

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



OVC FY 2023 Enhanced Collaborative Model (ECM) Task Force to Combat Human Trafficking

Assistance Listing Number # 16.320

Grants.gov Opportunity Number: O-OVC-2023-171656

Solicitation Release Date: March 10, 2023 9:00 AM ET

Step 1: Application Grants.gov Deadline: May 01, 2023 11:59 PM ET

Step 2: Application JustGrants Deadline: May 08, 2023 8:59 PM ET

Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) seeks applications to fund services for victims of all forms of human trafficking throughout the United States. This program furthers the DOJ's mission by enhancing the law enforcement and social services fields' response to victims of human trafficking.

This solicitation incorporates guidance provided in the [OJP Grant Application Resource Guide](#) which provides additional information for 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

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-OVC-2023-00010-PROD	Purpose Area 1: Development of New Local or Tribal Human Trafficking Task Forces	12 Awards (6 task forces)	\$750,000 (per applicant/ \$1,500,000 per task force)	10/1/23 12:00 AM	36
C-OVC-2023-00011-PROD	Purpose Area 2: Expansion of Local or Tribal ECM Human Trafficking Task Forces (Previously Funded by OJP)	12 Awards (6 task forces)	\$750,000 (per applicant/ \$1,500,00 per task force)	10/1/23 12:00 AM	36
C-OVC-2023-00012-PROD	Purpose Area 3: Enhanced Support for Statewide Task Forces (New or Previously OJP-funded)	4 Awards (2 task forces)	\$1,000,000 (per applicant/ \$2,000,000 per task force)	10/1/23 12:00 AM	36

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, State governments

This solicitation requires each lead applicant to submit their entity’s application separately into JustGrants (one application submitted by an eligible lead law enforcement agency and one application submitted by an eligible lead victim service organization). Applicants who do not apply with an eligible partner will not be considered for funding. Please see the Application and Submission Information section for more specific guidance on coordination of application materials [some elements should be identical (i.e., program narrative)] and some elements should be different (i.e., budgets).

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 2023 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and

the availability of appropriations.

Contact Information

For assistance with the requirements of this solicitation, contact the OJP Response Center at 800-851-3420, 301-240-6310 (TTY for hearing-impaired callers only), or grants@ncjrs.gov. The OJP Response Center operates from 10:00 a.m. to 6:00 p.m. eastern time (ET) Monday–Friday, and 10:00 a.m. to 8:00 p.m. ET on the solicitation close date.

Pre-application Information Session

OVC will conduct pre-application webinars during which OVC staff will review all planned FY 2023 anti-trafficking solicitations, provide high-level information about solicitation requirements, and conduct a question-and-answer session with interested potential applicants. Participation is optional. When the webinars have been scheduled, the details and registration information will be available at <https://ovc.ojp.gov/funding/funding-webinars>. Preregistration is required for all participants. Register and follow the instructions at <https://ovc.ojp.gov/funding/funding-webinars>. To use the time most efficiently, OVC encourages participants to review the solicitation and submit any questions they may have in advance and no later than 2 days prior to the webinar. Submit your questions to askovc@ncjrs.gov with the subject as “Questions for OVC Anti-Human Trafficking Solicitations Webinar.”

Submission Information

Registration: Before submitting an application, all applicants must register with the [System for Award Management \(SAM\)](#). You must renew and validate your registration every 12 months. If you do not renew your SAM registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Registration and renewal can take up to 10 business days to complete.

Submission: Applications must be submitted to DOJ electronically through a two-step process via Grants.gov and JustGrants.

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>. **Submit the SF-424 and SF-LLL as early as possible, but no later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov, they will be unable to apply in JustGrants.

For technical assistance with submitting the SF-424 and a 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. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

Step 2: The applicant must submit the **full application**, including attachments, in JustGrants at JustGrants.usdoj.gov by the JustGrants application deadline.

For technical assistance with submitting the **full application** in JustGrants, contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov. The JustGrants Service Desk operates 7 a.m. to 9 p.m. ET Monday–Friday and 9 a.m. to 5 p.m. ET on Saturday, Sunday, and Federal holidays.

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. Applicants should maintain all receipts and confirmations received from SAM.gov, Grants.gov, JustGrants systems.

