (TIMS) about the number of victims served, type of services provided by victim service partners, collaborative partnerships, and training activities. (See [Appendix A](#) for more information about PMT and TIMS.) In addition, law enforcement agency recipients of this grant shall also report their Human Trafficking Data to the FBI's Uniform Crime Reporting (UCR) Program, via their respective State Program Bureaus.

Develop a process for sharing and analyzing data. The task force must develop or enhance a process for gathering, sharing, and analyzing law enforcement and victim service data (including but not limited to PMT and TIMS data), in order to develop a comprehensive understanding of the problem of human trafficking within the geographic area serviced by the task force. Task force members must analyze this information at least on an annual basis to identify trends and/or gaps in victim identification, investigations, victim services, and prosecutions.

Coordinate on the submission of semi-annual progress reports. Law enforcement and victim service applicants must submit separate but coordinated semi-annual progress reports that address all of the task force goals, objectives, and performance measures. These reports must include a joint narrative and attachments that provide updates on the task force's efforts during the performance period. The joint narrative semi-annual progress report must also include an analysis of the PMT and TIMS data and information that explains major differences or discrepancies between the two datasets. The report must also include attachments that provide TIMS and PMT data that support the performance measures for this program, task force, and subcommittee meeting agendas and/or minutes, and any other documents that demonstrate task force achievements. The reports are uploaded into GMS separately, for each OVC and BJA grantee.

Develop a plan for evaluating task force performance and effectiveness and use findings to improve task force performance. The task force must jointly develop and implement a plan for evaluating the effectiveness of the efforts to meet task force goals and objectives, and should use evaluation findings to improve task force performance. Each OVC and BJA grantee must allocate not less than 2 percent nor more than 5 percent of the total project budget of each applicant agency to conduct a process and/or outcome evaluation. The task force, with joint funding through each grantee, must identify an evaluation consultant who will implement a process evaluation and conduct an analysis of task force performance data throughout the life of the award. The evaluator will produce an interim report after one year, and a final report at the end of the third year of the project period. Findings of the interim report will be shared with all task force members and will be used to modify task force strategies and operations, as applicable, in order to improve task force outcomes. Law enforcement and victim service provider applicants from each task force must jointly develop and submit an identical "[Plan for Evaluation and Data Collection](#)" as a separate attachment to the application. For more information about what must be included in this separate attachment, see page 25.

- 3.) The human trafficking task force will identify victims of all types of human trafficking through the use of coordinated training, public awareness and outreach efforts, and trauma-informed screening and interview techniques.

Develop training and public awareness materials with a shared message. Law enforcement and victim service provider applicants must collaborate to develop or adapt training and outreach materials that demonstrate the use of a shared message and definitions with regard to who is a victim of human trafficking and consistent referral information. Task force partners may also agree to use previously developed outreach, public awareness or training materials. Messaging must reflect the definition of a victim of trafficking as defined in 22 U.S.C. 7102 (9). These shared materials should be suitable for inclusion within a joint presentation or for use within a targeted training. Training materials must address both labor and sex trafficking and demonstrate the diversity of trafficking cases, victims, and traffickers.

Ensure that relevant stakeholders receive training. Task force applicants must determine what groups, individuals, and organizations need training to improve their ability to investigate human trafficking, and identify and serve all types of trafficking victims. Topics for training that are often needed include, but are not limited to, the definition of victims of trafficking, proactive investigative techniques, trauma-informed screening and interviewing techniques, and victim-centered service delivery. Each OVC and BJA grantee must allocate not less than 2 percent nor more than 5 percent of their total project budgets to support training of stakeholders within the community, as well as professional development activities for project staff. Law enforcement and victim service provider applicants from each task force must jointly develop and submit an identical "Plan for Delivering Training and Accessing Professional Development Opportunities" as a separate attachment within their application. The document would include plans to participate in mandatory DOJ-sponsored human trafficking trainings, as described on page 33. For more information about what must be included in separate attachment 5 related to training, see page [24](#).

- 4.) The human trafficking task force will conduct proactive investigations of sex trafficking and labor trafficking with the goal of successful prosecution of human trafficking cases at the state or federal level.

Identify physical and organizational location of the task force. The key law enforcement staff must be located within a unit that will support long-term investigations and promote a focus on all forms of trafficking (sex and labor trafficking). The location of task force staff within intelligence units, rather than vice units, and the co-location of state, local, tribal, and federal law enforcement along with service providers and prosecutors, are considered promising practices.

Conduct proactive investigations. Law enforcement agencies must dedicate funding to ensure that there is staff available to conduct potentially lengthy human trafficking investigations of sex trafficking and labor trafficking. Task forces should employ a variety of investigative strategies that can be tailored to address different types of trafficking that may be occurring within a variety of settings. The task force should have processes in place to proactively engage state and/or federal prosecutors early in the investigative process. Additional guidance regarding proactive investigative planning for human trafficking task forces can be found in the [Human Trafficking Task Force e-Guide](#). Law enforcement applicants must submit a “Plan for Conducting Proactive Long-Term Investigations of Sex Trafficking and Labor Trafficking” as a separate attachment within their application. The plan must outline the proactive investigative strategies that will be used to identify both sex trafficking and labor trafficking and must also describe how activities by local, state, and federal law enforcement and state and federal prosecutors will be coordinated to support successful investigations and prosecutions of trafficking crimes. See page 23 for more information about what must be included in separate attachment 3.

Develop clear protocols and procedures for victims’ rights and victim protections. The task force must have clear protocols and procedures for addressing the needs of victims who are cooperating with law enforcement on the investigation and prosecution of traffickers. This may include coordination of services with victim assistance professionals within law enforcement or prosecutors’ offices. For foreign national victims, the task force must ensure that there are clear procedures in place with regard to requesting CP on behalf of victims. Task forces must also ensure that there is a process for victims to request and receive the documentation needed to support an application for various forms of immigration relief (e.g., T-visa and U-visa) for which they may be eligible.

Implement victim-centered and trauma-informed techniques. The task force must demonstrate a commitment to using victim-centered and trauma-informed approaches during investigations and the delivery of services. This approach is to be used by all task force members for all trafficking victims, regardless of age or whether or not there is an arrest or prosecution resulting from the case. These approaches should be reflected in protocols that are developed to guide and support the work of all members of the task forces.

- 5.) The task force will ensure that a comprehensive array of services are readily available to meet the individualized needs of all victims of human trafficking, including foreign nationals and U.S. citizens, of all ages and sexes.

Assemble a comprehensive array of victim services. The task force must demonstrate that a coordinated, community-wide approach is in place to leverage various local, state, tribal, and federal resources to make available a comprehensive array of services, for victims of all forms of human trafficking identified within the geographic area. See [Appendix B](#), “OVC Comprehensive Service Model and Program Strategy,” for a detailed description of the services that must be made available to address the individualized needs of a very diverse victim population, including foreign nationals (of all immigration statuses) and U.S. citizens, of all ages and sexes, including LGBTQ individuals. Victim service applicants must submit a separate attachment within this application that outlines a plan for delivering each service listed in the comprehensive service model, either in-house through the lead victim service applicant, or through fee-for-service contracts, match or pro-bono services. Victim service applicants that fail to dedicate adequate funding to support direct services, and applicants that propose to perform all work-in-house and without demonstrated collaboration with other community-based agencies, will not be considered responsive to the solicitation. See page 24 and [Appendix B](#) of this solicitation for more information about what attachment 4 - “Plan for Delivery of Comprehensive Services,” must include.

Leverage (not duplicate) existing resources. Funding for victim services under this solicitation should be used to fill gaps in existing services. All applicants should determine if there is an existing OVC-funded trafficking victim service provider within their jurisdiction, and work to ensure that the new application does not duplicate existing services currently being funded by OVC. The list of currently OVC-funded trafficking victim services grantees and the geographic regions they serve is available on the OVC website at <http://ojp.gov/ovc/grants/traffickingmatrix.html>.

With regard to services provided to individual clients, applicants must ensure that eligible victims served under this program are not concurrently served with other federally funded grants, contracts, or sub-awards specifically for services for victims of human trafficking, such as other OVC trafficking victim service grantees, awards funded by the U.S. Department of Health and Human Services (HHS) Office of Refugee Resettlement (ORR) or other federal sources. An agency that receives both OVC trafficking services funds and is an HHS Trafficking Victim Assistance Program grantee or subcontractor should use funds awarded by OVC to serve pre-certified foreign national victims until the victim achieves ORR certification. After certification, the victim should be served through the HHS Trafficking Victim Assistance Program funded project. (See Appendix A for definition of ORR certification.)

Provide assistance to foreign national victims (minors and adults). Through this program, a comprehensive array of services can be provided to a foreign national victim in the short-term aftermath of victim identification until they are able to achieve certification through ORR. Once a trafficking victim achieves ORR certification, service providers should refer the victim to other federal, state, or local programs for which the victim may be eligible, including ORR-funded services. If the service provider can document that no trafficking-specific case management or legal services exist within a reasonable distance from where the trafficking victim resides, the grantee may continue to use OVC grant funds to provide case management and legal services. Approval to use grant funds for other services beyond case management and legal services for certified foreign national victims must be granted, in writing, by OVC.

Provide assistance to U.S. citizens and lawful permanent residents (minors and adults).

A comprehensive array of services can be provided to a victim in the short-term aftermath of victim identification, until the victim is able to access other federal, state, or local programs for which they may be eligible. If no trafficking-specific case management or legal services exist within a reasonable distance from where the trafficking victim resides, the grantee may continue to use OVC grant funds to provide case management and legal services.

Evidence-Based Programs or Practices

OJP strongly emphasizes the use of data and evidence in policymaking and program development in criminal justice, juvenile justice, and crime victim services. OJP is committed to:

- Improving the quantity and quality of evidence OJP generates.
- Integrating evidence into program, practice, and policy decisions within OJP and the field.
- Improving the translation of evidence into practice.

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. The OJP.CrimeSolutions.gov website is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

B. Federal Award Information

OVC and BJA are soliciting applications in two categories: 1) Development of Human Trafficking Task Forces, and 2) Enhancement of Established Human Trafficking Task Forces. OVC and BJA estimate that approximately 15 task forces will be funded through this FY 2016 solicitation. Two awards will be made within each task force location (one award for a lead law enforcement agency and one award for a lead victim service provider within each task force) for a 3-year project period beginning on October 1, 2016.

OVC and BJA may, in certain cases, provide supplemental funding in future years to awards under this solicitation. Important considerations in decisions regarding supplemental funding include, among other factors, the availability of funding, strategic priorities, assessment of the quality of the management of the award (for example, timeliness and quality of progress reports), and assessment of the progress of the work funded under the award.

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

Each task force applying for funding must submit a pair of applications (one from a law enforcement agency and one from a victim service provider partner) under one of the following purpose areas:

Purpose Area 1: Development of Human Trafficking Task Forces.

Competition ID: BJA-2016-9364

Grant Amount: Each cooperative agreement (one for law enforcement and one for service provider within each task force) will be between \$600,000 and \$900,000. Combined federal funds to each task force may not exceed \$1.5 million.

Project Period: 3 years.

Eligibility for Purpose Area 1: Applicants under Purpose Area 1 may be human trafficking task forces that have recently formed or are still in the process of formalizing task force structure and protocols. Agencies and organizations that are members of task forces that received a new award of federal funding through the OVC/BJA Enhanced Collaborative Model in FY 2010 through FY 2014 are not eligible to apply under Purpose Area 1. Task forces funded in FY 2015 are not eligible to apply for FY 2016 funds under either Purpose Area.

For additional eligibility information, see [title page](#).

