



OVC FY 2020 Invited to Apply – Services for Victims of Human Trafficking

Assistance Listing Number #	16.320
Grants.gov Opportunity Number:	O-OVC-2020-94007
Solicitation Release Date:	May 06, 2021 3:00 PM
Version:	1
Grants.gov Deadline:	May 21, 2021 11:59 PM
Application JustGrants Deadline:	June 04, 2021 11:59 PM

Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) is seeking applications to support services 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 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.**

Solicitation Categories

This solicitation does not include Solicitation Categories.

Eligible Applicants:

City or township governments, Native American tribal governments (Federally recognized), Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education, State governments

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 2 OVC-2020-18332 managing the entire program.

For additional information on subawards, see the [OJP Grant Application Resource Guide](#).

Contact Information

For technical assistance with submitting the **SF-424 and SF- LLL** in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, at [Grants.gov customer support webpage](#), or email at support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

For technical assistance with submitting the **full application** in DOJ's Justice Grants System (JustGrants), contact the

JustGrants Service Desk at JustGrants.Support@usdoj.gov, 833-872-5175. The JustGrants Service Desk operates 5 a.m. – 9 p.m. EST Monday - Friday and 9 a.m. to 5 p.m. Saturday, Sunday, and Federal holidays.

An applicant that experiences unforeseen Grants.gov or JustGrants 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.

For assistance with any other requirements of this solicitation, contact the Response Center by telephone at 800-851-3420 or TTY 301-240-6310 (hearing impaired only), or by email at grants@ncirs.gov. Response Center hours of operation are 10:00 a.m.–6:00 p.m., ET, Monday through Friday, and 10:00 a.m.–8:00 p.m., ET,

Submission Information

In FY 2021, applications will be submitted to DOJ in a **NEW** two-step process.

Step 1: Applicants will submit an **SF-424** and an **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html>. To register in Grants.gov, applicants will need to obtain a Data Universal Numbering System (DUNS) and System for Award Management (SAM) registration or renewal.

Step 2: Applicants will submit the **full application** including attachments in JustGrants at JustGrants.usdoj.gov. To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline.

OJP encourages applicants to review, the “How to Apply” section in the [OJP Grant Application Resource Guide](#).

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.

OJP encourages applicants to review, the “How to Apply” section in the [OJP Grant Application Resource Guide](#).

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Program Description

Overview

The Department of Justice is committed to advancing work that promotes civil rights, increases access to justice, supports crime victims, protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

OVC's mission is to enhance the Nation's capacity to assist crime victims and provide leadership in changing policies and practices to promote justice and healing for all victims of crime. OVC achieves this mission, in part, by administering discretionary award programs supported by the federal Crime Victims Fund to develop innovative training and technical assistance, and to provide services to improve the overall quality of victim assistance.

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

Statutory Authority: This program is authorized by 22 U.S.C. § 7105(b)(2).

Specific Information

The purpose of this program is to develop, expand, or strengthen victim service programs for victims of human trafficking. Under the TVPA, 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(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. Applicants are invited to apply under the following three purpose areas:

Purpose Area: Developing Capacity to Serve Human Trafficking Victims Under Purpose Area, awards will be made to organizations that have not received OVC human trafficking grants since 2015. The purpose of these awards is to support organizations that have limited or no prior experience in serving victims of human trafficking. During the first 12 months, grantees will create and submit a plan for how they will acquire staff who have experience providing services to human trafficking victims, or train existing staff to address identified skill or knowledge deficits. In the last 24 months of this program, grantees will implement services for human trafficking victims.

Unallowable Costs

The following activities cannot be supported with grant funds:

Holding Beds

Grantees may not "hold beds" in a housing facility by charging their cost to the grant and keeping them empty until a victim needs the bed, when other victims need access to the beds, as this would be considered an unallowable contingency payment (see CFR 200.433 (c)).

Stipends/Incentives to Participate in Services

Neither cash nor non-cash stipends or incentives may be paid to victims to encourage their participants in services. Note: nominal cash or non-cash stipends (e.g., taxi or ride share vouchers, public transportation tickets or tokens, money to pay for child care, gift cards for meals that are necessary when participants receive services) are allowable.

Primary Prevention Activities

Per 22 U.S.C. § 7105(b)(2), the purpose of this funding is to support victim service programs: therefore, applicants should not propose primary prevention activities under this program.

