

Administration for Children and Families

Immediate Office of the Assistant Secretary - Office on Trafficking in Persons

Domestic Victims of Human Trafficking Services and Outreach (DVHT-SO) Program

HHS-2024-ACF-IOAS-OTIP-TV-0048

Application Due Date: 06/30/2023

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Executive Summary

Notice:

- **Applicants are strongly encouraged to read the entire notice of funding opportunity (NOFO) carefully and observe the application formatting requirements listed in *Section IV.2. Content and Form of Application Submission*. For more information on applying for grants, please visit "How to Apply for a Grant" on the ACF Grants & Funding Page at** https://www.acf.hhs.gov/grants/how-apply-grant.

The Office on Trafficking in Persons (OTIP) within the Administration for Children and Families (ACF) is announcing funds for the Domestic Victims of Human Trafficking Services and Outreach (DVHT-SO) Program. The DVHT-SO Program's goal is to directly fund organizations that will build, expand, and sustain organizational and community capacity to deliver services to domestic adults and minors who have experienced a severe form of human trafficking as defined by the Trafficking Victims Protection Act (TVPA) of 2000, as amended, through the provision of direct services, assistance, and referrals.

The following activities are required under the DVHT-SO Program: a) provision of comprehensive, culturally and linguistically responsive case management to individuals who have experienced sex and labor trafficking; and b) outreach efforts to increase identification of domestic individuals who have experienced sex and labor trafficking.

The DVHT-SO Program, which is informed by a whole family approach, focuses equally and intentionally on services and opportunities for clients and their immediate family members living in their households. OTIP encourages establishing community partnerships, meaningfully engaging with individuals who have experienced trafficking, and hiring qualified professionals who reflect the communities being served in all project implementation strategies under the DVHT-SO Program. Under the DVHT-SO Program, there is a 12-month project implementation period for prime recipients to facilitate optional partnerships, on-board new staff, and develop service protocols specific to domestic individuals who have experienced human trafficking. However, clients must be served during the 12-month project implementation period.

Under the DVHT-SO Program, prime recipients must provide a statutorily mandated 25 percent match (cash or in-kind).

I. Program Description

Statutory Authority
Section 107(f) of the Trafficking Victims Protection Act (TVPA) of 2000 as amended; (22 U.S.C. § 7105(f)), and 22 U.S.C. § 7104(b).

Description

DVHT-SO PROGRAM OVERVIEW

Background

Human trafficking is a crime involving the exploitation of someone to perform labor or commercial sex acts through force, fraud, or coercion. Per section 22 U.S.C. § 7102(11) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended, severe forms of trafficking in persons 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
- Labor trafficking in which there is recruitment, harboring, transportation, provision, or obtaining of a person for labor or services through force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

It is a crime when a minor, a person under the age of 18, is asked or made to perform a sex act in exchange for something of value (e.g., shelter, food, money). There does not need to be a third party (e.g., trafficker) or evidence of force, fraud, or coercion for that minor to be identified as a victim of sex trafficking.

Human trafficking victims are often difficult to identify or assist without targeted outreach and referral efforts. Victims can be of any age, race/ethnicity, nationality/citizenship, sex, gender identity, or sexual orientation, with or without disabilities. At the same time, evidence suggests that individuals impacted by generational trauma, historic oppression, discrimination, and other societal factors and inequities are at higher risk of experiencing human trafficking.

Project Objectives

The DVHT-SO Program's goal is to fund cooperative agreements that will build, expand, and sustain organizational and local capacity to provide direct services, assistance, and referrals to domestic victims of severe forms of human trafficking as defined by the TVPA of 2000, as amended. Domestic refers to a U.S. citizen or Legal Permanent Resident (LPR).

Under the DVHT-SO Program, the following activities are required throughout the project period:

1. Provide comprehensive, culturally responsive, and linguistically appropriate case management and victim assistance to domestic individuals who have experienced human trafficking.
2. Conduct outreach to increase identification of domestic individuals who have experienced human trafficking.

Project Scope

DVHT-SO projects' geographic areas may cross state lines, do not need to be contiguous, and can include federally recognized tribal and non-federally recognized Native communities, and urban and rural areas. Prime recipients must be located in the geographic area to be served by the proposed project.

The DVHT-SO prime recipient is authorized to form a partnership(s) with other organizations to achieve the DVHT-SO Program's objectives through subawards. If the prime recipient chooses to form a partnership(s), its principal office, or the office of the affiliate responsible for implementing and overseeing the DVHT-SO project, must be located within the proposed project's geographic area. The prime recipient must adhere to 45 CFR § 75.351 when formalizing partnerships with subrecipient(s). Prime recipients are encouraged to develop partnerships with established local entities to develop and deliver culturally responsive and linguistically appropriate services. See *Section I. DVHT-SO Administrative Requirements, Subawards* for more information.

Refer to OTIP Notice of Funding Opportunity titled Victims of Human Trafficking in Native Communities Demonstration (VHT-NC) Program (HHS-2023-ACF-IOAS-OTIP-TV-0046) for a similar program focused on services, outreach, and public awareness in Native Communities.

Lived Experience

OTIP encourages the strategic integration and engagement with domestic individuals who have experienced human trafficking into DVHT-SO Program project implementation strategies, including hiring qualified professionals who reflect the communities they serve. Prime recipients should incorporate input from individuals with lived expertise in all aspects of the anti-trafficking response development and provide these individuals with opportunities to contribute to program development and activity implementation. These opportunities should provide professional growth and development and not be limited to, or heavily rely on, presentations about their trafficking experience. Survivor engagement must include compensation based upon the level of engagement and comparable rates paid to practitioners and service providers.

Domestic individuals with human trafficking lived experience should be involved in efforts including, but not limited to, the following:

- Developing agency-wide policies and comprehensive case management protocols.
- Developing strategies for project implementation, victim identification, program evaluation, etc.
- Developing and delivering outreach activities.
- Building organizational capacity.
- Leading or contributing to support groups and/or mentorship initiatives.
- Identifying community partners.

Prime recipients should inform individuals with lived experience of any professional development, leadership training, consultant, and/or employment opportunities available to them in their community and beyond, including opportunities with the National Human Trafficking Training and Technical Assistance Center (NHTTAC). NHTTAC provides individuals who have experienced human trafficking opportunities to participate in professional development and educational activities and develop anti-trafficking resources.

Social Determinants of Health

In 2021, the Biden Administration published an Executive Order 13985 On Advancing Racial Equity and Support for Underserved Communities Through the Federal Government to support communities that have been historically underserved, including people of color and others who have been marginalized and adversely affected by persistent poverty and inequality. Social determinants of health have a major impact on people's health and well-being — and they're a key focus of Healthy People 2030, the plan in which the U.S. Department of Health and Human Services (HHS) sets data-driven national objectives to improve health and well-being over the next decade. Therefore, OTIP encourages community-driven outreach strategies that address the impact of structural inequities that can intensify risk for human trafficking in underserved communities by responding to Social Determinants of Health (SDOH).

SDOH-responsive outreach plans should aim for the following:

1. Target historically underserved communities who may not have equal access to positive SDOH like safe housing or job opportunities.
2. Be rooted in community assessments, narratives, and/or studies of local SDOH challenges that increase risk for human trafficking.
3. Engage members of the target community to strategize how to reduce vulnerability to human trafficking.
4. Empower diverse outreach teams whose members are representative of the target outreach community.
5. Invest resources in culturally responsive outreach methods and spaces to build credibility, trust, and connections with assistance.

SDOH-responsive prime recipients should substantiate evidence of previous efforts to respond to underserved, at-risk communities with the following:

1. More than two letters of support from community organizations in the service catchment area or representatives with standing in the community that can attest to the applicant's credibility, efforts, and trust among the target community.
2. Results (e.g., increased housing, job, opportunities, etc.) of targeted outreach efforts that have reached underserved communities and connected them to services, including descriptions of project activities and number of individuals reached and/or served within the past 3 calendar years.
3. Lessons learned and/or promising practices from previous work that will inform DVHT-SO strategies.

Bonus Points

Under the DVHT-SO Program, there are three separate opportunities to receive bonus points listed under *Section V.I. Criteria.* Bonus points will be awarded to applicants who:

1. Present a plan to meaningfully and ethically engage individuals with lived experience of human trafficking in project activities.
2. Present a SDOH-responsive outreach plan.
3. Substantiate evidence of previous SDOH-responsive efforts.

DVHT-SO SERVICE APPROACH

The DVHT-SO Program incorporates trauma-informed and person-centered approaches to assist domestic individuals of different racial, ethnic, cultural, gender identity, sexual orientation, ability, and religious backgrounds who have experienced human trafficking. A trauma-informed care model assumes that clients and staff have experienced trauma. This model includes organizational change that promotes resilience in clients and staff; engages individuals in care; prevents re-traumatization; and incorporates knowledge about trauma into policies, procedures, practices, and settings. For more information on the development of trauma-informed services, and a framework for becoming a trauma-informed organization, system, or service sector, visit the Substance Abuse and Mental Health Services Administration's Concept of Trauma and Guidance for a Trauma-informed Approach.

National Culturally and Linguistically Appropriate Services (CLAS) Standards

All DVHT-SO Program activities must adhere to the CLAS Standards, which are a comprehensive series of guidelines that inform and facilitate practices related to culturally and linguistically appropriate health services. Clients served under the DVHT-SO Program must receive comprehensive case management assistance and literature in their preferred language, including Indigenous languages. If on-site staff is not available to provide services, the recipient must provide the client with professional interpretation services.

The DVHT-SO Program is voluntary; clients must have the option to decline services provided by the agency supported under the program. The clients' concerns and priorities should guide the actions of the service delivery strategy.

Prime recipients must incorporate culturally responsive and traditional healing practices into the project design and implementation, if appropriate. Cultural wisdom and traditional practices are fundamental to achieving behavioral health improvements today and effecting change for future generations. Recipients must provide, or arrange for, services to be provided in a manner that is sensitive to the age, culture, religion, dietary needs, native language, sexual orientation, gender identity, and other important individual needs of each client. All clients enrolled in DVHT-SO funded services are entitled to human rights protections and freedom from discrimination and abuse. Recipients must ensure that clients who identify as Two-Spirit, Lesbian, Gay, Bisexual, Transgender, Queer, Questioning, Intersex, Asexual, and/or other sexual and gender minorities are fairly treated and served.

Whole Family Approach

The DVHT-SO Program is informed by a whole-family approach that focuses on services and opportunities for clients and their family members living within their households. While the TVPA of 2000, as amended, does not authorize direct benefits for family members, this funding is intended to allow family members to derive benefits from the services provided, when in the client's best interest. For example, a client enrolled in DVHT-SO-funded services may receive financial assistance to cover childcare-related costs. Though the child may be the direct recipient of services, the enrolled client benefits from being able to use program funding to cover these costs as they enable them to maintain employment and attend case management meetings.

DVHT-SO SERVICE REQUIREMENTS

Eligible Beneficiaries of Program Services

The DVHT-SO Program was authorized by 22 U.S.C. § 7105(f) to assist U.S. citizens and lawful permanent residents (LPRs) who have previously experienced human trafficking, as defined by the TVPA of 2000, as amended. Therefore, **non-LPR foreign nationals and individuals who have not previously experienced human trafficking are ineligible for assistance**.

Under the Indian Citizenship Act of 1924, all Native Americans born in the United States (U.S.) and U.S. Territories are U.S. citizens. This includes American Indians, Alaska Natives, Native Hawaiians, and/or Pacific Islanders.

The prime recipient and, if applicable, its subrecipient(s) must implement universal human trafficking screening during intake for all children and youth receiving services across its programs.

Eligibility Assessment

Prime recipients must have trauma-informed protocols in place to identify individuals who have experienced human trafficking, determine eligibility to enroll clients into the DVHT-SO Program, and refer ineligible individuals for services, in compliance with statutory and administrative requirements prior to the initiation of DVHT-SO Program-funded services.

OTIP recognizes that determining eligibility can be a sensitive subject for many potential clients. Individuals who have experienced human trafficking may not have access to identification or citizenship documents, or they may have fraudulent documents provided by the trafficker. Potential clients may not be comfortable disclosing their human trafficking experience, may not know their current citizenship status, or may not know if they are a beneficiary of other federal funding. Prime recipients must include a plan within its service delivery protocol to ensure that all clients enrolled into the DVHT-SO Program meet the eligibility criteria in 22 U.S.C. § 7105(f) and that they are not enrolled concurrently in other federally funded programs providing similar services. For more information, see *Section I. DVHT-SO Administrative Requirements, Service Delivery Protocol.* OTIP encourages creative approaches that work for the applicant's community. Plans can include partnering with legal services agencies or other entities that specialize in eligibility or serving clients with alternate funding until they have built enough rapport to verify a potential client’s status.

Prime recipients or, if applicable, any subrecipient(s) who determine that the potential client is not a U.S. citizen or LPR who has experienced human trafficking must have protocols in place to provide referrals to programs that can address the individual’s needs.

Comprehensive Case Management Services

Under the DVHT-SO Program, prime recipients must conduct comprehensive case management services throughout the project period that include helping clients navigate systems of care, direct services, and/or community referrals for the following:

1. Culturally responsive and linguistically appropriate services tailored to domestic clients

2. Identification, screening, assessment, safety planning, and service planning
3. Advocacy and information about crime victims' rights and services
4. Direct assistance to support unmet basic needs and the well-being of domestic individuals who have experienced human trafficking
5. Allowable and reasonable expenses such as food, clothing, transportation and travel assistance, child care, and interpreter services, including Certified Deaf Interpreters
6. Health care including traditional healing, mental health, behavioral health, substance-use treatment, vaccinations, medical, residential treatment, vision, and dental services
7. Emergency, transitional, and long-term housing assistance
8. Employment assistance, vocational training, and job training and placement services, such as those offered through American Job Centers (AJCs) and other employment and training programs funded by the Department of Labor or other federal agencies. Required and optional AJC partner programs under the Workforce Innovation and Opportunity Act (WIOA) include multiple federal agencies. Required AJC partners include WIOA section 166 Indian and Native American Programs, or the U.S. Department of the Interior's Indian Employment, Training and Related Services Consolidation Act of 2017 Program (for more information visit: https://www.dol.gov/agencies/eta/dinap)
9. Enrolling clients to identify and receive available public benefits, assisting with the application preparation and submission, tracking the status of an application, assisting with collecting required supporting documentation, and assisting with an appeal if benefits are denied
10. Travel to support beneficiary safety and security, access to services, and family reunification intended to support health and well-being
11. Legal advocacy and services related to an individual's human trafficking experience, including explanation of legal rights and protections, cooperation with law enforcement, and assistance with family and civil matters (e.g., protection orders, victims' rights enforcement and compliance efforts, representation in family court, emancipation of minors, expungement or vacatur of criminal records, and name changes)
12. Educational assistance
13. Life skills training, including managing personal finances
14. Assistance with credit reporting protection documentation in accordance with the Consumer Financial Protection Bureau's final rule to help survivors avoid some of the financial consequences of human trafficking
15. Peer-to-peer support and mentoring

Comprehensive case management services should empower clients to identify and achieve personal milestones toward well-being and independence and may include leadership development opportunities. Case management services and activities should be low-barrier and include service plan development, counseling, monitoring, evaluating client progress, and securing and coordinating direct services, including transportation and travel to secure needed services and assistance.