Activities and Deliverables for Task Forces under Purpose Area 1:

- Develop effective leadership of the task force.
- Set clear goals and mission for the task force.
- Develop appropriate membership and functional committee structure for the task force, including substantive involvement from the USAO, ensuring that membership is broad and includes a comprehensive array of local, state, and federal law enforcement, prosecutors, regulatory agencies and system- and community-based service providers and other collaborative partners working to combat human trafficking.
- Produce a signed MOU between key task force members within 90 days of the award. (See Appendix A for definition of MOU.)
- Manage financial, administrative, and coordinating functions of the task force.
- Develop and maintain clear operational protocols for the task force and review/update at least annually.
- Develop a process for collecting, sharing, analyzing, and jointly reporting data.
- Jointly develop training and public awareness materials that all members of the task force can use to raise public awareness.
- Support training and professional development opportunities for all task force members. Establish culturally and linguistically appropriate trauma-informed and victim-centered protocols for identifying, screening, and interviewing victims of human trafficking.
- Ensure that law enforcement agents/investigators and prosecutors receive specialized, coordinated training on investigation and evidence collection techniques, necessary to substantiate both labor trafficking and sex trafficking cases and move cases through the criminal justice system, including but not limited to the use of culturally and linguistically competent forensic interviewers and trauma-informed interview techniques.
- Conduct proactive investigations of all forms of trafficking, involving victims of all ages, genders, and nationalities.
- Prosecute cases of **sex trafficking and labor trafficking**, at the appropriate level (local, state, or federal) of the judicial system.

- Provide a comprehensive array of services for all victims of human trafficking to help address each victim's individual needs.
- Leverage a range of community resources to ensure that all trafficking victims receive a comprehensive array of quality services that address their individualized needs. Evaluate the efforts of the task force in meeting task force goals and objectives.
- Begin to identify a diverse array of funding sources, available to support the work of the task force, so that the task force is not solely dependent on federal funding.

Applicants under Purpose Area 1 must submit, **with their application**, Letter(s) of Intent, signed by the heads of the applicant law enforcement agency and the applicant victim service organization, by a representative of the USAO, and by a representative of at least one federal law enforcement agency [Homeland Security Investigations (HSI) or Federal Bureau of Investigations (FBI)] with jurisdiction over the proposed geographic region of the task force. If the proposed geographic area of the task force includes tribal lands, applicants should also submit a Letter of Intent from a tribal law enforcement agency, including Bureau of Indian Affairs (BIA) direct service law enforcement, BIA contract law enforcement, tribal law enforcement, or other applicable law enforcement agency with jurisdiction within tribal land. Letters of Intent must demonstrate a commitment to active engagement and substantive participation in task force activities, if the application is funded. The letters can be submitted jointly or separately, but must be included as attachment 11 to the application. For more information see what the [Letter\(s\) of Intent must include](#) on page 35.

Successful applicants under Purpose Area 1 will have 90 days after the date of the award to submit to the awarding agency a signed MOU between the lead law enforcement agency, the lead victim service provider, the USAO, tribal law enforcement (where applicable) and at least one federal law enforcement agency (FBI or HSI). All awards made under Purpose Area 1 to law enforcement agencies and victim service provider agencies will include a special condition precluding access to the full amount of grant funds until an MOU is received and approved by the awarding agencies.

Purpose Area 2: Enhancement of Established Human Trafficking Task Forces.

Competition ID: BJA-2016-9365

Grant Amount: Each cooperative agreement (one for law enforcement and one for service providers) will be between \$600,000 and \$900,000. Federal funds to each task force will not exceed \$1.5 million.

Project Period: 3 years.

Eligibility for Purpose Area 2: Applicants under Purpose Area 2 may be human trafficking task forces that have formal leadership, structure, and protocols in place, and can demonstrate that they have already achieved some success in identifying victims of human trafficking, investigating and prosecuting human trafficking crimes on state and federal levels, and who have a comprehensive array of services in place to address the needs of victims. Task forces that received a new award of federal funding through the OVC/BJA Enhanced Collaborative Model Program in FY 2010 through FY 2014 and who are interested in applying for additional funding may apply under this Purpose Area. Task forces funded in FY 2015 are not eligible to apply for FY 2016 funds under either Purpose Area.

Activities and Deliverables for Task Forces under Purpose Area 2:

- Sustain consistent, experienced, and committed leadership of the task force, including substantive leadership or participation from the USAO.
- Obtain buy-in from agency leaders for ongoing support of the task force goals and mission.
- Ensure task force membership and structure is broad and includes a comprehensive array of local, state, and federal prosecutors, law enforcement, regulatory agencies, and system- and community-based victim service providers and other collaborative partners working to combat human trafficking.
- Establish functional subcommittees to assist task force in meeting goals and objectives.
- Manage financial, administrative, and coordinating functions of the task force.
- Identify a diverse array of funding sources to support the work of the task force, so that task force is not dependent on federal funding.
- Develop and maintain clear operational protocols for the task force and review or update at least annually.
- Implement culturally and linguistically appropriate and trauma-informed protocols for identifying, screening, and interviewing victims of human trafficking.
- Develop a process for collecting, sharing, analyzing, and jointly reporting data.
- Jointly develop or enhance training and public awareness materials that all members of the task force can use.
- Provide ongoing training for task force law enforcement and service provider members on trauma-informed care principles and practices.
- Ensure that law enforcement agents receive training on specialized investigation and evidence collection techniques necessary to substantiate labor trafficking and sex trafficking cases.
- Demonstrate the ability to identify victims of all forms of trafficking (including all ages, sexes, and immigration statuses) and to investigate both labor and sex trafficking crimes.
- Ensure that local investigators and prosecutors receive coordinated training on the evidence necessary to support moving sex trafficking and labor trafficking cases through the criminal justice system, including but not limited to the use of culturally and linguistically competent forensic interviewers and trauma-informed interview techniques.
- Conduct proactive investigations of all forms of trafficking, involving victims of all ages, genders, and nationalities.
- Prosecute cases of **sex trafficking and labor trafficking**, at the appropriate level (local, state, or federal) of the judicial system.
- Leverage a range of community resources to ensure that all trafficking victims receive a comprehensive array of quality services that address their individualized needs.
- Evaluate the efforts of the task force in meeting task force goals and objectives.

All applicants under Purpose Area 2 are required to submit **with their application** an MOU for the task force that includes at least signatures from the lead law enforcement agency, the lead victim service provider, the USAO that has jurisdiction over the geographic region covered by the task force, and federal law enforcement. Participation of both HSI and the FBI has been identified as a promising practice of the most successful BJA/OVC-funded task forces; and, although BJA and OVC prefer that both HSI and the FBI sign the MOU, applicants with only one of these agencies as a signatory on the MOU will still be considered. In addition, BJA and OVC strongly recommend that in order to meet the mandate to proactively investigate and subsequently prosecute cases of labor trafficking, task forces should make a strong effort to

engage their state's department of labor as an active participant in task force activities. Among those applicants that meet the selection criteria, applicants with documented evidence of previous enforcement of labor trafficking cases and participation of their state labor department will receive priority consideration. If the proposed geographic area of the task force includes tribal lands, the MOU must also include a signature from tribal law enforcement, including (BIA) direct service law enforcement, BIA contract law enforcement, tribal law enforcement, or other applicable law enforcement agency with jurisdiction within tribal land. This task force MOU must be dated within the 12 months prior to the application date.

Purpose Area 2 applicants should anticipate that if they fail to submit an MOU, submit an MOU that does not include signatures from all of the required partners, or submit an MOU that does not meet all of the required elements outlined on page 36, it will have negative implications on the application during the peer review process. Should a decision be made to make an award, it will result in the inclusion of special conditions that preclude the law enforcement grantee and the victim service provider grantee from accessing or using award funds, pending submission and acceptance of a fully executed task force MOU and the release of the special condition, through a Grant Adjustment Notice (GAN), by the awarding agencies.

Type of Award¹

OVC and BJA expect that they will make awards from this solicitation in the form of cooperative agreements, which are a particular type of grant used if OVC and BJA expect to have ongoing substantial involvement in award activities. Substantial involvement includes direct oversight and involvement with the grantee organization in implementation of the grant, but does not involve day-to-day project management. See [Administrative, National Policy, and other Legal Requirements](#), under Section [F. Federal Award Administration Information](#), for details regarding the federal involvement anticipated under an award from this solicitation.

Special Conditions

Awards made under both Purpose Areas may include a special condition precluding access to the full amount of grant funds until both the law enforcement and victim service provider have addressed any issues related to documentation of their program strategy or budget, and the awarding agency issues a GAN to remove the condition.

Supplemental Funding for Cooperative Agreements

The intent of OVC and BJA is to support human trafficking task forces to become institutionalized within their communities and become self-sustaining, without ongoing reliance on federal funding. However, OVC and BJA may, under certain circumstances, provide supplemental funding, in future years, to awards under this solicitation. Important considerations in decisions regarding supplemental funding include, among other factors, the availability of funding, strategic priorities, assessment of the quality of the management of the award (for example, history of success in meeting administrative requirements of the award), and assessment of the progress of the work funded under the award. OVC grantees not selected for supplemental funding may apply to OVC and/or other resources for additional victim service funding and law enforcement grantees may seek additional funding through other BJA programs and other resources.

¹ See *generally* 31 U.S.C. §§ 6301-6305 (defines and describes various forms of federal assistance relationships, including grants and cooperative agreements [a type of grant]).

Financial Management and System of Internal Controls

Award recipients and sub-recipients (including any recipient or sub-recipient funded in response to this solicitation that is a pass-through entity²) must, as described in the Part 200 Uniform Requirements set out at 2 C.F.R. 200.303:

- (a) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the recipient (and any sub-recipient) is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework,” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- (b) Comply with federal statutes, regulations, and the terms and conditions of the federal awards.
- (c) Evaluate and monitor the recipient’s (and any sub-recipient’s) compliance with statutes, regulations, and the terms and conditions of federal awards.
- (d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- (e) Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency or pass-through entity designates as sensitive or the recipient (and any sub-recipient) considers sensitive consistent with applicable federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

In order to better understand administrative requirements and cost principles, applicants are encouraged to enroll, at no charge, in the Department of Justice Grants Financial Management Online Training available [here](#).

Budget Information

Cost Sharing or Matching Requirement

Match Requirement (cash or in-kind)

Federal funds awarded under this program may not cover more than 75 percent of the total costs of the project. Applicants must identify the source of the 25 percent non-federal portion of the total project costs and how they will use match funds. If a successful applicant’s proposed match exceeds the required match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit. (Match is restricted to the same uses of funds as allowed for the federal funds.) Applicants may satisfy this match requirement with either cash or in-kind services. The formula for calculating the match is:

² For purposes of this solicitation (or program announcement), “pass-through entity” includes any entity eligible to receive funding as a recipient or sub-recipient under this solicitation (or program announcement) that, if funded, may make a sub-award(s) to a sub-recipient(s) to carry out part of the funded program.

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

Required Recipient's Share Percentage x Adjusted Project Cost = Required Match

Example: 75%/25% match requirement: for a federal award amount of \$350,000, calculate match as follows:

$$\frac{\$350,000}{75\%} = \$466,667 \quad 25\% \times \$466,667 = \$116,667 \text{ match}$$

For additional cost sharing and match information, see the [Financial Guide](#).

Pre-Agreement Cost (also known as Pre-award Cost) Approvals

Pre-agreement costs are costs incurred by the applicant prior to the start date of the period of performance of the grant award.

OJP does not typically approve pre-agreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. If approved, pre-agreement costs could be paid from grant funds consistent with a grantee's approved budget, and under applicable cost standards. However, all such costs prior to award and prior to approval of the costs are incurred at the sole risk of an applicant. Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs. Should there be extenuating circumstances that appear to be appropriate for OJP's consideration as pre-agreement costs, the applicant should contact the point of contact listed on the title page of this announcement for details on the requirements for submitting a written request for approval. See the section on Costs Requiring Prior Approval in the [Financial Guide](#), for more information.

Limitation on Use of Award Funds for Employee Compensation; Waiver

With respect to any award of more than \$250,000 made under this solicitation, recipients may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the award recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year.³ The 2016 salary table for SES employees is available at the Office of Personnel Management [website](#). Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The Assistant Attorney General for OJP may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. An applicant requesting a waiver should include a detailed justification in the Budget Narrative of the application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit the budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service the individual will provide, the individual's specific knowledge of the

³ OJP does not apply this limitation on the use of award funds to the nonprofit organizations listed at Appendix VIII to 2 C.F.R. Part 200.

program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work to be done.

