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## OVC FY 2022 Housing Assistance Grants for Victims of Human Trafficking

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| Application JustGrants Deadline: | June 16, 2022 8:59 PM  |

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### Overview

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

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

### Solicitation Categories

This solicitation does not include Solicitation Categories.

### Eligible Applicants:

City or township governments, County governments, Native American tribal governments (Federally recognized), Native American tribal organizations (other than Federally recognized tribal governments), Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education, Public and State controlled institutions of higher education, Public housing authorities/Indian housing authorities, State governments, Other

### Other

Applicants must meet the eligibility requirements at 22 U.S.C. § 7105(b)(2).

For purposes of this solicitation, "state" means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

OVC will consider applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients (subgrantees). For additional information on subawards, see the [OJP Grant Application Resource Guide](#).

OVC may elect to fund applications submitted under this FY 2022 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

## Contact Information

For technical assistance with submitting the Application for Federal Assistance standard form (SF)-424 and a Disclosure of Lobbying Activities form (SF-LLL) in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov Customer Support](#), or [support@grants.gov](mailto:support@grants.gov). The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

For technical assistance with submitting the **full application** in DOJ's Justice Grants System (JustGrants), contact the JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov). The JustGrants Service Desk operates 5 a.m. to 9 p.m. eastern time Monday-Friday and 9 a.m. to 5 p.m. Saturday, Sunday, and Federal holidays.

For assistance with any other requirements of this solicitation, contact the OJP Response Center by telephone at 800-851-3420 or TTY: 301-240-6310 (hearing impaired only), or by email at [grants@ncjrs.gov](mailto:grants@ncjrs.gov). The OJP Response Center hours of operation are 10:00 a.m. to 6:00 p.m., eastern time Monday–Friday, and 10:00 a.m. to 8:00 p.m. on the solicitation closing date.

## Submission Information

Applications will be submitted to DOJ in two steps:

**Step 1:** The applicant must submit by the Grants.gov deadline the required Application for Federal Assistance standard form (SF)-424 and a Disclosure of Lobbying Activities (SF-LLL) form when they register in Grants.gov at <https://www.grants.gov/web/grants/register.html>. To register in Grants.gov, the applicant will need to ensure that its System for Award Management (SAM) registration is current.

**Step 2:** The applicant must then submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://justgrants.usdoj.gov). To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline. OJP encourages applicants to review the "How to Apply" section in the [OJP Grant Application Resource Guide](#) and the [JustGrants website](#) for more information, resources, and training.

## Pre-Application Webinar

OVC will conduct one pre-application webinar during which OVC staff will review the solicitation requirements and conduct a question and answer session with interested potential applicants. Participation is optional. When the webinar has been scheduled, the details and registration information will be available at <https://ovc.ojp.gov/funding/funding-webinars>.

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## **Program Description**

### **Overview**

OJP is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety and protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

To enhance capacity to identify, assist, and provide services to all victims of human trafficking, the Office for Victims of Crime (OVC) leads the Nation in supporting victim-centered and trauma-informed programs, policies, and resources that promote justice, access, and empowerment.

This program will provide funding for services to victims of human trafficking, as defined by 22 U.S.C. § 7102 (11).

### **Statutory Authority**

22 U.S.C. § 7105(b)(2)

### **Specific Information**

Pursuant to 22 U.S.C. § 7105(b)(2), OVC supports programs that provide housing and associated support services to victims of human trafficking.

Rapid Rehousing is the primary focus of this solicitation. Rapid Rehousing is a type of housing assistance in which supportive services and transitional housing are provided to assist victims to move as quickly as possible into permanent housing and achieve stability.

For some victims, the use of emergency shelter or crisis housing may be the best approach for establishing long-term sustainable housing. If emergency shelter or crisis housing is the preferred housing choice to meet the immediate housing needs of victims, the applicant must work with victims to identify longer-term housing as soon as it is safe and feasible for the victim, while providing necessary case management and culturally responsive support services.

Under this program, applicants may propose services/activities related to the following:

- Emergency shelter, meaning a type of shelter or non-permanent housing in which a victim of human trafficking may be placed for less than 6 months, depending on the immediate need and preference of the victim. Crisis housing can be provided on an emergency, temporary basis, which may include congregate shelter and/or hotel/motel placements as a bridge to imminent shelter openings or other housing.
- Transitional housing assistance, meaning temporary housing offered for at least 6 months and no more than 24 months that helps victims transition into permanent housing. Transitional housing is not an extended shelter stay.
- Short-term housing assistance, meaning rental assistance and/or other financial assistance (e.g., utility assistance, relocation costs) offered for at least 6 months and no more than 24 months that helps victims transition into permanent housing. Short-term housing assistance is not emergency shelter, rental assistance offered for less than 6 months, or financial assistance for victims not provided with housing.

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

1. locate and secure permanent housing;
  2. secure employment, including obtaining employment counseling, occupational training, job retention counseling, meaningful access to language assistance services, and counseling concerning entry or re-entry into the workforce; and
- integrate into a community by providing victims and dependents with services such as transportation,

counseling, childcare services, meaningful access to language assistance services, case management, and other assistance. Participation in the support services shall be voluntary.

### **Limited Use of Funds**

The following activities can be supported only in limited circumstances:

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

### **Mandatory Program Requirements**

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

1. Submit the policies, procedures, and rules governing the provision of housing and support services for review and approval (post award).
2. Ensure the policies and procedures follow applicable federal and state laws protecting the civil rights of program participants and staff (post award).
3. Offer culturally responsive support services to trafficking victims receiving housing and their dependents.
4. Offer follow-up culturally responsive support services for trafficking victims who secure permanent housing. Follow-up services are limited to advocacy, support groups, case management, and minimal financial assistance (e.g., first month's rent for permanent housing).
5. Ensure that any staff, partner staff, or service providers working with trafficking victims are adequately licensed and trained to work with such victims, including by accessing OVC-supported training and technical assistance.
6. Send the housing navigator, project coordinator or program director, and one other key staff member to a virtual or in-person OVC grantee orientation and have relevant staff participate in OVC-sponsored training and technical assistance.
7. Provide all grant-funded staff at least one session of training (to be delivered by individuals or organizations with demonstrable expertise) related to diversity, equity, inclusion, and/or accessibility, including meaningful access to language services, and tied to program goals and objectives annually.