DVHT-SO Program prime recipients must have the capacity to deliver all required services to clients directly through their agency and/or through formal partnership(s), which includes referring clients to the appropriate community agency if no such partnership exists. If a client requires services that are beyond the prime recipient's and, if applicable, its subrecipient's

capacity, the client must be provided with referrals to services within the community. Under the DVHT-SO Program, prime recipients must maintain proper documentation of all referrals provided. Prime recipients serving homeless minors who are at-risk for human trafficking may consider partnering with local Family and Youth Services Bureau-funded programs (including Runaway Homeless Youth recipients, Family Violence Prevention and Services recipients, and Adolescent Pregnancy Prevention recipients) to refer applicable clients to services.

DVHT-SO Program prime recipients must strive to refer clients to *pro bono* providers whenever possible. The prime recipient may use DVHT-SO funds to cover service costs related to the client's needs if a client requires services that are within the scope of the DVHT-SO Program but are beyond the prime recipients' capacity and cannot be covered through *pro bono* providers as long as they are allowable, reasonable, allocable, and commensurate with allowable program activities as noted in the NOFO and the Code of Federal Regulations.

Under the DVHT-SO Program, prime recipients and, if applicable, any subrecipient(s) must conduct client satisfaction surveys to assess the quality of services being provided and to identify areas of program improvement and/or gaps in services. See *Section I. DVHT-SO Administrative Requirements, Service Delivery Protocol* for more information. Prime recipients are encouraged to develop client satisfaction surveys and other assessment tools through partnerships with colleges and universities, including but not limited to tribal colleges and universities, historically black colleges and universities, and other minority serving institutions recognized by the U.S. Department of Education.

Financial Assistance for Transitional Costs

Clients that are within 8 months of program discharge may receive one-time financial assistance for transitional costs of up to $2,000 to cover transitional expenses, including the following:

- Housing (e.g., security deposit, first month's rent, relocation, etc.)
- Education (e.g., tuition, enrollment fees, textbooks, etc.)
- Employment (e.g., job training, certification courses, purchasing business attire, etc.)
- Child care (e.g. daycare costs, before/after-care school costs, etc.)
- Other costs that the client, in collaboration with the case manager, identify as necessary for the client's successful discharge from services.

Prime recipients must develop a policy within their service delivery protocol to assess client readiness to receive financial assistance at least 8 months prior to discharge from services that includes, at a minimum, objective criteria for assessing client readiness to receive financial assistance, timing and mechanism for disbursement, and dispute resolution procedures. The policy must be applicable to all clients served under the DVHT-SO Program, including clients served through subrecipient(s), if applicable. It must demonstrate consideration for client agency, be voluntary, provide equal access and available funding level to all clients. Additionally, the plan must include a process that allows clients who re-enroll in services to accept financial assistance within 8 months following their discharge if they did not receive financial assistance of up to $2,000 during any previous enrollment.

The client must be enrolled and receiving case management services while receiving the

financial assistance of up to $2,000. Payments must be made directly to the third-party (e.g., security deposit paid directly to a landlord, tuition paid directly to an educational institution, child care payment paid directly to a provider, etc.), and not directly to the client. Future expenses outside the enrollment period may not be dispersed. So, for example, if a client has either tuition or housing costs that are longer than the 8 months period and extends beyond their discharge date, these costs may not be charged to the award. Recipients must track financial assistance spending for each client to ensure total financial assistance does not exceed $2,000 and ensure proper documentation is maintained for auditing purposes. A client's decision to not request post-discharge services must not prevent them from re-enrolling in services under the DVHT-SO Program or pursuing financial assistance at a later date.

Recipients must use traceable mechanisms for disbursement to include direct payments to vendor, reimbursed receipts, or invoices to ensure accurate record keeping and auditing. The issuance of alternative payment mechanisms (i.e., gift cards or cash) is not permitted.

Prime recipients must thoroughly document individual financial assistance plans and spending, including line-item amounts, cost category, nontraditional cost category, mechanisms for disbursements, connection to related goals, receipts, bank records, client identifiers, and relevant dates. Regardless of the number of times a client re-enrolls, clients may access up to $2,000 in financial assistance only once under any federal grant program funded by OTIP, so the prime recipient is responsible for keeping track of whatever balance is remaining from the $2,000. OTIP will review disbursement records for monitoring purposes throughout the project period. Prime recipients must consider the available budget and projected financial assistance needs for each budget period. Prime recipients should not anticipate the availability of supplemental funding to meet this program requirement.

Outreach

Under the DVHT-SO Program, targeted outreach to domestic individuals developed by prime recipients throughout the project period must be conducted in the identified, geographic region and in venues, markets, and industries where human trafficking is known, or suspected, to occur. OTIP distinguishes between outreach and public awareness. Outreach is direct contact with domestic individuals who may have experienced human trafficking or who are vulnerable or are at a higher risk for human trafficking. Examples include street outreach, targeted online outreach, and human trafficking screening carried out in court diversion programs, detention centers, community organizations, agricultural settings, hospitality industry, restaurants, domestic work settings, foster care, and elder and child care settings. Though screenings may be conducted during outreach events, it is not required as it may not always be feasible or safe to do so.

As part of the outreach strategy under the DVHT-SO Program, prime recipients and, if applicable, any subrecipient(s), must use standardized screening tool(s) that are validated, evidence-based and trauma-informed to identify and evaluate client needs throughout the service relationship. Prime recipients may elect to use one or multiple tools, but all tools must be designed to identify adult and minor victims of sex trafficking and labor trafficking by assessing common indicators of human trafficking. For reference, the National Human Trafficking Hotline (NHTH) webpage includes a list of common indicators for sex trafficking and labor

trafficking.

Optional outreach and screening tools that may be used in project activities are available on the OTIP website's Resource Library. The ACF programs identified below can promote, coordinate, and make referrals to service delivery systems and training and other resources.

- NHTH
- NHTTAC
- Administration for Native Americans' (ANA) Website
- Runaway and Homeless Youth Program
- Family Violence Prevention Services Program
- Adolescent Pregnancy Prevention Program
- Family Violence Prevention & Services
- Child Welfare Information Gateway
- U.S Department of Housing and Urban Development Exchange

All outreach materials must be submitted to the Federal Project Officer for approval at least 30 days prior to the intended event, regardless of prior approvals through other programs or past HHS, DOJ, or state officials. For more information on prior approval requirements, see *Section I., Post-Award Requirements, Public Facing Materials*.

DVHT-SO ADMINISTRATIVE REQUIREMENTS

Subawards

Recipients under this grant program may opt to transfer a portion of substantive programmatic work to other organizations through subaward(s). The prime recipient must maintain a substantive role in the project. ACF defines a substantive role as conducting activities and/or providing services funded under the award that are necessary and integral to the completion of the project. Subrecipient monitoring activities alone, as specified in 45 CFR § 75.352, do not constitute a substantive role. Furthermore, ACF does not fund awards where the role of the applicant is primarily to serve as a conduit for passing funds to other organizations, unless that arrangement is authorized by statute.

Subrecipient(s) must meet the eligibility requirements identified in the NOFO, *Section III.1. Eligible Applicants*. Additionally, all subrecipient(s) must obtain a Unique Entity Identifier (UEI) number assigned by the System for Award Management (SAM), if they do not already have one. Prime recipients are required to check SAM to verify that the subrecipient(s) is/are not debarred, suspended, or ineligible.

Please reference the Award Term and Condition on Subawards on the ACF Administrative and National Policy Requirements website for further requirements involving subawards.

Service Delivery Protocol

Under the DVHT-SO Program, prime recipients must develop a service delivery protocol. The protocol must include the prime recipients' policies and procedures for eligibility, comprehensive case management, referral, discharge and post-discharge policies, and provisions specific to

domestic individuals who have experienced human trafficking. Discharge and post-discharge policies must include, at a minimum, the level of client progress required to be discharged from the program, the frequency and duration of optional post-discharge check-ins, and policies for clients who do not want to remain engaged with the service provider post-discharge. Additionally, the protocol must include financial assistance for transitional cost guidelines that comply with the eligibility and oversight requirements outlined in *Section I. DVHT-SO Service Requirements, Financial Assistance for Transitional Costs.*

The protocol must include the standardized, validated, and evidence- and trauma-informed screening tool(s) DVHT-SO Program staff will use to identify individuals who may have experienced human trafficking during outreach or intake. OTIP understands that providers need time to establish trust with individuals who may have experienced human trafficking to facilitate disclosure. Therefore, prime recipients are not required to use the screening tool immediately after establishing the service relationship. The screening tool(s) must be used within 30 days of a client entering the DVHT-SO Program. Note that though a screening tool does not have to be used until 30 days from date of client entry, prime recipients, and if applicable, subrecipient(s) must separately assess the eligibility of a prospective client prior to enrollment as described in *Section I. DVHT-SO Service Requirements, Eligible Beneficiaries of Program Services*, and *Eligibility Assessment.*

The protocol must also include a 24-hour response plan for handling client emergencies and emergency calls from law enforcement after hours and on weekends. While acceptable plans cannot be limited to hotline services and call-forwarding systems, the response plan must include coordination with NHTH, which maintains a National Referral Directory (Directory) of organizations and programs that serve individuals who have experienced human trafficking. The Directory includes a comprehensive internal resource for limited use by NHTH to respond to calls and an online, public version that includes anti-trafficking agencies that opt into the public version. Prime recipients must coordinate with NHTH to ensure all providers receiving funding are included in the Directory's internal or public version. Please note that providing a link to a non-federal website in this NOFO does not constitute an endorsement by ACF or any of its employees of the sponsors of the website or the information or products presented on the site. ACF cannot attest to the accuracy of information provided by this link or any other linked sites on the website.

The service delivery protocol must include the prime recipients' policies to facilitate safe and secure housing options (e.g., emergency, short-term, transitional, and long-term) for individuals who have experienced human trafficking. The protocol must reflect considerations specific to individuals with a criminal record directly resulting from their trafficking experience, as they face additional barriers to accessing housing.

The protocol must include policies and procedures to prevent disclosure of confidential, private, or personally identifiable information concerning clients or their family members without informed, written, and reasonably time-limited consent from the person whose information is sought. The protocols must also include the plan for how the prime recipients and, if applicable, any subrecipient(s) will inform clients of the limits to confidentiality prior to disclosures (e.g., mandated reporting requirements, etc.). Prime recipients must ensure compliance with 45 CFR §

75.303(e) to take reasonable measures to safeguard a client's protected personally identifiable information.

The protocol must include the client satisfaction survey of prime recipients and, if applicable, any subrecipient(s) intend to use to assess the quality, and/or gaps, in the services being provided and to identify areas of program improvement as described in *Section I. DVHT-SO Service Requirements, Comprehensive Case Management Services*.

The protocol must be reflective and inclusive of the DVHT-SO's guiding principles as outlined in *Section I. DVHT-SO Service Approach,* and *National CLAS Standards.* The protocol must be submitted at the end of the first budget period for review and approval by the Federal Project Officer. See *Section I. Post-Award Requirements, Schedule of Deliverables* for more information.

Faith-Based Organizations

ACF is mindful that potential recipients may have religious objections to providing certain kinds of services. ACF is committed to exploring ways for faith-based organizations to partner with ACF and other recipients even if they object to providing specific services on religious grounds. At the same time, ACF is committed to providing the full range of legally permissible services to people who need them and to do so in a timely fashion and in a manner that respects the diverse religious and cultural backgrounds of those we serve. To accomplish these goals with respect to religious objection and required services, OTIP requires that organizations that have a religious objection to providing any DVHT-SO required services must provide an alternative approach to meet their grant obligations. Refer to *Section IV.2. The Project Description, Service Approach* for more information.

The alternative approach must be one that accomplishes the goal of ensuring that clients served under the DVHT-SO Program understand the full range of services available in the program and how to receive referrals for such services, either directly through the DVHT-SO project or partnering organization(s). If an alternative approach is proposed, the alternative approach will be reviewed based upon a determination of the following: a) will ensure timely provision of all services for which the individual is eligible, b) is not burdensome to the client, and c) is operationally feasible for ACF.

Capacity Building for Project Staff and Subrecipients

Under the DVHT-SO Program, prime recipients must require training on human trafficking for any personnel, including, if applicable, subrecipient staff who interact with individuals who have experienced human trafficking. With the approval of the Federal Project Officer, grant funds may be used to support training for staff, including, if applicable, subrecipient staff when training is unavailable locally or when there is a cost for training participation (e.g., contracting trainers, registration, travel, continuing education units, etc.). Priority should be given to grant-funded staff who have mandated continuing education requirements related to licensure for their anti-trafficking efforts. DVHT-SO Program funds may be used to cover costs associated with continuing education units for the prime recipients' staff and, if applicable, the subrecipient(s).

All personnel and, if applicable, subrecipient staff who interact with individuals who have experienced human trafficking must complete at least 10 hours of training in connection with human trafficking each budget period. OTIP reserves the right to verify compliance throughout the project period. Prime recipients must track training hours and topics for their staff and, if applicable, subrecipient staff. Training topics should include the following:

- Federal definition of severe forms of trafficking in persons
- Information about human trafficking including types of human trafficking (both sex and labor trafficking) and recruitment and/or retention tactics used by traffickers
- Indicators that a person may be experiencing human trafficking
- Safety protocols for those in direct contact with individuals potentially experiencing human trafficking
- Services and benefits available for domestic individuals who have experienced human trafficking
- Specific considerations for domestic individuals who have experienced human trafficking which may include relevant cultural and/or spiritual needs, historical trauma, and cultural violence through the loss of access to lands, territories, natural resources, traditional practices, language, etc., and exclusion from the decision-making and policy frameworks in the nation-states in which they live
- Intersectionality between race and human trafficking (e.g., the role racial identity and racism play in the risk for human trafficking; process of identification; experience of service delivery; interaction with enforcement systems; including the criminal justice system; access to resources; health disparities/inequities experienced by underserved communities; etc.)
- Intersection between political status and human trafficking (e.g., the role that criminal jurisdiction and limited enforcement of tribal governments over non-tribal citizens plays in the increased risk for human trafficking, interaction with law enforcement and the criminal justice system, etc.)
- Intersectionality between sexual orientation, gender identity, and human trafficking (e.g., the role gender identity and expression and exclusion plays in the risk for human trafficking, process of identification, experience of service delivery, interaction with criminal justice, access to resources, health disparities/inequities experienced by 2SLGBTQIA+ community members, etc.)
- Intersectionality between disability and human trafficking (e.g., the role disability status and exclusion play in the risk for human trafficking, process of identification, experience of service delivery, interaction with the criminal justice system, access to resources, etc.)
- Intersectionality between human trafficking and forced criminality (e.g., understanding that when an individual is forced to provide labor or service that contributes to an illegal or illicit activity or business operation, they may also be considered a victim of human trafficking)

Prime recipients may also receive ongoing, tailored training and technical assistance (T/TA) through NHTTAC with the goal of promoting capacity building through their period of performance. This technical assistance is available across a variety of formats, including coaching/mentoring, conference calls, webinars, and training. Topics will be determined in consultation with prime recipients and may include, but are not limited to, effective strategies around survivor engagement; housing; diversity, equity, inclusion, and accessibility; direct

outreach by population; subrecipient monitoring and evaluation; sustainability and succession planning; and collaboration.