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs

OJP strongly encourages applicants that propose to use award funds for any conference-, meeting-, or training-related activity to review carefully – before submitting an application – the OJP policy and guidance on conference approval, planning, and reporting available at <http://ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm>. OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most conference, meeting, and training costs for cooperative agreement recipients and of some conference, meeting, and training costs for grant recipients; and (3) set cost limits, including a general prohibition of all food and beverage costs.

Costs Associated with Language Assistance

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

For additional information, see the "Civil Rights Compliance" section under "Solicitation Requirements" in the [OJP Funding Resource Center](#).

C. Eligibility Information

General Information:

For information related to who can apply for funding, see [title page](#).

Eligibility for each Purpose Area:

For eligibility information for each of the Purpose Areas, see Section [B. Federal Award Information](#).

Cost Sharing or Matching Requirement

The federal share of a grant made under this paragraph may not exceed 75 percent of the total costs of the projects described in the application submitted.

22 U.S.C. 7105(b)(2)(C).

For additional information on cost sharing or matching requirements, see Section [B. Federal Award Information](#).

Limit on Number of Application Submissions

Law enforcement agencies and victim service providers must submit separate but coordinated proposals/applications under either Purpose Area 1 or Purpose Area 2. The pair of applications submitted for the task force must both be submitted under the same Purpose Area in order to be considered for funding. An application submitted without a designated law enforcement or victim service provider partner will not be considered for funding.

If an applicant submits multiple versions of the same application, OVC and BJA will review only the most recent system-validated version submitted. For more information on system-validated versions, see [How To Apply](#).

D. Application and Submission Information

What an Application Should Include

Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are determined to be nonresponsive to the scope of the solicitation, or that do not include the application elements that OVC and BJA have designated to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, OVC and BJA have designated the following application elements as critical—

- Two applications from each task force seeking funding, one from a lead law enforcement applicant and one from a lead victim service provider.
- Identical Project Abstracts.
- Identical Program Narratives.
- Identical Plan for Evaluation and Data Collection.
- Identical Plan for Training and Professional Development.
- Identical Time-Task Plans.
- Individualized, separate Budget Detail Worksheets and Budget Narratives.
- Purpose Area 1 Applicants- identical Letter(s) of Intent.
- Purpose Area 2 Applicants- identical task force MOU.

Please review the “Note on File Names and File Types” under [How To Apply](#) to be sure applications are submitted in permitted formats.

OJP strongly recommends that applicants use appropriately descriptive file names (e.g., “Program Narrative,” “Budget Detail Worksheet and Budget Narrative,” “Timelines,” “Memoranda of Understanding,” “Résumés”) for all attachments. Also, OJP recommends that applicants include résumés in a single file.

1. Information to Complete the Application for Federal Assistance (SF-424)

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and the OJP Grants Management System (GMS) take information from the applicant’s profile to populate the fields on this form. When selecting “type of applicant,” if the applicant is a for-profit entity, select “For-Profit Organization” or “Small Business” (as applicable).

Intergovernmental Review: This funding opportunity (program) **is not** subject to [Executive Order 12372](#). (In completing the SF-424, applicants are to make the appropriate selection in response to question 19 to indicate that the “Program is not covered by E.O. 12372.”)

2. **Project Abstract (Attachment 1)**

Applications should include a high-quality Project Abstract that summarizes the proposed project in 400 words or less. Project Abstracts should be—

- Written for a general public audience.
- Submitted as a separate attachment with “Project Abstract” as part of its file name.
- Single-spaced, using a standard 12-point font (Times New Roman) with 1-inch margins.

Both partner applicants must submit an identical 1-page abstract. The abstract must be a single-spaced summary that includes the following information:

- Formal name of the human trafficking task force.
- A specific description of the geographic area where task force activities will be focused.
- Purpose Area (including Competition ID) under which applying for funding.
- Legal name of the law enforcement applicant.
- Amount of federal funding requested by law enforcement applicant.
- Legal name of the victim service provider applicant.
- Amount of federal funding requested by the victim service provider.
- The number of human trafficking investigations and prosecutions each year in 2013, 2014, and 2015.
- The number of trafficking victims served each year in 2013, 2014, and 2015.

As a separate attachment, the Project Abstract will **not** count against the page limit for the Program Narrative.

All Project Abstracts should follow the detailed template available at ojp.gov/funding/Apply/Resources/ProjectAbstractTemplate.pdf.

Permission to Share Project Abstract with the Public: It is unlikely that BJA and OVC will be able to fund all applications submitted under this solicitation, but it may have the opportunity to share information with the public regarding unfunded applications, for example, through a listing on a web page available to the public. The intent of this public posting would be to allow other possible funders to become aware of such proposals.

In the Project Abstract template, applicants are asked to indicate whether they give OJP permission to share their Project Abstract (including contact information) with the public. Granting (or failing to grant) this permission will not affect OJP’s funding decisions, and, if the application is not funded, granting permission will not guarantee that abstract information will be shared, nor will it guarantee funding from any other source.

Note: OJP may choose not to list a project that otherwise would have been included in a listing of unfunded applications, should the abstract fail to meet the format and content requirements noted above and outlined in the Project Abstract template.

3. **Program Narrative (Attachment 2)**

Both partner applicants must jointly develop and submit an identical Program Narrative that is responsive to the solicitation and the requirements outlined below.

The Program Narrative should be double-spaced, using a standard 12-point font (Times New Roman preferred). The Program Narrative must have no less than 1-inch margins, and

should not exceed 25 pages. Pages should be numbered. If the Program Narrative fails to comply with these length-related restrictions, OVC and BJA may consider such noncompliance in peer review and in final award decisions.

The joint Program Narrative should include three clearly identified sections: (1) Statement of the Program, (2) Project Design and Implementation Plan, and (3) Competencies and Capabilities of the applicant agencies.

a. Statement of the Problem

All Applicants:

- Identification of the problem of human trafficking within the targeted jurisdiction or geographic area, including verifiable local, state, and federal data regarding investigations, prosecutions, and services for victims in 2013, 2014, and 2015, broken down by type of trafficking (sex or labor trafficking). Applicants must cite the source of this data.
- Description of previous or current attempts to address the problem, including the date that the task force was formed, whether or not the task force has received previous OVC and BJA human trafficking task force funding, and a history of victim service and law enforcement partnership.
- Outstanding problems, gaps in services, and unmet needs regarding human trafficking investigations, prosecutions, and victim services in the proposed geographic area.
- A description of how this funding opportunity will help address these problems.

b. Project Design and Implementation

All Applicants:

Law enforcement and victim service provider applicants must coordinate and contribute the necessary information to build one project design and implementation plan to address the goals, objectives, and activities outlined in the Program-Specific Information section on pages 4–11. This section must include the following information:

- Description of task force goals and objectives. The task force goals and objectives should include the goals stated by OVC and BJA on pages 5–11. Applicants must demonstrate how the law enforcement agency and the service provider organization will work together to meet the common goals of combating human trafficking. Applicants should clearly state the jurisdictional or geographic area targeted.
- Description of the planned leadership structure of the task force. Applicants should name the individuals, their roles and responsibilities, and the organizations that they represent. For each person, indicate the length of time that they have provided leadership to the task force.
- Purpose Area 2 applicants must describe the involvement, role, and responsibility of the USAO on the task force.
- Description of Task Force membership and structure, identifying representation from law enforcement, prosecutorial agencies, victim service providers, local

regulatory agencies, and others. Identify any subcommittees and their intended purpose.

- Identification of staff who will complete administrative responsibilities and functions of the task force, including convening regular meetings, taking minutes, guiding the development and update of task force protocols, formalizing MOUs, and collecting, sharing, and reporting task force data. The key staff performing these responsibilities and percentage of time that they dedicate to these administrative activities should be clearly indicated as “Task Force Administration” within the budget.
- A plan for regularly scheduled (at least quarterly) multidisciplinary task force meetings. Meetings schedule must be included on the Time-Task Plan submitted as separate attachment 7.
- Description of the physical and organizational location of key law enforcement staff on the task force. Applicants must identify the type of unit where the task force will be located: intelligence, vice, organized crime, or a special unit dedicated to human trafficking. If the task force partners are co-located within one physical space, describe this arrangement. Explain how the location of the task force will facilitate proactive investigations of sex and labor trafficking crimes.

Note: Law enforcement applicants must submit a separate attachment outlining plans to conduct proactive (including long-term) investigations of sex and labor trafficking within the geographic area. This separate attachment should also include detail about how efforts of local, state, and federal law enforcement and state and federal prosecutors will be coordinated. If the proposed geographic region includes tribal lands, applicants should include information about how efforts will be coordinated with tribal law enforcement, including BIA direct service law enforcement, BIA contract law enforcement, tribal law enforcement, or other applicable law enforcement agency with jurisdiction within tribal land. See page 23 on what this separate law enforcement attachment 3 must include.

- Plans for the development of protocols and procedures that outline roles and responsibilities of the task force members and guides the collaborative work of the task force. All applicants must identify the type of protocols that will be developed within the 3-year project period.

Purpose Area 2 applicants must also note the protocols that have been developed in the past that will be reviewed and updated within the 3-year period. All applicants must indicate the organizations who will hold primary responsibility for development or update of each protocol.

- Plans to ensure that intensive case management and a comprehensive array of services (as outlined in [Appendix B](#): OVC Comprehensive Victim Service Model) will be provided for all victims identified through this initiative (victims of sex and labor trafficking of all sexes, ages, and immigration statuses), without prioritizing one type of victim over another.

Note: In addition to this brief description provided within the joint Program Narrative, victim service applicants must submit a separate, more detailed attachment that responds to all elements of the comprehensive service model outlined in [Appendix B](#). See page 24 for information about what this separate victim service attachment 4 must include.

- A description of whether or not the applicant agencies have any open awards of federal grant funds, related state or private grants, contracts or community initiatives related to investigating, prosecuting, or providing services for victims of human trafficking that will be leveraged to support task force goals and objectives. For example, applicants must identify if there are any Innocence Lost Task Forces, Internet Crimes Against Children Task Forces, Rescue and Restore Coalitions, HHS-funded trafficking Victim Assistance Program providers or Rescue and Restore Regional Program grants operating within the jurisdiction and describe how these projects will coordinate with one another.

If there is currently an OVC-funded trafficking victim service grantee within the proposed geographic area proposed by the task force, applicants must document (1) how the new proposal either targets a different population of trafficking victims than those served by the currently funded provider, supports different services than those already funded, or provides strong justification why additional funding is needed to fill existing gaps in services; and (2) describe how these services will be coordinated within the geographic area. The matrix of currently funded OVC and BJA grantees is available online at <http://ovc.ncjrs.gov/humantrafficking/traffickingmatrix.html>.

c. Capabilities and Competencies:

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

- Experience and administrative or financial capacity to manage federal grants.
- Identification of key staff responsible for management and implementation.
- Documentation of experience and qualifications of key staff that will enable them to successfully implement this project. Victim service applicants must demonstrate that case managers have prior victim service experience or must be under the direct supervision of a senior case manager or project director who has such experience.
- Victim service applicants must document the experience and expertise of key victim service partners in providing services to victims of sex and labor trafficking (of all ages, sexes, and immigration statuses).
- Victim service applicants must describe a plan for supervising the case managers and other direct service staff supported under this initiative, including a plan that describes how those coming in contact with minors will be screened.
- Key position descriptions and key staff résumés should be provided as a separate attachment (as [Attachment 10](#)).

4. **Plan for Conducting Proactive Long-Term Investigations of Sex Trafficking and Labor Trafficking—Law Enforcement Applicants Only. (Attachment 3)**

This attachment must include a detailed description of how the law enforcement agency will conduct proactive activities with the intent to increase the identification of cases and victims, investigations, and prosecutions of both sex and labor trafficking within the target

geographic area. The areas to be specifically addressed include: (A) Creation of Targeted Outreach/Awareness/Training Initiatives, (B) Development of New Partnerships & Information Sharing Initiatives with Federal, State, Local, and Tribal Agencies, (C) Improvement & Sustainment of Investigative & Intelligence Gathering Methods, (D) Improvement of Information Sharing Protocols with Victim Service Providers, (E) Enhancement of Prosecution Strategies, and (F) Implementation of Trauma-informed Victim Interaction & Interviewing Practices. The attachment should identify short- and long-term processes and best practices, where applicable. This attachment must be double-spaced, using a standard 12-point font (Times New Roman preferred). The attachment must have no less than 1-inch margins, and should not exceed 10 pages.

