

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



Housing Assistance Grants for Victims of Human Trafficking OVC FY 2020 Competitive Grant Solicitation

CFDA #16.320

Grants.gov Solicitation Number: OVC-2020-17755

Solicitation Release Date: *December 3, 2019*

Application Deadline: 11:59 p.m. eastern time on *Monday, February 3, 2020*

The [U.S. Department of Justice \(DOJ\)](#), [Office of Justice Programs \(OJP\)](#), [Office for Victims of Crime \(OVC\)](#) is seeking applications to support housing assistance for victims of all forms of human trafficking throughout the United States. This program furthers the Department's mission by enhancing the field's response to victims of human trafficking.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance to applicants for the preparation and submission to OJP of applications for funding. 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

Pursuant to 22 U.S.C. § 7105(b)(2) the following entities are eligible to apply:

- 1) States and territories
- 2) Units of local government
- 3) Indian tribes
- 4) Nonprofit, nongovernmental victims' service organizations with the capacity to serve human trafficking victims (defined as an organization that is described in section 501(c)(3) of Title 26 and is exempt from taxation under 501(a) of such title).

All recipients and subrecipients must forgo any profit or management fee.

Nonprofit organizations that hold money in offshore accounts for the purpose of avoiding paying the tax described in 26 U.S.C. § 511(a) are not eligible to apply.

OVC may make more than one award to a single organization if proposed projects are in distinct geographic areas. OVC will consider applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients ("subgrantees"). The applicant must be the entity that would have

primary responsibility for carrying out the award, including administering the funding and managing the entire program. For additional information on subawards, see the [OJP Grant Application Resource Guide](#).

Contact information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800–518–4726, 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 OVC 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 other requirements 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 to grants@ncjrs.gov; fax to 301–240–5830; or web chat at <https://webcontact.ncjrs.gov/ncjchat/chat.jsp>. The NCJRS Response Center operates from 10:00 a.m.–6:00 p.m., eastern time, Monday through Friday, and from 10:00 a.m.–8:00 p.m., eastern time, on the solicitation closing date.

Pre-Application Webinar

OVC will conduct one pre-application webinar on Thursday, December 19, 2019, from 2:00 p.m. to 3:00 p.m., eastern time. Participation in the webinar is optional. OVC staff will review the solicitation requirements and conduct a question and answer session with interested potential applicants. You may register for the webinar at: <https://www.ovc.gov/grants/webinars.html>.

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 prospective 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 *Monday, February 3, 2020*.

To be considered timely, 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](#).

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

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OVC FY 2020 Housing Assistance Grants for Victims of Human Trafficking (CFDA # 16.320)

A. Program Description

Overview

This program will provide funding for housing and support services to victims of human trafficking, as defined by the Trafficking Victims Protection Act (TVPA) of 2000.

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

Program-Specific Information

Pursuant to 22 U.S.C. § 7105(b)(2), OVC supports programs that provide 6 to 24 months of transitional housing with support services to victims of human trafficking who are in need of housing as a result of human trafficking.

Under this program, a victim of human 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(11), 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.

Under this program, transitional housing refers to both transitional housing assistance and short-term housing assistance, which are defined as follows:

- Transitional housing assistance is temporary housing offered for at least 6 months and no more than 24 months that helps victims transition into permanent housing. Transitional housing is not an extended shelter stay.
- Short-term housing assistance is rental assistance and/or other financial assistance (e.g. security deposits, utility assistance, relocation costs, etc.) offered for at least 6 months and no more than 24 months that helps victims transition into permanent housing. Short-term housing assistance is not emergency shelter, rental assistance offered for less than 6 months, or financial assistance for victims not provided with housing.

Projects under this program must be used for one or more of the following purposes:

1. Transitional housing, including funding for the operating expenses of a newly developed or existing transitional housing program;

2. Short-term housing assistance, including rental or utilities payment assistance and assistance with related expenses, such as payment of security deposits and other costs incidental to relocation to transitional housing.