Contents

Overview	1
Contact Information	3
Pre-application Information Session	3
Submission Information	3
Program Description	8
Overview	8
Statutory Authority	8
Specific Information	8
Mandatory Program Requirements	11
Goals, Objectives, and Deliverables	12
Evidence-Based Programs or Practices	18
Information Regarding Potential Evaluation of Programs and Activities	18
Priority Areas	18
Federal Award Information	20
Awards, Amounts and Durations	20
Continuation Funding Intent	21
Availability of Funds	21
Type of Award	21
Financial Management and System of Internal Controls	21
Budget Information	21
Cost Sharing or Matching Requirement	21
Pre-agreement Costs (also known as Pre-award Costs)	22
Limitation on Use of Award Funds for Employee Compensation: Waiver	22
Prior Approval, Planning, and Reporting of Conference/Meeting/ Training Costs	22
Costs Associated with Language Assistance (if applicable)	23
Eligibility Information	23
Application and Submission Information	23
Content of Application Submission	24
Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov	24
Standard Applicant Information (JustGrants 424 and General Agency Information)	24
Proposal Abstract	24
Proposal Narrative	25

Goal, Objective and Deliverables	30
Budget and Associated Documentation	30
Budget Worksheet and Budget Narrative (Web-based Form)	30
Pre-agreement Costs (also known as Pre-award Costs)	31
Indirect Cost Rate Agreement (if applicable)	32
Consultant Rate	32
Limitation on Employee Compensation; Waiver	32
Financial Management and System of Internal Controls	32
Questionnaire (including applicant disclosure of high-risk status)	
Disclosure of Process Related to Executive Compensation	32
Memoranda of Understanding (MOUs) and Other Supportive Documents	32
Additional Application Components	32
Curriculum Vitae or Resumes	34
Tribal Authorizing Resolution	34
Research and Evaluation Independence and Integrity Statement	35
Disclosures and Assurances	35
Disclosure of Lobbying Activities	35
DOJ Certified Standard Assurances	35
Applicant Disclosure of Duplication in Cost Items	35
DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing	35
Applicant Disclosure and Justification - DOJ High Risk Grantees	35
How to Apply	36
Submission Dates and Time	36
Experiencing Unforeseen Technical Issues Preventing Submission of an Application	37
Application Review Information	38
Review Criteria	38
Review Process	39
Federal Award Administration Information	40
Federal Award Notices	40
Administrative, National Policy, and Other Legal Requirements	40
Information Technology Security Clauses	40
General Information about Post-Federal Award Reporting Requirements	40
Federal Awarding Agency Contact(s)	41
Other Information	41

Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)	41
Provide Feedback to OJP	41
Performance Measures	41
Application Checklist	42
Standard Solicitation Resources	45
Appendix A: Types of Victim Services That OVC Funds	45

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, OVC leads the Nation in supporting victim-centered and trauma-informed programs, policies, and resources that promote justice, access, and empowerment.

With this solicitation, OVC provides support to develop and expand multidisciplinary, collaborative model task forces to combat human trafficking, as defined by the Trafficking Victims Protection Act (TVPA) of 2000 and its reauthorizations.

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

Statutory Authority

The statutory authority for this program is 22 U.S.C. § 7105(b)(2) and 34 U.S.C. § 20705.

Specific Information

To address the crime of human trafficking in the United States, Congress passed the Trafficking Victims Protection Act of 2000 (TVPA), which defines a victim of trafficking as a person who has been subjected to a “severe form of trafficking in persons,” meaning—

- 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 yet attained 18 years of age; or
- the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

Human trafficking occurs in different settings, and its victims are diverse; trafficking victims can include U.S. citizens, foreign nationals, all genders, and all ages. Human trafficking can be hidden and involve complex, cross-cutting crimes that may result in an investigation taking years to complete. Further, human trafficking victims may need a diverse set of services and support over time, depending on their individual circumstances. Because of these elements and the complex nature of this crime, this solicitation funding supports a multidisciplinary, collaborative response to human trafficking.

The purpose of the Enhanced Collaborative Model (ECM) Task Force to Combat Human Trafficking Program is to develop, expand, or strengthen a multidisciplinary approach to better respond to human trafficking. This collaborative approach must include victim and social service providers; law enforcement; prosecution personnel (local, state, and federal); individuals with lived experience; and a range of other governmental and non-governmental partners that work together to provide access to a diverse set of services for trafficking victims and to seek justice on their behalf. ECM task forces also train law enforcement and other stakeholders in how to identify victims of trafficking in persons and [related offenses](#), and conduct victim-centered and trauma-informed investigations to prosecute traffickers.