5. Plan for Delivery of Comprehensive Services for Victims of All Forms of Human Trafficking–Victim Service Applicants Only. (Attachment 4)

This attachment must include a detailed description of the plan to provide a comprehensive array of services for victims of all forms of human trafficking that may be identified within the geographic area, including services to victims of all ages and sexes, foreign nationals and U.S. citizens, and adults and minors. This attachment must be double-spaced, using a standard 12-point font (Times New Roman preferred). The attachment must have no less than 1-inch margins, and should not exceed 20 pages. Within this attachment, victim service applicants must address the requirements outlined in [Appendix B](#) of this solicitation. Each service listed must be addressed by describing a plan to provide the service either in-house or through subcontracts via MOUs with other community-based or public agencies. If any of the required direct services are to be provided pro bono or accessed through other state or government subsidized programs, victim service applicants must describe how services will be provided to victims without the use of grant funds. See Appendix B for more information on what this attachment must include.

6. Plan for Delivering Training and Accessing Professional Development Opportunities (Attachment 5)

Each OVC and BJA applicant must allocate a minimum of 2 percent (but not more than 5 percent) of their total project budget to support the delivery of training to stakeholders within the community and for professional development opportunities and training for members of the task force. The plan should be consolidated and jointly written but clearly identify appropriate professional development opportunities/training for the victim service and law enforcement applicants. Both applicants must submit identical plans to use of grant funding for delivering training and accessing professional development opportunities. This attachment must be double-spaced, using a standard 12-point font, and should not exceed 4 pages.

This attachment must detail the plan for the development or adaptation of training and public awareness materials that will be used by task force members to educate their communities about human trafficking and task force efforts. The plan should include a description of how the task force will determine what groups, individuals, or organizations to target for training activities to improve the ability of the task force to identify and serve survivors of all types of trafficking. It must identify key staff who will conduct these activities, and the percentage of their time that will be dedicated to training activities. Applicants under Purpose Area 2 should include an analysis of current challenges and gaps and how they will be addressed through task force training and public awareness efforts.

This attachment must also include a plan for grantees obtaining training and professional development opportunities to improve their ability to respond to human trafficking victims and to investigate and prosecute trafficking crimes. Applicants must identify conferences or training opportunities for which they will use grant funds to attend. All applicants should identify key staff from each applicant agency who will attend a mandatory BJA or OVC-sponsored kick-off meeting. All applicants should also plan to identify key task force members who will attend an OJP-sponsored human trafficking training.

This attachment should also outline the costs for each applicant to deliver training and access professional development opportunities, and each applicant must clearly identify their share of the cost within their Budget Detail Worksheet and Budget Narrative. (See page 18 for information about requirements for prior approval and reporting for formal trainings, meetings, and conferences supported with award funds.)

7. Plan for Evaluation and Data Collection for this Solicitation's Performance Measures (Attachment 6)

The performance measures for this program are outlined on pages 26–31. Each OVC and BJA applicant must allocate a minimum of 2 percent (but not more than 5 percent) of their total project budgets to collect data on the performance measures of this grant and conduct evaluation activities that will guide the task force in assessing task force performance through the life of the award. Lead law enforcement and lead victim service applicants must jointly develop and submit identical plans for the use of grant funds for this purpose. This attachment must be double-spaced, using a standard 12-point font, and should not exceed 4 pages.

This attachment must also include an outline of costs for each applicant to conduct data collection and evaluation activities, and each applicant should clearly identify their share of the cost within their Budget Detail Worksheet and Budget Narrative.

To demonstrate program progress and success, as well as to assist the Department with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants that receive funding under this solicitation must regularly provide data to measure the results of their work done under this solicitation. Post award, BJA grant recipients will be required to submit quarterly performance metrics through BJA's online Performance Measurement Tool (PMT), located at www.bjaperformancetools.org and semi-annual progress reports in GMS. The OVC grantees funded under the ECM program will be required to submit semi-annual performance metrics through the Trafficking Information Management System (TIMS) and in GMS.

Law enforcement and victim service applicants awarded funds through this solicitation are required to submit documented evidence that they are actively working to meet all of the **Activities and Deliverables for Task Forces**, as outlined on pages 12–15 of this solicitation. Task force meeting minutes, participation lists, agendas, etc. may be attached to the GMS semi-annual progress reports, as supporting documentation. It is expected that grantees will discuss data collected and share aggregate-level data that is reported through TIMS and PMT and other sources and submit identical data reports from these systems, to OVC and BJA, within the GMS semi-annual progress reports.

The table below provides an overview of the performance measures for both the BJA and the OVC grantees.

Objective	Catalog #	Performance Measure(s)	Database to be used (when applicable)	Data Grantee Provides
<p>Establish and sustain effective task force leadership and a structure to support the successful identification of victims of all forms of human trafficking; service delivery; and investigation and prosecution of trafficking perpetrators.</p>	32	Number of agencies and organizations who commit participation formally through a Memorandum of Understanding (MOU)	PMT	Number of task force members participating through an MOU during the performance period, broken down by type of agency.
	54	Number of activities and deliverables that meet expectations, as defined by OVC and BJA		<p>Number of activities and deliverables completed during the report period, including, but not limited to the following:</p> <p>A. Number of protocols adopted or updated by the task force, broken down by topic or type of protocol.</p> <p>B. Number of task force and subcommittee meetings held, broken down by type of meeting.</p> <p>C. Number of task force meetings held that include discussion of data collected by task force members.</p> <p>D. Description of evaluation activities completed by type</p>
	4	Number of task forces funded (data provided by BJA)		Types of agencies/organizations who are members of the human trafficking task force
	6	<p>Percent of task forces that have adequate task force membership and leadership, including membership from the following organizations:</p> <ul style="list-style-type: none"> -At least one state/local/tribal law enforcement (police, sheriffs, etc.). -At least one nongovernmental victim service organization (social or legal service provider) who serves victims of trafficking. -U.S. Attorney's Office (the designated Assistant U.S. Attorney). 		Type and number of agencies/organizations who provide the role of leadership for the task force

		-At least one federal law enforcement agency (HSI or FBI)		
	146	Percent of task forces whose members are regularly attending meetings	PMT	Frequency of meetings held
	169	Percent of task forces that have written protocols, policies, and procedures that outline roles and responsibilities of task force members	PMT	Status of written protocols, policies, and procedures A. Yes B. In Draft Form/Under Development C. No
Increase the capacity of law enforcement officers, service providers, and other stakeholders in the community to identify and respond to human trafficking victims through training and public awareness activities.	458	Number of training events conducted	PMT	Number of trainings conducted by the law enforcement grantee during the performance period, broken down by topic.
	228	Number of participants who attend training	TIMS	Number of trainings conducted by the victim service grantee during the performance period, broken down by topic.
			PMT	Number of participants attending trainings conducted by the law enforcement grantee during the performance period.
	370	Number of training materials developed or revised	TIMS	Number of participants attending trainings conducted by the victim service grantee during the performance period, broken down by discipline of participant.
			PMT	Number of new trainings developed broken down by topic (sex, labor, both)
	4	Number of task forces funded (data provided by BJA)	PMT	Number of trainings revised broken down by topic (sex, labor, both)
PMT			Number of staff who attended trainings broken down by topic and type of personnel	
				Types of professional development

			PMT	trainings/activities attended by project staff
	253	Percent of task forces that conduct activities to increase community presence	PMT	Frequency of attending/participating in the following community activities A. Attended/hosted community meetings B. Distributed a newsletter, email, or other bulletin C. Attended community events E. Conducted social media activities (e.g., Facebook, Twitter) F. Conducted outreach to affected communities G. Conducted outreach to faith-based organizations H. Conducted outreach to businesses I. Other
	253	Percent of task forces that develop community and victim outreach materials and resources		Status of materials and resources A. Completed B. Currently Drafting C. Plan on Developing
			PMT	
Conduct proactive investigations of sex trafficking and labor trafficking, with the goal of successful prosecution at the state or federal level.	533	Number of human trafficking investigations	PMT	Number of NEW human trafficking investigations opened during the performance period, broken down by type of trafficking (sex, labor, or both sex and labor) and by potential victim status.
			PMT	Number of ACTIVE human trafficking investigations broken down by type of trafficking (sex, labor, or both sex and labor) and by potential victims status
	128	Percent of investigations resulting in arrests of individuals involved in human trafficking	PMT	Total number of individuals arrested for a human trafficking related incident(s) broken down sex, labor, and both sex and labor trafficking and categorized by overall

	112	Percent of arrests resulting in individuals charged with human trafficking	PMT	<p>number of individuals, individuals as part of a federal investigation, and individuals as part of a state investigation.</p> <p>Total number of individuals criminally charged broken down sex, labor, and both sex and labor trafficking and categorized by overall number of individuals, individuals as part of a Federal investigation and individuals as part of a state investigation.</p>
			PMT	<p>Of those, total number of individuals criminally charged with human trafficking broken down sex, labor, and both sex and labor trafficking and categorized by overall number of individuals, individuals as part of a Federal investigation and individuals as part of a state investigation.</p>
	332	Percent of prosecutions resulting in a case disposition of guilty or a plea agreement	PMT	<p>Number of individuals found guilty, plead guilty, or accepted a plea agreement for human trafficking broken down by sex, labor, and both sex and labor and categorized by overall number of individuals, individuals as part of a Federal investigation and individuals as part of a state investigation.</p>
	476	Number of individuals confirmed as victims of human trafficking	PMT	<p>Number of individuals confirmed by law enforcement to be victims of human trafficking during the performance period, broken down by type of trafficking (sex, labor, or both sex and labor) and categorized by age, gender, and citizenship (U.S. or foreign national).</p>
	322	Number of collaborative partners providing services	TIMS	<p>Number of collaborative partners serving trafficking victims during the performance period,</p>

				broken down by type of organization.
Provide high-quality comprehensive services for victims of human trafficking.	341	Number of victims served.	TIMS	Number of NEW victims of human trafficking served for the first time during the performance period, broken down by the type of trafficking (sex, labor, or both sex and labor) and by immigration status of the victim.
			TIMS	Total number of trafficking victims served during the performance period. This includes NEW clients and existing clients served during the performance period.
		Number of services provided.	TIMS	Total number of services provided to trafficking victim during the performance period, broken down by the type of service.
	322	Number of collaborative partners providing services.	TIMS	Number of collaborative partners serving trafficking victims during the performance period, broken down by type of organization.
Develop plans for the data and develop a process for sharing the data with task force members. Develop and implement a plan for evaluating the effectiveness of the efforts to meet task force goals and objectives.	4	Number of task forces funded (data provided by BJA)	PMT	Type of data resources used to inform the task force during the reporting period. A. Official police call, crime, and arrest data B. Victim service provider data C. National Human Trafficking Resource Center D. Social media E. Corrections data F. Prosecution data G. Court data H. Survey data I. Intelligence J. Research K. Other
	582	Percent of task forces that strategically use data as a resource to inform task force activity(ies)	PMT	Type of activities that used data analysis during the reporting period. A. Taskforce decision-making

				B. Prosecutorial decision-making C. Conducting criminal investigations D. Identification of human trafficking victims/perpetrators E. Planning/conducting long-term human trafficking reduction and prevention strategies F. Planning/conducting short-term operational crime reduction strategies (e.g., stings) G. Understanding victims services resource needs H. Development/creation of topic-specific subcommittees I. Development of training topics J. Public awareness outreach efforts K. Other
	4	Number of grantees (Data provided by BJA)	PMT	Phase of the current evaluation as of the last day of the reporting period.
	384	Percent of grantees that complete evaluation activities, including a final evaluation report		

BJA and OVC do not require applicants to submit performance measures data with their application. Performance measures are included as an alert that BJA will require successful applicants to submit specific data as part of their reporting requirements. Within attachment 6, applicants must indicate an understanding of the required performance measures for this program and include information about how they will gather the required data, should they receive funding. This attachment must include a description of the key staff that will be responsible for the collection of data and a plan to use TIMS Online and PMT. (See page 7 for [“Establish plans for routine collection of critical data”](#).) The plan must identify one evaluation consultant who will conduct evaluation activities for the task force, describe the qualifications of the consultant, and explain the basic methodology and timeline for the evaluation. The plan must identify key staff at both applicant agencies who will be involved in overseeing evaluation activities and the work of the consultant.