POST-AWARD REQUIREMENTS

Schedule of Deliverables

To accomplish program goals in a timely manner, OTIP has established the following post-award requirements. Tasks and timelines will be dependent upon the capacity of the prime recipients to carry out the deliverables post-award. OTIP is allotting a 12-month implementation period for the DVHT-SO prime recipient to facilitate partnerships and onboard new staff. The prime recipient must adhere to the following schedule:

1. Within 5 calendar days from the Notice of Award (NoA), the prime recipients must return the signed cooperative agreement.
2. Within 30 calendar days from the NoA, the prime recipients must have the capacity to provide comprehensive case management services to identify domestic individuals who have experienced human trafficking.
3. Within 1 year from the date of NoA, the prime recipient must submit a service delivery protocol specific to domestic individuals.
4. Within 1 year from the date of NoA, the prime recipient is required to develop a disparity impact statement using local data and input to identify populations at highest risk for health, social, economic, or other disparities such as low health literacy. The disparity impact statement will identify social, policy, historical, and other context associated with root causes and drivers of disparities. It will also provide the framework and plan for ongoing action and accountability, such as program improvement, incorporation of National CLAS Standards, monitoring and assessment of the impact of the project on the program's equity goals.

HHS resources for the disparity impact statement:

- Omh.gov: Guidance for Preparing a Disparity Impact Statement
- Cms.gov: Quality Improvement & Interventions: Disparity Impact Statement
- Samhsa.gov: Disparity Impact Statement

If, during the project period, OTIP and/or recipients are required to adjust program and/or recipient requirements due to a nationally declared emergency, OTIP will exercise maximum flexibility as needed. Requirements may be conducted virtually, or timelines modified in consultation with OTIP.

Tools and Resources

OTIP has developed tools and resources on human trafficking in the U.S., including NHTTAC-developed resources and Look Beneath the Surface (LBS) campaign materials such as brochures and posters, that may be used in outreach activities. All materials are available for download on the OTIP website's Resource Library.

Certain LBS materials, including posters and brochures, may be modified to include an agency's contact information by using commercial off-the-shelf software that includes digital image

editing capability. DVHT-SO funds can be used to cover software, and printing and shipping costs of LBS materials if intended to be used as part of DVHT-SO activities.

Public Facing Materials

The Stevens Amendment requires all HHS grant and cooperative agreement recipients to acknowledge federal funding when publicly communicating projects or programs (including outreach materials) funded through the HHS annual appropriation. For more information on requirements, reference the Administrative and National Policy Requirements on the ACF website. Prime recipients and, if applicable, its subrecipients must comply with the Stevens Amendment.

Prime recipients and, if applicable, its subrecipients must submit all public-facing materials used during project activities that are to be counted towards its project objectives for review and approval by the Federal Project Officer. Prime recipients must also submit for review and approval all public-facing materials if program funds will be used to facilitate any portion of the activity (e.g., editing presentation slide decks or staff time spent updating previously developed resources), even if the materials were not created using DVHT-SO Program funds or have been reviewed previously by OTIP or other state or federal grantors. The Federal Project Officer will review for trauma-informed and person-centered content, adherence to the Stevens Amendment, and alignment with general guidelines set by the President's Interagency Task Force to Monitor and Combat Trafficking in Persons, at a minimum.

For more information, see *Section I. DVHT-SO Service Requirements, Outreach.*

Program Performance Indicators

OTIP collects information from prime recipients in its Anti-Trafficking Information Management System to measure grant program progress and performance, improve program evaluation, inform policy, assess program outcomes, and build a response to human trafficking that is responsive to the needs of individuals with lived experience. Under the DVHT-SO Program, OTIP will collect information from prime recipients on a quarterly basis. Data collected has been cleared under the Paperwork Reduction Act (PRA) and will include nonidentifiable client demographic information, information on the client's trafficking experience, information related to the client's enrollment status, types of services and benefits provided to the client, the kind of outreach conducted, and number of domestic individuals who have experienced human trafficking identified through outreach efforts. For more information on OTIP's required reporting requirements and data elements, see *Section VI.3. Reporting*.

During the project period, the Federal Project Officer and the Office of Grants Management's Grant Management Specialist will verify that the information submitted in the prime recipient's reports is accurate and determine compliance with federal guidelines through desk and on-site monitoring. OTIP will notify prime recipients at least 30 days in advance of any scheduled on-site monitoring visit.

NOTE: Consistent with the PRA of 1995, 44 U.S.C. §§ 3501-3521, under this NOFO, OTIP will

not conduct or sponsor – and a person is not required to respond to – a collection of information covered by such Act unless it displays a currently valid OMB control number.

Federal Evaluation

OTIP may fund a formal evaluation of the DVHT-SO Program to evaluate the recipient's implementation strategies, potentially including:

- Geographic, historical, and cultural factors that impact the planning and development of each project
- Project's goals and how those goals were selected
- The characteristics of the project participants
- How projects develop and maintain partnerships
- Approaches used to reach and serve/assist victims and survivors

The prime recipient must participate in the mandatory evaluation as a condition of receiving the DVHT-SO Program award. If applicable, prime recipients must agree to participate in the mandatory formal evaluation, sign a memorandum of understanding (MOU), and make available program implementation records for grant-funded activities. This includes records of activities conducted by subrecipient(s), if applicable, and program performance data. The study would engage an outside, non-recipient evaluation team and would likely focus on the processes, implementation, progress indicators, and quality improvement of funded activities. The recipient will have an opportunity to meet with the federal evaluation contractor to learn about the project, provide feedback, and sign an MOU prior to the start of the evaluation. Under no circumstances should personally identifiable information, including demographic information, from case management records be disclosed without the client's express, time-limited, permission. Prime recipients must monitor their own performance and, if applicable, that of any subrecipient(s). Prime recipients must dedicate appropriate staff support to evaluation activities, including data collection, data reporting, and coordination with the evaluator.

If OTIP does fund a federal evaluation, OTIP will seek approval for information collection related to the federal evaluation through the OMB Office of Information and Regulatory Affairs, as necessary. OTIP will not request information for the federal evaluation that is subject to PRA until the information collection is approved.

NOTE: Consistent with the PRA of 1995, 44 U.S.C. §§ 3501-3521, under this NOFO, OTIP will not conduct or sponsor– and a person is not required to respond to – a collection of information covered by such Act unless it displays a currently valid OMB control number.

Kick-Off and Peer Meetings

OTIP will host a grant kick-off meeting either virtually or in Washington, DC, within the first 6 months of the official award date. OTIP will host at least one annual meeting for OTIP prime recipients either virtually or in-person to meet with their Federal Project Officer and OTIP staff, receive technical assistance, share local human trafficking trends, and discuss emerging topics, etc. Both the Project Director and the key staff person responsible for tracking and documenting progress toward project milestones and outcomes must attend the kick-off meeting. The

participation of at least one staff member in all subsequent OTIP meetings and NHTTAC-sponsored events will be mandatory throughout the project period.

DEFINITIONS AND TERMS

For the purposes of this NOFO, these terms will be defined as follows:

- **Comprehensive case management** is a collaborative process of assessment, planning, facilitation, care coordination, evaluation, and advocacy to ensure that options and services meet an individual's needs and that available resources promote an individual's well-being.
- **Domestic** refers to a U.S. citizen or Legal Permanent Resident (LPR).
- **Equity** refers to the consistent and systematic fair, just, and impartial treatment of all individuals and includes individuals who belong to underserved communities that have been denied such treatment. This population includes Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders, and other persons of color; members of religious minorities; 2SLGBTQ+ persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.
- **Foreign National** refers to an individual who is not a U.S citizen or LPR.
- A **Governing Body** consists of duly elected or designated representatives, is appointed by duly elected officials, or is selected in accordance with traditional tribal means. The body must have authority to enter into contracts, agreements, and grants on behalf of the organization or individuals who elected, designated, appointed, or selected them. May also be known as the Board of Directors.
- **Historical trauma** is the cumulative, multigenerational, and collective experience of emotional and psychological injury in Native American communities and in their descendants.
- The **Missing and Murdered Indigenous People Crisis** refers to the national movement to increase awareness of the deaths and disappearances of hundreds of Native American people, including women and girls. According to a 2017 DOJ-led tribal consultation on Human Trafficking (Including Sex Trafficking) of American Indians and Alaska Natives, tribal leaders identified a connection between missing and murdered Native American women and trafficking. The Biden Administration affirmed its commitment to addressing the underlying causes behind the disproportionately high number of missing or murdered Indigenous people, including those who have suffered sexual violence, human trafficking, domestic violence, violent crime, systemic racism, economic disparities, and substance use and addiction.
- **National CLAS Standards** provide effective, equitable, understandable, and respectful quality care and services that are responsive to diverse cultural health beliefs and practices, preferred languages, health literacy, and other communication needs.
- **Native American** means American Indian, Native Hawaiian, and Alaskan Native as defined in 45 CFR § 1336.10, and Native American Pacific Islanders as defined in section 815 of the Native American Programs Act (42 U.S.C. § 2992c).
- **Outreach** is an organized activity targeting individuals and populations vulnerable to human trafficking (as opposed to professionals or the general public) that provides information about the dangers of human trafficking, risk factors, recruitment strategies,

and the protections available with the explicit intent of identifying individuals who have experienced human trafficking.

- **Partner** is an individual or an organization that enters a relationship with the prime recipient for the purposes of referral, joint service programming, and information sharing. Partnership(s) established by the prime recipient where there is an exchange of DVHT-SO funds involved for project activities are considered subrecipient(s). Refer to *Section I. DVHT-SO Administrative Requirements, Subawards* for more information.
- **Performance indicators** are measurable values used to evaluate how successful a person or organization is at reaching a target.
- A **person-centered approach** promotes safety and well-being while minimizing potential re-traumatization associated with criminal justice and other interventions. This can include providing support through victim advocates and service providers, empowering clients as engaged participants, and providing clients with an opportunity to play a role in seeing their traffickers brought to justice. A person-centered approach is critical for supporting a victim's rights, dignity, autonomy, and self-determination while simultaneously advancing the government's and society's interest in prosecuting traffickers and protecting and assisting clients.
- **Public awareness** is information provided to the general public to increase knowledge or understanding of human trafficking.
- **Social Determinants of Health (SDOH)** are complex, integrated, and overlapping social structures, policies, and economic systems that affect health and quality of life outcomes. SDOH are the conditions in which people live, work, play, and access care. SDOH can also be a major cause of health inequities, particularly when populations do not have access to the same resources. Just promoting healthy choices won't eliminate these and other health disparities. SDOH can be grouped into the following 5 domains:
    - Economic stability
    - Education access and quality
    - Health care access and quality
    - Neighborhood and built environment
    - Social and community context

Examples of SDOH include, but are not limited to, the following:

- Safe housing, housing insecurity, transportation access, and neighborhoods
- Racism, sexism, homophobia, discrimination, ableism, xenophobia/nationalism, and violence
- Education disparities, job opportunities, unemployment, and income inequality
- Access to health systems, services, nutritious foods, and physical activity opportunities
- Polluted air and water
- Language and literacy skills
- Social isolation
- **Survivor engagement** incorporates lived experiences and expertise into the development and execution of anti-trafficking responses. Meaningful engagement with survivors allows organizations to better serve clients, create and improve programs, identify challenges and opportunities, and achieve agency missions and mandates. As primary participants in the anti-trafficking field, leaders with lived experience offer invaluable

insight and expertise, which can validate other survivor's experiences and reactions to traumatic events resulting from a trafficking experience.

- **Traditional healing** is identified by the National Institutes of Health, National Center for Complementary and Integrative Health as a whole-medical system that encompasses a range of holistic treatments used by Native American and/or Pacific Indigenous healers to address a multitude of acute and chronic conditions or to promote health and well-being. While there are individual tribal differences (e.g., the use of specific healing practices), there are also shared health beliefs and interventional strategies, including a health promotion foundation that embraces bio-psycho-social-spiritual approaches and traditions.
- **Training** is the planning, development, delivery, and evaluation of activities designed to achieve specific learning objectives for participants. The learning objectives may be achieved using a variety of instructional strategies such as lecture, group discussion, demonstration role-play, and other methods of group and individual integration. Training may include on-site instruction, classroom training, webinars, online or virtual training, self-directed learning, and workshops.
- A **trauma-informed approach** includes an understanding of the physical, social, and emotional impact of trauma on individuals and the professionals who help them. A trauma-informed approach includes person-centered practices. A program, organization, or system that is trauma-informed acknowledges the widespread impacts that traumatic events have on survivors; recognizes the signs and symptoms of trauma in staff, survivors, and others involved in the anti-trafficking response system; identifies paths for support and healing; and responds by fully integrating knowledge about trauma into policies, procedures, practices, and settings. Like a person-centered approach, a trauma-informed approach prioritizes the client's safety and security and includes safeguarding against policies and practices that may inadvertently re-traumatize clients.
- **Underserved communities** include groups that have been historically denied consistent and systematic fair, just, and impartial treatment and access to resources required to normalize their condition, such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders, and other persons of color; members of religious minorities; 2SLGBTQIA+ persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty, lack of access to resources, or inequality. Underserved communities often do not have fair access to safe housing, transportation, and neighborhoods; education, job opportunities, and income; and/or other positive Social Determinants of Health that contribute to overall quality of life.
- A **Whole-Family Approach** is built on the premise that conditions that affect the family will impact child development, as will the client's direct experiences. Giving children a strong start in life and creating stability for the family requires a focus on the whole family and, in particular, on the well-being of children and on parents as agents of change.

For more information on application requirements specific to this NOFO, reference *Section IV.2. Content and Form of Application Submission, The Project Description* and *The Project Budget and Budget Justification*.

