

U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance



FY 2019 Enhanced Collaborative Model (ECM) Task Force To Combat Human Trafficking: Supporting Law Enforcement's Role

FY 2019 Competitive Grant Solicitation

CFDA # 16.320

Grants.gov Solicitation Number: BJA-2019-15230

Solicitation Release Date: April 11, 2019

Application Deadline: 11:59 p.m. eastern time on June 11, 2019

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applications to develop or enhance law enforcement's role in multidisciplinary human trafficking task forces within the United States. This program furthers the Department's mission by enhancing law enforcement task force capacity to combat human trafficking.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. It provides guidance to applicants on how to prepare and submit applications for funding to OJP. If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.

Eligibility (Who may apply):

Eligible applicants are public agencies of states with law enforcement functions, units of local government (including rural law enforcement), and federally recognized Indian tribes (as recognized by the Secretary of the Interior). (A determination by the Secretary of the Interior is not required for tribes to which federal recognition was extended by virtue of Public Law 115-121, the Thomasina E. Jordan Indian Tribes of Virginia Federal Recognition Act of 2017.)"

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.

Category 1: Task Force Capacity Building and Infrastructure

Development is targeted to applicants that support a multidisciplinary human trafficking task force that is new, has recently formed, or is in the process of forming.

Category 2: Advancing Task Force Operational Effectiveness

is targeted to applicants that have received BJA Enhanced Collaborative Model Human Trafficking funding in the past or that participate in a multidisciplinary human trafficking task force that has been operational for a

minimum of 3 years.

Applicants that have received BJA Enhanced Collaborative Model to Combat Human Trafficking funding from fiscal year (FY) 2017 and FY 2018 are ineligible to apply under this solicitation.

Victim service provider applicants should apply for funding to support an Enhanced Collaborative Model Task Force under the [FY 2019 OVC Direct Services to Support Victims of Human Trafficking Program: Focus Area 3 – Comprehensive Services and Partnership with Enhanced Collaborative Model Human Trafficking Task Forces](#) solicitation.

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

BJA may elect to fund applications submitted under this FY 2019 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

Lobbying, promoting, or advocating the legalization/regulation of prostitution

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

Contact information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, at <https://www.grants.gov/web/grants/support.html>, or at support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must email the contact identified below **within 24 hours after the application deadline** to request approval to submit its application after the deadline. Additional information on reporting technical issues appears under “Experiencing Unforeseen Grants.gov Technical Issues” in the How To Apply (Grants.gov) section in the [OJP Grant Application Resource Guide](#).

For assistance with any unforeseen Grants.gov technical issues beyond an applicant’s control that prevent it from submitting its application by the deadline, or any other requirement of this solicitation, contact the National Criminal Justice Reference Service (NCJRS) Response Center: toll-free at 800-851-3420; via TTY at 301-240-6310 (hearing impaired only); email grants@ncjrs.gov; fax to 301-240-5830; or web chat at <https://webcontact.ncjrs.gov/ncjchat/chat.jsp>. The NCJRS Response Center hours of operation are 10:00 a.m. to 6:00 p.m. eastern time, Monday through Friday, and 10:00 a.m. to 8:00 p.m. eastern time on the solicitation close date.

Post-Award Legal Requirements Notice

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions and all applicable requirements of federal statutes and regulations, including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance. OJP strongly encourages applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application.

For additional information on these legal requirements, see the Administrative, National Policy, and Other Legal Requirements section in the [OJP Grant Application Resource Guide](#).

Deadline Details

Applicants must register with Grants.gov at <https://www.grants.gov/web/grants/register.html> prior to submitting an application. All applications are due by 11:59 p.m. eastern time on June 11, 2019.

To be considered punctual, an application must be submitted by the application deadline using Grants.gov, and the applicant must have received a validation message from Grants.gov that indicates successful and timely submission. OJP urges applicants to submit applications at least 72 hours prior to the application due date, to allow time for the applicant 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.

An applicant must use the **Add Attachment** button to attach a file to its application. Do not click the paperclip icon to attach files. This action will not attach the files to the application. After adding an attachment, select the **View Attachment** button to confirm you attached the correct file. To remove the file, select the **Delete Attachment** button.

OJP encourages all applicants to read this [Important Notice: Applying for Grants in Grants.gov](#).

Pre-Application Webinar

BJA will conduct one pre-application webinar. Participation in the webinar is optional for any potential applicant. During the webinar, BJA staff will review the solicitation requirements and conduct a question and answer session with participants. Anyone who is interested in submitting an application in response to this solicitation is eligible to participate in the webinar.

For additional information, see the How to Apply (Grants.gov) section in the [OJP Grant Application Resource Guide](#).

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FY 2019 Enhanced Collaborative Model Task Force To Combat Human Trafficking: Supporting Law Enforcement's Role

CFDA # 16.320

A. Program Description

Overview

Since 2004, BJA and the Office for Victims of Crime (OVC) have collaborated to develop and support a multidisciplinary human trafficking task force model to combat human trafficking. Task forces following this model uphold the Trafficking Victims Protection Act (TVPA) by ensuring that (1) all trafficking victims (defined on page 6) that are identified receive comprehensive services and (2) the crimes of human trafficking are successfully investigated and prosecuted at the state and federal levels.

This FY 2019 Enhanced Collaborative Model Task Force To Combat Human Trafficking (ECM HT) solicitation replaces previous joint BJA and OVC solicitations.

The purpose of this solicitation is to support law enforcement entities in building capacity and operational effectiveness as a core member of a collaborative, multidisciplinary human trafficking task force. Eligible applicants must operate as part of a multidisciplinary human trafficking task force and identify and partner with victim service providers to offer comprehensive services to all victims of human trafficking. Successful applicants will implement victim-centered,¹ collaborative, and sustainable approaches that will:

- Identify victims of all types of human trafficking.
- Engage in coordinated approaches for proactive victim-centered investigations.
- Investigate, refer, and prosecute both sex and labor trafficking cases (including the purchasers of commercial sex) at the local, state, tribal, and federal levels.
- Address the individualized needs of trafficking victims through the provision of a comprehensive array of quality services.