Note on Project Evaluations

Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute “research” for purposes of applicable DOJ human subjects protection regulations. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP’s performance measure data reporting requirements, likely do not constitute “research.” Applicants should provide sufficient information for OJP to determine

whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as, “a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge” 28 C.F.R. § 46.102(d). For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the “Research and the Protection of Human Subjects” section of the [OJP Funding Resource Center](http://ojp.gov/funding/Explore/SolicitationRequirements/EvidenceResearchEvaluationRequirements.htm) web page (<http://ojp.gov/funding/Explore/SolicitationRequirements/EvidenceResearchEvaluationRequirements.htm>). Applicants whose proposals may involve a research or statistical component also should review the “Data Privacy and Confidentiality Requirements” section on that web page.

8. Time-Task Plan (Attachment 7)

Both partner applicants must submit the same project timeline that covers the 3-year period of the award. The joint timeline will demonstrate coordination and integration of goals and objectives across this initiative. The Time-Task Plan must show:

- Project goals.
- Related objectives and activities including task force meetings, data collection, training, evaluation, and programmatic and financial reporting timelines.
- The key staff responsible for completing each task.

9. Budget Detail Worksheet and Budget Narrative (Attachment 8)

The law enforcement and victim service provider applicants must each submit separate budget attachments. Each of the budgets must reflect the breakdown of costs for the amount of funds for which the individual applicant is applying. Applicants should anticipate that if they submit a combined budget it will have negative implications on the application during the peer review process. Applicants may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one budget document, it must contain **both** narrative and detail information as outlined below.

a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/Apply/Resources/BudgetDetailWorksheet.pdf. Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet. The Budget Detail Worksheet should be broken down by year.

For questions pertaining to budget and examples of allowable and unallowable costs, see the Financial Guide at <http://ojp.gov/financialguide/DOJ/index.htm>.

The Budget Detail Worksheet should list the cost of each budget item and show how the costs were calculated.

b. Budget Narrative

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

Applicants should demonstrate in their Budget Narratives how they will maximize cost effectiveness of grant expenditures. Budget Narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a Budget Narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs, and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

When completing both the Budget Detail Worksheet and Budget Narrative, applicants must include the following:

Travel for Required Meetings and Trainings:

Applicants may identify costs to travel to obtain training related to human trafficking, but **all** law enforcement and victim service applicants must include costs associated with travel, lodging, per diem, and ground transportation for each of the following required events:

- One OJP or DOJ sponsored trafficking task force training, 4 days in a location to be determined.
- One Enhanced Collaborative Model Task Force kickoff meeting or grantee meeting, 2 days in a location to be determined.
- Three OVC grantee meetings: 1 person, 2 days in location to be determined. (Victim service applicants only).

Please note: Travel costs associated with key staff who are not directly employed by the grantee organization (a consultant, speaker, or key local task force member) must be listed under the “consultant” category on the Budget Detail Worksheet.

Direct Victim Services: (Victim Service Applicants Only)

Victim Service applicants must dedicate a line item, within the appropriate budget category, for each of the direct services outlined in Appendix B. Each direct service must be addressed, whether or not there is a charge to the grant. For example, if employment assistance services are provided at no charge to the grant and are not being applied as match, this service would still be listed as a line item in the budget under direct services with a \$0 and a narrative justification that states services are provided free of charge. Funds awarded through OVC are intended to support the cost of direct services for victims, either in-house or through subcontractors or fee-for-service through other community-based agencies. Applicants that fail to dedicate adequate funding to support direct services, and applicants that propose to perform all work in-house, without demonstrated collaboration with other community-based agencies, will not be considered responsive to the solicitation.

Administrative Costs:

Grant funds awarded through this cooperative agreement are to support costs for the key activities of this program (**task force coordination; investigation of human**

trafficking crimes; direct services to victims; training and professional development; and data collection and evaluation). Administrative personnel costs related to executive-level leadership and accounting/financial administration should not exceed more than 10 percent of the total direct cost of the project. (Task force coordinator positions and indirect costs supported with a federally approved Indirect Cost Rate Agreement are not included within this 10 percent limit.) Under the personnel section of the budget, applicants must clearly indicate the percentage of time that staff are dedicating to the key activities noted above, or if the position is primarily administrative.

Consultant Rates: Consultant rates may not exceed the maximum of \$650 per day or, if paid by the hour, \$81.25 per hour for a maximum 8-hour workday. Consultants or other providers who are donating the cost of their services as match toward the project are also subject to the \$81.25 per hour limitation. Rates that exceed the maximum rate must be strongly justified by the applicant at the time of the application and approved in writing by OVC and BJA after the award is made.

Program Match: A 25 percent match is required (see [Budget Information](#)).

c. Non-Competitive Procurement Contracts In Excess of Simplified Acquisition Threshold

If an applicant proposes to make one or more non-competitive procurements of products or services, where the non-competitive procurement will exceed the simplified acquisition threshold (also known as the small purchase threshold), which is currently set at \$150,000, the application should address the considerations outlined in the [Financial Guide](#).

d. Pre-Agreement Cost Approvals

For information on pre-agreement costs, see Section [B. Federal Award Information](#).

10. Indirect Cost Rate Agreement (if applicable) (Attachment 9)

Indirect costs are allowed only under the following circumstances:

- (a) The applicant has a current, federally approved indirect cost rate; or
- (b) The applicant is eligible to use and elects to use the “de minimis” indirect cost rate described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.414(f).

Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or, if the applicant’s accounting system permits, costs may be allocated in the direct cost categories. For the definition of Cognizant Federal Agency, see the “Glossary of Terms” in the [Financial Guide](#). For assistance with identifying your cognizant agency, please contact the Customer Service Center at 800–458–0786 or at ask.ocfo@usdoj.gov. If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at <http://www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf>.

In order to use the “de minimis” indirect rate, attach written documentation to the application that advises OJP of both the applicant’s eligibility (to use the “de minimis” rate) and its election. If the applicant elects the “de minimis” method, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as

both. In addition, if this method is chosen then it must be used consistently for all federal awards until such time as you choose to negotiate a federally approved indirect cost rate.

11. Position Descriptions and Résumés (Attachment 10)

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

12. Task Force Letter(s) of Intent for Purpose Area 1 Applicants. (Attachment 11)

Law enforcement and victim service provider applicants must submit identical Letters of Intent that document task force members' commitment to work collaboratively to meet the goals and objectives of the grant (if funded). The application must include letters signed by both the law enforcement and victim service applicant agencies, one federal law enforcement agency such as FBI or HSI, and a representative for the USAO with jurisdiction in the geographic area covered by the task force. This documentation can be submitted as one letter signed by all above parties, or separately. The Letter(s) should include the following information:

- The name of the task force.
- The name of the law enforcement agency and victim service provider applying for funding.
- The mission and goal of the task force.
- A commitment to be actively engaged with the task force and work collaboratively on task force goals.
- Proposed time period for the collaborative work (three years beginning October 2016).
- Signature dated within last 12 months prior to the application.

13. MOU with Task Force Partners—For Purpose Area 2 Applicants Only. (Attachment 12)

Purpose Area 2 applicants must submit with this application a human trafficking task force MOU, dated within the last 12 months prior to this application that includes the following elements:

- Name of the task force.
- Purpose of the MOU.
- Commitment to the task force mission and vision.
- Effective dates of the MOU that includes the 3-year period of the award.
- Parties to the MOU. Task force participants include a wide array of stakeholders. (See [Chapter 3.1 of Human Trafficking Task Force e-Guide, Members.](#)) The MOU submitted with this application must, at minimum, include signature of a USAO representative, the lead law enforcement applicant, the lead victim service applicant, and federal law enforcement. Participation of both HSI and the FBI has been a promising practice of the most successful BJA/OVC-funded task forces; and, although BJA and OVC prefer that both HSI and the FBI sign the MOU, applicants with only one of these agencies as a signatory on the MOU will still be considered. In areas where applicable, BIA must also sign the MOU.
- Roles and responsibilities of members with regard to task force leadership, task force administration, meeting participation, proactive investigation of trafficking crimes, identification of victims, direct victim services, training, public awareness, and outreach.
- Signatures of those named as Parties to the MOU.

14. MOUs and Letters of Intent with Victim Service Partners Assisting in Serving Victims–Victim Service Applicants Only. (Attachment 13)

For services to be provided by project partners, the victim service applicant must include Letters of Intent and/or MOUs describing the commitment from each organization to perform a specific service, and a description of the fee for the service, or cost to the grant for each service. (This information must also be outlined within Attachment 4: Plan for Delivery of Comprehensive Services.) If services are to be provided as in-kind match, pro bono, or at no-cost to the grant, this should be clearly stated in the MOU or Letter of Intent. MOUs and Letters of Intent related to victim services must include the following: (1) names of the organizations involved in the agreement; (2) scope of the direct service(s) and other work to be performed under the agreement; (3) duration of the agreement to cover the 3- year period of the new award; (4) estimated cost per victim or cost of the actual services provided (fee-for-service, in-kind match, or no-cost); (5) whether or not there is a cap on the total amount of the agreement; and (6) whether or not there is a maximum number of victims that can be served under the agreement. MOUs and Letters of Intent related to the provision of victim services should be included as one separate attachment to the application.

Applications with insufficient documentation to fully demonstrate the lead victim service provider’s ability to implement a comprehensive service model for victims of all forms of human trafficking will be negatively impacted during the review process. Awards made under this solicitation will contain a special condition precluding access to the full amount of grant funds until all documentation to support the victim service strategy is received and approved by OVC.

15. Tribal Authorizing Resolution (if applicable)

Tribes, tribal organizations, or third parties proposing to provide direct services or assistance to residents on tribal lands should include in their applications a resolution, a letter, affidavit, or other documentation, as appropriate, that certifies that the applicant has the legal authority from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for a grant on behalf of a tribe or multiple specific tribes, the application should include appropriate legal documentation, as described above, from all tribes that would receive services or assistance under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without an authorizing resolution or comparable legal documentation from each tribal governing body) may submit instead a copy of its consortium bylaws with the application.

16. Applicant Disclosure of High Risk Status

Applicants are to disclose whether they are currently designated high risk by another federal grant making agency. This includes any status requiring additional oversight by the federal agency due to past programmatic or financial concerns. If an applicant is designated high risk by another federal grant making agency, you must email the following information to OJPComplianceReporting@usdoj.gov at the time of application submission:

- The federal agency that currently designated the applicant as high risk.
- Date the applicant was designated high risk.
- The high risk point of contact name, phone number, and email address, from that federal agency.
- Reasons for the high risk status.

OJP seeks this information to ensure appropriate federal oversight of any grant award. Disclosing this high risk information does not disqualify any organization from receiving an OJP award. However, additional grant oversight may be included, if necessary, in award documentation.

17. Additional Attachments

a. Applicant Disclosure of Pending Applications

Applicants are to disclose whether they have pending applications for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the Budget Narrative and Budget Detail Worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to state agencies that will subaward federal funds).

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

- The federal or state funding agency.
- The solicitation name/project name.
- The point of contact information at the applicable funding agency.

Federal or State Funding Agency	Solicitation Name/Project Name	Name/Phone/Email for Point of Contact at Funding Agency
DOJ/COPS	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov
HHS/ Substance Abuse & Mental Health Services Administration	Drug Free Communities Mentoring Program/ North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

Applicants should include the table as a separate attachment to their application. The file should be named “Disclosure of Pending Applications.”

Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page (e.g., “[Applicant Name on SF-424] does not have pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include

requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the Budget Narrative and Budget Detail Worksheet in the application under this solicitation.”).

b. Research and Evaluation Independence and Integrity

If a proposal involves research and/or evaluation, regardless of the proposal’s other merits, in order to receive funds the applicant must demonstrate research/evaluation independence, including appropriate safeguards to ensure research/evaluation objectivity and integrity, both in this proposal and as it may relate to the applicant’s other current or prior related projects. This documentation may be included as an attachment to the application which addresses **both** i. and ii. below.