### **Ensuring Civil Rights**

Federal laws prohibit recipients of funding administered by OJP from discriminating in the delivery of services on the basis of age, race, color, national origin, religion, or disability. Applicable federal laws also prohibit recipients from discriminating on the basis of disability in their employment practices, and from discriminating against employees and beneficiaries on the basis of sex in funded education or training programs. Recipients are also obligated under federal civil rights laws to provide meaningful access to their programs and activities for persons with [limited English proficiency](#). Under certain circumstances, it might be permissible to limit services based upon age. Please note that other federal, state or local laws prohibiting discrimination may apply.

### **Enhancing Access to Services and Promoting Survivor Autonomy**

OVC is committed to an approach to human trafficking that is trauma-informed, victim-centered, survivor-

informed, culturally responsive, and evidence-based. Definitions of these concepts are available in the glossary of OVC's [Model Standards for Serving Victims and Survivors of Crime](#).

In line with these concepts and to enhance survivors' access to victim services, programs funded under this solicitation will engage in practices that remove barriers to receiving services and support survivor autonomy. Such practices will reduce requirements to engage in services, promote survivors' choice within service delivery, and protect victim privacy and confidentiality.

Funded programs will demonstrate their commitment to this approach by maintaining the following (Note: many of these requirements are mandated by federal civil rights laws, while others reflect OVC's policy direction to recipients to enhance access to services and promote survivor autonomy):

- Procedures or policies that provide all survivors access to safe shelter, advocacy services, counseling, and other assistance without exclusions based on their actual or perceived sex, age, immigration status, national origin (including limited English proficiency), race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, involvement in commercial sex, income or lack of income, or the age and/or sex of their children. For those programs that by their design target a particular population (e.g., youth, gender-specific) there should be procedures or policies in place to ensure access to comparable, qualified services for other survivors seeking support.
- Procedures or policies that protect the confidentiality of information and/or privacy of persons receiving services.
- Procedures or policies that do not require victims to take certain actions (e.g., receive counseling, report to law enforcement, commit to sobriety) to be eligible for or to receive services. For youth-serving programs with justifiable mandatory requirements, a [shared decision making model should be used to provide minors with agency in determining a course of action](#).
- Project designs, products, services, and/or budgets that consider the unique needs of individuals with disabilities, with limited English proficiency, or who are Deaf or hard of hearing, including accessibility for such individuals.

Applications that propose activities that jeopardize victim safety or that deter or prevent physical or emotional healing for victims may receive a deduction in points during the peer review process. Such practices may include, but are not limited to, confiscation of cell phones, random room searches, required dress codes, mandated chores, and garnishing of wages for a savings account. These actions mirror power and control dynamics of a trafficking situation.

## Unallowable Costs

The following activities cannot be supported with grant funds:

1. **Holding beds** – Grantees may not “hold beds” in a housing facility by charging their cost to the grant and keeping them empty until a victim needs the bed, when other victims need access to the beds, as this would be considered an unallowable contingency payment (see C.F.R. 200.433 (c)).
2. **Stipends/incentives to participate in services** – Neither cash nor non-cash stipends or incentives may be paid to victims to encourage their participation in services. Nominal cash or non-cash stipends (e.g., taxi or ride share vouchers, public transportation tickets or tokens, money to pay for child care, gift cards for meals that are necessary when participants receive services) are allowable.
3. **Savings accounts for victims** – Federal funds cannot be invested in savings accounts for victims.
4. **Primary prevention activities** – Per 22 U.S.C. § 7105(b)(2), the purpose of this funding is to support victim service programs; therefore, applicants should not propose primary prevention activities under this program.
5. **Financial support for private residence** – Grant funds may not be used to keep victims in their privately-owned homes or to prevent them from losing such housing.
6. **Construction or purchase of property**
7. **Drug and/or alcohol testing**

## Limitation on Use of Funds (22 USC 7110(g))

The following statutory language applies to all awards under this solicitation:

1. *Restriction on programs*

No funds made available to carry out this chapter, or any amendment made by this chapter, may be used to promote, support, or advocate the legalization or practice of prostitution. Nothing in the preceding sentence shall be construed to preclude assistance designed to promote the purposes of this Act by ameliorating the suffering of, or health risks to, victims while they are being trafficked or after they are out of the situation that resulted from such victims being trafficked.

#### *2. Restriction on organizations*

No funds made available to carry out this chapter, or any amendment made by this chapter, may be used to implement any program that targets victims of severe forms of trafficking in persons described in section 7102(9) (A) of this title through any organization that has not stated in either a grant application, a grant agreement, or both, that it does not promote, support, or advocate the legalization or practice of prostitution. The preceding sentence shall not apply to organizations that provide services to individuals solely after they are no longer engaged in activities that resulted from such victims being trafficked.

Pursuant to the statute above, OVC requires grantees under this program to agree to the following grant condition:

Recipient certifies that it does not promote, support, or advocate the legalization or practice of prostitution, nor will it use grant funds or program match funds to promote, support, or advocate the legalization or practice of prostitution.

### **Information on Managing Human Trafficking Awards**

For more information on implementation of OVC Human Trafficking award, please consult the [OVC Human Trafficking Grantee FAQ document](#).