Developing a multidisciplinary task force approach is a process that requires significant time, attention, and intention. The [Development & Operations Roadmap for Multidisciplinary Anti-Human Trafficking Task Forces](#) (Roadmap) is a resource that provides new and experienced ECM task forces with guidance across core elements of task force function, growth, and sustainability. OVC will provide ECM task forces with comprehensive training and technical assistance (TTA) to assist them in becoming a high functioning task force.

A high functioning ECM task force—

- has a clear mission, actionable goals, and balanced leadership structure (representing law enforcement, service providers, prosecution, and other key stakeholders).
- implements its mission and goals through balanced co-leadership and collaboration.
- is survivor-informed.
- works to institutionalize and refine task force functions through written protocols that guide overall task force efforts and support sustainability.
- engages in a diverse set of strategic approaches (i.e., victim-centered, innovative, survivor-informed, intelligence-led, outreach-based, departmental and systems cross-training) that increase identification of victims of all ages and of all forms of human trafficking (i.e., does not focus solely on identifying or serving one age or form); provides access to services; and leverages the efforts and expertise of all task force members.
- collects, analyzes, and uses data regularly to—
 - better understand their community, identify potential vulnerabilities, and inform task force efforts, and
 - assess task force impact on increased identification of human trafficking victims, voluntary service provision, and holding traffickers accountable.
- seeks and uses a range of local and state resources to leverage limited federal resources.
- devotes time and attention to building and maintaining community trust and support.

Purpose Area 1: Development of New Local or Tribal Human Trafficking Task Forces – Local or tribal task forces that are newly formed (formally operational less than 3 years) or have never received funding under the OJP ECM Task Force Program are

eligible to apply. Purpose Area 1 funding will help new task forces with critical first steps related to starting up a multidisciplinary task force and establishing a strong foundation of task force co-leadership structure, clear roles and responsibilities, and internal processes and protocols. Post-award, successful applicants will dedicate the first 12–18 months of funding to formalize task force structure; develop operational procedures; access professional development and training opportunities, deliver training for key stakeholders; and conduct a community assessment to identify potential areas of the community where sex and labor trafficking may be occurring.

Purpose Area 2: Expansion of Local or Tribal ECM Human Trafficking Task Forces Previously Funded by OJP – Purpose Area 2 funding will help previously funded local or tribal ECM task forces that can demonstrate clear task force co-leadership roles and structure, and have a history of successful identification of sex and labor trafficking victims, service provision, and prosecution of traffickers. This funding will support expanded task force partnerships, refinement and implementation of existing and new protocols, meaningful survivor engagement, and continued commitment to implement a diverse set of proactive approaches that are victim-centered and trauma- and survivor-informed.

Purpose Area 3: Enhanced Support for Statewide Task Forces (New or Previously OJP-funded) – Purpose Area 3 funding recognizes the challenges of establishing and sustaining a statewide response to human trafficking concerning the geographic area served, service provision, law enforcement response, and overall leadership structure and response coordination. Funding in this category will assist with a statewide, multidisciplinary response to human trafficking for a statewide task force at any stage of development (new or previously OJP-funded). Please see the Eligibility section for restrictions on recently funded OJP ECM task forces.

For All Purpose Areas

Under the ECM task force model, OVC defines—

- a **victim-centered approach** as one that places the crime victim’s priorities, needs, and interest at the center of the work with the victim; providing nonjudgmental assistance, with an emphasis on client self-determination, where appropriate, and assisting victims in making informed choices; ensuring that restoring victims’ feelings of safety and security are a priority and safeguarding against policies and practices that may inadvertently re-traumatize victims; and ensuring that victims’ rights, voices, and perspectives are incorporated when developing and implementing system- and community-based efforts that impact crime victims.
- a **trauma-informed approach** as assistance delivered with an understanding of the vulnerabilities and experiences of trauma survivors, including the prevalence of trauma and its physical, social, and emotional impact. A trauma-informed approach recognizes signs of trauma in staff, clients, and others and responds by integrating knowledge about trauma into policies, procedures, practices, and

settings. Trauma-informed approaches place priority on restoring the survivor's feelings of safety, choice, and control. Programs, services, agencies, and communities can be trauma-informed.