In addition to providing transitional housing, projects must also include support services designed to enable victims of human trafficking and any dependents to—

1. locate and secure permanent housing;
2. secure employment, including obtaining employment counseling, occupational training, job retention counseling, and counseling concerning re-entry into the workforce; and
3. integrate into a community by providing victims and dependents with services, such as transportation, counseling, childcare services, case management, and other assistance. Participation in the support services shall be voluntary.

Projects cannot condition receipt of housing assistance upon participation in any or all of the support services offered.

Limited Use of Funds

The following activities can be supported only in limited circumstances:

1. **Legal Services** – Use of grant funds for legal services is limited to providing legal services to victims in the housing program and must terminate when they obtain permanent housing. Legal services are limited to those that are necessary to enable a housing program participant to locate and secure housing and to integrate into a community, including legal services regarding housing, protection orders, and limited immigration matters that affect a victim's ability to obtain housing. *Funds may not be used for comprehensive, long-term legal assistance, such as divorce or child custody.*
2. **Purchase and/or Lease of Vehicles** – Requests to use grant funds for the purchase and/or lease of a vehicle by the grant applicant or a project partner will be considered on a case-by-case basis. If an applicant is requesting funds for a vehicle, a lease/purchase analysis must be submitted with the application and the costs must be included in the budget and budget narrative. Grant funds may not be used for the purchase of and/or down payment on a vehicle for private ownership by a victim in a transitional housing program.
3. **Services for Children – Housing and supportive services may be provided to human trafficking victims of any age under this program.** Grant funds may be used to provide direct services to victims' dependent children where such services are an ancillary part of providing housing and supportive services to the child's parent (or legal guardian) who is a victim of human trafficking.

Mandatory Program Requirements

Applicants that receive funding under this program will be required to:

1. Submit the policies, procedures, and rules governing the provision of housing and related support services for review and approval (post-award).
2. Offer support services to trafficking victims receiving housing and their dependents.
3. Offer followup support services for trafficking victims who secure permanent housing. Follow-up services are limited to advocacy, support groups, case management, and

minimal financial assistance (e.g., security deposit or first month's rent for permanent housing).

4. Ensure that any staff, partner staff, or service providers working with trafficking victims are trained to work with such victims, including by accessing OVC-supported training and technical assistance.
5. Send the project coordinator and one other key staff member to an in-person OVC grantee orientation and have relevant staff participate in OVC-sponsored training and technical assistance.
6. Agree to provide housing to clients without requiring participation in support services.

Goals, Objectives, and Deliverables

The primary goal of this program is to provide safe, stable housing and appropriate services to victims of human trafficking.

Objectives include:

- (1) Provision of housing interventions to victims of human trafficking and related support services;
- (2) Collaboration with and training for local partners (e.g., housing and service providers, community and faith-based organizations) to ensure trafficking victims are properly identified and referred for appropriate housing and services;
- (3) Assistance or referrals to other essential services for victims of human trafficking;
- (4) Improvement of outcomes for victims of human trafficking by providing support services; and
- (5) Data collection and participation in evaluation activities to determine if the program is meeting stated goals and objectives.

The Goals, 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](#).

Lobbying, Promoting, or Advocating the Legalization/Regulation of Prostitution

Pursuant to 22 U.S.C § 7110(g), 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 promote, support, or advocate the legalization or practice 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.

Coordinating With Law Enforcement

OVC strongly encourages all grantees to assist clients in complying with reasonable requests from local, state, federal, or tribal government agencies with the authority to investigate or prosecute trafficking acts. OVC is committed to the elimination of all forms of trafficking in

persons, which requires the prosecution of traffickers as a key part of a multifaceted strategy. Victim-centered investigations and prosecutions of traffickers reduce harm and increase safety for our communities while supporting the healing of victims. Notwithstanding, the victim's willingness to collaborate with law enforcement will not be used as a condition of access to any shelter or restorative services funded under this award.

Letters of Support From Law Enforcement and/or Prosecutorial Agencies

Applicants must provide at least one letter of support from a local, state, tribal, and/or federal law enforcement agency and/or a local, state, tribal, and/or federal prosecutor's office(s). Note that law enforcement and prosecutors' offices providing letters of support may do so for multiple applicants.