### **Goals, Objectives, Deliverables, and Timeline**

#### **Goals**

The goal of this program is to provide safe, stable housing and appropriate trauma-informed, victim-centered services by organizations with the capacity to implement collaborative, coordinated, and comprehensive services models. Organizations are to engage with appropriate local resources to address the needs of victims of human trafficking that will lead to increased autonomy, self-sufficiency, and increased safety and well-being.

#### **Objectives**

Objectives include the following:

1. Deliver and expand housing interventions and related support services for victims of human trafficking.
2. Collaborate with and train local partners (e.g., housing and service providers, community and faith-based organizations) to improve their knowledge and ability to identify and appropriately respond to human trafficking victims.
3. Provide victims of human trafficking with trauma-informed, victim-centered support services or referrals for other essential services.
4. Develop and implement housing policies and training that consistently incorporate low-barrier, victim-centered, trauma-informed, and collaborative approaches.
5. Inform federal, state, and local frameworks and collaboration models to meet the housing needs of victims of human trafficking.
6. Improve outcomes for victims of human trafficking.
7. Collect data and conduct ongoing assessment activities to determine if the program is meeting the stated goals and objectives.

#### **Deliverables**

The deliverables to be provided are services, measured quarterly by service-hour or units delivered, type of service, number of new and continuing victims served, and other key data points.



The Goals, Objectives, and Deliverables are directly related to the performance measures that show the completed work's results, as discussed in the "Application and Submission Information" section.

In addition, deliverables include the following:

1. Expand collaborative partnerships among federal, state, local, and tribal housing providers as well as system- and community-based service providers. Successful applicants must work with other organizations (e.g., those that serve the homeless) and stakeholders throughout the applicant's geographic area to identify safe, affordable housing options and remove barriers for victims of human trafficking in obtaining housing. Federal funds may be applied to create or support a **housing navigator position** to meet this need. Other tasks for this position may include assisting victims in locating, obtaining, and retaining suitable housing, including tenant counseling (e.g., being responsible for rent as provided in the lease); assisting victims in understanding the language in leases and their rights and responsibilities; educating stakeholders and landlords about housing protections on behalf of victims; aiding in lease negotiations with landlords; assisting victims with challenges that may arise related to rent payment, housing conditions, or other identified concerns; and attending local housing stakeholder meetings (e.g., Continuum of Care, Public Housing Authority) and developing relationships with local landlords and apartment associations. The housing navigator position is different from a case manager or advocate. The administration of financial assistance and delivery of case management services should be separated and provided by different staff members to reflect "real world" interactions. When a case manager assumes both roles, victims may not share important information with staff for fear it will affect receipt of continued financial assistance.
2. Conduct training and public awareness activities for housing stakeholders (e.g., Continuum of Care, Public Housing Agencies, tribal organizations, private landlords) to improve their knowledge of human trafficking and ability to identify and respond appropriately to victims.
3. Provide (directly and through partnerships) an array of services that victims of human trafficking require to address their individualized needs for safety, security, and healing. See Appendix A for the types of services that may be provided to trafficking victims under this award. Note: Legal services provided under this program are limited; please see the "Limited Use of Funds" section above. Collaborations that yield culturally and linguistically appropriate interventions and services to those with limited English proficiency, disabilities, and functional needs are encouraged.
4. Finalize and implement housing policies and procedures governing the provision of housing and support services.

All successful applicants—even those who already have an existing OVC Housing Assistance for Victims of Human Trafficking award—will be required to review and refine their existing housing policies and procedures to align with [OVC Model Standards](#) and practices as outlined under "Enhancing Access to Services and Promoting Survivor Autonomy."

The Goals, Objectives, and Deliverables are directly related to the performance measures that show the completed work's results, as discussed in the "Application and Submission Information" section.

#### **Evidence-Based Programs or Practices**

OJP strongly encourages the use of data and evidence in policymaking and program development for criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices, see the [OJP Grant Application Resource Guide](#).

#### **Information Regarding Potential Evaluation of Programs and Activities**

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

#### **OJP Priority Areas**

The Department of Justice is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety and protects the public from crime and evolving threats, and builds trust between law enforcement and the

community.

1. Priority Considerations Supporting Executive Order 13985, [Advancing Racial Equity and Support for Underserved Communities Through the Federal Government](#)

Consistent with this Executive Order, the term “underserved community” refers to a population sharing a particular characteristic, as well as a geographic community, that has been systematically denied a full opportunity to participate in aspects of economic, social, and civic life or whose members have been historically underserved, marginalized, and adversely affected by inequality. Such communities include, among others, Black people, Hispanics and Latino/a/e people, Native American and other Indigenous peoples of North America (including Alaska Natives, Eskimos, and Aleuts), Asian Americans, Native Hawaiians, and Pacific Islanders.

In support of Executive Order 13985, OJP will:

A. Give priority consideration to applications that include project(s) that will promote racial equity and the removal of barriers to access and opportunity for communities that have been historically underserved, marginalized, and adversely affected by inequality, when making award decisions.

To receive this consideration, the applicant must describe how the proposed project(s) will address potential inequities and barriers to equal opportunity, and/or contribute to greater access to services for underserved and historically marginalized populations.

B. Give priority consideration to applicants that can demonstrate that their capabilities and competencies for implementing their proposed project(s) are enhanced because the applicant (or at least one proposed subrecipient that will receive at least 30% of the requested award funding, as demonstrated in the Budget Worksheet and Budget Narrative) identifies as a culturally specific organization. To receive this additional priority consideration, applicants must describe how being a culturally specific organization (or funding the culturally specific subrecipient organization(s)) will enhance their ability to implement the proposed project (s) and should also specify which culturally specific populations are intended or expected to be served or to have their needs addressed under the proposed project(s).