II. Federal Award Information

Funding Instrument Type:
CA (Cooperative Agreement)

Estimated Total Funding:
$1,500,000

Expected Number of Awards:
5

Award Ceiling:
$300,000
Per Budget Period

Award Floor:
$250,000
Per Budget Period

Average Projected Award Amount:
$275,000
Per Budget Period

Anticipated Project Start Date:
10/01/2023

Length of Project Periods:
60-month project period with five 12-month budget periods

Additional Information on Project Periods and Explanation of 'Other'

Additional Information on Awards:
Awards made under this funding opportunity are subject to the availability of federal funds.

Applications requesting an award amount that exceeds the *Award Ceiling* per budget period, or per project period, as stated in this section, will be disqualified from competitive review and funding under this funding opportunity. This disqualification applies only to the *Award Ceiling* listed for the first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period. Please see *Section III.3. Other, Application Disqualification Factors.*

Note: For those programs that require matching or cost sharing, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period or by project period for fully funded awards, even if the projected commitment exceeds the required amount of match or cost share. **A recipient's failure to provide the required matching amount may result in the disallowance of federal funds.** For more information on these requirements, see *Section III.2. Cost Sharing or Matching.*

Description of ACF's Anticipated Substantial Involvement Under the Cooperative Agreement Award

OTIP is using a cooperative agreement that requires substantial federal involvement on the part of OTIP with the prime recipients. Federal involvement may include the following:

- Communicating at least quarterly via phone with the Federal Project Officer to discuss project implementation activities and overall program progress.
- Participating in desk and on-site monitoring of project activities.
- Participating in NHTTAC-sponsored webinars to discuss human trafficking trends and emerging topics and to receive technical assistance.
- Obtaining approval from the Federal Project Officer for all non-ACF materials used or created for DVHT-SO Program-related outreach (e.g., discreet pocket cards, hygiene kits, etc.) in adherence with the requirements outlined in S*ection I. Post-Award Requirements, Public Facing Materials*.

III. Eligibility Information

III.1. Eligible Applicants

Eligible entities according to 22 U.S.C. § 7105(f)(3)(A) are states, Indian tribes, units of local government, and nonprofit, non-governmental victim service organizations. OTIP defines victim service organizations as those that, by nature of their current operations, serve victims of sexual assault, sexual violence, domestic violence, human trafficking, and youth homelessness. Victim service organizations may also include faith-based organizations, non-profit federally qualified health centers, and other non-profit health care facilities that serve or plan to serve victims of human trafficking.

Please refer to *Section IV.2. The Project Description, Additional Eligibility Documentation* for more information on required documentation from victim service organizations. Lack of required documentation from victim service organizations will disqualify the application from review and from award. See *Section III.3. Other, OTIP Disqualification Factor*.

Please note that ACF does not fund concurrent projects, so if an applicant is successful under this NOFO, any successful applications in response to other OTIP NOFOs from the same applicant for the same service delivery area and activities will not be funded.

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and funding under this funding opportunity. See *Section III.3. Other, Application Disqualification Factors.*

Faith-based and community organizations that meet the eligibility requirements are eligible to receive awards under this funding opportunity. Faith-based organizations may apply for this award on the same basis as any other organization, as set forth at and, subject to the protections and requirements of 45 CFR Part 87 and 42 U.S.C. 2000bb *et seq.*, ACF will not, in the selection of recipients, discriminate against an organization on the basis of the organization's religious character, affiliation, or exercise.

Reference to Legal Status
See *Section IV.2. Legal Status of Applicant Entity* for documentation required to support eligibility.

Funding Restrictions Reference
Please see *Section IV.6. Funding Restrictions* for any limitations on the use of federal funds that could affect the eligibility of an applicant or project.

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement:
Yes
Recipients are required to meet a non-federal share of the project cost, in accordance with 22 U.S.C. § 7105(f)(3)(B)

Recipients must provide at least 25 percent of the total approved cost of the project. The total approved cost of the project is the sum of the ACF (federal) share and the non-federal share. The non-federal share may be met by cash or in-kind contributions, although recipients are encouraged to meet their match requirements through cash contributions. For example, in order to meet the match requirements, a project requesting $300,000 in ACF (federal) funds must provide a non-federal share of the approved total project cost of at least $ 100,000 , which is 25 percent of total approved project cost of $ 400,000 .

For all federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the recipient's cost sharing or matching when such contributions meet all criteria listed in 45 CFR § 75.306.

For awards that require matching by statute, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards, even if the projected commitment exceeds the amount required by the statutory match. **A recipient's failure to provide the statutorily required matching amount may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

For awards that do not require matching or cost sharing by statute, where "cost sharing" refers to any situation in which the recipient voluntarily shares in the costs of a project other than as statutorily required matching, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards. These include situations in which contributions are voluntarily proposed by a recipient or subrecipient and are accepted by ACF. Non-federal cost sharing will be included in the approved project budget so that the recipient will be held accountable for proposed non-federal cost sharing funds as shown in the Notice of Award (NoA). **A recipient's failure to provide voluntary cost sharing of non-federal resources that have been accepted by ACF as part of the approved project costs and that have been shown as part of the approved project budget in the NoA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

III.3. Other

Application Disqualification Factors
Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and funding under this funding opportunity.

Award Ceiling Disqualification

Applications that request an award amount that exceeds the *Award Ceiling* per budget period or per project period ("per project period" refers only to fully funded awards), as stated in *Section II. Federal Award Information*, will be disqualified from competitive review and funding under this funding opportunity. This disqualification applies only to the *Award Ceiling* listed for the first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period.

Required Electronic Application Submission

ACF requires electronic submission of applications at Grants.gov. **Paper applications received from applicants that have not been approved for an exemption from required electronic submission will be disqualified from competitive review and funding under this funding opportunity.**

Applicants that do not have an internet connection or sufficient computing capacity to upload large documents to the internet may contact ACF for an exemption that will allow the applicant to submit applications in paper format. Information and the requirements for requesting an exemption from required electronic application submission are found in "ACF Policy for Requesting an Exemption from Electronic Application Submission."

Missing the Application Deadline (Late Applications)

The deadline for electronic application submission is 11:59 pm ET on the due date listed in the *Overview* and in *Section IV.4. Submission Dates and Times.* Electronic applications submitted to Grants.gov after 11:59 pm ET on the due date, as indicated by a dated and time-stamped email from Grants.gov, will be disqualified from competitive review and funding under this funding opportunity. That is, applications submitted to Grants.gov, on or after 12:00 am ET on the day after the due date will be disqualified from competitive review and funding under this funding opportunity.

Applications submitted to Grants.gov at any time during the open application period, and prior to the due date and time, which fail the Grants.gov validation check, will not be received at, or acknowledged by ACF.

Each time an application is submitted via Grants.gov, the submission will generate a new date and time-stamp email notification. Only those applications with on-time date and time stamps that result in a validated application, which is transmitted to ACF will be acknowledged.

The deadline for receipt of paper applications is 4:30 pm ET on the due date listed in the *Overview* and in *Section IV.4. Submission Dates and Times.* Paper applications received after 4:30 pm ET on the due date will be disqualified from competitive review and funding under this funding opportunity. **Paper applications received from applicants that have not received**

approval of an exemption from required electronic submission will be disqualified from competitive review and funding under this funding opportunity.

OTIP Disqualification Factor

Applicants identifying as non-profit, non-governmental victim service organizations must provide the required documentation to substantiate their eligibility. Applicants that do not meet the eligibility requirements as specified in *Section III.1. Eligible Applicants, Additional Information* on Eligibility will be disqualified from review and from funding under this NOFO. Refer to *Section IV.2. The Project Description, Additional Eligibility Documentation* for more information on required documentation.

Notification of Application Disqualification
Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this NOFO.

IV. Application and Submission Information

IV.1. Address to Request Application Package

Landy
Delva
U.S. Department of Health and Human Services
Administration for Children and Families
Office on Trafficking in Persons
330 C St., SW.
Washington
DC
20201
240-930-2415
Landy.Delva@acf.hhs.gov

Application Packages

Electronic Application Submission:

The electronic application submission package is available in the NOFO's listing at Grants.gov.

Applications in Paper Format:
For applicants that have received an exemption to submit applications in paper format, Standard Forms (SFs), assurances, and certifications are available in the "Select Grant Opportunity Package" available in the NOFO's Grants.gov Synopsis under the Package tab at Grants.gov. See *Section IV.2. Request an Exemption from Required Electronic Application Submission* if applicants do not have an Internet connection or sufficient computing capacity to upload large documents (files) to Grants.gov.

Federal Relay Service:
Hearing-impaired and speech-impaired callers may contact the Federal Relay Service (FedRelay) for assistance at www.gsa.gov/fedrelay.

IV.2. Content and Form of Application Submission

FORMATTING APPLICATION SUBMISSIONS
Each applicant applying electronically via Grants.gov is required to upload only two electronic files, excluding SFs and Office of Management and Budget (OMB)-approved forms. No more than two files will be accepted for the review, and additional files will be removed. SFs and OMB-approved forms will not be considered additional files.

FOR ALL APPLICATIONS:

Authorized Organization Representative (AOR)
AOR is the designated representative of the applicant/recipient organization with authority to act on the organization's behalf in matters related to the award and administration of grants. In signing a grant application, this individual agrees that the organization will assume the obligations imposed by applicable Federal statutes and regulations and other terms and conditions of the award, including any assurances, if a grant is awarded.

Point of Contact
In addition to the AOR, a point of contact on matters involving the application must also be identified. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR. The point of contact must be available to answer any questions pertaining to the application.

Application Checklist
Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials.

Accepted Font Style
Applications must be in Times New Roman (TNR), 12-point font, except for footnotes, which may be TNR 10-point font. Pages that contain blurred text, or text that is too small to read comfortably, will be removed.

English Language
Applications must be submitted in the English language and must be in the terms of United States (U.S.) dollars. If applications are submitted using another currency, ACF will convert the foreign currency to U.S. currency using the date of receipt of the application to determine the rate of exchange.

Page Limitations
Applicants must observe the page limitation(s) listed under "PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:." Page limitation(s) do not include SFs and OMB-approved forms.

All applications must be double-spaced. An application that exceeds the cited page limitation for double-spaced pages in the Project Description file or the Appendices file will have extra pages removed, and those pages will not be reviewed.

Application Elements Exempted from Double-Spacing Requirements
The following elements of the application submission are exempt from the double-spacing requirements and may be single-spaced: the table of contents, the one-page Project Summary, required Assurances and Certifications, required SFs, required OMB-approved forms, resumes, logic models, proof of legal status/non-profit status, third-party agreements, letters of support, footnotes, tables, the line-item budget and/or the budget justification.

Adherence to NOFO Formatting, Font, and Page Limitation Requirements
Applications that fail to adhere to ACF's NOFO formatting, font, and page limitation requirements will be adjusted by the removal of page(s) from the application. Pages will be removed before the objective review and will not be made available to reviewers.

Applications that have more than one scanned page of a document on a single page will have the page(s) removed from the review.

For applicants that submit paper applications, double-sided pages will be counted as two pages. When the maximum allowed number of pages is reached, excess pages will be removed and will not be made available to reviewers.

NOTE: Applicants failing to adhere to ACF's NOFO formatting, font, and page limitation requirements will receive a letter from ACF notifying them that their application was amended. The letter will be sent after awards have been issued and will specify the reason(s) for removal of page(s).

Corrections/Updates to Submitted Applications
When applicants make revisions to a previously submitted application, ACF will accept only the last on-time application for pre-review under the Application Disqualification Factors. The Application Disqualification Factors determine the application's acceptance for competitive review. See *Section III.3. Other, Application Disqualification Factors* and *Section IV.2. Application Submission Options*.

Copies Required
Applicants must submit one complete copy of the application package electronically. Applicants submitting electronic applications need not provide additional copies of their application package.

Applicants submitting applications in paper format must submit one original and two copies of the complete application, including all SFs and OMB-approved forms. The original copy must have original signatures.

Signatures
Applicants submitting electronic applications must follow the registration and application

submission instructions provided at Grants.gov.
The original of a paper format application must include original signatures of the authorized representatives.

Accepted Application Format
With the exception of the required SFs and OMB-approved forms, all application materials must be formatted so that they are 8 ½" x 11" white paper with 1-inch margins all around.

If possible, applicants are encouraged to include page numbers for each page within the application.

ACF generally does not encourage submission of scanned documents as they tend to have reduced clarity and readability. If documents must be scanned, the font size on any scanned documents must be large enough so that it is readable. Documents must be scanned page-for-page, meaning that applicants may not scan more than one page of a document onto a single page. Pages with blurred text will be removed from the application.

PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:

Project Description

With the exceptions of the Standard Forms and OMB-approved forms, the application submission in its entirety (Project Description and Appendices) is limited to 120 pages.

The Project Description must include the following:

- Table of Contents
- Geographic Location
- Need for Assistance
- Objectives
- Expected Outcomes
- Approach
- Project Timeline and Milestones
- Organizational Capacity
- Plan for Oversight of Federal Award Funds
- Program Performance Evaluation Plan
- Protection of Sensitive and/or Confidential Information
- Line-Item Budget and Budget Justification

Appendices
The appendices must include the following:

- Required documentation from victim service organizations, as referenced in *Section III.3. Other, OTIP Disqualification Factor*, if applicable
- Proof of Legal Status (i.e., proof of non-profit status, governing body documentation, prime recipient's Articles of Incorporation, Board Bylaws, etc.)

- Organizational Capacity (i.e., organizational charts, documentation of experience in the program area, personnel policies, and any other pertinent information the applicant deems relevant)
- Resumes and/or Project Descriptions for Key Staff and, if applicable, Subrecipient(s)
- Third-Party Agreements, if applicable

ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS
Applicants are required to submit their applications electronically unless they have received an exemption that will allow submission in paper format. See *Section IV.2. Application Submission Options* for information about requesting an exemption**.**

Electronic applications will only be accepted via Grants.gov. **ACF will not accept applications submitted via email or via facsimile.**

Each applicant is required to upload ONLY two electronic files, excluding SFs and OMB-approved forms.

File One: Must contain the entire Project Description, and the Budget and Budget Justification (including a line-item budget and a budget narrative).

File Two: Must contain all documents required in the Appendices.

Adherence to the Two-File Requirement
No more than two files will be accepted for the review. Applications with additional files will be amended and files will be removed from the review. SFs and OMB-approved forms will not be considered additional files.

Application Upload Requirements
ACF strongly recommends that electronic applications be uploaded as Portable Document Files (PDFs). One file must contain the entire Project Description and Budget Justification; the other file must contain all documents required in the Appendices. Details on the content of each of the two files, as well as page limitations, are listed earlier in this section.