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 note OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. For additional information, see the [OJP Grant Application Resource Guide](#) section, "Information Regarding Potential Evaluation of Programs and Activities."

B. Federal Award Information

Maximum number of awards OVC expects to make	27
Estimated maximum dollar amount for each award	\$500,000
Total amount anticipated to be awarded under solicitation	\$13.5 million
Period of Performance start date	May 1, 2020
Period of Performance duration	36 months

OVC may, in certain cases, provide additional funding in future years to awards made under this solicitation, through continuation awards. In making decisions regarding continuation awards, OJP will consider, among other factors, the availability of appropriations, when the program or project was last competed, OJP's strategic priorities, and OJP's assessment of both the management of the award (for example, timeliness and quality of progress reports), and 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.

Type of Award

OVC expects to make any award under this solicitation in the form of a grant. See the "Administrative, National Policy, and Other Legal Requirements" section of the [OJP Grant Application Resource Guide](#) for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants (and cooperative agreements).

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 Requirements¹ as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See [OJP Grant Application Resource Guide](#) for additional information.

Budget Information

Cost Sharing or Matching Requirement pursuant to 22 U.S.C. § 7105(b)(2), this solicitation requires a 25 percent **cash or in-kind match**. See [OJP Grant Application Resource Guide](#) for additional information on this match requirement.

Pre-Agreement Costs (also known as Pre-Award Costs)

Pre-agreement 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 pre-agreement 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 pre-agreement 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 pre-agreement costs, consistent with the recipient's approved budget and applicable cost principles. See the section on Costs 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 [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 [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.

¹ 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.

C. Eligibility Information

For eligibility information, see the 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

The following application elements **MUST** be included in the application submission for an application to meet the basic minimum requirements (BMR) to advance to peer review and receive consideration for funding: Program Narrative, Budget Detail Worksheet and Budget Narrative.

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 the specified elements, or that is nonresponsive to the scope of the solicitation.

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

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, 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 a 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 Times New Roman font with 1-inch margins.

Project Abstracts should describe the geographic location to be served, the number of units of housing to be provided, and the estimated number of victims to be served under the proposed project. Project Abstracts should include the description of the human trafficking supportive services to be provided.

3. Program Narrative

The Program Narrative may not exceed 25 pages, and should be double-spaced (with 1-inch margins). If the program narrative fails to comply with these length-related restrictions, OVC may consider such noncompliance in peer review and in final award decisions.

The Program Narrative must include the following four sections:

a. Statement of the Problem

This section must:

1. Describe the communities to be served, including the geographic location, populations in the service area, and any groups that are vulnerable to human trafficking.
2. Describe the problem to be addressed.
3. Describe current services and gaps.
4. Describe how the funding will alleviate the problem.
5. Describe the housing model and/or rent structure to be implemented.

b. Project Design and Implementation

The application must provide a clear link between the proposed activities and the need identified in the “Statement of the Problem” section above.

This section must:

1. Describe in detail specific activities necessary for accomplishing each goal and objective of the proposed project. Include a timeline that identifies a timeframe for all the tasks and activities to be completed.
2. Describe the transitional housing that will be provided, including, but not limited to:
 - a. the type of transitional housing (e.g., transitional housing assistance or short-term housing assistance, location);
 - b. how it will be provided (program-owned, program-rented, landlord/tenant relationship, etc.);
 - c. method for determining client eligibility (e.g., screening tools, eligibility requirements, etc.);
 - d. housing rules and regulations;
 - e. housing safety planning and client confidentiality protocols; and
 - f. fee schedule (if applicable).
3. Describe support services, including, but not limited to:
 - a. what will be offered, including a plan for provision of case management;
 - b. who will provide these services;
 - c. where services will be provided;
 - d. how victims’ confidentiality will be addressed; and
 - e. how victims will access these services.
4. Describe the plan for follow-up services, including, but not limited to:
 - a. what will be offered; and
 - b. timeframe for follow-up services.
5. Describe how the applicant plans to address victim safety and autonomy in the project.

c. Capabilities and Competencies

This section must:

1. Identify the key individuals and organizations involved in the proposed project;
2. Demonstrate that the individuals and organizations identified have the capacity to address the stated need, including the expertise necessary to provide services to human trafficking victims, and can successfully implement the proposed project activities;
3. Describe specific roles and responsibilities of all project partners and key staff;
4. Demonstrate the capacity and expertise of the lead applicant and all project partners to serve victims of human trafficking;
5. Clearly describe who will implement activities as described in the Project Design and Implementation section (e.g., what organization and staff will conduct intake, find housing, work with participants, provide services, etc.); and
6. Describe their experience managing federal grants that support direct services to crime victims and document their administrative and financial capacity to manage federal grants. If the applicant has other grants for providing services to victims of human trafficking or housing to victims of related crimes, the applicant must describe the scope of each of these grants and describe how activities and data collection on these projects will be tracked separately to avoid duplication.

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 goals, objectives, and deliverables identified under "Goals, 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.

Your response to this section must include the following information:

1. A plan for collecting all of the performance measures data required by this solicitation. Award recipients will be required to provide the relevant data by submitting regular client and performance data through OVC's online Trafficking Information Management System (TIMS) located at <https://tims.ovcttac.gov/>. Applicants should examine the key performance measures and required client data in [Appendix A: Performance Measures Table](#).
2. A description of the qualifications of the key staff who will be responsible for collecting data and a plan for using TIMS Online.

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 should it receive funding.

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.

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. Letters of Support from Law Enforcement and/or Prosecutorial Agencies

Applicants must provide at least one letter of support from a local, state, tribal, and/or federal law enforcement agency and/or a local, state, tribal, and/or federal prosecutor's office(s). Note that law enforcement and prosecutors' offices providing letters of support may do so for multiple applicants.

5. Budget Information and Associated Documentation

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 pre-agreement costs.

In preparing its budget, the applicant is to review carefully the following information that details elements that the application is to address and/or include in the Budget Detail Worksheet (and its accompanying narrative information):

- i. Administrative costs: Administrative costs are costs related to the salary and fringe benefits of executive-level leadership and accounting/financial administration. Grant funds awarded under this program are intended primarily for provision of direct services to victims of human trafficking. Administrative costs must be reasonable and allocable.
- ii. Housing and supportive services: Applicants must dedicate sufficient funding in the budget to support the housing and services required under this program.
- iii. Travel for required trainings: The Travel category of the Budget Detail Worksheet should include costs to support the travel of staff to attend trainings related to housing and/or human trafficking. For each event requiring staff travel, applicants must breakout costs associated with travel, lodging, per diem, and ground transportation. Required trainings for OVC grantees include:
 - The Regional Financial Management Training Seminar sponsored by OJP's Office of the Chief Financial Officer (OCFO), unless the applicant has previously attended this seminar or plans to take the training online. Specific information about the dates and locations of upcoming OCFO events and information about the DOJ Grants Financial Management Online Training can be found at www.ojp.usdoj.gov/training/training.htm. The Programmatic Point of Contact and Financial Point of Contact are required to complete this training.
 - OVC annual grantee meetings, 2 days each, for up to two staff members per year, subject to change.

The narrative information included as part of the Budget Detail Worksheet should:

1. Display a clear link between the specific project activities and the proposed budget items and not contain items that are not supported by the program narrative.
2. Include a statement describing whether housing units are applicant-owned.
3. Include as program income any fees charged to housing program participants (victims) if housing units are applicant-owned.
4. Distinguish clearly between subawards and contracts in allocating any grant funds to other entities. Pursuant to 2 C.F.R. § 200.330, a subaward is for the purpose of carrying out a portion of the federal award, such as compensating a partner with which the grantee has a Memorandum of Understanding (MOU), and a contract is for the purpose of obtaining goods and services for the grantee's own use.

6. Indirect Cost Rate Agreement

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

7. 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.

8. 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.

9. 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.

10. Applicant Disclosure of Pending Applications

Each applicant is 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](#).