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

Program-specific Information

Human trafficking is one of the most profitable endeavors of organized crime²; human trafficking occurs in many different forms and settings within communities, and victims of these crimes are diverse (United States citizens and foreign nationals, all genders, adults and minors³.) The investigation and prosecution of these crimes are complex, time intensive, and can span several

¹ BJA and OVC consider investigations or prosecutions to be “victim-centered” when a multidisciplinary approach is used to place the needs and interests of victims at the center of the investigation and to avoid policies and practices that may re-traumatize victims. (See [Appendix A](#) for definitions of “victim-centered” and “trauma-informed.”)

² The International Labour Organization states forced labor generates \$150 billion in illegal profits per year. (http://www.ilo.org/global/about-the-ilo/newsroom/news/WCMS_243201/lang--en/index.htm.) The Polaris Project states that more than 49,000 cases of human trafficking were reported to the Hotline in the last 10 years (<https://polarisproject.org/human-trafficking/facts>.)

³ U.S. Department of State “Trafficking in Persons Report” June 2018, pgs. 32-33.

years. To address the problem of human trafficking in the United States, the TVPA of 2000 (22 U.S.C. § 7101 et seq.) and the Trafficking Victims Protection Reauthorization Act (TVPRA) of 2005 (34 § 20701 et seq.), among other legislation, were signed into law.

Under the ECM HT 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:

- 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
- 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.

Task forces operate and function effectively when the following core elements are regularly maintained and implemented across all phases of task force development:

- Partnership and collaboration
- Data-driven decision-making
- Leadership and management
- Active investigations and prosecutions
- Peer-to-peer mentoring
- Advanced training

Objectives and Deliverables

The objectives for the ECM HT Program are listed below. The required activities and deliverables that support these program objectives follow for Categories 1 and 2.

- 1. Establish and sustain an effective leadership structure and operational protocols that ensure broad membership from essential agencies and include a full-time task coordinator role that serves as a primary point of contact on all task force operations.**
- 2. Employ data-driven decisions based on a shared understanding of the prevalence, scope, and nature of human trafficking within the targeted geographic area and develop a plan for ongoing assessment of task force operations and objectives to include routine data collection, analysis, and data sharing.**
- 3. Conduct victim-centered and trauma-informed investigations of sex and labor trafficking to identify, apprehend, and prosecute perpetrators, identify victims of trafficking, and ensure victims receive comprehensive services. Task forces should ensure adequate personnel with relevant training are assigned to conduct these investigations and prosecutions, which can involve several years of work.**
- 4. Develop and deliver training, public awareness, and community outreach to all relevant stakeholders on sex and labor trafficking to improve the community response to human trafficking.**
- 5. Develop and implement a task force sustainability plan to sustain human trafficking task force operations.**

Under both categories, applicants must identify a full-time task force coordinator to manage the day-to-day work of law enforcement's role in overall, collaborative task force activities⁴. The coordinator will ensure completion of both the administrative and operational activities of the multidisciplinary task force, including, but not limited to, convening regular meetings, guiding the development and updating of task force protocols, formalizing memorandums of understanding (MOUs), conducting outreach to expand task force membership, ensuring relevant training and outreach occurs, and collecting, sharing, and reporting of performance measurement data.

BJA may give priority consideration to applicants of both categories that will use grant funds to:

- Assist in the prevention of severe forms of trafficking in persons;
- Strengthen efforts to investigate and prosecute those who knowingly benefit financially from participation in a venture that has engaged in any act of human trafficking;
- Take affirmative measures to avoid arresting, charging, or prosecuting victims of human trafficking for any non-violent offense that is the direct result of their victimization; and

Category 1: ECM Task Force Capacity Building and Infrastructure Development

Category 1 applicants **must** partner with a victim services provider that is seeking funding under the [FY 2019 OVC Direct Services to Support Victims of Human Trafficking Program: Focus Area 3 – Comprehensive Services and Partnership with Enhanced Collaborative Model Human Trafficking Task Forces](#). They must also include a signed MOU between both applicants as a required attachment to this application. (See [What An Application Should Include](#).)

Priority consideration may also be given to applicants/task forces from rural⁵ jurisdictions, including those that coordinate with United States southwest rural law enforcement components to help identify traffickers and interdiction capacity, and federally recognized Indian tribes.

Funding under this category area is intended to help task forces expand law enforcement's core capabilities, overall capacity building, and organizational infrastructure as they relate to starting up a multidisciplinary task force. Successful applicants under Category 1 will dedicate the first year of funding to formalizing the task force structure, developing operational protocols and procedures, accessing professional development opportunities, delivering training to key stakeholders, and conducting assessments to identify potential areas of the community where sex and labor trafficking may be occurring.

To address the program's objectives, the following are mandatory activities for Category 1 applicants:

- Establish and formalize effective task force leadership, membership, and structure.
- Conduct a community assessment using available data and the experiences of task force stakeholders to identify areas within the community where vulnerabilities for trafficking exploitation may be occurring.
- Develop a range of protocols that define clearly roles and responsibilities.
- Using those protocols, conduct investigations and prosecutions of sex trafficking and labor trafficking crimes and train partner to identify both sex and labor trafficking victims.
- Train key partners in the identification of victims of both sex trafficking and labor trafficking.
- Train key partners on trauma-informed care principles and practices, including trauma-

⁴ Applicants have flexibility in how they choose to fund this position.

⁵ For purposes of this solicitation, BJA defines a rural jurisdiction as having a population of 100,000 or fewer.

- informed protocols for identifying, screening, and interviewing victims of human trafficking.
- In partnership with an OVC-funded victim service provider, ensure there is a comprehensive array of services available for victims of all forms of human trafficking.
- Establish procedures for collecting, sharing, analyzing, and reporting data.
- Conduct ongoing assessment activities (routine data collection, analysis and data sharing) to assess and guide task force performance and produce annual reports documenting this effort.
- Where applicable, coordinate with Sexual Assault Kit Initiative (SAKI) sites operating in the same jurisdiction.