To adhere to the two-file requirement, applicants may need to convert and/or merge documents together using a PDF converter software. Many recent versions of Microsoft Office include the ability to save documents to the PDF format without need of additional software. Applicants using the Adobe Acrobat Reader software will be able to merge these documents together. ACF recommends merging documents electronically rather than scanning multiple documents into one document manually, as scanned documents may have reduced clarity and readability.

Applicants must ensure that the version of Adobe Acrobat Reader they are using is compatible with Grants.gov. To verify Adobe software compatibility please go to Grants.gov and click on “Applicants” at the top bar menu and select “Adobe Software Compatibility", which is listed under "Applicant Resources." The Adobe verification process allows applicants to test their version of the software by opening a test Workspace PDF form. Grants.gov also includes

guidance on how to download a supported version of Adobe, as well as troubleshooting instructions for use, if an applicant is unable to open the test form.

The Adobe Software Compatibility page located on Grants.gov also provides guidance for applicants on filling out a Workspace PDF form. In addition, it addresses local network and/or computer security settings and the impact this has on use of Adobe software.

Required SFs and OMB-approved Forms
SFs and OMB-approved forms are uploaded separately at Grants.gov. These forms are submitted separately from the Project Description and Appendices files. See *Section IV.2. Required Forms, Assurances, and Certifications* for the listing of required SFs, OMB-approved forms, and required assurances and certifications.

Naming Application Submission Files
Carefully observe the file naming conventions required by Grants.gov. Limit file names to 50 characters (characters and spaces). Please also see https://www.grants.gov/web/grants/applicants/submitting-utf-8-special-characters.html.

Use only file formats supported by ACF
Applicants must submit applications using only the supported file formats listed here. While ACF supports all of the following file formats, **we strongly recommend that the two application submission files (Project Description and Appendices) are uploaded as PDFs in order to comply with the two-file upload limitation.** Documents in file formats that are not supported by ACF will be removed from the application and will not be used in the competitive review. This may make the application incomplete, and ACF will not make any awards based on an incomplete application.

ACF supports the following file formats:

- Adobe PDF – Portable Document Format (.pdf)
- Microsoft Word (.doc or .docx)
- Microsoft Excel (.xls or .xlsx)
- Microsoft PowerPoint (.ppt)
- Image Formats (.JPG, .GIF, .TIFF, or .BMP only)

Do Not Encrypt or Password-Protect the Electronic Application Files
If ACF cannot access submitted electronic files because they are encrypted or password protected, the affected file will be removed from the application and will not be reviewed. This removal may make the application incomplete, and ACF will not make awards based on an incomplete application.

FORMATTING FOR PAPER APPLICATION SUBMISSIONS:
The following requirements are only applicable to applications submitted in paper format. Applicants must receive an exemption from ACF in order for a paper format application to be accepted for review. For more information on the exemption, see "*ACF Policy for Requesting an*

Exemption from Required Electronic Application Submission'" at www.acf.hhs.gov/grants/howto#chapter-6.

Format Requirements for Paper Applications
All copies of mailed or hand-delivered paper applications must be submitted in a single package. If an applicant is submitting multiple applications under a single NOFO, or multiple applications under separate NOFOs, each application submission must be packaged separately. The package(s) must be clearly labeled with the NOFO title and Funding Opportunity Number.

Applicants using paper format should download the application forms package associated with the NOFO's Synopsis on Grants.gov under the Package tab.

Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the federal government for review. **All application materials must be one-sided for duplication purposes. All pages in the application submission must be sequentially numbered.**

Addresses for Submission of Paper Applications
See *Section IV.7. Other Submission Requirements* for addresses for paper format application submissions.

Required Forms, Assurances, and Certifications

Applicants seeking an award under this funding opportunity must submit the listed SFs, assurances, and certifications with the application. All required SFs, assurances, and certifications are available in the Application Package posted for this NOFO at Grants.gov.

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
SF-424 - Application for Federal Assistance	Submission is required for all applicants by the application due date.	Required for all applications.
Unique Entity Identifier (UEI) and System for Award Management (SAM) registration.	Required of all applicants. Applicants must have a UEI and maintain an active SAM registration throughout the application and project award period.	See *Section IV.3. Unique Entity Identifier (UEI) and System for Award Management (SAM)* for more information.

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
	Obtain a UEI and SAM registration at: http://www.sam.gov.	
SF-424 Key Contact Form	Submission is required for all applicants by the application due date.	Required for all applications.
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.	Submission of the certification is required for all applicants.
SF-424A - Budget Information - Non- Construction Programs and SF-424B - Assurances - Non- Construction Programs	Submission is required for all applicants when applying for a non-construction project. SFs must be used. Forms must be submitted by the application due date. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.	Required for all applications when applying for a non-construction project.

Forms/Assurances/Certifications	Submission Requirement	Notes/Description
SF-Project/Performance Site Location(s) (SF-P/PSL)	Submission is required for all applicants by the application due date.	Required for all applications. In the SF-P/PSL, applicants must cite their primary location and up to 29 additional performance sites.
SF-LLL - Disclosure of Lobbying Activities	If submission of this form is applicable, it is due at the time of application. If it is not available at the time of application, it may also be submitted prior to the award of a grant.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Additional Required Assurances and Certifications

Mandatory Grant Disclosure

All applicants and recipients are required to submit, in writing, to the awarding agency and to the HHS Office of the Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. (Mandatory Disclosures, 45 CFR § 75.113)

Disclosures must be sent in writing to:

The Administration for Children and Families, U.S. Department of Health and Human Services, Office of Grants Management, ATTN: Grants Management Specialist, 330 C Street, SW., Switzer Building, Corridor 3200, Washington, DC 20201

And to:

U.S. Department of Health and Human Services, Office of Inspector General, ATTN: Mandatory Grant Disclosures, Intake Coordinator, 330 Independence Avenue, SW., Cohen Building, Room 5527, Washington, DC 20201

Fax: (202) 205-0604 (Include “Mandatory Grant Disclosures” in subject line) or

Email: grantdisclosures@oig.hhs.gov

Non-Federal Reviewers
Since ACF will be using non-federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information. If applications are submitted electronically, ACF will omit the same specific salary rate information from copies made for use during the review process.

The Project Description

The Project Description Overview

General Expectations and Instructions
The Project Description provides the information by which an application is evaluated and ranked in competition with other applications for financial assistance. It must address all activities for which federal funds are being requested and all application requirements as stated in this section. The Project Description must explain how the project will meet the purpose of the NOFO, as described in *Section I. Program Description*. As a reminder, reviewers will be evaluating this section in accordance with *Section V.1. Criteria*.

The Project Description must be clear, concise, and complete. ACF is particularly interested in Project Descriptions that convey strategies for achieving intended performance. Project Descriptions are evaluated on the basis of substance and measurable outcomes, not length.

Cross-referencing should be used rather than repetition. Supporting documents designated as required must be included in the Appendix of the application.

Table of Contents
List the contents of the application including corresponding page numbers. The table of contents may be single spaced.

Project Summary
Provide a summary of the application project description. It must be clear, accurate, concise, and without cross-references to other parts of the application. The summary must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served.

Please place the following at the top of the Project Summary:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax, Cell)
- Email Address
- Website Address, if applicable

The Project Summary must be single-spaced, Times New Roman 12-point font, and limited to one page in length. Additional pages will be removed and will not be reviewed.

Geographic Location
Describe the precise physical location of the project and boundaries of the area to be served by the proposed project.

Legal Status of Applicant Entity
Applicants must provide the following documentation:

- (as applicable) Tribal Resolutions
- Proof of non-profit status
- Governing body documentation
- Prime recipient's Articles of Incorporation
- Board Bylaws

Non-Profit Organizations

Proof of Non-Profit Status Options:

Option 1: 501(c)(3) and non-501(c)(3) non-profit organizations are eligible
Non-profit organizations applying for funding are required to submit proof of their non-profit status. Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a state taxing body, state attorney general, or other appropriate state official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a state or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

Unless directed otherwise, applicants must include proof of non-profit status in the *Appendices* file of the application submission.

Additional Eligibility Documentation
Applicants must provide the additional, required documentation, or required credentials, to support eligibility for an award, as described in *Section III. Eligibility Information* of this funding opportunity.

At a minimum, applicants must submit the agency mission statement and either the articles of incorporation or the board bylaws.

To be classified as a victim service organization, as defined by OTIP and required by this NOFO, applicants must demonstrate that they serve at least one of the following populations: victims of sexual assault, sexual violence, domestic violence, human trafficking, and youth homelessness. Victim service organizations may also include faith-based organizations, non-profit federally qualified health centers, and other non-profit health care facilities that serve or plan to serve victims of human trafficking.

Need for Assistance
Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance, including the nature and scope of the problem, must be demonstrated. Supporting documentation, such as letters of support and testimonials from concerned parties, may be included in the Appendix. Any relevant data based on planning studies or needs assessments should be included or referred to in the endnotes or footnotes. Incorporate demographic data and participant/beneficiary information, as available.

Objectives
Clearly state the principal and subordinate objectives of the project. Applicants must address how the objectives stated relate to the overall purpose of the program and describe how objectives will be achieved.

Expected Outcomes
Identify the outcomes to be achieved from the project. Outcomes should relate to the overall program as described in *Section I. Program Description*. If research is part of the proposed work, outcomes must include hypothesized results and implications of the proposed research.

Approach
Outline a plan of action that describes the scope and detail of how the proposed project will be accomplished. Applicants must account for all functions or activities identified in the application.

Cite potential obstacles and challenges to accomplishing project goals and explain strategies that will be used to address these challenges.

Project Plan

Applicants may partner with an organization(s) in their targeted geographic location to achieve the objectives of this NOFO.

Applicants must describe the plan to provide comprehensive case management services to domestic victims of labor and sex trafficking as discussed in *Section I. DVHT-SO Service Requirements, Comprehensive Case Management Services*. Additionally, in their plan, the applicant must describe how they will ensure only qualified participants will be enrolled in the DVHT-SO Program required in *Section I. DVHT-SO Service Requirements, Eligible Beneficiaries of Program Services,* and *Eligibility Assessment*.

Applicants must describe their plan to implement documentation for the Consumer Financial Protection Bureau (CFPB) Final Rule prohibiting consumer reporting agencies from reporting adverse credit information resulting from an individual's human trafficking experience as required in *Section 1. DVHT-SO Service Requirements, Comprehensive Case Management Services.*

Applicants must identify and describe how their programming and service delivery will be trauma-informed, culturally responsive, and linguistically appropriate to ensure their project activities are person-centered and meet the diverse needs of those with different racial, ethnic, cultural, gender identity, sexual orientation, ability, and religious backgrounds, as described in *Section I. DVHT-SO Service Approach, National CLAS Standards*. The plan may include any proposed partnerships with agencies possessing demonstrated experience serving domestic

individuals, 2SLGBTQIA+ individuals, and other eligible underserved communities.

Applicants with any religious objections to providing certain kinds of services must specify this within their one-page summary and provide further detail as to their objection and alternative approach within their application as referenced in *Section I DVHT-SO Administrative Requirements, Faith-Based Organizations.*

Applicants must include a thorough outreach plan that describes their efforts to make domestic individuals who have experienced human trafficking aware of available services through the DVHT-SO Program in accordance with all requirements listed in *Section I. DVHT-SO Service Requirements, Outreach*. The outreach plan must include a detailed description of the proposed outreach activities, a timeline, and a dissemination plan of any discrete outreach materials the applicant intends to distribute. The plan may include any proposed partnerships with agencies possessing demonstrated experience conducting outreach to increase victim identification, if applicable.

Applicants must describe how all personnel and, if applicable, subrecipient staff that interact with individuals who have experienced human trafficking have completed or will complete at least 10 hours per budget period of training in connection with trafficking in persons as required in *Section I. DVHT-SO Administrative Requirements, Capacity Building for Project Staff and Subrecipients.*

Project Timeline and Milestones
Provide quantitative monthly or quarterly projections (for the entire project period) of the accomplishments to be achieved for each function or activity, in such terms as the number of people to be served and the number of activities accomplished. Data may be organized and presented as project tasks and subtasks with their corresponding timelines during the project period. When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

Organizational Capacity
Provide the following information on the applicant organization and, if applicable, on any cooperating partners:

- Organizational charts.
- Resumes.
- Copy or description of the applicant organization's fiscal control and accountability procedures.
- Evidence that the applicant organization, and any partnering organizations, have relevant experience and expertise with administration, development, implementation, management, and evaluation of programs similar to that offered under this funding opportunity.
- Evidence that each participating organization, including partners, contractors and/or subrecipients, possess the organizational capability to fulfill their role(s) and function(s) effectively.

- Information on compliance with federal/state/local government standards.
- Job descriptions for each vacant key position.

Applicants must demonstrate prior experience in serving domestic individuals who have experienced severe forms of human trafficking by describing in detail their experience with this population and their experience in the anti-trafficking field. Applicants must note the total number of domestic victims of severe forms of trafficking previously identified and served in the last 3 calendar years (2019–2022) within the targeted geographic region; the types of victims they have served (i.e., sex trafficking, labor trafficking, or both); and why the community does not have the current capacity to provide the services, long-term resources, and support needed.

If known at the time of application submission, applicants must disclose their intent to enter into subaward arrangements in the application. If the applicant chooses to partner, their application must clearly delineate their own and any subrecipient(s) roles and responsibilities in the project consistent with the requirements listed in *Section I. DVHT-SO Administrative Requirements, Subawards* and *Section IV.2 Content and Form of Application Submission, Project Plan, Third Party Agreements.*

Plan for Oversight of Federal Award Funds and Activities
Recipients are required to ensure proper oversight in accordance with 45 CFR Part 75 Subpart D.

These regulations set forth the following standards for effective oversight:

- Financial and Program Management
- Property (if applicable by program legislation)
- Procurement
- Performance and Financial Monitoring and Reporting
- Subrecipient Monitoring and Management
- Record Retention and Access
- Remedies for Noncompliance

Describe the framework (e.g., governance, policies and procedures, risk management, systems) in place to ensure proper oversight of federal funds and activities in accordance with 45 CFR Part 75 Subpart D. The description must include: system(s) for record-keeping and financial management; procedures to identify and mitigate risks and issues (e.g., audit findings, continuous program performance assessment findings, program monitoring); and those key staff that will be responsible for maintaining oversight of program activities staff, and, if applicable, partner(s) and/or subrecipient(s).

Program Performance Evaluation Plan
Applicants must describe a plan for the program performance evaluation that will contribute to continuous quality improvement. The program performance evaluation must monitor ongoing activities and the progress towards the goals and objectives of the project. Include descriptions of the inputs (e.g., organizational profile, collaborative partners, key staff, budget, and other resources), key activities, and expected outcomes of the funded activities. The plan must explain how the inputs, activities, and outcomes will be measured; how the resulting information will be used to inform improvement of funded activities; and any processes that support the overall data quality of the performance outcomes.