11. Applicant Disclosure and Justification – DOJ High Risk Grantees² (if applicable)

An applicant that is designated as a DOJ High Risk Grantee is to submit, as a separate attachment to its application, information that OJP will use, among other pertinent

² 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.

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.

12. Disclosure of Process Related to Executive Compensation

An applicant that is a nonprofit organization may be required to make certain disclosures relating to the processes it uses to determine the compensation of its officers, directors, trustees, and key employees.

Under certain circumstances, a nonprofit organization that provides unreasonably high compensation to certain persons may subject both the organization's managers and those who receive the compensation to additional federal taxes. A rebuttable presumption of the reasonableness of a nonprofit organization's compensation arrangements, however, may be available if the nonprofit organization satisfied certain rules set out in Internal Revenue Service (IRS) regulations with regard to its compensation decisions.

Each applicant nonprofit organization must state at the time of its application (question 9c in the "OJP Financial Management and System of Internal Controls Questionnaire" located at <https://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf> and mentioned earlier) whether or not the applicant entity believes (or asserts) that it currently satisfies the requirements of 26 C.F.R. 53.4958-6 (which relate to establishing or invoking a rebuttable presumption of reasonableness of compensation of certain individuals and entities).

A nonprofit organization that states in the questionnaire that it believes (or asserts) that it has satisfied the requirements of 26 C.F.R. 53.4958-6 must then disclose, in an attachment to its application (to be titled "Disclosure of Process Related to Executive Compensation"), the process used by the applicant nonprofit organization to determine the compensation of its officers, directors, trustees, and key employees (together, "covered persons").

At a minimum, the disclosure must describe in pertinent detail: (1) the composition of the body that reviews and approves compensation arrangements for covered persons; (2) the methods and practices used by the applicant nonprofit organization to ensure that no individual with a conflict of interest participates as a member of the body that reviews and approves a compensation arrangement for a covered person; (3) the appropriate data as to comparability of compensation that is obtained in advance and relied upon by the body that reviews and approves compensation arrangements for covered persons; and (4) the written or electronic records that the applicant organization maintains as concurrent documentation of the decisions with respect to compensation of covered persons made by the body that reviews and approves such compensation arrangements, including records of deliberations and of the basis for decisions.

For purposes of the required disclosure, the following terms and phrases have the meanings set out by the IRS for use in connection with 26 C.F.R. 53.4958-6: officers, directors, trustees, key employees, compensation, conflict of interest, appropriate data as to comparability, adequate documentation, and concurrent documentation.

Applicant nonprofit organizations should note that following receipt of an appropriate request, OJP may be authorized or required by law to make information submitted to satisfy this requirement available for public inspection. Also, a recipient may be required to make a prompt supplemental disclosure after the award in certain circumstances (e.g., changes in the way the organization determines compensation).

13. Additional Attachments

a. Service Partner MOUs, Letters of Intent, and Subcontracts/Subgrants

For services to be provided by project partners, the applicant must name the project partner that will provide the specific service in the program narrative, and include, as an attachment to the application, a subcontract/subgrant, Letter of Intent, or MOU describing the commitment from that organization to perform a specific service, and a description of the fee for the service or cost to the grant for each service. If services are to be provided as in-kind match, pro bono, or at no cost to the grant, this must be clearly stated in the MOU, Letter of Intent, or subcontract/subgrant. MOUs, Letters of Intent, and subcontracts/subgrants must include the following: (1) names of the organizations involved in the agreement; (2) scope of the direct specialized service(s) and other work to be performed under the agreement; (3) duration of the agreement; (4) estimated cost per victim or cost of actual services provided describing whether it is a 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 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. MOUs and Letters of Intent should be submitted as one separate attachment to the application.

b. Position Descriptions and Resumes

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

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.

- 16.320, Services for Trafficking Victims
- OVC-2020-17755.

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 (20%)
2. Project Design and Implementation (45%)
3. Capabilities and Competencies (20%)
4. Plan for Collecting the Data Required for This Solicitation's Performance Measures (5%)
5. Budget (10%): complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should demonstrate generally 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.³

Review Process

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

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. For purposes of assessing whether an application meets basic minimum requirements and should proceed to further consideration, OJP screens applications for compliance with those requirements. Although specific requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP programs:

- The application must be submitted by an eligible type of applicant
- The application must request funding within programmatic funding constraints (if applicable).
- The application must be responsive to the scope of the solicitation.
- The application must include all items designated as basic minimum requirements.