Required Category 1 deliverables are:

- Completion of a **range of protocols**, at a minimum related to: information sharing and confidentiality, referrals to/from law enforcement and victim service providers, communication and working with the media, and data collection and data sharing.
- Develop a process or strategy that details how the task force will work with local and federal prosecutors to conduct case reviews and make referrals for both state and federal prosecutions
- **Annual reports** that detail ongoing task force assessment activities. These reports should outline how the use of data and analysis informed the task force activities, significant outcomes, and document a research partner’s engagement with the task force.
- Submission to BJA, within the first 12 months of the award, **a training plan** that includes:
 1. Training topics to be delivered – basic and advanced
 2. Key staff involved in the development of training and public awareness materials
 3. Target audiences for trainings and public awareness activities
 4. Frequency of training events
 5. Key staff involved in delivering training
 6. Identification of specific professional development opportunities for the task force coordinator and key law enforcement and victim services staff involved in the task force
- Development of **training and public awareness materials** to prevent and reduce sex and labor trafficking.
- Submission (at least 6 months prior to the grant end date) of a **plan for conducting proactive victim-centered investigations of labor and sex trafficking**. Please see page 19 for the specific information that should be included in this plan.
- Submission (at least 6 months prior to the grant end date) of a **task force sustainability plan** to BJA. The plan should address sustaining human trafficking task force operations, investigations, and services for victims after federal funding ends.

Category 2: Advancing ECM HT Task Force Operational Effectiveness

Category 2 applicants must demonstrate an existing collaborative partnership with at least one lead victim services provider with the ability to coordinate a comprehensive array of services for victims of all forms of human trafficking identified by the task force. While not required, Category 2 applicants may consider partnering with a victim service provider that is seeking funding under the [FY 2019 OVC Direct Services to Support Victims of Human Trafficking Program: Focus Area 3 – Comprehensive Services and Partnership with Enhanced Collaborative Model Human Trafficking Task Forces](#). Applicants must include a signed MOU between both providers as a required attachment to this application. (See [What An Application Should Include](#).)

Funding under this category is intended to help established task forces expand investigation and prosecution strategies and tools, broaden task force partnerships, ongoing task force assessment and use of data, and to strengthen operational protocols.

Priority consideration may also be given to applicants/task forces from rural⁶ jurisdictions, including those along the southwest border, federally recognized Indian tribes, and those ECM HT task forces that can demonstrate achievements in:

- Established task force leadership and structure and protocol development
- Identifying victims of labor and sex trafficking
- Successful investigations and prosecution of sex and labor trafficking crimes at the state and/or federal levels
- Established protocols (i.e., information sharing and confidentiality, referrals to/from law enforcement and victim service providers, communication and working with the media, data collection and data sharing, and delivery of a comprehensive array of services for all trafficking victims)
- Demonstrated working relationships with SAKI sites in the jurisdiction.

To address the program's objectives, the following are mandatory activities for **Category 2** applicants:

- Sustain consistent, experienced, and committed task force partnerships and coordination, including substantive leadership or participation from the U.S. Attorney's Office (USAO).
- Expand task force membership to include a comprehensive array of local, state, and federal prosecutors, law enforcement, representatives from other local, state, or federal task forces such as Internet Crimes Against Children (ICAC), labor and regulatory agencies, and system- and community-based victim service providers, specialized service providers, and other collaborative partners, such as the state department of labor, to ensure a focus on both sex and labor trafficking.
- Strengthen and expand collaborative partnerships between federal, state, and local law enforcement and nongovernmental organizations and solidify those relationships in revised or new MOUs. Consider new partners from school systems, public health, and other organizations that have data and/or resources that can assist the task force with achieving local or statewide objectives.
- Train law enforcement and prosecutors on victim-centered strategies for investigating and prosecuting human trafficking cases.
- Expand range of protocols and operational procedures to address all task force operational activities. Ensure these include trauma-informed protocols and ongoing training for law enforcement for identifying, screening, and interviewing victims of human trafficking.
- Work with victim service providers to deliver a comprehensive array of services to victims of all forms of human trafficking.
- Conduct ongoing task force assessment and analysis activities to assess and guide task force performance and produce annual reports documenting this effort.
- Integrate technology and analytics into the overall strategy and work to incorporate modern or advanced technology into task force operations.

Required Category 2 deliverables are:

- Develop and implement a **specific strategy or set of strategies** for increasing the number

⁶ For purposes of this solicitation, BJA defines a rural jurisdiction as having a population of 100,000 or fewer.

of labor trafficking case referrals, investigations, and prosecutions at the state and federal levels.

- Develop a process or strategy that details how the task force will work with local and federal prosecutors to conduct case reviews and make referrals for both state and federal prosecutions
- Produce **annual reports** that detail ongoing task force assessment activities. These reports should outline how the use of data and analysis informed the task force activities, significant outcomes, and document a research partner's engagement with the task force..
- Develop a minimum of two different **peer-to-peer learning tools or resources** to highlight a multidisciplinary ECM HT promising or effective practice to share as a resource for other law enforcement entities and communities (including underserved and/or rural) that are combatting human trafficking crimes. Examples include, but are not limited to, a webinar, a case study on a successful investigation and prosecution at the state or federal level, a presentation at a national event, or content/module for a training curriculum on prevention, identification, investigation, or prosecution of labor trafficking.

Interagency Coordination and Training and Technical Assistance Strategic Support

BJA participates in and communicates regularly with many other federal agencies and working groups that focus on combatting human trafficking. BJA will continue to coordinate closely with these agencies and OVC on any FY 2019 ECM HT awards.

To ensure effectiveness in achieving task force activities and deliverables, applicants must agree to work closely with BJA and BJA's competitively selected TTA partner (currently the [International Association of Chiefs of Police](#)) to participate in information sharing sessions, engage in peer-to-peer exchanges of information and effective practices, and receive subject expertise that is relevant to support a high functioning, multidisciplinary ECM HT task force. These TTA activities will support task forces in improving capacities across the core elements of effective task force operations and to complete quality deliverables in a timely manner. BJA anticipates that ECM HT Program task forces will also be able to leverage TTA resources from a variety of other federal agencies; for example, the OVC-funded [Human Trafficking Task Force e-Guide](#) serves as a comprehensive technical assistance resource for both new and established task forces.