Applicants must describe the organizational systems and processes that will effectively track performance outcomes, including a description of how the organization will collect and manage data (e.g., assign skilled staff, data management software, data integrity, etc.) in a way that allows for accurate and timely reporting of performance outcomes. Applicants must describe any potential obstacles for implementing the program performance evaluation and how those obstacles will be addressed. Applicants must include a timeline for how information from the quality improvement evaluation will be reviewed and applied to the ongoing project.

Applicants must describe their plan to collect data and report progress toward accomplishing each of the performance indicators as described in *Section I. Post-Award Requirements, Program Performance Indicators* and *Section VI.3. Reporting*.

Applicants must provide first-year target numbers for each of the following program indicators 1) projected number of domestic victims of human trafficking to be served through the DVHT-SO Program; 2) projected number of outreach activities to be conducted in the DVHT-SO Program.

Protection of Sensitive and/or Confidential Information
Provide a description of how protected personally identifiable information and other information that is considered sensitive, consistent with applicable federal, state, local and tribal laws regarding privacy and obligations of confidentiality, will be collected and safeguarded. The applicant must provide the methods and/or systems that will be used to ensure that confidential and/or sensitive information is properly handled and if applicable, address the process for subrecipient(s) and/or contractors. Also, provide a plan for the disposition of such information at the end of the project period.

Dissemination Plan
Applicants must propose a plan to disseminate reports, products, and/or grant project outputs so that project information is provided to key target audiences. Dissemination plans must include:

- Dissemination goals and objectives;
- Strategies to identify and engage with target audiences;
- Allocation of sufficient staff time and budget for dissemination purposes;
- A preliminary plan to evaluate the extent to which target audiences have received project information and have used it as intended, and
- The timeline for dissemination.

Third-Party Agreements

Third-party agreements include Memoranda of Understanding (MOU) and Letters of Commitment. Letters of Commitment and MOUs must both clearly describe the roles and responsibilities for project activities and the support and/or resources that the third-party (i.e., subrecipient, contractor, or other cooperating entity) is committing. The Letters of Commitment and MOUs must be signed by the person in the third-party organization with the authority to make such commitments on behalf of their organization. General letters of support are **not** considered to be third-party agreements.

The Project Budget and Budget Justification

All applicants are required to submit a project budget and budget justification with their application. The project budget is entered on the Budget Information SF, either SF- 424A or SF-424C. Applicants are encouraged to review the form instructions in addition to the guidance in this section. The budget justification consists of a budget narrative and a line-item budget detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form. Applicants must indicate the method they are selecting for their indirect cost rate. See Indirect Charges for further information.

Project budget calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If cost sharing or matching is a requirement, applicants must include a detailed listing of any funding sources identified in Block 18 of the SF-424 (Application for Federal Assistance). See the table in *Section IV.2. Required Forms, Assurances, and Certifications* listing the appropriate budget forms to use in this application.

Special Note: *The Departments of Labor, Health and Human Services, and Education, and Related Agencies Appropriations Act, 2022 and Consolidated Appropriations Act, 2022, (Division H, Title II, Sec. 202), limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this funding opportunity may not be used to pay the salary of an individual at a rate in excess of Executive Level II. For the Executive Level II salary, please see "Executive & Senior Level Employee Pay Tables" under https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/. The salary limitation reflects an individual's base salary exclusive of fringe benefits, indirect costs and any income that an individual may be permitted to earn outside of the duties of the applicant organization. This salary limitation also applies to subawards and subcontracts under an ACF grant or cooperative agreement.*

Provide a budget for the initial budget period only (typically the first 12 months of the project) using the SF-424A and/or SF-424C, as applicable. Provide a budget justification, which includes a budget narrative and a line-item detail, for only the first budget period of the proposed project. The budget narrative should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

For applicants proposing to use subaward(s), if the total amount budgeted for subawards exceeds 50 percent of total direct costs for the budget period, the applicant must provide a justification for subawarding the portion of the project and must explain how the prime recipient plans to maintain a substantive role in the project. Applicants must explain why the participation of the subrecipient is necessary, and why the applicant cannot achieve the objectives without the subrecipient(s)' participation.

Applicants must describe how DVHT-SO Program funds will complement and not duplicate existing anti-trafficking efforts and services in the proposed geographic area. If the applicant is receiving other federal funds to implement a human trafficking program, the applicant will include the name of the awarding federal agency, the name of the grant, the project period, the amount they currently receive, and how they will ensure any funds awarded through the DVHT-SO Program will not be used to supplant or augment any other related federal funding.

General

Use the following guidelines for preparing the project budget and budget justification. The budget justification includes a budget narrative and a line-item detail. Applications should only include allowable costs in accordance with 45 CFR Part 75 Subpart E.

Personnel

Description: Costs of employee salaries and wages. See 45 CFR § 75.430 for more information on allowable personnel costs. Do not include the personnel costs of consultants, contractors and subrecipients under this category.

Justification: For each position, provide: the name of the individual (if known), their title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Identify the project director or principal investigator, if known at the time of application.

Fringe Benefits

Description: Costs of employee fringe benefits are allowances and services provided by employers to their employees in addition to regular salaries and wages. For more information on Fringe Benefits please refer to 45 CFR § 75.431. Do not include the fringe benefits of consultants, contractors, and subrecipients.

Typically, fringe benefit amounts are determined by applying a calculated rate for a particular class of employee (full-time or part-time) to the salary and wages requested. Fringe rates are often specified in the approved indirect cost rate agreement. Fringe benefits may be treated as a direct cost or indirect cost in accordance with the applicant's accounting practices. Only fringe benefits as a direct cost should be entered under this category.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act taxes, retirement, taxes, etc.

Travel

Description: Costs of project-related travel (i.e., transportation, lodging, subsistence) by employees of the applicant organization who are in travel status on official business. Travel by non-employees such as consultants, contractors or subrecipients should be included under the Contractual line item. Local travel for employees in non-travel status should be listed on the Other line. Travel costs should be developed in accordance with the applicant's travel policies and 45 CFR § 75.474.

Justification: For each trip show: the total number of travelers; travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key project staff to attend ACF-sponsored workshops/conferences/recipient orientations should be detailed in the budget justification.

Equipment

Description: "Equipment" means an article of nonexpendable, tangible personal property (including information technology systems) having a useful life of more than one year and a per unit acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) $5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in, or excluded from, acquisition cost in accordance with the organization's regular written accounting practices.) See 45 CFR §75.439 for more information.

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposition of the equipment after the project ends.

Supplies

Description: Costs of all tangible personal property, other than included under the Equipment category. This includes office and other consumable supplies with a per-unit cost of less than $5,000. See 45 CFR § 75.453 for more information.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

Contractual

Description: Cost of all contracts and subawards except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contract or subawards with secondary recipient organizations (with budget detail), including delegate agencies and specific project(s) and/or businesses to be financed by the applicant. Costs related to individual consultants should be listed on the Other line. Recipients are required to use 45 CFR §§ 75.326-.340 procurement procedures, and subawards are subject to the requirements at 45 CFR §§ 75.351-.353.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Applicants must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold stated in 48 CFR § 2.101(b). Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc., available to ACF.

Indicate whether the proposed agreement qualifies as a subaward or contract in accordance with 45 CFR § 75.351. Provide the name of the contractor/subrecipient (if known), a description of anticipated services, a justification for why they are necessary, a breakdown of estimated costs, and an explanation of the selection process. In addition, for subawards, the applicant must provide a detailed budget and budget narrative for each subaward, by entity name, along with the same justifications referred to in these budget and budget justification instructions.

Other

Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include, but are not limited to: consultant costs, local travel, insurance, food (when allowable), medical and dental costs (non-personnel), professional service costs (including audit charges), space and equipment rentals, printing and publications, computer use, training costs (such as tuition and stipends), staff development costs, and administrative costs. Please note costs must be allowable per 45 CFR Part 75 Subpart E.

Justification: Provide a breakdown of costs, computations, a narrative description, and a justification for each cost under this category.

Indirect Charges

Description: Total amount of indirect costs. This category has one of two methods that an applicant can select. An applicant may only select one.

1. The applicant currently has an indirect cost rate approved by HHS or another cognizant federal agency.

   Justification: An applicant must enclose a copy of the current approved rate agreement. If the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed. Choosing to charge a lower rate will not be considered during the objective review or award selection process.

2. Per 45 CFR § 75.414(f) Indirect (F&A) costs, "any non-Federal entity [i.e., applicant] that has never received a negotiated indirect cost rate, ... may elect to charge a *de minimis* rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. As described in Section 75.403, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as the non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time."

   Justification: This method only applies to applicants that have never received an approved negotiated indirect cost rate from HHS or another cognizant federal agency. Applicants awaiting approval of their indirect cost proposal may request the 10 percent *de minimis* rate. When the applicant chooses this method, costs included in the indirect cost pool must not be charged as direct costs to the grant.

Commitment of Non-Federal Resources

Description: Amounts of non-federal resources that will be used to support the project as identified in Block 18 of the SF-424. This line should be used to indicate required and/or voluntary committed cost sharing or matching, if applicable.

For all federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the recipient's cost sharing or matching when such contributions meet all of the criteria listed in 45 CFR § 75.306.

For awards that require matching or cost sharing by statute, recipients will be held accountable for projected commitments of non-federal resources (at or above the statutory requirement) in their application budgets and budget justifications by budget period, or by project period for fully funded awards. **A recipient's failure to provide the statutorily required matching or cost sharing amount (and any voluntary committed amount in excess) may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

For awards that do not require matching or cost sharing by statute, recipients are not expected to provide cost sharing or matching. However, recipients are allowed to voluntarily propose a commitment of non-federal resources. If an applicant decides to voluntarily contribute non-federal resources towards project costs and the costs are accepted by ACF, the non-federal resources will be included in the approved project budget. The applicant will be held accountable for all proposed non-federal resources as shown in the Notice of Award (NoA). **A recipient's failure to meet the voluntary amount of non-federal resources that was accepted by ACF as part of the approved project costs and that was identified in the approved budget in the NoA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

Justification: If an applicant is relying on cost share or match from a third-party, then a firm commitment of these resources (letter(s) or other documentation) is required to be submitted with the application. Detailed budget information must be provided for every funding source identified in Item 18. "Estimated Funding ($)" on the SF-424.

Applicants are required to fully identify and document in their applications the specific costs or contributions they propose in order to meet a matching requirement. Applicants are also required to provide documentation in their applications on the sources of funding or contribution(s). In-kind contributions must be accompanied by a justification of how the stated valuation was determined. Matching or cost sharing must be documented by budget period (or by project period for fully funded awards).

Applications that lack the required supporting documentation will not be disqualified from competitive review; however, it may impact an application's scoring under the evaluation criteria in *Section V.1. Criteria* of this funding opportunity.

Paperwork Reduction Act Disclaimer

As required by the Paperwork Reduction Act, 44 U.S.C. 3501-3521, the public reporting burden for the Project Description is estimated to average 60 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 03/31/2025. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Application Submission Options

Electronic Submission via Grants.gov

This section provides the application submission and receipt instructions for ACF program applications. Please read the following instructions carefully and completely.

Electronic Delivery

ACF is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for funding opportunities. ACF applicants are required to submit their applications online through Grants.gov.

How to Register and Apply through Grants.gov

Read the following instructions about registering to apply for ACF funds. Applicants should read the registration instructions carefully and prepare the information requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

Organizations must have an active System for Award (SAM) registration which provides a Unique Entity Identifier (UEI), and Grants.gov account to apply for grants.

Creating a Grants.gov account can be completed online in minutes, but SAM registration may take several weeks. Therefore, an organization's registration should be done in sufficient time to ensure it does not impact the entities ability to meet required application submission deadlines.

Organization applicants can find complete instructions here: https://www.grants.gov/web/grants/applicants/organization-registration.html

***Register with SAM*:** All organizations (entities) applying online through Grants.gov must register with SAM. Failure to register with SAM will prevent your organization from applying through Grants.gov. SAM registration must be renewed annually. For detailed instructions for registering with SAM, refer to: https://www.grants.gov/web/grants/applicants/organization-registration.html

***Create a Grants.gov Account*:** The next step in the registration process is to create an account with Grants.gov. Follow the on-screen instructions provided on the registration page.

***Add a Profile to a Grants.gov Account*:** A profile in Grants.gov corresponds to a single applicant organization the user represents (i.e., an applicant). If you work for or consult with multiple organizations, you can have a profile for each organization under one Grants.gov account. In such cases, you may log in to one Grants.gov account to access all your grant profiles. To add an organizational profile to your Grants.gov account, enter the UEI for the organization in the UEI field. For detailed instructions about creating a profile on Grants.gov, refer to: https://www.grants.gov/web/grants/applicants/registration/add-profile.html

EBiz POC Authorized Profile Roles: After you register with Grants.gov and create an Organization Applicant Profile, the applicant's request for Grants.gov roles and access is sent to the EBiz POC. The EBiz POC is then expected to log in to Grants.gov and authorize the appropriate roles, which may include the AOR role, thereby giving you permission to complete and submit applications on behalf of the organization. You will be able to submit

your application online any time after you have been assigned the AOR role. For detailed instructions about creating a profile on Grants.gov, refer to: https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html

***Track Role Status*:** To track your role request, refer to: https://www.grants.gov/web/grants/applicants/registration/track-role-status.html

When applications are submitted through Grants.gov, the name of the organization's AOR that submitted the application is inserted into the signature line of the application, serving as the electronic signature. The EBiz POC must authorize individuals who are able to make legally binding commitments on behalf of the organization as a user with the AOR role; this step is often missed and is crucial for valid and timely submissions.

How to Submit an Application to ACF via Grants.gov

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. For each NOFO, you can create individual instances of a workspace.

For an overview of applying on Grants.gov using Workspaces, refer to: https://www.grants.gov/web/grants/applicants/workspace-overview.html

***Create a Workspace*:** Creating a workspace allows you to complete an application online and route it through your organization for review before submitting.

***Complete a Workspace*:** Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission. The Workspace progress bar will display the state of your application process as you apply. As you apply using Workspace, you may click the blue question mark icon near the upper-right corner of each page to access context-sensitive help.

***Adobe Reader*:** If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drive(s), then accessed through Adobe Reader.

NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at: https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html

***Mandatory Fields in Forms*:** In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.

***Complete SF-424 Fields First*:** These forms are designed to fill in common required fields across other forms, such as the applicant name, address, and SAM UEI. Once it is completed, the information will transfer to the other forms.

***Submit a Workspace*:** An application may be submitted through Workspace by clicking the Sign and Submit button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application **at least 24-48 hours prior to the close date** to

provide you with time to correct any potential technical issues that may disrupt the application submission.