Culturally specific organizations are defined for purposes of this solicitation as private nonprofit or tribal organizations whose primary purpose as a whole is to provide culturally specific services to, among others, Black people, Hispanics and Latino/a/e people, Native American and other Indigenous peoples of North America (including Alaska Natives, Eskimos, and Aleuts), Asian Americans, Native Hawaiians, and/or Pacific Islanders.

Note: Addressing these priority areas is one of many factors that OJP considers in making funding decisions. Receiving priority consideration for one or more priority areas is not a guarantee of an award.

## Federal Award Information

### Solicitation Categories

This solicitation does not include Solicitation Categories.

### Awards, Amounts and Durations

#### Anticipated Number of Awards

18

#### Anticipated Maximum Dollar Amount of Awards

\$800,000.00

#### Period of Performance Start Date

10/1/22 12:00 AM

#### Period of Performance Duration (Months)

36

#### Anticipated Total Amount to be Awarded Under Solicitation

\$15,000,000.00

### Continuation Funding Intent

OVC may, in certain cases, provide additional funding in future years to awards made under this solicitation,

through continuation awards. OJP will consider, among other factors, OJP's strategic priorities, a recipient's overall management of the award, and the award-funded work's progress, when making continuation award decisions.

#### **Availability of Funds**

This solicitation, and awards (if any are made) under this solicitation, are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by the agency or by law. In addition, nothing in this solicitation is intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

#### **Types of Awards**

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

#### **Financial Management and System of Internal Controls**

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

#### **Budget Information**

#### **Cost Sharing or Matching Requirement**

Pursuant to 22 U.S.C. § 7105(b)(2), awards made under this solicitation require a 25-percent **cash or in-kind match**.

Federal funds awarded under this solicitation may not cover more than 75% of the total costs of the project being funded. An applicant must identify the source of the 25% non-federal portion of the total project costs and how it will use match funds. If a successful applicant's proposed match *exceeds* the required match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit. ("Match" funds may be used only for purposes that would be allowable for the federal funds.) Recipients must satisfy this match requirement with cash or in-kind match. The formula for calculating match is:

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

$$\text{Required Recipient's Share Percentage} \times \text{Adjusted Project Cost} = \text{Required Match}$$

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

$$\begin{aligned} \frac{\$350,000}{75\%} &= \$466,667 & 25\% \times \$466,667 &= \$116,667 \text{ match} \end{aligned}$$

See the [OJP Grant Application Resource Guide](#) for additional information on this match requirement. For step-by-step instructions for entering match amounts in the budget, see the [Budget Summary Match Guide](#).

#### **Pre-agreement Costs (also known as Pre-award Costs)**

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

#### **Limitation on Use of Award Funds for Employee Compensation: Waiver**

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

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

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

#### **Costs Associated with Language Assistance (if applicable)**

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

#### **Eligibility Information**

To advance Executive Order 13929 Safe Policing for Safe Communities, the Attorney General determined that all state, local, and university or college law enforcement agencies must be certified by an approved independent credentialing body or have started the certification process, to be eligible for FY 2022 DOJ discretionary grant funding. To become certified, the law enforcement agency must meet two mandatory conditions: (1) the agency's use-of-force policies adhere to all applicable federal, state, and local laws and (2) the agency's use-of-force policies prohibit chokeholds except in situations where use of deadly force is allowed by law. The certification requirement also applies to law enforcement agencies receiving DOJ discretionary grant funding through a subaward. For detailed information on this certification requirement, please visit <https://cops.usdoj.gov/SafePolicingEO> to access the Standards for Certification on Safe Policing for Safe Communities, the Implementation Fact Sheet, and the List of Designated Independent Credentialing Bodies.

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

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

For additional eligibility information, see the solicitation cover page.

For information on cost sharing or match requirements, see the "Federal Award Information" section.

#### **Application and Submission Information**

The following application elements **must** be included in the application to meet the basic minimum requirements to advance to peer review and receive consideration for funding:

- Proposal Abstract
- Proposal Narrative
- Budget Worksheet and Budget Narrative (Web-based Form) (The web-based form includes the budget details and the budget narrative.)

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

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

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

In Section 8F of the SF-424, please include the name and contact information of the individual **who will complete the application in JustGrants**. JustGrants will use this information (*email address*) to assign the application to this user in JustGrants.

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

### Standard Applicant Information (JustGrants 424 and General Agency Information)

The Standard Applicant Information section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. The applicant will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, the applicant will need to add zip codes for areas affected by the project; confirm its Authorized Representative; and verify and confirm the organizations unique entity identifier, legal name, and address.

### Proposal Abstract

A proposal abstract (no more than 400 words) summarizing the proposed project, including the purpose of the project, primary activities, expected outcomes, the state and geographical service area, intended beneficiaries and subrecipients (if known), will be completed in the JustGrants web-based form. The abstract should indicate if priority consideration is requested and under which consideration (1A and/or 1B). The abstract should be written in the third person and will be made publicly available on the OJP website if the project is awarded.

### Proposal Narrative

The proposal narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point font; have no less than 1-inch margins; and should not exceed 25 pages. Pages should be numbered and submitted as an attachment. If the proposal narrative fails to comply with these length restrictions, OVC may such noncompliance in peer review and in final award decisions.

The following sections must be included as part of the proposal narrative:

#### a. Statement of the Problem

This section must:

1. Describe the nature and scope of the problem that the program will address. Applicants must demonstrate the problem of human trafficking within the targeted geographic area. Applicants should cite the source(s) of this data, which could include local, state, and federal data regarding investigations, prosecutions, and the number of individuals identified as victims of human trafficking in the proposed geographic area and data from victim service providers or other local stakeholders. **Data should come from multiple sources and extend beyond national hotline data.**
2. Describe previous or current attempts to address the problem, including documentation of the number of trafficking victims served each year during 2020 and 2021 within the targeted geographic area. At a minimum, applicants must identify the total number of victims they previously served within the targeted geographic area, and the types of victims they have served (sex or labor trafficking victims). Applicants must cite the source(s) of this data.
3. Describe the communities to be served, including the geographic area, populations in the service area, and any groups that are vulnerable to human trafficking. Applicants should identify any relevant underserved communities in their geographic area using data to support (e.g., community data, Census data, client data).