The Objectives and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed in [Section D. Application and Submission Information](#), under Program Narrative.

The Objectives and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed under [What an Application Should Include](#).

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. For additional information and resources on evidence-based programs or practices, see the [OJP Grant Application Resource Guide](#).

Information Regarding Potential Evaluation of Programs and Activities

Applicants should be aware that the National Institute of Justice (NIJ) is currently conducting an evaluation of the Enhanced Collaborative Model Human Trafficking Task Forces. The evaluation will include no fewer than ten funded sites. Recipients and subrecipients awarded under this solicitation should expect to cooperate with program-related assessments or evaluation efforts, including the collection and provision of information or data requested by NIJ (or its designee). The information or data requested may be in addition to any other financial or performance data already required under this program.

B. Federal Award Information

Category 1: Task Force Capacity Building and Infrastructure Development. Competition ID: BJA-2019-15290:

Maximum number of awards BJA expects to make	5
Estimated maximum dollar amount for each award	\$800,000
Period of performance start date	October 1, 2019
Period of performance duration	36 months

Category 2: Advancing Task Force Operational Effectiveness. Competition ID: BJA-2019-15291:

Maximum number of awards BJA expects to make	5
Estimated maximum dollar amount for each award	\$900,000
Period of performance start date	October 1, 2019
Period of performance duration	36 months

The total estimated amount awarded is up to \$8,500,000.

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

Type of Award

BJA expects to make any award under this solicitation in the form of a cooperative agreement, which is a type of award that provides for OJP to have substantial involvement in carrying out award activities. See the “Administrative, National Policy, and Other Legal Requirements” section of the [OJP Grant Application Resource Guide](#) for important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants (and cooperative agreements).

Cooperative agreements include a condition in the award document that sets out the nature of the “substantial federal involvement” in carrying out the award and program. Generally stated, under OJP cooperative agreement awards, responsibility for the day-to-day conduct of the funded project rests with the recipient. OJP, however, may have substantial involvement in matters such as substantive coordination of technical efforts and site selection as well as review

and approval of project work plans, research designs, data collection instruments, and major project-generated materials. In addition, OJP often indicates in the award terms and conditions that it may redirect the project if necessary.

In addition to an award condition that sets out the nature of the anticipated “substantial federal involvement” in the award, cooperative agreements awarded by OJP include an award condition that requires specific reporting in connection with conferences, meetings, retreats, seminars, symposia, training activities, or similar events funded under the award.

Special Conditions

Awards made under both categories may include a special condition precluding access to the full amount of grant funds until the applicant has addressed any issues related to documentation of its program strategy or budget, and the awarding agency issues a Grant Adjustment Notice (GAN) to remove the condition.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements⁷ as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the [OJP Grant Application Resource Guide](#) for additional information.

Budget Information

Cost Sharing or Match Requirement

This solicitation requires a 25 percent **cash or in-kind match**.⁸ See the [OJP Grant Application Resource Guide](#) for additional information on this match requirement.

Preagreement Costs (also known as Preaward Costs)

Preagreement costs are costs incurred by the applicant prior to the start date of the period of performance of the federal award.

OJP does **not** typically approve preagreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. All such costs incurred prior to award and prior to approval of the costs are incurred at the sole risk of the applicant. (Generally, no applicant should incur project costs **before** submitting an application requesting federal funding for those costs.) Should there be extenuating circumstances that make it appropriate for OJP to consider approving preagreement costs, the applicant may contact the point of contact listed on the title page of the solicitation for the requirements concerning written requests for approval. If approved in advance by OJP, award funds may be used for preagreement costs, consistent with the recipient’s approved budget and applicable cost principles. See the section titled Costs

⁷ The “Part 200 Uniform Requirements” means the DOJ regulation at 2 C.F.R Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200.

⁸ Indian tribes and tribal organizations that otherwise are eligible for an award may be able to apply certain types of funds received from the federal government (for example, certain funds received under an Indian “self-determination contract”) to satisfy all or part of a required “non-federal” match.

Requiring Prior Approval in the DOJ Grants Financial Guide (Postaward Requirements) at <https://ojp.gov/financialguide/DOJ/index.htm> for more information.

Limitation on Use of Award Funds for Employee Compensation; Waiver

For applicants seeking the waiver, see the [OJP Grant Application Resource Guide](#) for information.

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

OJP strongly encourages every applicant that proposes to use award funds for any conference-, meeting-, or training-related activity (or similar event) to review carefully—before submitting an application—the OJP and DOJ policy and guidance on approval, planning, and reporting of such events. See the [OJP Grant Application Resource Guide](#) for information.

Costs Associated With Language Assistance (if applicable)

See the [OJP Grant Application Resource Guide](#) for information on costs associated with language assistance that may be allowable.

C. Eligibility Information

For eligibility information, see title page.

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

D. Application and Submission Information

What an Application Should Include

For this solicitation, BJA has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet and Budget Narrative, and any required Memorandums of Understanding.

See the Application Elements and Formatting Instructions section of the [OJP Grant Application Resource Guide](#) for information on, among other things, what happens to an application that does not contain all of the specified elements or that is nonresponsive to the scope of the solicitation.

1. Application for Federal Assistance (Standard Form (SF)-424)

The SF-424 is a required standard form used as a cover sheet for submission of preapplications, applications, and related information. See the [OJP Grant Application Resource Guide](#) for additional information on completing the SF-424.

Intergovernmental Review: This solicitation ("funding opportunity") is **not** subject to [Executive Order 12372](#). (In completing the SF-424, an applicant is to answer question 19 by selecting the response that the "Program is not covered by E.O. 12372.")

2. Project Abstract

Applications should include an abstract that summarizes the proposed project in 400 words or fewer. 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 (such as Times New Roman) with 1-inch margins.