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 services for review and approval (post-award);
ensure their policies and procedures follow applicable federal and state laws protecting the civil rights of

- program participants and staff (post-award);
3. ensure that any staff, partner staff, or service providers working with trafficking victims are adequately licensed and trained to work with such victims, including by accessing OVC-supported training and technical assistance; and
4. send the project coordinator or program director 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.

Goals, Objectives, Deliverables, and Timeline

Goals

The primary goal of this program is to develop, expand, or strengthen victim service programs for victims of human trafficking, including programs that provide trauma-informed services.

The objective in providing these services is to achieve increased safety, independence, self sufficiency, and well-being for victims of human trafficking.

Objectives include—

1. provision of services to meet the individualized needs of victims of human trafficking;
2. collaboration with and training for local partners (e.g., service providers, criminal justice professionals, members of the judiciary, community and faith-based organizations) to ensure trafficking victims are properly identified and referred for appropriate services;
3. assistance or referrals to other essential services for victims of human trafficking; and
4. 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.

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

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 entitled “Information Regarding Potential Evaluation of Programs and Activities.”

OJP Priority Areas

In FY 2020, and in addition to executing any statutory prioritization that may be applicable, OJP will give priority consideration to applications as follows:

- Applications that address specific challenges that rural communities face.
- Applications that demonstrate that the individuals who are intended to benefit from the requested grant reside in high-poverty areas or persistent-poverty counties.
- Applications that offer enhancements to public safety in economically distressed communities (Qualified Opportunity Zones).

To receive priority consideration under the rural priority, applicants must describe what makes the geographic service area rural (using U.S. Census or other appropriate government data; for assistance, applicants may wish to refer to <https://www.census.gov/programssurveys/geography/guidance/geo-areas/urban-rural.html>), how isolated the area is from needed services, and how they will address specific challenges in rural communities. To receive priority consideration under the poverty priority, the applicant must provide information to demonstrate that the individuals who are intended to benefit from the requested grant reside in high-poverty areas or persistent-poverty counties. For purposes of this priority consideration, the term “high-poverty area” means any census tract with a poverty rate of at least 20 percent, as measured by the 2013–2017 5-year data series available from the American Community Survey of the Census Bureau (applicants may search by census tract at <https://www.census.gov/acs/www/data/data-tables-and-tools/narrative-profiles/2017/>) and the term “persistent-poverty counties” means any county that has had 20 percent or more of its

population living in poverty over the past 30 years, as measured by the 1990 and 2000 decennial censuses and the most recent Small Area Income and Poverty Estimates (applicants may search by county at <https://www.census.gov/data/tables/time-series/dec/censuspoverty.html> and at <https://www.census.gov/programs-surveys/saie.html>) .

To receive priority consideration under the Qualified Opportunity Zones (QOZ) priority, applicants must include information that specifies how the project will enhance public safety in the specified QOZ. For resources on QOZ, and for a current list of designated QOZ, see the U.S. Department of the Treasury's resource webpage, accessible at <https://www.cdfifund.gov/pages/opportunity-zones.aspx>

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 service funded under this award.

Federal Award Information

General Guidance for Federal Award

Total number of awards OVC expects to make:	1
Maximum dollar amount for each award:	\$350,000
Total amount to be awarded under solicitation:	\$350,000
Period of performance start date:	August 1, 2021
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. OJP will consider, among other factors, OJP's strategic priorities, a recipient's overall management of the award, and progress of award funded work, when making continuation award decisions.

Under this solicitation, only one application by any particular applicant entity per purpose area will be considered. An entity may, however, be proposed as a subrecipient (subgrantee) in more than one application.

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

Awards, Amounts and Durations

Anticipated Total Amount to be Awarded Under Solicitation

\$350,000.00

Types of Awards

OVC expects to make awards under this solicitation as grants. 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 Requirements as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. 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. See [OJP Grant Application Resource Guide](#) for additional 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)

See the [OJP Grant Application Resource Guide](#) for information on Pre-agreement Costs (also known as Pre-award Costs).

Limitation on Use of Award Funds for Employee Compensation: Waiver

See the [OJP Grant Application Resource Guide](#) for information on Limitation on Use of Award Funds for Employee Compensation; Waiver.

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

See the [OJP Grant Application Resource Guide](#) for information on Prior Approval, Planning and Reporting of Conference/Meeting/Training Costs.