- i. For purposes of this solicitation, applicants must document research and evaluation independence and integrity by including, at a minimum, one of the following two items:
 - a. A specific assurance that the applicant has reviewed its proposal to identify any research integrity issues (including all principal investigators and subrecipients) and it has concluded that the design, conduct, or reporting of research and evaluation funded by OVC/BJA grants, cooperative agreements, or contracts will not be biased by any personal or financial conflict of interest on the part of part of its staff, consultants, and/or subrecipients responsible for the research and evaluation or on the part of the applicant organization.

OR

- b. A specific listing of actual or perceived conflicts of interest that the applicant has identified in relation to this proposal. These conflicts could be either personal (related to specific staff, consultants, and/or subrecipients) or organizational (related to the applicant or any subgrantee organization). Examples of potential investigator (or other personal) conflict situations may include, but are not limited to, those in which an investigator would be in a position to evaluate a spouse’s work product (actual conflict), or an investigator would be in a position to evaluate the work of a former or current colleague (potential apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization could not be given a grant to evaluate a project if that organization had itself provided substantial prior technical assistance to that specific project or a location implementing the project (whether funded by OJP or other sources), as the organization in such an instance would appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research or evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability of an evaluation or research product is a problem and must be disclosed.

- ii. In addition, for purposes of this solicitation applicants must address the issue of possible mitigation of research integrity concerns by including, at a minimum, one of the following two items:
 - a. If an applicant reasonably believes that no potential personal or organizational conflicts of interest exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion. Applicants **must** also include an explanation of the specific processes and procedures that the applicant will put in place to identify and eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or subrecipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest.

OR

- b. If the applicant has identified specific personal or organizational conflicts of interest in its proposal during this review, the applicant must propose a specific and robust mitigation plan to address conflicts noted above. At a minimum, the plan must include specific processes and procedures that the applicant will put in place to eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or subrecipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan, if any, will be accepted as proposed.

Considerations in assessing research and evaluation independence and integrity will include, but may not be limited to, the adequacy of the applicant's efforts to identify factors that could affect the objectivity or integrity of the proposed staff and/or the organization in carrying out the research, development, or evaluation activity; and the adequacy of the applicant's existing or proposed remedies to control any such factors.

18. Financial Management and System of Internal Controls Questionnaire

In accordance with the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.205, federal agencies must have in place a framework for evaluating the risks posed by applicants before they receive a federal award. To facilitate part of this risk evaluation, **all** applicants (other than an individual) are to download, complete, and submit this [form](#).

19. Disclosure of Lobbying Activities

All applicants must complete this information. Applicants that expend any funds for lobbying activities are to provide the detailed information requested on the form Disclosure of Lobbying Activities (SF-LLL). Applicants that do not expend any funds for lobbying activities are to enter "N/A" in the text boxes for item 10 ("a. Name and Address of Lobbying Registrant" and "b. Individuals Performing Services").

How To Apply

Applicants must register in and submit applications through Grants.gov, a primary source to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at www.Grants.gov. Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, 24 hours a day, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take several weeks** for first-time registrants to receive confirmation and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

OVC and BJA strongly encourage all prospective applicants to sign up for Grants.gov email [notifications](#) regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for updates will be automatically notified.

Note on Attachments. Grants.gov has two categories of files for attachments: mandatory and optional. OJP receives all files attached in both categories. Please ensure all required documents are attached in the mandatory category.

Note on File Names and File Types: Grants.gov only permits the use of certain specific characters in names of attachment files. Valid file names may include only the characters shown in the table below. Grants.gov is designed to reject any application that includes an attachment(s) with a file name that contains any characters not shown in the table below.

Characters	Special Characters		
Upper case (A – Z)	Parenthesis ()	Curly braces { }	Square brackets []
Lower case (a – z)	Ampersand (&)	Tilde (~)	Exclamation point (!)
Underscore (_)	Comma (,)	Semicolon (;)	Apostrophe (')
Hyphen (-)	At sign (@)	Number sign (#)	Dollar sign (\$)
Space	Percent sign (%)	Plus sign (+)	Equal sign (=)
Period (.)	When using the ampersand (&) in XML, applicants must use the “&” format.		

Grants.gov is designed to forward successfully submitted applications to the OJP Grants Management System (GMS).

GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: “.com,” “.bat,” “.exe,” “.vbs,” “.cfg,” “.dat,” “.db,” “.dbf,” “.dll,” “.ini,” “.log,” “.ora,” “.sys,” and “.zip.” GMS may reject applications with files that use these extensions. It is important to allow time to change the type of file(s) if the application is rejected.

All applicants are required to complete the following steps:

OJP may not make a federal award to an applicant organization until the applicant organization has complied with all applicable DUNS and SAM requirements. Individual applicants must comply with all Grants.gov requirements. If an applicant has not fully complied with the requirements by the time the federal awarding agency is ready to make a federal award, the

federal awarding agency may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

Individual applicants should search Grants.gov for a funding opportunity for which individuals are eligible to apply. Use the Funding Opportunity Number (FON) to register. Complete the registration form at <https://apply07.grants.gov/apply/IndCPRegister> to create a username and password. Individual applicants should complete all steps except 1, 2, and 4.

- 1. Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget (OMB) requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866–705–5711 to obtain a DUNS number or apply online at www.dnb.com. A DUNS number is usually received within 1–2 business days.
- 2. Acquire registration with the System for Award Management (SAM).** SAM is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. Applicants must **update or renew their SAM registration annually** to maintain an active status. SAM registration and renewal can take as long as 10 business days to complete.

Applications cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. Once the SAM registration/renewal is complete, **the information transfer from SAM to Grants.gov can take up to 48 hours.** OJP recommends that the applicant register or renew registration with SAM as early as possible.

Information about SAM registration procedures can be accessed at www.sam.gov.

- 3. Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS number must be used to complete this step. For more information about the registration process for organizations, go to www.grants.gov/web/grants/register.html. Individuals registering with Grants.gov should go to <https://apply07.grants.gov/apply/IndCPRegister>.
- 4. Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. The E-Biz POC will need the Marketing Partner Identification Number (MPIN) password obtained when registering with SAM to complete this step. Note that an organization can have more than one AOR.
- 5. Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of

Federal Domestic Assistance number for this solicitation is 16.320, titled “*Services for Trafficking Victims*” and the funding opportunity number is **BJA-2016-9114**.

- 6. Select the correct Competition ID.** Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If applying to a solicitation with multiple Competition IDs, select the appropriate Competition ID for the intended purpose area of the application.

**Purpose Area 1: Development of Human Trafficking Task Forces-
Competition ID #: BJA-2016-9364**

**Purpose Area 2: Enhancement of Established Human Trafficking Task Forces
Competition ID #: BJA-2016-9365**

- 7. Submit a valid application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive two notifications from Grants.gov. The first will confirm the receipt of the application and the second will state whether the application has been successfully validated, or rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received and then receive a rejection notice a few minutes or hours later. Submitting well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges applicants to submit applications **at least 72 hours prior** to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 11:59 p.m. eastern time on May 10, 2016.

Click [here](#) for further details on DUNS, SAM, and Grants.gov registration steps and timeframes.

Note: Duplicate Applications

If an applicant submits multiple versions of the same application, OVC and BJA will review only the most recent system-validated version submitted. See Note on File Names and File Types under [How To Apply](#).

Experiencing Unforeseen Grants.gov Technical Issues

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must contact the Grants.gov [Customer Support Hotline](#) or the [SAM Help Desk](#) (Federal Service Desk) to report the technical issue and receive a tracking number. Then applicants must email the BJA contact identified in the Contact Information section on page 2 **within 24 hours after the application deadline** and request approval to submit their application. The email must describe the technical difficulties, and include a timeline of the applicant’s submission efforts, the complete grant application, the applicant’s DUNS number, and any Grants.gov Help Desk or SAM tracking number(s). **Note: BJA does not automatically approve requests.** After the program office reviews the submission, consults with OVC, and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the applicant failed to follow all

required procedures, which resulted in an untimely application submission, OJP will deny the applicant's request to submit their application.

The following conditions are generally insufficient to justify late submissions:

- Failure to register in SAM or Grants.gov in sufficient time. (SAM registration and renewal can take as long as 10 business days to complete. The information transfer from SAM to Grants.gov can take up to 48 hours.)
- Failure to follow Grants.gov instructions on how to register and apply as posted on its website.
- Failure to follow each instruction in the OJP solicitation.
- Technical issues with the applicant's computer or information technology environment, including firewalls.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding web page at <http://ojp.gov/funding/index.htm>.

E. Application Review Information

Selection Criteria

Applications will be evaluated and rated based on the extent to which the application meets the selection criteria indicated below. The requirements for meeting each criteria are described in the "[What An Application Must Include](#)" section of the solicitation.

1. Statement of the Problem (15%)
2. Project Design and Implementation (35%)
3. Capabilities and Competencies (10%)
4. Plan for Evaluation and Collecting the Data Required for this Solicitation's Performance Measures (10%)
5. Plan for Delivering Training and Accessing Professional Development (5%)
6. Budget: complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget Narratives should generally demonstrate how applicants will maximize cost effectiveness of grant expenditures. Budget Narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.⁴ (10%)
7. Task Force Letter(s) of Intent and MOU (15%)

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. OVC and BJA review the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. For purposes of assessing whether applicants have met basic minimum requirements, OJP screens applications for compliance with specified program requirements to help determine which applications should proceed to further consideration for award. Although

⁴ Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

program requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP grant programs:

- Applications must be submitted by an eligible type of applicant.
- Applications must request funding within programmatic funding constraints (if applicable).
- Applications must be responsive to the scope of the solicitation.
- Applications must include all items designated as “critical elements.”
- Applicants will be checked against the System for Award Management (SAM).

For a list of critical elements, see “What an Application Should Include” under [Section D. Application and Submission Information](#).

OVC and BJA may use internal peer reviewers, external peer reviewers, or a combination, to assess applications meeting basic minimum requirements on technical merit using the solicitation’s selection criteria. An external peer reviewer is an expert in the subject matter of a given solicitation who is not a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. Peer reviewers’ ratings and any resulting recommendations are advisory only, although their views are considered carefully. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations; geographic diversity; strategic priorities; past performance under prior OVC, BJA, and OJP awards; and available funding when making awards.

OJP reviews applications for potential discretionary awards to evaluate the risks posed by applicants before they receive an award. This review may include but is not limited to the following:

1. Financial stability and fiscal integrity
2. Quality of management systems and ability to meet the management standards prescribed in the Financial Guide
3. History of performance
4. Reports and findings from audits
5. The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on award recipients
6. Proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and whether those costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may consider factors including, but not limited to, peer review ratings; underserved populations; geographic diversity; strategic priorities; past performance under prior OVC, BJA, and OJP awards; remaining unexpended funds from prior human trafficking awards; and available funding when making awards.

F. Federal Award Administration Information

Federal Award Notices

OJP sends award notification by email through GMS to the individuals listed in the application as the point of contact and the authorizing official (E-Biz POC and AOR). The email notification includes detailed instructions on how to access and view the award documents, and how to accept the award in GMS. GMS automatically issues the notifications at 9:00 p.m. eastern time on the award date (by September 30, 2016). Recipients will be required to log in; accept any outstanding assurances and certifications on the award; designate a financial point of contact; and review, sign, and accept the award. The award acceptance process involves physical signature of the award document by the authorized representative and the scanning of the fully-executed award document to OJP.

Administrative, National Policy, and Other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the agency-approved project proposal and budget, the recipient must comply with award terms and conditions, and other legal requirements, including but not limited to OMB, DOJ, or other federal regulations which will be included in the award, incorporated into the award by reference, or are otherwise applicable to the award. OJP strongly encourages prospective applicants to review the information pertaining to these requirements **prior** to submitting an application. To assist applicants and recipients in accessing and reviewing this information, OJP has placed pertinent information on its [Solicitation Requirements](#) page of the [OJP Funding Resource Center](#).