Describe current efforts to address the service needs of trafficking survivors in the geographic area, including programs funded through OVC, the Department of Health and Human Services (HHS), the

Office on Violence Against Women, or with Victims of Crime Act (VOCA) state victim assistance funds. Explain how the proposed project is not duplicative and targets identified gaps.

b. Project Design and Implementation

1. Clearly state the goals and objectives of this project. Goals and objectives must align with those stated in the Goals, Objectives, Deliverables section of this solicitation.
2. Provide a detailed description of the proposed activities necessary to implement this project and meet the stated goals and objectives.
3. Provide a detailed description of how this project differs in scope and/or breadth from housing activities currently being funded by OVC.
4. Identify which underserved communities, if any, will be targeted through the proposed project.
5. Describe how and where housing and services will be provided, including, but not limited to—
  - i. the type of housing (i.e., emergency shelter, crisis housing, transitional housing assistance, or short-term housing assistance), and anticipated location;
  - ii. how housing will be provided (e.g., program-owned, program-rented, landlord/tenant relationship);
  - iii. method for determining client eligibility (e.g., screening, eligibility requirements);
  - iv. housing rules and regulations; and
  - v. fee schedule (if applicable).
6. Describe the plan for follow-up services, including, but not limited to—
  - i. what will be offered; and
  - ii. timeframe for follow-up services.
1. Include a timeline for all the tasks and activities to be completed.
2. Link project activities to the requirements of this solicitation and justify the logic of the proposed approach.
3. List project partners, as appropriate, to make the project activities effective and sustainable.
4. Describe how the applicant plans to ensure project activities are trauma-informed and protect the safety and confidentiality needs of victims.
5. Describe how the applicant will meet the individualized service needs of victims and support victim-informed decisions and autonomy within the delivery of services.
6. Describe how the applicant will coordinate with other OVC and federally and state-funded anti-trafficking programs to meet the comprehensive needs of trafficking victims.
7. Describe how the applicant will identify and expand collaborative partnerships to secure safe, affordable housing options and remove barriers for victims of human trafficking in obtaining housing.

If the applicant is seeking priority consideration for Priority 1(A), it should address in this section how the proposed project(s) will promote racial equity and/or the removal of barriers to access and opportunity, and/or contribute to greater access to services, for communities that have been historically underserved, marginalized, and adversely affected by inequality.

c. Capabilities and Competencies

This section must:

1. Demonstrate the applicant's institutional experience and expertise (or that the applicant has submitted formal agreements with partners with experience and expertise with the application) to effectively implement the requirements of this solicitation.
2. Identify the key individuals and organizations involved in the proposed project.
3. Demonstrate that the individuals and organizations identified have the capacity to address the stated need, including the expertise necessary to provide services to human trafficking victims, and can successfully implement the proposed project activities.
4. Describe specific roles and responsibilities of all project partners and key staff.

5. Demonstrate that project staff have appropriate training and experience to implement project activities as described in the proposal, including the knowledge and expertise necessary to implement culturally responsive projects with the identified underserved communities, and document plans and position descriptions for staff to be hired.
6. Demonstrate the capacity and expertise of the lead applicant and all project partners to serve victims of human trafficking.
7. Clearly describe who will implement activities as described in the Project Design and Implementation section.
8. Describe the applicant's experience managing federal grants that support services for crime victims and document the applicant's administrative and financial capacity to manage federal grants. If the applicant has other grants for providing services to victims of human trafficking, the applicant must describe the scope of each of these grants and describe how activities and data collection on these projects will be tracked separately to avoid duplication.

If the applicant is seeking priority consideration under Priority 1(B), it should describe within this section how being a culturally specific organization (or funding a culturally specific subrecipient organization at a minimum of 30 percent of the project budget) will enhance its ability to implement the proposed project(s). The applicant should also specify which culturally specific populations are intended or expected to be served or have their needs addressed under the proposed project(s).

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

This section must include the following information:

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

Note: Applicants are **not** required to submit performance data with the application. Rather, performance measure information is included as an alert that successful applicants will be required to submit performance data as part of each award's reporting requirements.

OJP will require each successful applicant to submit regular performance data that show the completed work's results. The performance data directly relate to the goals, objectives, and deliverables identified in the "Goals, Objectives, and Deliverables" discussion. Applicants can visit OJP's performance measurement page at [www.ojp.gov/performance](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP.

To determine performance measure requirements for this solicitation, use the "Human Trafficking Performance Measures Map with Question Sets by Solicitation" document at <https://ovc.ojp.gov/funding/performance-measures/human-trafficking>. Locate the solicitation title and fiscal year to see assigned performance measure question sets. Examples of the performance measures questionnaires and related question sets, along with other reporting resources, can be found in the drop-down menu for victim service provider, task force, or training and technical assistance grantees.

### **Note on Project Evaluations**

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

### **Goals, Objectives, Deliverables, and Timeline**

The applicant will submit the program's goals, objectives, deliverables and timelines in the JustGrants web-based form.