Costs Associated with Language Assistance (if applicable)

See the [OJP Grant Application Resource Guide](#) for information on Limitation on Use of Costs Associated with Language Assistance.

Eligibility Information

For eligibility information, see the title page.

For information on cost sharing or matching requirements, see Federal Award Information.

Application and Submission Information

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

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

The SF-424 will be submitted in Grants.gov. 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.

In Section F of the SF-424, please include the name and contact information of the individual who will complete application materials in JustGrants. JustGrants will use this information (*email address*) to assign the application to this user in JustGrants.

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.")

Standard Applicant Information (JustGrants 424 and General Agency Information)

The Standard Applicant Information section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. Applicants will need to review the Standard Applicant Information in JustGrants and make edits as needed.

Within this section, applicants will need to add: zip codes for areas affected by the project; confirm their Authorized Representative; and verify the organizations legal name and address.

Proposal Abstract

A project abstract (no more than 400 words) will be completed in the JustGrants Web-based form summarizing the proposed project to include the following:

- Legal name of applicant (the agency, not the individual).
- Purpose area under which the application is being submitted.
- Description of services to be provided under the proposed project.
- Geographic area to be served.
- List of project partners and their roles in the proposed project.
- Federal amount requested for the 36-month project period.

This amount **MUST** match the total in the Budget Detail Worksheet, including the Narrative, and the federal amount requested on the SF-424.

Project abstracts should be —

- written for a general public audience;
- submitted as a separate attachment, with "Project Abstract" as part of its file name; and
- single-spaced, using 12-point Times New Roman font with 1-inch margins.

Proposal Narrative

point Times New Roman font with 1-inch margins. The program narrative should be submitted as an attachment in JustGrants. If the program narrative fails to comply with these length-related restrictions, OVC may negatively 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. Identify the nature and scope of the problem that the program will address. Applicants must demonstrate the problem of human trafficking within the targeted geographic area. Applicants should cite the source(s) of this data, which could include local, state, and federal data regarding investigations, prosecutions, and the number of individuals identified as victims of human trafficking in the proposed geographic area; and data from victim service providers or other local stakeholders.
2. Describe previous or current attempts to address the problem, including documentation of the number of trafficking victims served each year during 2018 and 2019 within the targeted geographic area. At a minimum, applicants must identify the total number of victims they previously served within the targeted geographic area, and the types of victims they have served (sex or labor trafficking victims). Applicants must cite the source(s) of this data.
3. Describe the communities to be served, including the geographic area, populations in the service area, and any groups that are vulnerable to human trafficking.
4. Describe current efforts to address the service needs of trafficking survivors in the geographic area, including programs funded through OVC, the U.S. Department of Health and Human Services (HHS), the Office on Violence Against Women, or with Victims of Crime Act (VOCA) state victim assistance funds. Explain how the proposed project is not duplicative and how it targets identified gaps.

1. Project Design and Implementation Plan

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. clearly state the goals and objectives of this project. Goals and objectives must be in alignment with those stated on page 6 of this solicitation.
2. provide a detailed description of the proposed activities necessary to implement this project and meet the stated goals and objectives.
3. identify specific services that will be provided with grant funds (see Appendix B) and describe how and where the services will be provided.
4. include a timeline that identifies a timeframe for all the tasks and activities to be completed.
5. link project activities to the requirements of this solicitation and justify the logic of the proposed approach.
6. list project partners, as appropriate, to make the project activities effective and sustainable.
7. describe how the applicant plans to ensure that project activities are trauma informed and protect the safety and confidentiality needs of victims; and
8. describe how the applicant will meet the individualized service needs of victims and support victim-informed decisions and autonomy within the delivery of services.

1. Capabilities and Competencies

This section must—

1. demonstrate the institutional experience and expertise (or have submitted formal agreements with partners with experience and expertise with the application) to effectively implement the requirements of this solicitation.
2. identify the key individuals and organizations involved in the proposed project;
3. 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;
4. describe specific roles and responsibilities of all project partners and key staff;
5. demonstrate that project staff have appropriate training and experience to implement project activities as described in the proposal, and document plans and position descriptions for staff to be hired;
6. demonstrate the capacity and expertise of the lead applicant and all project partners to serve victims of human trafficking;
7. clearly describe who will implement activities as described in the Project Design and Implementation Plan section; and
8. describe their experience managing federal grants that support 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, 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

This section must include the following information:

1. A plan for collecting all of the performance measures data required by this solicitation.
2. A description of the qualifications of the key staff who will be responsible for collecting data and reporting performance measures in JustGrants.