For each project abstract:

- a. Include the formal name of the human trafficking task force.
- b. List the category of funding requested. Include any previous federal funding received from BJA or OVC in support of a human trafficking task force, including the year and dollar amount.
- c. Include population size of jurisdiction and a specific description of the geographic area where task force activities will be focused.
- d. State the legal name of the grant recipient and the victim service provider partner. For Category 1, please include a statement to confirm the victim service provider partner has applied or plans to apply for OVC FY 2019 funding.
- e. State the total federal amount requested for the life of the grant. This total amount should be the same amount listed on the SF-424 form and should align with the objectives of the solicitation.
- f. Provide the complete list of partners involved in the project, if any. If a research partner is included, identify the name of the research partner and his or her agency affiliation.
- g. Provide the number of human trafficking investigations and prosecutions conducted each year for the last 5 years and the number of trafficking victims served each of those years.

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](https://www.ojp.gov/funding/Apply/Resources/ProjectAbstractTemplate.pdf).

3. Program Narrative

The program narrative must be double-spaced, using a standard 12-point font (Times New Roman is preferred); have no less than 1-inch margins; and must not exceed 20 pages. Pages should be numbered “1 of 20,” “2 of 20,” etc.

If the program narrative fails to comply with these length-related restrictions, BJA may consider such noncompliance in peer review and in final award decisions.

The following sections should be included as part of the program narrative:

- a. Statement of the Problem
- b. Project Design and Implementation
- c. Capabilities and Competencies

d. Plan for Collecting the Data Required for this Solicitation's Performance Measures

OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award. The performance data directly relate to the objectives and deliverables identified under "Objectives and Deliverables" in [Section A. Program Description](#).

Applicants should visit OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

The application should demonstrate the applicant's understanding of the performance data reporting requirements for this grant program and detail how the applicant will gather the required data.

Please note that applicants are **not** required to submit performance data with the application. Performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award.

Award recipients will be required to provide the relevant data by submitting quarterly performance metrics through BJA's online Performance Measurement Tool (PMT) located at bjapmt.ojp.gov. Applicants should examine the complete list of performance indicators at https://bjapmt.ojp.gov/help/HT%20ECM_Measures_508.pdf.

Note on Project Evaluations

An applicant that proposes to use award funds through this solicitation to conduct project evaluations should follow the guidance under Note on Project Evaluations in the [OJP Grant Application Resource Guide](#).

4. Budget Information and Associated Documentation

Funds awarded through this program are designed to support costs for the key program activities of this program: **task force coordination, law enforcement investigations and prosecutions, training, and action research.**

Applicants should budget for:

- Travel for required trainings: Include costs to support staff travel to attend professional development opportunities related to human trafficking and to deliver training.
- Required trainings for both categories are:
 - One task force kick-off meeting for ECM grantees and key task force agencies, as identified by OVC and BJA. The meeting will be held in 2020 for 2 days in a location to be determined. Plan for at least two representatives to attend (subject to change).
 - One national or regional human trafficking task force peer-to-peer learning event, as determined by BJA.
 - Applicants may choose a city or major hub near them for cost estimates as the meeting locations are to be determined.

- **Human trafficking investigations:** Applicants must dedicate line items, within the appropriate budget categories, to support victim-centered investigations of both labor and sex trafficking. Applications that propose a strategy that relies primarily on the use of overtime and applications that fail to dedicate adequate staffing resources to support proactive trafficking investigations involving direct victims of human trafficking are discouraged.

The Budget Summary at the end of the Budget Detail Worksheet should provide the subtotals for the federal request and the non-federal match amounts for the full 3-year period. The federal request and non-federal match amount stated in the Budget Summary should match the federal request that was entered into the SF-424.

See the Budget Preparation and Submission Information section of the [OJP Grant Application Resource Guide](#) for details on the Budget Detail Worksheet, and on budget information and associated documentation, such as information on proposed subawards, proposed procurement contracts under awards, and preagreement costs.

5. Indirect Cost Rate Agreement

See the Budget Preparation and Submission Information section of the [OJP Grant Application Resource Guide](#) for information.

6. Tribal Authorizing Resolution (if applicable)

An application in response to this solicitation may require inclusion of information related to a tribal authorizing resolution. See the [OJP Grant Application Resource Guide](#) for information on tribal authorizing resolutions.

7. Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)

Every OJP applicant (other than an individual applying in his or her personal capacity) is required to download, complete, and submit the OJP Financial Management and System of Internal Controls Questionnaire (Questionnaire) at <https://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf> as part of its application. See the [OJP Grant Application Resource Guide](#) for additional information and submission instructions for this Questionnaire.

8. Disclosure of Lobbying Activities

Each applicant must complete and submit this information. See the [OJP Grant Application Resource Guide](#) for additional information and submission instructions for this disclosure.

9. Applicant Disclosure of Pending Applications

Each applicant is required to disclose whether it has (or is proposed as a subrecipient under) any pending applications for federally funded grants or cooperative agreements that (1) include requests for funding to support the same project being proposed in the application under this solicitation and (2) would cover any identical cost items outlined in the budget submitted to OJP

as part of the application under this solicitation. For additional information on the submission requirements for this disclosure, see the [OJP Grant Application Resource Guide](#).

10. Applicant Disclosure and Justification – DOJ High Risk Grantees⁹ (if applicable)

An applicant that is designated as a DOJ High Risk Grantee is to submit in GMS, as a separate attachment to its application, information that OJP will use, among other pertinent information, to determine whether it will consider or select the application for an award under this solicitation. The file should be named “DOJ High Risk Grantee Applicant Disclosure and Justification.” (See, also, “Review Process,” below, under Section E. Application Review Information, for a brief discussion of how such information may be considered in the application review process.) See the [OJP Grant Application Resource Guide](#) for additional information and submission instructions for this disclosure.

11. Research and Evaluation Independence and Integrity

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. For additional information regarding demonstrating research/evaluation independence and integrity, including appropriate safeguards, see the [OJP Grant Application Resource Guide](#).