***Track a Workspace*:** After successfully submitting a Workspace application, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be listed on the Confirmation page that is generated after submission. Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

For additional training resources, including video tutorials, refer to: https://www.grants.gov/web/grants/applicants/applicant-training.html

Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and email at support@grants.gov. For questions related to the specific funding opportunity, contact the number listed in the application package of the grant you are applying for.

If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist ACF with tracking and understanding background information on the issue.

Timely Receipt Requirements and Proof of Timely Submission

All applications must be received by 11:59 pm ET on the due date established for each program. Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant AOR will receive an acknowledgment of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. Applicant AORs will also receive the official date/stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

When ACF successfully retrieves the application from Grants.gov, and acknowledges the download of submission, Grants.gov will provide an electronic acknowledgment of receipt of the application to the email address of the applicant with the AOR role. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application.

Applications received by Grants.gov after the established due date for the program will be considered late and will not be considered for funding by ACF.

Applicants with slow internet connections should be aware that transmission can take some time before Grants.gov receives your application. Therefore, applicants should allow enough time to prepare and submit the application before the package closing date.

Grants.gov will provide either an error or a successfully received submission message in the form of an email sent to the applicant with the AOR role.

Issues with Federal Systems

For any systems issues experienced with Grants.gov or SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance.

Request an Exemption from Required Electronic Application Submission

To request an exemption from required electronic submission, please refer to ACF's "Policy for Requesting an Exemption from Required Electronic Application Submission" document for complete guidance.

Paper Format Application Submission

An exemption is required for the submission of paper applications. See the preceding section on "*Request an Exemption from Required Electronic Application Submission.*"

Applicants with exemptions that submit their applications in paper format, by mail or delivery, must submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the AOR, and be unbound. The original copy of the application must have original signature(s). See *Section IV.7. Other Submission Requirements* of this funding opportunity for address information for paper format application submissions. Applications submitted in paper format must be received by 4:30 pm ET on the due date.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.4. Submission Dates and Times* in this funding opportunity.

IV.3. Unique Entity Identifier (UEI) and System for Award Management (SAM)

All applicants must have a UEI and an active registration with SAM (https://www.sam.gov) prior to applying to a funding opportunity.

All applicants are required to maintain an active SAM registration until the application process is complete. If a grant is awarded, the SAM registration must be active throughout the life of the award. Your SAM registration must be renewed every 365 days to keep it active.

Plan ahead. Allow at least 10 business days after you submit your registration for it to become active in SAM and at least an additional 24 hours before that registration information is available in other government systems, i.e., Grants.gov.

This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application through Grants.gov or prevent the award of a grant. Applicants should maintain documentation (with dates) of their efforts to request a UEI, register for, or renew a registration, at SAM.

Please see the "Help" tab at https://sam.gov/content/help for more information and assistance with this process.

HHS requires all entities that plan to apply for, and ultimately receive, federal grant funds from any HHS Agency to:

- Be registered in SAM prior to submitting an application or plan;
- Maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV;
- Provide its UEI in each application or plan it submits to the OPDIV; and

- Ensure any proposed subrecipient(s) have obtained and provided to the recipient their UEI(s) prior to making any subawards (**Note:** Subrecipients are not required to complete full SAM registration.).

ACF is prohibited from making an award until an applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, ACF:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

IV.4. Submission Dates and Times

06/30/2023

Due Date for Applications
06/30/2023

Explanation of Due Dates

The due date for receipt of applications is listed in the *Overview* section and in this section. See *Section III.3. Other, Application Disqualification Factors.*

Electronic Applications
The deadline for submission of electronic applications via Grants.gov is 11:59 pm ET on the due date. Electronic applications submitted at 12:00 am ET on the day after the due date will be considered late and will be disqualified from competitive review and funding under this funding opportunity.

Applicants are required to submit their applications electronically via Grants.gov unless they received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission.*

ACF does not accommodate transmission of applications by email or facsimile.

Instructions for electronic submission via Grants.gov are available at: www.grants.gov/web/grants/applicants/apply-for-grants.html.

Applications submitted to Grants.gov at any time during the open application period prior to the due date and time that fail the Grants.gov validation check will not be received at ACF. These applications will not be acknowledged.

Mailed Paper Format Applications
The deadline for receipt of mailed, paper applications is 4:30 pm ET on the due date. Mailed paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and funding under this funding opportunity.

Paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

Hand-Delivered Paper Format Applications
Hand-delivered applications must be received on, or before, the due date listed in the *Overview* and in this section. These applications must be delivered between the hours of 8:00 am ET and 4:30 pm ET Monday through Friday (excluding federal holidays).

Applications should be delivered to the address provided in *Section IV.7. Other Submission Requirements*.

Hand-delivered paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and funding under this funding opportunity.

Hand-delivered paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

No appeals will be considered for applications classified as late under the following circumstances:

- Applications submitted electronically via Grants.gov are considered late when they are dated and time-stamped after the deadline of 11:59 pm ET on the due date.
- Paper format applications received by mail or hand-delivery after 4:30 pm ET on the due date will be classified as late and will be disqualified.
- Paper format applications received from applicant organizations that were not approved for an exemption from required electronic application submission under the process described in *Section IV.2. Request an Exemption from Required Electronic Submission* will be disqualified.

Emergency Extensions
ACF may extend an application due date when circumstances make it impossible for an applicant to submit their applications on time. Only events such as documented natural disasters (floods, hurricanes, tornados, etc.), or a verifiable widespread disruption of electrical service, or mail service, will be considered. The determination to extend or waive the due date, and/or receipt time, requirements in an emergency situation rests with the Grants Management Officer listed as the Office of Grants Management Contact in *Section VII. HHS Awarding Agency Contact(s)*.

Acknowledgement of Received Application

Acknowledgement from Grants.gov

Applicants will receive an initial email upon submission of their application to Grants.gov. This email will provide a **Grants.gov Tracking Number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a **date and time stamp**, which serves as the official record of the application's submission**.** Receipt of this email does not indicate that the application is accepted or that it has passed the validation check.

Applicants will also receive an email acknowledging that the received application is in the **Grants.gov validation process**, after which a third email is sent with the information that the submitted application package has passed, or failed, the series of checks and validations.

Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged by ACF.

Acknowledgement from ACF of an electronic application's submission:

Applicants will be sent additional email(s) from ACF acknowledging that the application has been retrieved from Grants.gov by ACF. Receipt of these emails is not an indication that the application is accepted for competition.

Acknowledgement from ACF of receipt of a paper format application:
ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

IV.5. Intergovernmental Review

This program is not subject to Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," or 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." No action is required of applicants under this funding opportunity with regard to E.O. 12372.

IV.6. Funding Restrictions

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions are unallowable. Fund raising costs for the purposes of meeting the Federal program objectives are allowable with prior written approval from the Federal awarding agency. (45 CFR § 75.442)

Proposal costs are the costs of preparing bids, proposals, or applications on potential Federal and non-Federal awards or projects, including the development of data necessary to support the non-Federal entity's bids or proposals. Proposal costs of the current accounting period of both successful and unsuccessful bids and proposals normally should be treated as indirect (F&A) costs and allocated currently to all activities of the non-Federal entity. No proposal costs of past accounting periods will be allocable to the current period. (45 CFR § 75.460)

Pre-award costs are not allowable.

Construction is not an allowable activity or expenditure under this award.

Purchase of real property is not an allowable activity or expenditure under this award.

IV.7. Other Submission Requirements

Submit paper applications to one of the following addresses. Also see *ACF Policy for Requesting an Exemption from Required Electronic Application Submission at www.acf.hhs.gov/grants/howto#chapter-6*.

Submission by Mail
David
Lee
Administration for Children and Families

Office of Grants Management
Health Promotion Portfolio
330 C St., SW.
Washington
DC
20201

Hand Delivery
Same as Above

Electronic Submission
See *Section IV.2.* for application requirements and for guidance when submitting applications electronically via Grants.gov.

For all submissions, see *Section IV.4. Submission Dates and Times*.

V. Application Review Information

V.1. Criteria

Please note: With the exception of the notice of funding opportunity and relevant statutes and regulations, reviewers must not access, or review, any materials that are not part of the application documents. This includes information accessible on websites via hyperlinks that are referenced, or embedded, in the application. Though an application may include web links, or embedded hyperlinks, reviewers must not review this information as it is not considered to be part of the application documents. Nor will the information on websites be taken into consideration in scoring of evaluation criteria presented in this section. Reviewers must evaluate and score an application based on the documents that are presented in the application and must not refer to, or access, external links during the objective review.

Applications competing for financial assistance will be reviewed and evaluated using the criteria described in this section. The corresponding point values indicate the relative importance placed on each review criterion. Points will be allocated based on the extent to which the application proposal addresses each of the criteria listed. Applicants should address these criteria in their application materials, particularly in the project description and budget justification, as they are the basis upon which competing applications will be judged during the objective review. The required elements of the project description and budget justification may be found in *Section IV.2. The Project Description* of this funding opportunity.

Approach **Maximum Points:** 36

Comprehensive Case Management

1. The applicant provides detailed and thorough information on how all comprehensive case management activities will be developed and carried out in a manner that is trauma-informed, person-centered, culturally responsive, and linguistically appropriate to domestic individuals who have experienced human trafficking in accordance with *Section I. DVHT-SO Service Approach, CLAS Standards*. **(0–7 points)**

2. The applicant demonstrates a clear, thorough, and convincing strategy for providing

comprehensive case management services and referrals to domestic individuals who have experienced **labor trafficking**. The strategy must fully address the program objectives and requirements listed under *Section I. DVHT-SO Service Requirements, Comprehensive Case Management Services*. The applicant's plan incorporates confidentiality measures, which include established policies, procedures, and protocols to ensure the non-disclosure of confidential, private, or personally identifiable information concerning clients. **(0–6 points)**

3.The applicant demonstrates a clear, thorough, and convincing strategy for providing comprehensive case management services and referrals to domestic individuals who have experienced **sex trafficking.** The strategy fully addresses the program objectives and requirements listed under *Section I. DVHT-SO Service Requirements, Comprehensive Case Management Services*. The applicant's plan incorporates confidentiality measures, which include established policies, procedures, and protocols to ensure the non-disclosure of confidential, private, or personally identifiable information concerning clients. **(0–6 points)**

4. The applicant's plan describes a clear and realistic plan to determine eligibility that is in accordance with the requirements listed in *Section I. DVHT-SO Service Requirements, Eligible Beneficiaries of Program Services*. **(0–4 points)**

5. The applicant's plan describes a clear and appropriate process for implementing documentation for the CFPB Final Rule prohibiting consumer reporting agencies from reporting adverse credit information resulting from an individual's human trafficking experience as required in *Section 1. DVHT-SO Service Requirements, Comprehensive Case Management Services*. **(0-2 points)**

Outreach

1. The applicant provides detailed and thorough information on how all outreach activities will be developed and carried out in a manner that is trauma-informed, person-centered, culturally responsive, and linguistically appropriate to domestic individuals who have experienced human trafficking in accordance with *Section I. DVHT-SO Service Approach, CLAS Standards*. **(0–5 points)**

2. The applicant presents a strong and achievable plan to increase the identification and referral of domestic individuals who have experienced human trafficking to services and support through direct outreach that accords with the requirements noted in *Section I. DVHT-SO Service Requirements, Outreach*. The applicant's plan includes a detailed description of the proposed outreach activities, a timeline, a dissemination plan, and a description of any proposed partnerships, if applicable. The applicant provides a detailed and realistic mechanism for referral of services to individuals identified through outreach activities found ineligible for services under the DVHT-SO Program. **(0–6 points)**

Organizational Capacity **Maximum Points:** 23

1. The applicant provides the professional qualifications of the main project staff who will be responsible for program oversight and describes sufficient policies and procedures that will be used to oversee staff and, if applicable, subrecipient(s). If the applicant chooses to partner with any other organizations, they must include third-party agreements that outline how the prime

recipient will oversee the subrecipient(s) and collect data from its subrecipient(s). The proposed staff has the appropriate level of qualifications and cultural competence to manage the DVHT-SO Program. **(0–5 points)**

2. The applicant and, if applicable, any subrecipient(s) demonstrate how the roles, responsibilities, and time commitments of their proposed staff positions are clearly designed and appropriate to the successful implementation of the proposed project. **(0–3 points)**

3. The applicant has appropriate staff and sufficient resources dedicated to program performance evaluation activities, including data collection and data reporting. **(0–3 points)**

4. The applicant provides strong evidence of sufficient capacity, experience, and expertise in providing comprehensive case management to domestic individuals who have experienced sex trafficking and labor trafficking. The applicant provides the number of domestic victims of human trafficking they and, if applicable, any subrecipient(s) have served within the last 3 calendar years (2019–2022). **(0– 5 points)**

5. The applicant and, if applicable, any subrecipient(s) demonstrate experience conducting outreach to identify domestic individuals who have experienced human trafficking. **(0–5 points)**

6. The applicant describes how all personnel and, if applicable, subrecipient staff interacting with individuals who have experienced human trafficking will complete at least 10 hours per budget period of training in connection with trafficking in persons, as required in *Section I. DVHT-SO Administrative Requirements, Staff and Subrecipient Training*. **(0-2 points)**

Program Performance Evaluation Plan **Maximum Points:** 15

1. The applicant provides realistic and appropriate projected first year target numbers for the following: a) the number of domestic victims of human trafficking to be served; and b) the number of outreach activities to be conducted. **(0–5 points)**

2. The applicant provides a reasonable and thorough plan to collect data and report progress, including subrecipient(s) data, if applicable, toward accomplishing each of the performance indicators as described in *Section I. Post-Award Requirements, Program Performance Indicators* and describes how the indicators will be used for continuous program improvement during the project period. **(0–5 points)**

3. The applicant clearly describes an adequate data management and collection plan that is sufficiently aligned with the services to be delivered. If applicable, the plan describes how subrecipient(s) data will be collected and integrated into this system. **(0–5 points)**

Timeline **Maximum Points:** 10

1. The applicant presents a timeline and milestones that are precise and reasonable for the project's size and scope, and accounts for all activities necessary to achieve program objectives. The timeline includes activities to be performed during the 12-month implementation period in accordance with the Schedule of Deliverables listed in *Section I. Post-Award Requirements, Schedule of Deliverables*. **(0–5 points)**

2. The applicant's timeline clearly defines how it will track its own and subrecipient(s), if applicable, progress for each of the three program objectives and the corresponding OTIP performance indicators referenced in *Section I. DVHT-SO Program Overview* and *Section I. Post-Award Requirements, Program Performance Indicators* and *Section VI.3. Reporting*. **(0–5 points)**

Budget and Budget Justification **Maximum Points:** 6

1. The applicant provides a clear, reasonable, and justified first-year budget that is aligned with the project proposal and includes a detailed narrative justification for the amounts and how each itemized expense will be used. **(0-3 points)**

2. The applicant describes a clear plan for the oversight of federal funds and explains how it will ensure grant activities and, if applicable, how subrecipient(s) will adhere to applicable federal and programmatic regulations. If the applicant is receiving other federal funds to implement a human trafficking program, the application includes the name of the awarding federal agency, the name of the grant, the duration of the project period, the amount it currently receives, and how it will ensure that any funds awarded through the DVHT-SO Program will not be used to supplant or augment any other related federal funding. **(0–3 points)**

Need for Assistance **Maximum Points:** 10

1. The applicant thoroughly justifies the need for assistance, including identifying barriers and needs of domestic individuals who have experienced trafficking. The applicant's proposed activities for the targeted service area are aligned with the geographic and programmatic requirements outlined in *Section I. DVHT-SO Program Overview, Project Objectives* and *Section I. DVHT-SO Program Overview, Project Scope*. **(0-10 points)**

Bonus Points **Maximum Points:** 9

1. The applicant provides a strong and achievable plan demonstrating how it will provide domestic survivors of human trafficking with meaningful and ethical opportunities to engage and support project activities in accordance with *Section I. DVHT-SO Program Overview, Lived Experience*. The applicant provides a detailed description of previous opportunities provided to survivors of human trafficking to substantiate prior work in this area. **(2 points)**

2. The applicant provides a strong and achievable SDOH-responsive outreach plan to address the impact of structural inequities that can intensify risk for human trafficking in underserved communities, in accordance with all requirements described in *Section I. DVHT-SO Program Overview, Social Determinants of Health*. **(3 points)**

3. The applicant provides thorough and credible evidence of previous SDOH-responsive experience extending outreach and/or services to underserved communities to substantiate prior work in this area, in accordance with all requirements described in *Section I. DVHT-SO Program Overview, Social Determinants of Health*. **(4 points)**

V.2. Review and Selection Process

No grant award will be made under this funding opportunity on the basis of an incomplete application. No grant award will be made to an applicant that does not have a UEI and an active SAM registration. See *Section IV.3. Unique Entity Identifier (UEI) and System for Award*

Management (SAM).