### **Budget and Associated Documentation**

#### **Budget Worksheet and Budget Narrative (Web-based Form)**

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



In preparing its budget, the applicant is to review carefully the following information that details elements that the application is to address and/or include in the JustGrants web-based budget form (and its accompanying narrative information):

1. Administrative costs: Administrative costs are costs related to the salary and fringe benefits of executive-level leadership and accounting/financial administration. Grant funds awarded under this program are intended primarily for provision of direct services to victims of human trafficking. Administrative costs must be reasonable and allocable.
2. Housing and supportive services: Applicants must dedicate sufficient funding in the budget to support the housing and services required under this program. At the same time, applicants applying for the maximum amount of funding should document that demand for services/housing merits the level of funding.
3. Travel for required trainings: The Travel category of the JustGrants web-based budget form should include costs to support the travel of staff to attend trainings related to housing and/or human trafficking. For each event requiring staff travel, applicants must break out costs associated with travel, lodging, per diem, and ground transportation. Required trainings for OVC grantees include—
  - the Regional Financial Management Training Seminar sponsored by OJP's Office of the Chief Financial Officer (OCFO), unless the applicant has previously attended this seminar or plans to take the training online. Specific information about the dates and locations of upcoming OCFO events and information about the DOJ Grants Financial Management Online Training can be found at [www.ojp.usdoj.gov/training/training.htm](http://www.ojp.usdoj.gov/training/training.htm). The assigned Grant Award Administrator and all Financial Manager(s) are required to complete this training.
  - OVC annual grantee meetings, 2 days each, for up to two staff members per year, subject to change.

The narrative information included as part of the JustGrants web-based budget form should—

1. display a clear link between the specific project activities and the proposed budget items and not contain items that are not supported by the proposal narrative;
2. include a statement describing whether housing units are applicant-owned;
3. include as program income any fees charged to housing program participants (victims) if housing units are applicant-owned;
4. include a description in the narrative as to the cash or in-kind match that is included in the project budget;
5. distinguish clearly between subawards and contracts in allocating any grant funds to other entities. Pursuant to 2 C.F.R. § 200.331, a subaward is for the purpose of carrying out a portion of the federal award, such as compensating a partner with which the grantee has a Memorandum of Understanding (MOU), and a contract is for the purpose of obtaining goods and services for the grantee's own use.

If the applicant is seeking priority consideration under Priority 1(B) based on the identification of at least one proposed subrecipient as a culturally specific organization, the proposed funding for the subrecipient in the web-based budget form **must be a minimum of 30% of award funding**.

The budget narrative must also describe how the activities that will be funded with the (minimum) 30% of award funding provided to the subrecipient **specifically relate to the priority consideration requested under Priority 1(B)** and described in the Capabilities and Competencies section of the application.

#### **Indirect Cost Rate Agreement (if applicable)**

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



### **Employee Compensation Waiver**

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

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

The applicant will download the questionnaire, complete it, and submit it by uploading it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for the link to the questionnaire and additional information.

### **Disclosure of Process Related to Executive Compensation**

If applicable, the applicant will submit a description of the process used to determine executive compensation by uploading the document as an attachment in JustGrants. See the "Application Attachments" section of the [OJP Grant Application Resource Guide](#) for information.

### **Memoranda of Understanding (MOUs) and Other Supportive Documents**

For services to be provided by project partners, the applicant must name the project partner that will provide the specific service in the program narrative and include, as an attachment to the application, a subcontract/subgrant, Letter of Intent, or MOU describing the commitment from that organization to perform a specific service, and a description of the fee for the service or cost to the grant for each service. If services are to be provided as in-kind match, pro bono, or at no cost to the grant, this must be clearly stated in the MOU, Letter of Intent, or subcontract/subgrant. MOUs, Letters of Intent, and subcontracts/subgrants must include the following: (1) names of the organizations involved in the agreement; (2) scope of the direct specialized service(s) and other work to be performed under the agreement; (3) duration of the agreement; (4) estimated cost per victim or cost of actual services provided, describing whether it is a fee-for-service, in-kind match, or no cost; (5) whether or not there is a cap on the total amount of the agreement; and (6) whether or not there is a maximum number of victims that may be served under the agreement. If any of the required direct services above are to be provided pro bono or accessed through other government- subsidized or otherwise funded programs, applicants must describe how services will be provided to victims without the use of grant funds. MOUs and Letters of Intent should be submitted as one separate attachment to the application.

### **Additional Application Components**

#### **Curriculum Vitae or Resumes**

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

#### **Tribal Authorizing Resolution**

An application in response to this solicitation may require inclusion of tribal authorizing documentation as an attachment. If applicable, the applicant will submit the tribal authorizing documentation by uploading it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for information on tribal authorizing resolutions.

#### **Research and Evaluation Independence and Integrity Statement**

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. The applicant will submit documentation of its research and evaluation independence and integrity by uploading it as an attachment in JustGrants. For additional information, see the [OJP Grant Application Resource Guide](#).

#### **Disclosures and Assurances**

The applicant will address the following disclosures and assurances.

### Disclosure of Lobbying Activities

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

### DOJ Certified Standard Assurances

Review and accept the DOJ Certified Standard Assurances in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

### Applicant Disclosure of Duplication in Cost Items

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

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

Review and accept the DOJ Certified Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

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

If applicable, submit the DOJ High Risk Disclosure and Justification as an attachment in JustGrants. A DOJ High Risk Grantee is an award recipient that has received a DOJ High Risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible. See the [OJP Grant Application Resource Guide](#) for additional information.

### How to Apply

Step 1: The applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html>.

Step 2: The applicant must then submit the **full application**, including attachments, in JustGrants in [JustGrants.usdoj.gov](https://JustGrants.usdoj.gov).

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

### Submission Dates and Time

The **SF-424** and the **SF-LLL** must be submitted in Grants.gov by 11:59 p.m. eastern time on June 9, 2022.

The **full application** must be submitted in JustGrants by 8:59 p.m. eastern time on June 16, 2022.

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates to allow sufficient time to correct errors and resubmit by the submission deadlines if a rejection notification is received. To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline.