12. Additional Attachments

a. Letters of Support and Memorandums of Understanding/Agreement (MOU/MOA)

Applicants may attach any letters of support as part of their application.

All applicants must submit an MOU that clearly articulates the specific roles and responsibilities of each partner and the scope or level of involvement each agency will have in the overall task force operations. The MOU should include the following information:

- The name of the task force
- MOU purpose and commitment to the task force vision, mission and objectives
- 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
- Proposed time period for the collaborative work (3 years, beginning October 1, 2019, through September 30, 2022)
- **Category 1 Applicants:** MOU must include both the applicant for this solicitation AND a victim service provider that is seeking funding under the [FY 2019 OVC Direct Services to Support Victims of Human Trafficking Program: Focus Area 3 – Comprehensive Services and Partnership with Enhanced Collaborative Model Human Trafficking Task Forces](#).

⁹ A “DOJ High Risk Grantee” is a recipient that has received a DOJ High-Risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible.

- **Category 2 Applicants:** MOU must name and articulate a collaborative partnership with a victim service provider(s) with the capacity to provide a comprehensive array of services for victims of all forms of human trafficking

In addition to the required lead law enforcement agency and lead victim service provider, BJA strongly recommends that applicants include signatures from the agencies listed below in their MOUs:

- The lead law enforcement agency (required)
- The lead victim service provider (required)
- The USAO that has jurisdiction over the geographic region covered by the task force
- Federal law enforcement representation, preferably from both HSI and the FBI. Participation of both HSI and the FBI has been identified as a promising practice of successful BJA/OVC-funded task forces.
- The lead ICAC agency that supports ICAC task forces in the state or jurisdiction
- The state's local department of labor
- If the proposed geographic area of the task force includes tribal lands, the MOU should also include tribal law enforcement, including BIA direct service law enforcement, BIA contract law enforcement, tribal law enforcement, or another applicable law enforcement agency with jurisdiction within the tribal land.

b. Project Task and Timeline

Attach a Project Timeline (with an estimated start date of January 1, 2020 with each project objective, activity, expected completion date, and responsible person or organization.

c. Position Descriptions and Résumés

Position descriptions and résumés for key positions should be tailored to the applicant to demonstrate qualifications of each key individual involved in the project.

d. Task Force Sustainability Plan (Category 2 Applicants Only)

Applicants must submit a completed task force sustainability plan. The plan should include a discussion of how the applicant will sustain human trafficking task force operations, investigations, and work with relevant partners to ensure services for victims after federal funding ends. The plan may:

- Identify community resources that will be leveraged in support of the task force.
- Describe plans to build volunteer, in-kind, financial, and other support that will enable task force operations to continue on a long-term basis.
- Describe plans to sustain the task force structure, investigations of human trafficking crimes, services for victims, and ongoing implementation of multidisciplinary task force protocols.

e. Plan for Conducting Proactive Victim-Centered Investigations of Labor and Sex Trafficking (Category 2 Applicants Only)

This attachment must be double-spaced, using a standard 12-point font, should not exceed

10 pages, and:

- Identify the physical and organizational unit from which law enforcement investigative efforts will be based to support long-term, proactive investigations and policing efforts that allow a focus on both labor and sex trafficking.
- Describe the various investigative strategies that the law enforcement agency does or will employ to investigate all forms of trafficking (sex and labor).
- Explain how other federal, state, local, and tribal law enforcement investigations related to human trafficking are coordinated and leveraged to facilitate investigations of all types of human trafficking.
- Describe the staffing plan for law enforcement investigations.
- Describe how tips related to crimes of human trafficking (received from the community or self-reported by victims) are or will be investigated.
- Describe how victims of trafficking involved in investigations are or will be identified by law enforcement and referred for services.
- Describe any existing protocols that address identification of victims, interviewing victims, and notification to victims of their rights as crime victims.
- Describe how victim confidentiality is or will be maintained by the law enforcement agency.
- Describe how investigations are or will be coordinated with federal- and state-level prosecutors to ensure successful prosecutorial outcomes.
- Identify any specific strategies and prosecutorial coordination efforts for investigating and prosecuting labor trafficking.

Applicants are discouraged from submitting plans that fail to provide adequate resources for the investigation of both sex and labor trafficking, that propose law enforcement operations that do not involve victims, that propose strategies that compromise victim safety, or that fail to address how resources will be coordinated with other federal- and state-funded law enforcement agencies.

f. Training Plan (Category 2 Applicants Only)

Category 2 applicants must submit a training plan that clearly identifies appropriate professional development opportunities/training for the law enforcement and other key task force partners. This attachment must be double-spaced, using a standard 12-point font, and should not exceed 4 pages.

The training plan should include the following information:

- Key staff involved in the development of training and public awareness materials. Messaging must reflect the definition of a “victim of trafficking,” as defined in 22 U.S.C. § 7102 (9) and Appendix A.
- Target audiences for trainings and public awareness activities.
- Training topics. All basic training materials should include information about both labor and sex trafficking and demonstrate the diversity of types of trafficking cases, victims, and traffickers.
- Tentative dates or frequency of training events.
- Key staff involved in delivering training (including the percent of grant time

- dedicated to delivering training).
- Identification of specific professional development opportunities for the task force coordinator and key law enforcement and victim services staff involved in the task force. With prior approval, BJA encourages use of grant funds to attend local or national law enforcement trainings and regional or national trafficking conferences.

g. Plan for Ongoing Assessment of Task Force Operations

All applicants must submit a plan for conducting data collection and analysis activities that will guide the task force in assessing task force performance throughout the life of the award. Applicants should budget between 5 to 10 percent of their total project budgets to support this ongoing analysis.

h. Subrecipient and Procurement Contract Disclosures (if applicable)

Each applicant must include a table that details the name of any individual consultant/subgrantee, the subrecipient’s organization name, and the subrecipient organization’s city and state as a separate attachment to its application. A sample table is provided below. The file should be named “Subrecipient and Procurement Contract Disclosure.” An applicant that does not have any proposed subrecipients as described above is to submit, as a separate attachment, a statement to this effect: “[Applicant Name on SF-424] does not have any proposed or anticipated subrecipients or procurement contracts.”