Initial ACF Screening
Each application will be screened to determine whether it meets any of the disqualification factors described in *Section III.3. Other, Application Disqualification Factors*.

Disqualified applications are considered to be "non-responsive" and are excluded from the competitive review process. Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this NOFO.

Objective Review and Results
Applications competing for financial assistance will be reviewed and evaluated by objective review panels using only the criteria described in *Section V.1. Criteria* of this funding opportunity. Each panel is composed of experts with knowledge and experience in the area under review. Generally, review panels include three reviewers and one chairperson.

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding. Scores and rankings are only one element used in the award decision-making process. If identified in *Section I. Program Description*, ACF reserves the right to consider preferences to fund organizations serving emerging, unserved, or under-served populations, including those populations located in pockets of poverty. In addition, ACF reserves the right to evaluate applications in the larger context of the overall portfolio by considering geographic distribution of federal funds (e.g., ensuring coverage of states, counties, or service areas) in its pre-award decisions.

ACF may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. In addition, ACF may elect to not allow a prime recipient to subaward if there is any indication that they are unable to properly monitor and manage subrecipients.

Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested.

For those applicants that have proposed an alternative approach, OTIP will review the applicant's proposal and reserves the right to negotiate with applicants on their alternative approach and revise budgets and activities accordingly.

Federal Awarding Agency Review of Risk Posed by Applicants

ACF is required to review and consider any information about the applicant that is in the Federal Awardee Performance and Integrity Information System (FAPIIS), www.fapiis.gov/, before making any award in excess of the simplified acquisition threshold over the period of performance. An applicant may review and comment on any information about itself that a federal awarding agency has previously entered into FAPIIS. ACF will consider any comments by the applicant, in addition to other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when

completing the review of risk posed by applicants as described in 45 CFR § 75.205(a)(2) Federal Awarding Agency Review of Risk Posed by Applicants.

Non-Federal Reviewers Reference
Please refer to *Section IV.2. Required Forms, Assurances, and Certifications* of this funding opportunity for information on non-federal reviewers in the review process.

Approved but Unfunded Applications
Applications recommended for approval in the objective review process, but not selected for award may receive funding if additional funds become available in the current Fiscal Year. For those applications determined as "approved but unfunded," notice will be given of the determination by email.

V.3. Anticipated Announcement and Federal Award Dates

Announcement of awards and the disposition of applications will be provided to applicants at a later date. ACF staff cannot respond to requests for information regarding funding decisions prior to the official applicant notification.

VI. Federal Award Administration Information

VI.1. Federal Award Notices

Successful applicants will be notified through the issuance of a NoA that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-federal share to be provided (if applicable), and the total project period for which support is contemplated. The NoA will be signed by the Grants Officer and transmitted via email or by GrantSolutions, or the Head Start Enterprise System (HSES), whichever is
relevant.

Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter signed by the cognizant Program Office head. Any other correspondence that announces to a Principal Investigator, or a Project Director, that an application was selected is not an authorization to begin performance.

Information on allowable pre-award costs and the time period under which they may be incurred is available in *Section IV.6. Funding Restrictions*, if applicable. Project costs that are incurred prior to the receipt of the NoA are at the recipient's risk.

Recipients may translate the Federal award and other documents into another language. In the event of inconsistency between any terms and conditions of the Federal award and any translation into another language, the English language meaning will control. Where a significant portion of the recipient's employees who are working on the Federal award are not fluent in English, the recipient must provide the Federal award in English and in the language(s) with which employees are more familiar.

VI.2. Administrative and National Policy Requirements

Awards issued under this funding opportunity are subject to 45 CFR Part 75 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards currently in effect or implemented during the period of award, other Department regulations and policies in effect at the time of award, and applicable statutory provisions. The Code of Federal Regulations (CFR) is available at www.ecfr.gov. Unless otherwise noted in this section, administrative and national policy requirements that are applicable to discretionary grants are available at: www.acf.hhs.gov/administrative-and-national-policy-requirements.

An application funded with the release of federal funds through a grant award does not constitute or imply compliance with federal regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable federal regulations.

Please review all HHS regulatory provisions for Termination at 2 CFR § 200.340.

HHS Grants Policy Statement

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the NoA. The HHS GPS is available at https://www.acf.hhs.gov/grants/discretionary-post-award-requirements#book_content_0.

Equal Treatment of Faith-Based Organizations

A faith-based organization that participates in this program will retain its independence from the federal government and may continue to carry out its mission consistent with religious freedom, nondiscrimination, and conscience protections in federal law, including the Free Speech and Free Exercise Clauses of the First Amendment of the U.S. Constitution, the Religious Freedom Restoration Act (42 U.S.C. 2000bb *et seq.*), the Coats-Snowe Amendment (42 U.S.C. 238n), Title VII of the Civil Rights Act of 1964 (42 U.S.C. 2000e–1(a) and 2000e–2(e)), Americans with Disabilities Act, 42 U.S.C. 12113(d)(2), section 1553 of the Patient Protection and Affordable Care Act (42 U.S.C. 18113), the Weldon Amendment (e.g., Further Consolidated Appropriations Act, 2020, Public Law 116–94, 133 Stat. 2534, 2607, div. A, sec. 507(d) (Dec. 20, 2019)), or any related or similar federal laws or regulations. Religious accommodations may also be sought under many of these religious freedom and conscience protection laws.

Consistent with 45 CFR § 87.3(b), a faith-based organization that receives direct financial assistance from HHS may not engage in any explicitly religious activities (including activities that involve overt religious content such as worship, religious instruction, or proselytization) as part of the programs or services funded with direct financial assistance from the HHS awarding agency. Such an organization, whether faith-based or not, also shall not, in providing services funded by HHS, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice, as provided in 45 CFR § 87.3(d).

VI.3. Reporting

Performance Progress Reports:
Quarterly

Reporting Requirements

Recipients under this funding opportunity will be required to submit performance progress and financial reports periodically throughout the project period. Information on reporting requirements is available on the ACF website at www.acf.hhs.gov/discretionary-post-award-requirements#chapter-2.

For planning purposes, the frequency of required reporting for awards made under this funding opportunity are as follows:

Financial Reports:
Semi-Annually

As required by the PRA of 1995, 44 U.S.C. §§ 3501-3521, the public reporting burden for the following performance indicators is estimated to average one hour per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection of information. Data collection forms have been approved under the OMB control number OMB No: 0970-0542; the expiration date is March 21, 2023. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. All data elements below have been cleared by PRA and are approved under OMB 0970-0542:

Client Service Information

- Living situation
- Employment status
- Service needs, access, and location
- Demographic information (e.g., age, gender, 2SLGBTQIA+ identification, race and/or ethnicity, country of origin, and tribal affiliation)
- Trafficking experience (e.g., type of trafficking, trafficking industry, and location of trafficking incident)
- Referrals (e.g., types of referrals provided, public benefits accessed, and referrals for continued services after exit)
- Number of family members served through client
- Cost of services
- Summary of Outreach Efforts
- Number of human trafficking victims identified through DVHT-SO project efforts
- Type of outreach settings
- Populations targeted (e.g., domestic individuals at-risk for sex trafficking accessing services at a local drop-in center)
- Screening tool used

For more information see, *Section I. DVHT-SO Post-Award Requirements, Program Performance Indicators*.

DVHT-SO NOTE: Consistent with the PRA of 1995, 44 U.S.C. §§ 3501-3521, under this NOFO,

OTIP will not conduct or sponsor – and a person is not required to respond to – a collection of information covered by such Act, unless it displays a currently valid OMB control number.

VII. HHS Award Agency Contact(s)

Program Office Contact

Landy
Delva
U.S. Department of Health and Human Services
Administration for Children and Families
Office on Trafficking in Persons
330 C St., SW.
Washington
DC
20201
240-930-2415
Landy.Delva@acf.hhs.gov

Office of Grants Management Contact

David
Lee
U.S. Department of Health and Human Services
Administration for Children and Families
Office of Grants Management
330 C St., SW.
Washington
DC
20201
202-401-5461
David.Lee@acf.hhs.gov

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service (FedRelay) at www.gsa.gov/fedrelay.

VIII. Other Information

Reference Websites

U.S. Department of Health and Human Services (HHS) www.hhs.gov/.

Administration for Children and Families (ACF) www.acf.hhs.gov/.

ACF Funding Opportunities Forecasts and NOFOs www.grants.gov/.

ACF "How To Apply For A Grant" https://www.acf.hhs.gov/grants/how-apply-grant.

ACF Property Guidance https://www.acf.hhs.gov/grants/real-property-and-tangible-personal-property

Grants.gov Accessibility Information www.grants.gov/ web/grants/accessibility-compliance.html.

Code of Federal Regulations (CFR) http://www.ecfr.gov/.

United States Code (U.S.C.) http://uscode.house.gov/.

Healthy People 2030 https://health.gov/healthypeople

Methods and Emerging Strategies to Engage People with Lived Experience https://aspe.hhs.gov/reports/lived-experience-brief

Health Equity Guiding Principles for Inclusive Communication https://www.cdc.gov/healthcommunication/Health_Equity.html

Application Checklist

Applicants may use this checklist as a guide when preparing an application package.

What to Submit	Where Found	When to Submit
SF-424 - Application for Federal Assistance	Referenced in *Section IV.2.Required Forms, Assurances, and Certifications.* This form is available in the NOFO's forms package at www.Grants.gov in the Mandatory section.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.*
Unique Entity Identifier (UEI) and System for Award Management (SAM) registration.	Referenced in *Section IV.3. Unique Entity Identifier (UEI) and System for Award Management (SAM)* in the funding opportunity. To obtain a UEI and SAM registration, go to http://www.sam.gov.	A UEI and registration at SAM.gov are required for all applicants. Active registration at SAM must be maintained throughout the application and project award period.
SF-424 Key Contact Form	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* This form is available in the NOFO's forms package at www.Grants.gov.	Submission is due with the application by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.*

What to Submit	Where Found	When to Submit
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* This form is available in the NOFO's forms package at www.Grants.gov.	Submission is due with the application package or prior to the award of a grant.
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non- Construction Programs	Referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* These forms are available in the NOFO's forms package at www.Grants.gov in the Mandatory section. They are required for applications that include only non-construction activities.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.*
SF-Project/Performance Site Location(s) (SF-P/PSL)	Referenced in *Section IV.2.Required Forms, Assurances, and Certifications.* This form is available in the NOFO's forms package at www.Grants.gov.	Submission is due by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.*
SF-LLL - Disclosure of Lobbying Activities	"Disclosure Form to Report Lobbying" is referenced in *Section IV.2. Required Forms, Assurances, and Certifications.* This form is available in the NOFO's forms package at www.Grants.gov.	If submission of this form is applicable, it is due at the time of application. If not available at the time of application, it may also be submitted prior to the award of a grant.
Table of Contents	Referenced in *Section IV.2. The Project Description*.	Submit with the application by the due date found in the *Overview* and in *Section IV.4. Submission Dates and Times*.
Project Summary	Referenced in *Section IV.2. The Project Description.* The Project Summary is limited to one single-spaced page.	Submission is due by the application due date found in the *Overview* and in *Section IV.4.*

What to Submit	Where Found	When to Submit
		Submission Dates and Times.
Proof of Non-Profit Status	Referenced in *Section IV.2. The Project Description, Legal Status of Applicant Entity*.	Proof of non-profit status should be submitted with the application package by the application due date and time listed in the *Overview* and *Section IV.4.* of the NOFO. If it is not available at the time of application submission, it must be submitted prior to the award of a grant.
Mandatory Grant Disclosure	Requirement, submission instructions, and mailing addresses are found in the "Mandatory Grant Disclosure" in *Section IV.2. Required Forms, Assurances and Certifications*.	If applicable, concurrent submission to the Administration for Children and Families and to the Office of the Inspector General is required.
The Project Budget and Budget Justification	Referenced in *Section IV.2. The Project Budget and Budget Justification*.	Submission is required in addition to submission of SF-424A and / or SF-424C. Submission is required with the application package by the due date in the *Overview* and in *Section IV.4. Submission Dates and Times*.
The Project Description	Referenced in *Section IV.2. The Project Description*.	Submission is due by the application due date found in the *Overview* and in *Section IV.4.*

What to Submit	Where Found	When to Submit
		Submission Dates and Times.
VSO Eligibility Documentation	Referenced in *Section III.3 Eligibility Information, Other, OTIP Disqualification Factor* and *Section IV. 2. Project Description, Additional Eligibility Documentation*.	Submission is due with the application by the application due date found in the *Overview* and in *Section IV.4. Submission Dates and Times.*