For a list of the basic minimum requirements for this solicitation, see "What an Application Should Include" under Section D. Application and Submission Information.

Peer review panels will evaluate, score, and rate applications that meet basic minimum requirements. OVC may use internal peer reviewers, external peer reviewers, or a combination, to assess applications on technical merit using the solicitation's review 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. Peer reviewers' ratings and any resulting recommendations are advisory only, although reviewer views are considered carefully.

³ 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.

Other important considerations for OVC include geographic diversity, strategic priorities and available funding, as well as the extent to which the Budget Detail Worksheet and Budget Narrative accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

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 non-public 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 OVC 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: Performance Measures Table

Objective	Performance Measure(s)	Description
Provide housing to victims of human trafficking	Number of trafficking victims provided with housing.	Number of trafficking victims provided with housing, broken down by the type of trafficking (sex, labor, or both sex and labor).
	Number of units of housing assistance provided.	Number of units of housing assistance provided, broken down by type.
		Total number of trafficking victims served during the performance period. This includes NEW clients and existing clients served during the performance period
	Number of other victim services provided.	Total number of services provided to trafficking victims during the performance period, broken down by the type of service.
	Percentage of trafficking victims referred for services.	Total number of victims referred for services.
	Number of victims who transition from supported housing to independent housing.	Number of victims who transition from supported housing to independent housing.

Appendix B: Application Checklist

OVC FY 2020 Housing Assistance Grants for Victims of Human Trafficking

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 [OJP Grant Application Resource Guide](#))
- ☐ Acquire or renew registration with SAM (see [OJP Grant Application Resource Guide](#))

To Register with Grants.gov:

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

To Find Funding Opportunity:

- ☐ Search for the Funding Opportunity on Grants.gov (see [OJP Grant Application Resource Guide](#))
- ☐ Access Funding Opportunity and Application Package (see [OJP Grant Application Resource Guide](#))
- ☐ Sign up for Grants.gov email [notifications](#) (optional)
- ☐ 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

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 [OJP Grant Application Resource Guide](#))

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

- ☐ contact OVC 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 2020 Awards](#)" in the OJP Funding Resource Center at <https://ojp.gov/funding/Explore/LegalOverview2020/index.htm>.

Scope Requirement:

_____ The federal amount requested is within the allowable limit(s) of \$500,000.

Eligibility Requirement: For eligibility information, see the title page.

What an Application Should Include:

The following items are critical application elements required to pass 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 10)
- ☐ Detail Budget Worksheet and Budget Narrative (see page 13)

- ☐ Application for Federal Assistance (SF-424) (see page 10)
- ☐ Project Abstract (see page 10)
- ☐ Program Narrative (see page 11)
 - ☐ *Statement of the Problem* (see page 11)
 - ☐ *Project Design and Implementation* (see page 11)
 - ☐ *Capabilities and Competencies* (see page 12)
 - ☐ *Plan for Collecting the Data Required for this Solicitation's Performance Measures* (see page 12)
- ☐ Budget Detail Worksheet (including Narrative) (see page 13)
- ☐ Indirect Cost Rate Agreement (if applicable) (see page 14)
- ☐ Financial Management and System of Internal Controls Questionnaire (see page 14)
- ☐ [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see page 14)
- ☐ Applicant Disclosure of Pending Applications (see page 14)
- ☐ Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see page 14)
- ☐ Disclosure of Process Related to Executive Compensation (see page 15)

Additional Attachments

- ☐ Letter(s) of Support from Law Enforcement and/or Prosecutorial Agencies (see page 8)
- ☐ Request and Justification for Employee Compensation; Waiver (if applicable) (see page 9)
- ☐ Service Partner MOUs, Letters of Intent, and Subcontracts/Subgrants (see page 16)
- ☐ Position Descriptions and Resumes (see page 16)