Subrecipient’s Last Name, First Name, if available	Subrecipient’s Organization Name	Subrecipient Organization’s City, State
Jane Doe	North County Youth Mentoring Program	North County, Ohio

How To Apply (Grants.gov)

Applicants must register in and submit applications through [Grants.gov](https://www.grants.gov), a primary source to find federal funding opportunities and apply for funding. Find information on how to apply in response to this solicitation in the [OJP Grant Application Resource Guide](#).

Registration and Submission Steps

Applicants will need the following identifying information when searching for the funding opportunity on Grants.gov:

- CFDA #16.320, Services for Trafficking Victims
- Category 1: Task Force Capacity Building and Infrastructure Development
Competition ID number: BJA-2019-15290
- Category 2: Advancing Task Force Operational Effectiveness
Competition ID number: BJA-2019-15291

For information on each registration and submission step, see the [OJP Grant Application Resource Guide](#).

E. Application Review Information

Review Criteria

Applications that meet basic minimum requirements will be evaluated by peer reviewers using the following review criteria.

1. Statement of the Problem (15 percent)

- Describe the problem of human trafficking within the targeted jurisdiction or geographic area, including verifiable local, state, and federal data on investigations, prosecutions, and numbers of victims served over the last 5 years, broken down by type of trafficking (sex or labor). **Applicants must cite the source of these data.** Describe previous or current attempts to address the problem. For pre-existing task force, include the date when 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 law enforcement and service provider partnerships.
- Identify outstanding problems, gaps in services, unmet needs regarding identifying victims of all forms of human trafficking, and conducting investigations and prosecutions.
- Describe how this funding opportunity will help address these problems.

2. Project Design and Implementation Plan (40 percent)

- Describe the planned task force leadership structure and membership, identifying representation from law enforcement, prosecutorial agencies, victim service providers, local regulatory agencies, and other related organizations.
- Identify who will be the task force coordinator.
- Discuss any protocols and procedures that guide the multidisciplinary work of the task force.

Category 1 applicants must outline the steps to produce a task force sustainability plan by the end of year 2 and the plan for conducting proactive victim centered investigations by the end of the grant.

Category 2 applicants must:

- Describe any achievements with regard to establishing strong leadership and task force structure, including information about the level of involvement and the role and responsibilities of the USAO and other federal law enforcement partners on the task force.
- Describe efforts to enhance and expand task force membership to include organizations that will help identify victims of labor trafficking and investigate labor trafficking crimes, including, for example, the state department of labor.
- Describe what protocols were developed with previous funding and indicate which protocols will be reviewed, updated, or developed within the next 3 years.
- Where applicable, describe outcomes associated with coordinating task force efforts with SAKI sites in the jurisdiction.
Where applicable geographically, describe progress working with U.S. border rural law enforcement components to identify and interdict sex and labor traffickers.

3. Capabilities and Competencies, including job descriptions and résumés of key staff (20 percent)

- Provide a detailed description of the capacity of the agency and experience and qualifications of key personnel to achieve the project objectives and complete the project activities and deliverables.
- Describe the expertise and staffing structure for the law enforcement and the partner victim service provider organizations.

4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (10 percent)

- Describe who will be responsible for collecting and reporting the required performance measures and how data will be collected.
- List any additional performance metrics that will be used to assess the project's effectiveness and the process for collecting the information.
- Discuss what data sources will be used and any legal, policy, or other barriers to gaining access to the data and how those barriers will be addressed.
- Identify the category of measures that best fits your project activities.
- Where applicable, a description of how agencies will share and analyze aggregate data reported through BJA's PMT and OVC's Trafficking Information Management System (TIMS)¹⁰ in order to document task force achievements and develop a comprehensive understanding of the problem of human trafficking within the geographic region.

5. Budget (15 percent)

- Submit a budget that is complete, cost effective, and allowable.
- The budget narrative should generally demonstrate how the applicant will maximize cost effectiveness of grant expenditures. The budget narrative should demonstrate cost effectiveness in relation to potential alternatives and the objectives of the project.¹¹

Review Process

OJP is committed to ensuring a fair and open process for making awards. BJA reviews an application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation requirements. See the [OJP Grant Application Resource Guide](#) for information on the application review process for this solicitation.

¹⁰ OVC grantees report in the TIMS system; this coordination of data reporting is necessary for applicants that partner with an OVC-funded victim service provider.

¹¹ 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.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant. Among other things to help assess whether an applicant that has one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM as excluded from receiving a federal award.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the nonpublic segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

Important note on FAPIIS: An applicant, at its option, may review and comment on any information about itself that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider any such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant.

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 take into account not only peer review ratings and BJA recommendations, but also other factors as indicated in this section.

F. Federal Award Administration Information

Federal Award Notices

See the [OJP Grant Application Resource Guide](#) for information on award notifications and instructions.

Administrative, National Policy, and Other Legal Requirements

OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application. See the [OJP Grant Application Resource Guide](#) for additional information on administrative, national policy, and other legal requirements.

Information Technology (IT) Security Clauses

An application in response to this solicitation may require inclusion of information related to information technology security. See the [OJP Grant Application Resource Guide](#) for information on information technology security.

General Information About Post-Federal Award Reporting Requirements

In addition to the deliverables described in [Section A. Program Description](#), any recipient of an award under this solicitation will be required to submit certain reports and data.

Required reports. Recipients typically 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 or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

See the [OJP Grant Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measures data.

G. Federal Awarding Agency Contact(s)

For OJP contact(s), see page 2.

For contact information for Grants.gov, see page 2.

H. Other Information

Freedom of Information and Privacy Act (5 U.S.C. 552 and U.S.C. 552a)

All applications submitted to OJP (including all attachments to applications) are subject to the federal Freedom of Information Act (FOIA) and to the Privacy Act. See the [OJP Grant Application Resource Guide](#) for information on DOJ and OJP processes with regard to application information requested pursuant to FOIA.