Please note in particular the following two forms, which applicants must accept in GMS prior to the receipt of any award funds, as each details legal requirements with which applicants must provide specific assurances and certifications of compliance. Applicants may view these forms in the Apply section of the [OJP Funding Resource Center](#) and are strongly encouraged to review and consider them carefully prior to making an application for OJP grant funds.

- [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)
- [Standard Assurances](#)

Upon grant approval, OJP electronically transmits (via GMS) the award document to the prospective award recipient. In addition to other award information, the award document contains award terms and conditions that specify national policy requirements⁵ with which recipients of federal funding must comply; uniform administrative requirements, cost principles, and audit requirements; and program-specific terms and conditions required based on applicable program (statutory) authority or requirements set forth in OJP solicitations and program announcements, and other requirements which may be attached to appropriated funding. For example, certain efforts may call for special requirements, terms, or conditions relating to intellectual property, data/information-sharing or -access, or information security; or audit requirements, expenditures, and milestones; or publications and/or press releases. OJP also may place additional terms and conditions on an award based on its risk assessment of the

⁵ See *generally* 2 C.F.R. 200.300 (provides a general description of national policy requirements typically applicable to recipients of Federal awards, including the Federal Funding Accountability and Transparency Act of 2006 FFATA).

applicant, or for other reasons it determines necessary to fulfill the goals and objectives of the program.

Prospective applicants may access and review the text of mandatory conditions OJP includes in all OJP awards, as well as the text of certain other conditions, such as administrative conditions, via the [Mandatory Award Terms and Conditions](#) page of the [OJP Funding Resource Center](#).

As stated above, OVC and BJA anticipate that they will make any award from this solicitation in the form of a cooperative agreement. Cooperative agreement awards include standard “federal involvement” conditions that describe the general allocation of responsibility for execution of the funded program. Generally stated, under cooperative agreement awards, responsibility for the day-to-day conduct of the funded project rests with the recipient in implementing the funded and approved proposal and budget, and the award terms and conditions. Responsibility for oversight and redirection of the project, if necessary, rests with OVC and BJA.

In addition to any “federal involvement” condition(s), OJP cooperative agreement awards include a special condition specifying certain reporting requirements required in connection with conferences, meetings, retreats, seminars, symposium, training activities, or similar events funded under the award, consistent with OJP policy and guidance on conference approval, planning, and reporting.

General Information about Post-Federal Award Reporting Requirements

Recipients must submit quarterly financial reports, semi-annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements. Future awards and fund drawdowns may be withheld if reports are delinquent.

Special Reporting requirements may be required by OJP depending on the statutory, legislative, or administrative obligations of the recipient or the program.

G. Federal Awarding Agency Contact(s)

For Federal Awarding Agency Contact(s), see [title page](#).

For contact information for [Grants.gov](#), see [title page](#).

H. Other Information

Provide Feedback to OJP

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, the application submission process, and/or the application review/peer review process. Provide feedback to OJPSolicitationFeedback@usdoj.gov.

IMPORTANT: This email is for feedback and suggestions only. Replies are **not** sent from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, **you must** directly contact the appropriate number or email listed on the front of this solicitation document. These contacts are provided to help ensure that you can directly reach an individual who can address your specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please email your résumé to ojppeerreview@lmsolas.com. The OJP Solicitation Feedback email account will not forward your résumé. **Note:** Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.

Appendix A: Definitions

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

Adult: A person who is 18 years of age or older.

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

Continued Presence (CP): A temporary immigration status provided to individuals identified by law enforcement as victims of human trafficking. This status allows victims of human trafficking to remain in the United States temporarily during the ongoing investigation into the human trafficking-related crimes committed against them. CP is initially granted for one year and may be renewed in one-year increments.

Domestic victim: A U.S. citizen or lawful permanent resident trafficked within the United States, its territories, American Samoa, or the Northern Mariana Islands.

GMS: The OJP Grants Management System.

Foreign national victim: A person who is not a U.S. citizen or a legal permanent resident of the United States, trafficked within the United States, its territories, American Samoa, or the Northern Mariana Islands. This includes those with immigration documents and those who are undocumented.

LGBTQ: Individuals who identify as lesbian, gay, bisexual, transgender, or questioning.

Memorandum of Understanding (MOU): A public statement of commitment, signed by two or more organizations, describing the common intentions and responsibilities of the signatory organizations. MOUs are used by human trafficking task forces to set expectations and establish accountability to work collaboratively and perform specific duties, during an agreed upon timeframe.

Minor: A person who is under the age of 18.

Multidisciplinary anti-human trafficking task force (or Human Trafficking Task Force): A grouping of individuals and organizational resources that provide leadership, direction, and support for collaborative efforts among law enforcement and diverse victim service providers in order to respond effectively in combating all forms of human trafficking. Task force members for this program must include, but are not limited to, those listed below under "Task Force Members."

ORR Certification: Certification grants adult foreign victims of human trafficking access to Federal benefits and services to the same extent as refugees. Likewise, Eligibility Letters grant

minor foreign victims of trafficking access to Federal benefits and services to the same extent as refugees, including placement in the Unaccompanied Refugee Minors program, which provides specialized, culturally appropriate foster care or other licensed care settings, according to children's individual needs. Trafficking victims who are U.S. citizens or Lawful Permanent Residents do not need Certification or Letters of Eligibility to be eligible for similar benefits and services. From ORR's website <http://www.acf.hhs.gov/programs/orr/programs/anti-trafficking/about>

Performance Measurement Tool (PMT): The PMT is an online system, funded by the Bureau of Justice Assistance (BJA) that allows for BJA grantees to identify, collect, and report data on performance measurement related activities funded through their federal award. Grantees are required to provide their performance measurement data quarterly. Currently, the measures for the Human Trafficking Enhanced Collaborative Model (HT ECM) Program are undergoing revisions and are expected to be implemented in January 2016 for new grantees.

Proactive human trafficking investigations: For the purposes of the Enhanced Collaborative Model of Human Trafficking task force operations, a proactive investigation is one that is pre-planned, through the use of more advanced investigative methods and criminal intelligence, with active collaboration with victim service providers and prosecutors. Additional information about proactive investigative planning for human trafficking task forces can be found in the [Human Trafficking Task Force e-Guide](#).

Task force applicants: Either the law enforcement agency or the victim service organization applying in response to this solicitation.

Task force members: Task force members for this program must include, but are not limited to:

- At least one state/local/tribal law enforcement agency (police, sheriffs, etc.).
- At least one nongovernmental victim service organization (social or legal service provider), who serves victims of trafficking.
- U.S. Attorney's Office (the designated Assistant U.S. Attorney).
- At least one federal law enforcement agency (HSI or FBI).

Additional task force members should include:

- State Attorney General's Office.
- State and/or district or tribal prosecutor's office.
- Additional local law enforcement agencies operating within or contiguous to the geographic area covered by the task force.
- Additional victim service organizations, nongovernmental organizations, legal services providers, and social service agencies including those with expertise in serving immigrants and refugees, runaway and homeless youth, American Indians/Alaska Natives and the LGBTQ community.
- Federal, state, and/or local regulatory agencies (ATF, IRS, state licensing departments, and regulating bodies, etc.).
- Federal or state civil labor enforcement agencies (DOL, EEOC, etc.).
- Other critical partners, as identified by the applicants (including criminal justice system victim/witness coordinators/specialists on local, state, tribal, and federal levels, state monitor advocates, legal services organizations, faith-based organizations, child welfare agencies, juvenile justice systems, etc.).

Trafficking Information Management System (TIMS) Online: An online data collection tool developed by OVC to assist trafficking victim service grantees with collecting, organizing, and reporting performance measurement data for this award. TIMS Online can be used as a case management system, and helps collect data related to the number of clients served, client demographics, number and types of services provided, referral sources, types of outreach and public awareness activities, and the number of professionals trained. OVC victim service provider grantees are required to use TIMS Online to support performance measurement reporting. Training and technical assistance on the use of TIMS Online is provided for OVC's grantees.

TVPA: The Trafficking Victims Protection Act (TVPA) of 2000 (22 U.S.C. § 7101 et. seq.), which was amended by the Trafficking Victims Protection Reauthorization Act of 2003, and again amended in 2005, 2008, and 2013, was passed by Congress and signed into law by the President to address the problem of human trafficking in the United States. The TVPA seeks to combat "severe forms" of human trafficking by punishing traffickers, protecting victims, and mobilizing U.S. Government agencies to wage a global anti-trafficking campaign.

USAO: U.S. Attorney's Office.

Victim of trafficking: A person who has been subjected to a "severe form of trafficking in persons," as defined in the TVPA of 2000, 22 U.S.C. 7102(9):

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

Appendix B: OVC Comprehensive Victim Service Model and Program Strategy

Overview

Funds awarded through the OVC cooperative agreement are intended primarily to support the cost of a comprehensive array of services that help promote victim safety and stability in the short-term aftermath of victim identification, leading to the goal of autonomy and economic self-sufficiency. OVC does not set time limits on services and supports the provision of ongoing case management when there are no other specialized programs to provide case management services; however, **funds awarded through this program are not intended to provide long-term financial support to trafficking victims.** All services are to be implemented in coordination with other existing community resources and initiatives. Relying on OVC grant funding to provide long-term support, including, for example, long-term medical care or shelter expenses, may weaken the overall integrity of the program.

Applicants must demonstrate that a coordinated, community-wide approach will be used to leverage various local, state, and federal resources for the provision of a comprehensive array of services for all victims identified through this initiative. Applicants that fail to dedicate adequate funding to support direct services, and applicants that propose to perform all work in-house without demonstrated collaboration with other community-based agencies, will not be considered responsive to the solicitation.

All applicants should determine if there is an existing OVC-funded trafficking victim service provider within their jurisdiction, and work to ensure that the new application does not duplicate existing services currently funded by OVC. If there is currently an OVC-funded trafficking victim service grantee within the same jurisdiction as the applicant's proposal, applicants must (1) document how the new proposal either targets a different population of trafficking victims than those served by the current funded provider, supports different services than those already funded, or provides strong justification why additional funding is needed to fill existing gaps in services; and (2) describe how these services will be coordinated within the geographic area. The list of OVC-funded trafficking victim services grantees and the geographic regions they serve are listed on the OVC website at <http://ojp.gov/ovc/grants/traffickingmatrix.html>.

Applicants must also include information about any other open award of federal and state funds that are being or will be used, in whole or in part, for one or more of the identical cost items outlined within this application. Applicants with current OVC funding for services for victims of human trafficking must demonstrate how the new proposal fills gaps in services or interventions not previously addressed by the existing OVC grant.

With regard to services provided to individual clients, applicants must ensure that eligible victims served under this program are not concurrently served with other federally funded grants, contracts, or sub-awards issued to the applicant agency specifically for services for victims of human trafficking, such as awards funded by ORR or other federal sources. **An agency that receives both OVC trafficking services funds and is an ORR Trafficking Victim Assistance Program grantee or subawardee should use funds awarded by OVC to serve pre-certified victims until the victim achieves ORR certification. After certification, the victim should be transferred to an ORR Trafficking Victim Assistance Program funded project.**

Victim Eligibility for Services:

Funding through this solicitation will provide comprehensive services to victims of all forms of human trafficking identified within a specific geographic area. Such victims often represent diverse backgrounds, and may include foreign nationals, U.S. citizens, legal permanent residents, adults, minors, males, females, and LGBTQ victims of trafficking, among others.

Under this program, a victim of trafficking is defined as a person who has been subjected to a “severe form of trafficking in persons,” which, as defined in 22 U.S.C. 7102(9), means:

(A) Sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such an act has not attained 18 years of age; or

(B) The recruitment, harboring, transportation, provision, or obtaining of a person for labor or services through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

For the purpose of eligibility for services under this cooperative agreement, adult victims of human trafficking are required to cooperate with reasonable requests from law enforcement on the investigation or prosecution of trafficking in persons. (Note: This program guidance is currently under review by OVC.) OVC will consider exceptions on a case-by-case basis for adult victims who would be negatively impacted or re-traumatized by a requirement to assist law enforcement. Minors are not required to assist law enforcement; however, they should be encouraged to do so.