### Experiencing Unforeseen Technical Issues

An applicant that experiences unforeseen SAM.gov, Grants.gov, or JustGrants technical issues beyond its control that prevent application submission by the deadline, must demonstrate all efforts in requesting technical support in order to submit an application by the deadline. Technical support is available via phone and email to the applicable SAM.gov, Grants.gov, or JustGrants support centers or service desks in which an applicant received a ticket number for resolution. If an applicant misses a deadline due to unforeseen technical difficulties, the applicant may request a waiver to submit an application after the deadline. *Note: If an applicant does not*

*submit all the required Grants.gov forms by the Grants.gov deadline, the applicant will not be able to proceed to the JustGrants portion of the application process.*

An applicant experiencing technical difficulties with the following systems must contact the associated support desk indicated below to report the technical issue and receive a tracking number:

- Grants.gov - contact the [Grants.gov Customer Support Hotline](#)
- SAM.gov - contact the [SAM Help Desk \(Federal Service Desk\)](#)
- JustGrants - contact the JustGrants Support Desk at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175

An applicant requesting a waiver to submit a late application must document their request for technical assistance in an email to the OJP Response Center at [grants@ncjrs.gov](mailto:grants@ncjrs.gov) **within 24 hours after the application deadline** to request approval to submit its application after the deadline. If an applicant has technical issues with Grants.gov, the applicant must contact the OJP Response Center within 24 hours of the Grants.gov deadline to request approval to submit after the deadline. Waiver requests to submit after the submission deadline must:

- Describe the technical difficulties experienced;
- Include a timeline of the applicant's submission efforts (e.g., what date and time did the error occur, what date and time was action taken to resolve the issue and resubmit; and what date and time did support representatives respond)
- Include an attachment(s) of the complete grant application and all required documentation and material; and
- Include the applicant's Unique Entity Identifier (UEI), any applicable SAM.gov tracking number(s), Grants.gov Help Desk, and JustGrants Support Desk Ticket Numbers.

OJP will review each request for late submission and required supporting documentation and notify the applicant whether the request has been approved or denied. For more details on the waiver process, OJP encourages applicants to review the "Experiencing Unforeseen Technical Issues" section in the [OJP Grant Application Resource Guide](#).

## **Application Review Information**

### **Review Criteria**

#### **Merit Review Criteria**

Applications that meet basic minimum requirements will be evaluated by peer reviewers on how the proposed project/program addresses the following criteria:

1. Statement of the Problem/Description of the Issue (20%) - evaluate the applicant's understanding of the program/issue to be addressed.
2. Project Design and Implementation (45%) - evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies (20%) - evaluate the administrative and technical capacity of the applicant to successfully accomplish the goals and objectives.
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%) - evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
5. Budget (10%) - evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

#### **Other Review Criteria/Factors**

Other important considerations for OVC include geographic diversity, strategic priorities (specifically including, but

not limited to, those priority areas already mentioned), available funding, past performance, and the extent to which the Budget Worksheet and Budget Narrative (web-based form) accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

#### **Review Process**

Applications submitted under this solicitation that meet the basic minimum requirements, will be evaluated for technical merit by a peer review panel(s) in accordance with OJP peer review policy and procedures using the stated review criteria listed above.

OJP screens applications to ensure they meet the basic minimum requirements prior to conducting the peer review. Although specific requirements may vary, the following are common requirements applicable to all OJP solicitations:

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

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

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

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

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may consider not only peer review ratings and OVC recommendations, but also other factors as indicated in this section.

#### **Federal Award Administration Information**

##### **Federal Award Notices**

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

##### **Administrative, National Policy, and Other Legal Requirements**

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions and all applicable requirements of federal statutes and regulations, including the applicable requirements referred to in the assurances and certifications executed in connection with award acceptance. For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [OJP Grant Application Resource Guide](#).

##### **Information Technology (IT) Security Clauses**

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

## General Information about Post-Federal Award Reporting Requirements

In addition to the deliverables described in the “Program Description” section, all award recipients under this solicitation will be required to submit certain reports and data.

**Required reports.** Award recipients typically must submit quarterly financial reports, semi-annual performance reports, final financial and performance reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

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

## Federal Awarding Agency Contact(s)

For OJP contact(s), see the solicitation cover page.

For contact information for Grants.gov, see the solicitation cover page.

For contact information for JustGrants, see the solicitation cover page.

## Other Information

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

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

### Provide Feedback to OJP

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

## Performance Measures

To determine performance measure requirements for this solicitation, use the “Human Trafficking Performance Measures Map with Question Sets by Solicitation” document at <https://ovc.ojp.gov/funding/performance-measures/human-trafficking>. Locate the solicitation title and fiscal year to see assigned performance measure question sets. Examples of the performance measures questionnaires and related question sets, along with other reporting resources, can be found in the drop-down menu for victim service provider, task force, or training and technical assistance grantees.

Award recipients will be required to submit performance measure data and performance reports in JustGrants. Further guidance on the post-award submission process will be provided, if selected for award.