Provide Feedback to OJP

To assist OJP in improving its application and award processes, OJP encourages applicants to provide feedback on this solicitation, the application submission process, and/or the application review process. See the [OJP Grant Application Resource Guide](#) for information on providing solicitation feedback to OJP.

Appendix A: Definitions

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

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. See [Human Trafficking Task Force e-Guide](#) for a list of victim services specific to human trafficking victims.

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 2 years and may be renewed in 1-year increments.

Foreign national victim: A person who is not a U.S. citizen or a legal permanent resident of the United States and is 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.

Health and Human Services 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: www.acf.hhs.gov/programs/orr/programs/anti-trafficking/about)

Task force members: Task force members for the ECM HT Program should include, but are not limited to, the following:

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

Additional task force members should include the following:

- State Attorney General's Office
- State and/or district or tribal prosecutor's office

- Additional state or local law enforcement agencies or task forces operating within or contiguous to the geographic area covered by the ECM task force
- Additional victim service organizations, nongovernmental organizations, legal services providers, and social service agencies, including, but not limited to, those with expertise in serving immigrants and refugees, runaway and homeless youth, American Indians/Alaska Natives, and other specific communities
- Federal, state, and/or local regulatory agencies (e.g., Bureau of Alcohol, Tobacco, Firearms, and Explosives; Internal Revenue Service; state licensing departments; regulating bodies)
- Federal or state civil labor enforcement agencies (e.g., U.S. Department of Labor, the Equal Employment Opportunity Commission)
- Other critical partners, as identified by the applicants, including criminal justice system victim/witness coordinators/specialists at local, state, tribal, and federal levels; state monitor advocates; faith-based organizations; child welfare agencies; juvenile justice systems; etc.

Trauma-informed: Approaches delivered with an understanding of the vulnerabilities and experiences of trauma survivors, including the prevalence and the physical, social, and emotional impact of trauma. A trauma-informed approach recognizes signs of trauma in staff, clients, and others, and responds by integrating knowledge about trauma into policies, procedures, practices, and settings. Trauma-informed approaches place a priority on restoring the survivor's feelings of safety, choice, and control. Programs, services, agencies, and communities can be trauma informed.

Victim-centered approach: Placing the crime victim's priorities, needs, and interests at the center of the work with the victim; providing nonjudgmental assistance, with an emphasis on client self-determination, where appropriate, and assisting victims in making informed choices; ensuring that restoring victims' feelings of safety and security are a priority and safeguarding against policies and practices that may inadvertently re-traumatize victims; ensuring that victims' rights, voices, and perspectives are incorporated when developing and implementing system- and community-based efforts that impact crime victims.

Appendix B: Application Checklist

FY 2019 Enhanced Collaborative Model Task Force to Combat Human Trafficking: Supporting Law Enforcement's Role

This application checklist has been created as an aid in developing an application.

What an Applicant Should Do:

Prior to Registering in Grants.gov:

- _____ Acquire a DUNS Number (see the [OJP Grant Application Resource Guide](#))
- _____ Acquire or renew registration with SAM (see the [OJP Grant Application Resource Guide](#))

To Register with Grants.gov:

- _____ Acquire AOR and Grants.gov username/password (see the [OJP Grant Application Resource Guide](#))
- _____ Acquire AOR confirmation from the E-Biz POC (see the [OJP Grant Application Resource Guide](#))

To Find Funding Opportunity:

- _____ Search for the Funding Opportunity on Grants.gov (see page 20)
- _____ Select the correct Competition ID (see page 20)
- _____ Access Funding Opportunity and Application Package (see the [OJP Grant Application Resource Guide](#))
- _____ Sign up for Grants.gov email [notifications](#) (optional) (see the [OJP Grant Application Resource Guide](#))
- _____ 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 the [OJP Grant Application Resource Guide](#))

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 the [OJP Grant Application Resource Guide](#))

If No Grants.gov Receipt, and Validation or Error Notifications are Received:

- _____ Contact BJA regarding experiencing technical difficulties (see page 2)

Overview of Post-Award Legal Requirements:

- _____ Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards](#)" in the OJP Funding Resource Center at <https://ojp.gov/funding/Explore/LegalOverview/index.htm>.

Scope Requirement:

_____ The federal amount requested is within the allowable limit(s) of up to \$800,000 for Category 1 and up to \$900,000 for Category 2.

Eligibility Requirement: Eligible applicants are public agencies of states, units of local government, and federally recognized Indian tribal governments that perform law enforcement functions (as recognized by the Secretary of the Interior).

What an Application Should Include:

The following items are critical application elements required to meet the basic minimum requirements. An application that OJP determines does not include the application elements designated to be critical will neither proceed to peer review nor receive further consideration.

- Program Narrative (see page 14)
- Budget Detail Worksheet and Budget Narrative (see page 15)
- Required letters of agreement or MOUs (see page 17)

- Application for Federal Assistance (SF-424) (see page 13)
- Intergovernmental Review (see page 13)
- Project Abstract (see page 14)
- Program Narrative (see page 14)
- Budget Detail Worksheet (including Narrative) (see page 15)
- Indirect Cost Rate Agreement (if applicable) (see page 16)
- Tribal Authorizing Resolution (if applicable) (see page 16)
- Financial Management and System of Internal Controls Questionnaire (see page 16)
- Disclosure of Lobbying Activities (SF-LLL) (see page 16)

Additional Attachments

- Project Task and Timeline (see page 18)
- Plan for Conducting Proactive Victim-Centered Investigations of Labor and Sex Trafficking (Category 2 applicants only) (see page 18)
- Training Plan (Category 2 applicants only) (see page 19)

- Task Force Sustainability Plan (Category 2 applicants only) (see page 20)
- Plan for Conducting Action Research (see page 18)
- Position Descriptions and Résumés (see page 18)
- Task Force MOUs (see page 17)
- Applicant Disclosure of Pending Applications (see page 16)
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)
(see page 17)
- Research and Evaluation Independence and Integrity (see page 17)