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 the Program Description.

Award recipients will be required to submit performance measure data and performance reports in JustGrants. Examples of the performance measures questionnaire can be found at <https://ovc.ojp.gov/funding/performance-measures-overview>. Further guidance on the post-award submission process will be provided, if selected for award.

Note: Applicants are not required to submit performance data with the application. Rather, 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 must follow the guidance under “Note on Project Evaluations” in the [OJP Grant Application Resource Guide](#).

Goals, Objectives, Deliverables, and Timeline

Applicants will submit the Services for Victims of Human Trafficking Project goals, objectives, deliverables and timelines in the JustGrants Web-based form. See the [OJP Grant Application Resource Guide](#) for additional information.

Budget and Associated Documentation

a. Budget Worksheet and Budget Narrative (Web-based Form)

Applicants will complete the JustGrants web-based budget form. See the [OJP Grant Application Resource Guide](#) for additional information.

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):

- a. **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 the provision of services to victims of human trafficking. Administrative costs must be reasonable and allocable.
- b. **Victim services:** Applicants must dedicate sufficient funding in the budget to support the victim services required under this program.
- c. **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 human trafficking and/or program management. 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 following:
 - i. 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.
 - ii. 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; and
2. 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.

Budget Worksheet and Budget Narrative (Web-based Form)

Applicants will complete the JustGrants web-based budget form. See the [OJP Grant Application Resource Guide](#) for additional information.

Indirect Cost Rate Agreement (if applicable)

Applicants will submit their indirect cost rate agreement by uploading the agreement as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

Financial Management Questionnaire (including applicant disclosure of high-risk status)

Applicants will download the questionnaire in JustGrants and submit by uploading the completed questionnaire as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

Disclosure of Process Related to Executive Compensation

If applicable, applicants will submit a description of the process used to determine compensation by uploading the document and an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

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 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 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.

Training Plan

Applicants must provide a training plan that describes the number and type of training events planned to ensure program partners are prepared to identify, refer, and provide services to human trafficking victims. Applicants should describe how they will leverage existing training, including OVC's foundational online training, Understanding Human Trafficking, for staff and partners. Grantees will consult with OVC's training and technical assistance providers, including the OVC Training and Technical Assistance Center (TTAC), regarding available content to inform training funded under this solicitation.

Additional Application Components

The applicant will attach the requested documentation in JustGrants.

Curriculum Vitae or Resumes

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

Letters of Support

Applicants must provide at least one letter of support, intent, or certification 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

Documentation of Anticipated Benefit to Qualified Opportunity Zones (if applicable)

As is mentioned above, OJP will give priority consideration in award decisions to designated QOZ. Each applicant

proposing to receive priority consideration under the under the QOZ priority should provide a sufficient narrative explanation in order for OJP to identify clearly the public safety benefit the applicant anticipates that its project will have on a specified QOZ. The narrative and the list of affected QOZ (by census tract number) must be included as an attachment that is clearly labeled as addressing QOZ.

The applicant may also include tables, charts, graphs, or other relevant illustrations that may be useful in comprehending the manner in which the proposed project is anticipated to benefit a QOZ.

Research and Evaluation Independence and Integrity Statement

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. Applicants will submit a description of their research and evaluation independence and integrity by uploading the document as an attachment in JustGrants. For additional information regarding demonstrating research/evaluation independence and integrity, including appropriate safeguards, see the [OJP Grant Application Resource Guide](#).

Documentation of Rural Challenges (if applicable)

As is mentioned above, OJP will give priority consideration in award decisions to applications that address specific challenges that rural communities face. Each applicant proposing to receive priority consideration under the rural priority should provide a sufficient narrative to include what makes the geographic service area rural (using U.S. Census or other appropriate government data), how isolated the area is from needed services, and how it will address specific challenges in rural communities.

Documentation of High-Poverty Areas or Persistent-Poverty Counties (if applicable)

As mentioned above, OJP will give priority consideration in award decisions to applications that demonstrate that the individuals who will benefit from the requested grant reside in high-poverty areas or persistent-poverty counties as defined above. Each applicant proposing to receive consideration under the High-Poverty Areas or Persistent-Poverty Counties priority should provide a sufficient narrative explanation to identify

Disclosures and Assurances

Applications will complete the following disclosures and assurances.