## Appendix A: Types of Victim Services That OVC Funds

| Type of Service          | Service Provision Terms                                                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Information and Referral | <ul style="list-style-type: none"><li>■ Information about the criminal justice process</li><li>■ Information about victim rights, how to obtain notifications, etc.</li><li>■ Referral to other victim service programs</li><li>■ Referral to other services, supports, and resources</li><li>■ Information about substance abuse treatment and support</li><li>■ Referral to substance abuse treatment and support</li></ul> |

|                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Personal Advocacy/Accompaniment                | <ul style="list-style-type: none"> <li>■ Victim advocacy/accompaniment to emergency medical care or forensic exam</li> <li>■ Law enforcement interview advocacy/accompaniment</li> <li>■ Individual advocacy (e.g., assistance in applying for public benefits or other low-cost alternatives)</li> <li>■ Performance of medical or nonmedical forensic exam or interview, or medical evidence collection</li> <li>■ Advocacy for immigration assistance</li> <li>■ Intervention with employer, creditor, landlord, or academic institution</li> <li>■ Child or dependent care assistance</li> <li>■ Transportation assistance</li> <li>■ Interpreter and translation services</li> <li>■ Family reunification</li> </ul> |
| Emotional Support, Safety, and Health Services | <ul style="list-style-type: none"> <li>■ Crisis Intervention</li> <li>■ Hotline/Crisis line counseling</li> <li>■ On-scene crisis response</li> <li>■ Individual therapy/mental health services</li> <li>■ Support groups</li> <li>■ Other therapy (e.g., traditional, cultural, or alternative healing)</li> <li>■ Emergency financial assistance</li> <li>■ Provision of emergency medical care</li> <li>■ Provision of long-term, non-therapeutic medical care</li> <li>■ Substance misuse services</li> <li>■ Protection/Safety planning</li> <li>■ Case management</li> </ul>                                                                                                                                        |
| Shelter/Housing Services                       | <ul style="list-style-type: none"> <li>■ Emergency shelter or placement</li> <li>■ Transitional housing</li> <li>■ Relocation assistance</li> <li>■ Rapid rehousing</li> <li>■ Rental assistance</li> <li>■ Other shelter/housing</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

|                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Criminal/Civil Justice System Assistance*</p> <p>*Legal services under this program are limited, please see "Limited Use of Funds" section.</p> | <ul style="list-style-type: none"> <li>■ Notification of criminal justice events</li> <li>■ Victim impact statement assistance</li> <li>■ Assistance with restitution</li> <li>■ Civil legal assistance</li> <li>■ Legal support with immigration assistance</li> <li>■ Law enforcement or Prosecution interview advocacy/accompaniment</li> <li>■ Repatriation</li> <li>■ Public benefits law</li> <li>■ Criminal record relief</li> <li>■ Victim's rights representation</li> </ul> |
| <p>Education/Employment/Skill Building</p>                                                                                                         | <ul style="list-style-type: none"> <li>■ Education</li> <li>■ Job/Vocational training</li> <li>■ Job readiness/employment services</li> <li>■ Skill building (e.g., "life skills")</li> <li>■ Supported employment</li> </ul>                                                                                                                                                                                                                                                         |

#### Application Checklist

#### OVC FY 2022 Housing Assistance Grants for Victims of Human Trafficking

This application checklist has been created as an aid in developing an application. The [DOJ Application Submission Checklist](#) is another resource.

#### What an Applicant Must Do:

*Prior to registering in Grants.gov:*

- Confirm your Entity's [System Award Management \(SAM\)](#) Registration Information (see [OJP Grant Application Resource Guide](#))

*To register in Grants.gov:*

- Acquire an AOR and a Grants.gov username and password (see [OJP Grant Application Resource Guide](#))
- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see [OJP Grant Application Resource Guide](#))

*To find the funding opportunity:*

- Search for the funding opportunity in Grants.gov using the opportunity number, Assistance Listing or keyword(s)
- Access the funding opportunity and application package (see Step 7 in the [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, and reporting available at [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](#) (see [OJP Grant Application Resource Guide](#))

#### Overview of Post-Award Legal Requirements:

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2022 Awards](#)" in the [OJP Funding Resource Center](#).

#### Review Scope Requirement:

- The federal amount requested is within the allowable limit(s) of \$800,000.

#### **Review Eligibility Requirement:**

- State governments
- City or township governments
- Public and State controlled institutions of higher education
- County governments
- Public housing authorities/Indian housing authorities
- Native American tribal organizations (other than Federally recognized tribal governments)
- Native American tribal governments (Federally recognized)
- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education

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#### **Prepare to submit the Application for Federal Assistance standard form (SF)-424 and Disclosure of Lobbying Activities form (SF-LLL)**

- Review Information to complete the Application for Federal Assistance (SF-424) in Grants.gov
- Complete Standard Applicant Information (SF-424 information from Grants.gov)
- Submit the **SF-424** and **SF-LLL** in Grants.gov

*After the SF-424 and SF-LLL submission in Grants.gov, receive Grants.gov email notifications that:*

- Submission has been received in Grants.gov
- Submission has either been successfully validated or rejected with errors (see [OJP Grant Application Resource Guide](#))

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

- Contact Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov customer support](#), or [support@grants.gov](mailto:support@grants.gov) regarding technical difficulties (see [OJP Grant Application Resource Guide](#))

*Receive email notification to complete application in JustGrants:*

- Proceed to complete application in JustGrants

#### **Content of Application Submission: Critical Application Elements**

The following items are critical application elements required to pass the basic minimum requirements review. If OJP determines that an application does not include the following elements, it will neither proceed to peer review, nor receive further consideration.

- Proposal Abstract
- Proposal Narrative
- Budget Worksheet and Budget Narrative (web-based form)

#### **Budget and Associated Documentation:**

- Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
- Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))
- Disclosure of Process related to Executive Compensation(see [OJP Grant Application Resource Guide](#))

#### **Additional Application Components:**

- Service Partner MOUs, Letters of Intent, and Subcontracts/Subgrants
- Position Descriptions and Resumes
- Tribal Authorizing Resolution (if applicable) (see [OJP Grant Application Resource Guide](#))



- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))

**Disclosures and Assurances:**

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (see [OJP Grant Application Resource Guide](#))
- DOJ Certified Standard Assurances (see [OJP Grant Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))

*Submit application in JustGrants:*

- Application has been successfully submitted in JustGrants

*If no JustGrants application submission, validation, or error notifications are received:*

- Contact the JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) regarding technical difficulties.