- a **survivor-informed approach** as a program, policy, intervention, or product that is designed, implemented, and evaluated with intentional leadership and input from victims/survivors to ensure that the program or product accurately represents the needs, interests, and perceptions of the target victim population.
- a **proactive approach** as a diverse set of strategies that go beyond traditional online and vice-style operations and result in increased victim identification of all forms of trafficking and all ages, genders, and cultures; involve more advanced investigative methods and criminal intelligence gathering and analysis; hold traffickers accountable; involve in-depth pre-planning and active collaboration from victim service providers, prosecutors, and key multidisciplinary partners. Examples include innovative, survivor-informed, intelligence-led, outreach-based, departmental and systems cross-training.

This ECM funding does not support efforts or operations that are counter to a victim-centered and trauma-informed approach. For example, approaches that do not align with the ECM model include those that target—

- the purchasers of commercial sex that fail to result in the identification of one or more actual victims of human trafficking *prior* to an operation OR otherwise fail to involve a connection to one or more actual trafficking victims.
- individuals engaged in commercial sex for arrest as a means for identifying victims of trafficking. Such efforts may compromise victim safety by failing to properly screen for sex trafficking victimization and may result in the arrest of victims of sex trafficking.

Priority Consideration for Task Forces

OVC will give priority consideration to applications from task forces that attest explicitly in their proposal narrative that ECM task force funds will—

- be used to take reasonable, affirmative measures to avoid arresting, charging, or prosecuting victims of human trafficking for any offense that is the direct result of their victimization; and
- not be used to require a victim of human trafficking to collaborate with law enforcement officers as a condition of access to any shelter or other direct services.

Mandatory Program Requirements

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

1. submit the policies, procedures, and rules governing the provision of services for review upon OVC request (post-award, as may be required by OVC).
2. ensure their policies and procedures follow applicable federal and state laws protecting the civil rights of program participants and staff (post-award).

3. ensure that any staff, partner staff, or service providers working with trafficking victims are adequately licensed and trained to work with such victims, including by accessing OVC-supported training and technical assistance.
4. ensure that the project coordinator/program director and other relevant staff participate in any grantee orientations and OVC-sponsored training and technical assistance.
5. describe ongoing efforts to enhance responses to labor trafficking, as part of routine programmatic reporting.
6. provide all grant-funded staff at least one session of training (to be delivered by individuals or organizations with reasonable and demonstrable expertise) related to diversity, equity, inclusion, or accessibility and tied to program goals and objectives annually.

Strengthening Responses to Labor Trafficking

Through its funding, training and technical assistance, and collaboration with federal partners, OVC has worked to strengthen identification of and responses to labor trafficking victims in the United States. Despite these efforts, labor trafficking remains misunderstood, under-identified, underreported, and often unaddressed. As reflected in OVC grantee data, many individuals experience polyvictimization, including both labor and sex trafficking. To increase identification and expand access to services and justice for victims of labor trafficking, OVC is strengthening its expectations of organizations that receive anti-trafficking award funds. More information about gaps and opportunities in the response to this form of human trafficking is available on the [OVC website](#).

Organizations with all levels of experience responding to and serving labor trafficking victims are encouraged to apply, including those that have historically focused exclusively on responding to sex trafficking and are interested in enhancing responses to labor trafficking.

Goals, Objectives, and Deliverables

Goal

The ECM program goal is to support a sustainable, multidisciplinary, co-leadership task force approach to improve and increase victim identification of all forms of human trafficking, provide victims with access to services, and seek justice on their behalf (which can include investigating and prosecuting traffickers at the local, state, tribal, and federal levels).

Objectives

An applicant should address all the objectives listed below in the Goals, Objectives, Deliverables and Timeline web-based form.

1. Develop, sustain, and strengthen co-leadership structure and coordination of ECM task force partnerships and activities using the [Development & Operations Roadmap for Multidisciplinary Anti-Human Trafficking Task Forces](#) (Roadmap) as

- a guide.
2. Develop, implement, or revise a set of written protocols to guide overall task force functions, which include both service delivery and investigative and prosecutorial activities.
 3. Identify and serve victims of all types of human trafficking.
 4. Implement victim-centered, trauma-informed, and collaborative approaches by leveraging expertise of all task force partners and consistently implementing task force protocols and training.
 5. Involve all task force partners in planning and executing a diverse set of approaches to improve victim identification that includes victim-centered and trauma-informed investigations and prosecutions.
 6. Investigate, refer, and prosecute both sex and labor trafficking cases at the local, state, tribal, and federal levels. Applicants may view the [Prosecution Case Review tool](#) as a resource for multidisciplinary task forces.
 7. Assist victims of sex trafficking and labor trafficking in achieving increased safety, independence, self-sufficiency, and well-being by providing appropriate services.
 8. Collect data and conduct ongoing assessment activities to better understand community vulnerabilities and determine if the program is meeting its goals and objectives.