Disclosure of Lobbying Activities

Applicants will complete and submit the SF-LLL in Grants.gov. See the [OJP Grant Application Resource Guide](#) for additional information.

DOJ Certified Standard Assurances

See DOJ Certified Standard Assurance on the [OJP Grant Application Resource Guide](#).

Applicant Disclosure of Duplication in Cost Items

Applicants will complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [OJP Grant Application Resource Guide](#) for additional information.

DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

Applicants will review and accept the DOJ Certified Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements. See [OJP Grant Application Resource Guide](#).

Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)

If applicable, applicants will submit as an attachment in JustGrants See the [OJP Grant Application Resource Guide](#) for additional information. 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.

How to Apply

Applicants will submit an SF-424 and an SF-LLL in Grants.gov at <https://www.grants.gov/web/grants/register.html>.

Applicants will submit the **full application** including attachments in JustGrants at JustGrants.usdoj.gov.

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

Submission Dates and Time

The SF-424 and the SF-LLL will be submitted in Grants.gov by 11:59 p.m., eastern time (ET) on May 21, 2021. 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.

The full application will be submitted in JustGrants by June 4, 2021 by 11:59 p.m., eastern time (ET). To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline.

Application Review Information

Review Process

OJP reviews each application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation. For invited applications, OJP reviews for consistency with the invitation letter and invited applicant guidance. See the [OJP Grant Application Resource Guide](#) for information on the application review process.

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, the Assistant Attorney General will make all final award decisions.

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

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).

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

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 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.

Federal Awarding Agency Contact(s)

For OJP contact(s), see title page.

For contact information for Grants.gov and JustGrants, see title page.

Other Information

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

See the [OJP Grant Application Resource Guide](#) for information on Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a).

Provide Feedback to OJP

See the [OJP Grant Application Resource Guide](#) for information on how to provide feedback to OJP.

Performance Measures

Award recipients will be required to submit performance measure data and performance reports in JustGrants. Examples of the performance measures questionnaire can be found at <https://ovc.ojp.gov/funding/performance-measures-overview>.

Further guidance on the post-award submission process will be provided, if selected for award.

Application Checklist

OVC FY 2020 Invited to Apply – Services for Victims of Human Trafficking

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

What an Applicant Must 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
- Access Funding Opportunity and Application Package (see [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [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 [OJP Grant Application Resource Guide](#))

Overview of Post-Award Legal Requirements:

- Review the “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2021 Awards](#)” in the [OJP Funding Resource Center](#).

Scope Requirement:

- The federal amount requested is within the allowable limit(s) of \$350,000

Eligibility Requirement: See Title Page

Submit SF-424 and SF-LLL in Grants.gov

After SF-424 and SF-LLL submission in Grants.gov, Receive Grants.gov Email Notifications That:

- Submission has been received in Grants.gov
- Submission 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 Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, at [Grants.gov customer support webpage](#), or email at support@grants.gov regarding technical difficulties (see [OJP Grant Application Resource Guide](#))

Content of Application Submission

- Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov
- Standard Applicant Information (SF-424 info from Grants.gov)
- Proposal Abstract
- Proposal Narrative
- Budget and Associated Documentation
 - Budget Worksheet and Budget Narrative
 - Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
 - Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))
 - Disclosure of Process related to Executive Compensation
- Additional Application Components
 - Disclosures and Assurances
 - [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
 - Applicant Disclosure of Duplication in Cost Items (see [OJP Grant Application Resource Guide](#))
 - DOJ Certified Standard Assurance (see [OJP Grant Application Resource Guide](#))
 - DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (see [OJP Grant Application Resource Guide](#))
 - Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))
 - Service Partner MOUs, Letters of Intent, and Subcontracts/Subgrants
 - Position Descriptions and Resumes
 - Training Plan
 - Documentation of Rural Challenges (if applicable)
 - Documentation of High-Poverty Areas or Persistent-Poverty Counties (if applicable)
 - Documentation of Enhanced Public Safety in Qualified Opportunity Zones (if applicable)

Submit Application in JustGrants:

- Application has been successfully submitted in JustGrants

If No JustGrants Application Submission, Validation, or Error Notifications are Received:

- Contact JustGrants.Support@usdoj.gov or 833-872-5175 regarding technical difficulties