Assistance to Foreign National Victims (minors and adults): Through this program, a comprehensive array of services can be provided to foreign national victims in the short-term aftermath of victim identification until they are able to achieve certification through ORR. Once a trafficking victim achieves ORR certification, service providers should refer the victim to other federal, state, or local programs for which the victim may be eligible, including ORR-funded services. If the service provider can document that no trafficking-specific case management or legal services exist within a reasonable distance from where the trafficking victim resides, the grantee may continue to use OVC grant funds to provide case management and legal services. Approval to use grant funds for other services beyond case management and legal services for certified foreign national victims must be granted, in writing, by OVC.

Assistance to U.S. Citizens and Lawful Permanent Residents (minors and adults): A comprehensive array of services can be provided to a victim in the short-term aftermath of victim identification, until the victim is able to access other federal, state, or local programs for which they may be eligible. If no trafficking-specific case management or legal services exist within a reasonable distance from where the trafficking victim resides, the grantee may continue to use OVC grant funds to provide case management and legal services.

The Comprehensive Service Model

The Comprehensive Service Model outlined below includes a wide variety of services that victims of human trafficking often need in order to address their needs for safety, security, and healing. No one agency is expected to provide all of the services outlined within the Model in-house; however, applicants are expected to demonstrate that there is a coordinated, community-wide approach in place to ensure that each of the services outlined within the Model is available to trafficking victims identified within their community, either in-house or through

project partners and other community-based programs. Local and federal partners involved in the community response to victims and the delivery of a coordinated, community-wide approach include, but are not limited to, local, state, tribal, and federal law enforcement and prosecutors; legal assistance providers; child welfare and child protection service systems; domestic violence, youth, and homeless shelter systems and transitional housing programs; medical and mental health services and systems; immigrant and refugee service providers; child and adult educational systems; job training programs; substance abuse treatment agencies; drop-in centers for youth and adults; detention facilities; faith-based service providers; interpretation and translation providers; and other partners providing critical services.

The model supports the development of individualized service plans that are tailored to meet victims' identified needs. Using this model, in coordination with a victim-centered and trauma-informed approach, will help ensure that victims of human trafficking have the opportunity to make informed decisions about the support they need to work through the impact of the crime, address the issues that shaped the trafficking situation, and identify and achieve their personal goals. It supports the process of informing victims about their options and helping them work with local, state, tribal, and federal law enforcement in the prosecution of the trafficker.

Intensive case management is a central service within the Comprehensive Services Model, as it ensures that victims have support in accessing a variety of services that are coordinated across multiple systems. It ensures the provision of "wraparound services" that meet victims where they are and helps to express their choices while working through the trauma of the situation and interacting with the necessary local and federal partners. Applicants under Purpose Area 1 must include a plan to ensure that case management is provided for all victims of human trafficking enrolled in the OVC-funded program, regardless of where the victim resides. For example, case management should be provided, either in-house or through project partners, for victims under the age of 18 who may be placed in foster care, a group home, or reside with family; or, for adults living independently or within a substance abuse treatment center or a shelter.

Applicants must demonstrate that they have a comprehensive service model in place or have specific plans to use grant funding to develop such a model. Applicants must ensure that the services outlined below will be made available to victims of all forms of human trafficking (sex and labor) within the stated geographic area, including foreign nationals, U.S. citizens, lawful permanent residents, adults, minors, males, females, and individuals who identify as LGBTQ.

Applicants must include a description of how they will provide **each** of the direct services described below, either in-house or through project partners:

1. Intake and eligibility assessment, to determine if an individual meets the definition of a victim of a severe form of trafficking, as defined by the TVPA, and to determine eligibility for programs and services.
2. Intensive case management, including assessment of client needs, development of individualized service plans, assessment of eligibility for other public or community-based programs, assistance in accessing publicly funded programs, safety planning, assisting with crime victim compensation claims when possible, information and referral, documentation of services provided, and routine follow-up to ensure that the victim's needs are being addressed either in-house or through project partners.

3. Shelter/housing and sustenance, to include access to a variety of emergency and transitional shelters, group and independent living options, and food.
4. Medical care.
5. Dental care.
6. Mental health treatment, emergency mental health assessments, and individual and/or group counseling.
7. Interpreter/translator services.
8. Substance abuse treatment.
9. Assistance in achieving certification from the HHS ORR certification for foreign national victims, including coordination with law enforcement and allied experts to obtain documentation necessary to achieve ORR certification; assistance in coordination with federal law enforcement to request Continued Presence (CP); and assistance in obtaining necessary documents to support their application for services and programs for which they may be eligible.
10. Victim advocacy and information about crime victims' rights and services, including coordination with the Federal Bureau of Investigation, Immigration and Customs Enforcement, and U.S. Attorney's Office (USAO) victim/witness coordinators; victim/witness staff in district attorneys' offices or within local law enforcement; victim advocates within intimate partner violence and domestic violence or sexual assault crisis centers; and local Sexual Assault Response Teams, Sexual Assault Nurse Examiners, and Sexual Assault Forensic Examiner programs. Victim advocates within these settings may provide information on the status of an investigation or prosecution; assistance with the application process for state crime victim compensation benefits; sexual assault forensic medical exam options; accompaniment to court proceedings; additional comprehensive victim services, whether in-house or through referrals; and information to help clients exercise their rights as crime victims within the criminal justice process.
11. Literacy education, job training, and/or education/GED assistance that is culturally and linguistically appropriate.
12. Life skills training, including managing personal finances, self-care, parenting classes, and programs that help clients achieve self-sufficiency.
13. Employment assistance.
14. Transportation assistance.
15. 24-hour a day response, including evenings and weekends, to client emergencies and emergency calls from law enforcement. This may include hotline services, call-forwarding systems or rotating on-call cell phones, and a protocol for responding to victim emergencies and emergency referrals after hours.

16. Legal services, including—

- Assistance in screening the client to ensure they meet the definition of a victim of a severe form of trafficking as defined by the TVPA.
- Screening and assessment to determine the type of legal assistance needed.
- Explanation of legal rights and protections, including assistance in obtaining restitution and victims' rights enforcement and compliance efforts.
- Coordination with law enforcement to request CP.
- Assistance in achieving ORR certification or recognition as a minor victim through the HHS Office of Refugee Resettlement for eligibility for benefits to the same extent as refugees.
- Assistance in applying for a T nonimmigrant status (T-visa) or other immigration relief.
- Assistance with payment of application fees and visa fees, if needed.
- Assistance on family and civil matters related to the trafficking victimization, including, but not limited to, protection from abuse orders, representation in family court proceedings, and emancipation of minors.
- Assistance with repatriation or family reunification.
- Facilitation of representation of the victim by attorneys willing to provide pro bono legal services.
- Assistance pursuing efforts to vacate a victim's criminal conviction and/or expunge a victim's criminal record where the law allows vacatur/expungement based on being a human trafficking victim.
- General advocacy and assistance on matters that arise as a result of the human trafficking victimization.

Note: OVC funding may not be used for criminal defense services.

MOUs and Letters of Intent with Victim Services Provider Partners:

For services to be provided by project partners, the applicant must name the project partner that will provide the specific service, and include, as an attachment to the application, a Letter of Intent or MOU describing the commitment from that organization and a description of the fee structure and cost to the grant (if any) for each service. MOUs and Letters of Intent must include the following: (1) names of the organizations involved in the agreement; (2) scope of the direct service(s) to be provided under the agreement; (3) duration of the agreement; (4) total costs associated with the agreement (if applicable); (5) estimated cost per victim or cost of actual services provided (fee-for-service or no-cost); and (6) whether or not there is a maximum number (cap) of victims that may be served under the agreement. If any of the required direct services above are to be provided pro bono or accessed through other government-subsidized

or otherwise funded programs, applicants must describe how services will be provided to victims without the use of grant funds.

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

Application Checklist
OVC/BJA FY 2016 Enhanced Collaborative Model to Combat Human Trafficking
Competitive Solicitation

This application checklist has been created to assist in developing an application.

What an Applicant Should Do:

Prior to Registering in Grants.gov:

- Acquire a DUNS Number (see page 41)
- Acquire or renew registration with SAM (see page 41)

To Register with Grants.gov:

- Acquire AOR and Grants.gov username/password (see page 41)
- Acquire AOR confirmation from the E-Biz POC (see page 41)

To Find Funding Opportunity:

- Search for the Funding Opportunity on Grants.gov (see page 41)
- Select the correct Competition ID

*Purpose Area 1: Development of Human Trafficking Task Forces-
Competition ID # BJA-2016-9364* (see page 12)
OR

*Purpose Area 2: Enhancement of Established Human Trafficking Task Forces.
Competition ID # BJA-2016-9365* (see page 13)

- Download Funding Opportunity and Application Package (see page 41)
- Sign up for Grants.gov email [notifications](#) (optional) (see page 40)
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, and reporting available at ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm (see page 18)

After application submission, receive Grants.gov email notifications that:

- (1) application has been received
- (2) application has either been successfully validated or rejected with errors (see page 42)

If no Grants.gov receipt, and validation or error notifications are received:

- Contact OVC or BJA regarding experiencing technical difficulties (see page 42)

General Requirements:

- Review the [Solicitation Requirements](#) in the OJP Funding Resource Center.

Scope Requirement:

- The federal amount requested is within the allowable limit(s) of \$600,000–\$900,000, with the pair of applications not to exceed \$1.5 million.

Eligibility Requirements:

Recipients of awards under this solicitation must be law enforcement agencies and victim service providers located and operating within the community, jurisdiction, or geographic area of the human trafficking task force specified within the application.

This funding announcement requires two separate but coordinated applications from every human trafficking task force seeking funding: one from a lead state, local, or tribal law enforcement agency and one from a lead victim service organization. The two applications must be developed in close collaboration with each other, and must be submitted as a pair, with each applicant naming the other as the primary partner. See "[What an Application Should Include](#)" for more information about this requirement.

The task force applying for funding must submit the pair of applications under one of two Purpose Areas within this solicitation. Applicants from task forces that received a new award of federal funding through the OVC/BJA Enhanced Collaborative Model in FY 2012, FY 2013, or FY 2014 are not eligible to apply under Purpose Area 1.

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 19)
- _____ (Identical) Project Abstracts (attachment 1) (see page 20)
- _____ (Identical) Program Narrative (attachment 2) (see page 20)
- _____ (Identical) Plan for Evaluation and Data Collection (attachment 6) (see page 25)
- _____ (Identical) Plan for Training and Professional Development (attachment 5) (see page 24)
- _____ (Identical) Time-Task Plan (attachment 7) (see page 32)
- _____ (Individualized) Budget Detail Worksheet (attachment 8) (see page 32)
- _____ (Individualized) Budget Narrative (attachment 8) (see page 32)
- _____ (Individualized) Key Position Descriptions and Résumés (attachment 10) (see page 35)

- _____ **Purpose Area 1 Applicants:** (Identical) Task Force Letter(s) of Intent (attachment 11) (see page 35)
- _____ **Purpose Area 2 Applicants:** (Identical) Task Force MOU (attachment 12) (see page 35)

- _____ **Victim Service Applicants Only:** Plan for Delivery of Comprehensive Services (attachment 4) (see page 24)
- _____ **Victim Service Applicants Only:** MOUs and Letters of Intent with Victim Service Partners Delivering Services (attachment 13) (see page 36)

- _____ **Law Enforcement Applicants Only:** Plan for Conducting Proactive Human Trafficking Investigations (attachment 3) (see page 23)

- _____ Indirect Cost Rate Agreement (attachment 9, if applicable) (see page 34)
- _____ Tribal Authorizing Resolution (if applicable) (see page 36)
- _____ Applicant Disclosure of High Risk Status (see page 36)
- _____ Additional Attachments
 - _____ Applicant Disclosure of Pending Applications (see page 37)
 - _____ Research and Evaluation Independence and Integrity (see page 38)
 - _____ Financial Management and System of Internal Controls Questionnaire (see page 39)
 - _____ Disclosure of Lobbying Activities (SF-LLL) (see page 39)
 - _____ Employee Compensation Waiver request and justification (if applicable) (see page 17)