Deliverables

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.

All Purpose Areas (1, 2, and 3) will conduct and complete the following:

- **Develop and expand collaborative partnerships** among federal, state, local, and tribal law enforcement, prosecution, nongovernmental, labor, and regulatory agencies and system- and community-based service providers.
- Identify a **full-time task force director or coordinator** to manage the day-to-day work of task force activities. This position will manage partnership growth and sustainability and ensure completion of both the administrative and operational activities of the multidisciplinary task force. This position may be supported from either the victim service provider applicant or the law enforcement applicant, or both. Applicants may benefit from reviewing [this webinar](#) on the critical role of this position.
- **Create, update, and implement task force protocols** that document and reflect how the overall task force partners and other key stakeholders will handle core functions of a multidisciplinary approach ([sample protocol development checklists](#) are available). Task force protocols help to document and explain changes in partners, services, and practice and should reflect input from all relevant ECM stakeholders. Protocols should be implemented in practice and reviewed regularly.

As noted in the [Roadmap](#), “Protocols are essential tools that help to guide a collaborative response ... task force protocols are separate from, but complement and tie together the internal policies and procedures of individual member agencies.” Key protocols can be related to the following (at a minimum):

- ECM task force roles and responsibilities (for both law enforcement and service providers):
 - Respond to tips and incidents.
 - Respond to emergencies and after-hours referrals.
 - Handle cases with large numbers of victims.
- Information sharing:
 - Ensure confidentiality and informed consent.
 - Make referrals to and from law enforcement and services.
 - Share tips to and from law enforcement and services.
 - Collect, share, and analyze data and joint reporting of data.
 - Communicate with the media and share information with the public.
- Interactions with victims:
 - Use culturally and linguistically appropriate victim-centered and trauma-informed approaches during investigations and service delivery (identifying, screening, and interviewing victims).
 - Outline victims’ rights and protections, including requests for [Continued Presence](#) (CP) or other documents needed to support immigration relief (where relevant).
 - Coordinate services with victim assistance professionals in law enforcement or prosecutors’ offices.
- Other:
 - Investigative and prosecutorial protocols.
 - Training and outreach standards.
 - [Survivor engagement](#).

Purpose Area 1: By the end of the second year, finalize and begin to implement task force protocols.

Purpose Area 2: Refine existing task force protocols and, based on task force growth and expansion, assess gaps in shared protocols and develop new task force protocols that reflect growth in task force operations.

Purpose Area 3: Finalize or refine protocols depending on whether the task force is new or a previously OJP-funded statewide task force.

- **Jointly deliver targeted outreach, training, and public awareness materials** with a shared message. Task forces should leverage existing training resources created by [OVC TTA providers](#), such as OVC’s [Understanding Human Trafficking](#)

series, the [Human Trafficking Outreach Toolkit](#), and those available on the [Anti-Human Trafficking Training and Technical Assistance web page](#). OVC's technical assistance providers will review and consult on the content of planned ECM task force trainings and awareness materials.

- Provide (directly and through partnerships) an array of services that victims of sex and labor trafficking require to address their individual needs for safety, security, and healing. See Appendix A for the types of services that may be provided to trafficking victims under this award.

Purpose Area 1 New Task Forces (only) will also—

- establish and formalize task force leadership, membership, and structure to ensure broad membership and engagement with essential agencies and individuals, including survivor leaders/lived experience experts. **Within 12–18 months of award acceptance, the grantee will submit a memorandum of understanding (MOU) to OVC documenting the structure, personnel, and roles of task force members.**
- **conduct a data-driven community assessment within 12–18 months of award acceptance**, factoring in the experiences of task force stakeholders, to identify areas within the community where vulnerabilities for trafficking exploitation may be occurring. OVC may request a written summary of the community assessment results.

Purpose Area 2 Established Task Forces (only) will also—

- be expected to develop and expand implementation of a diverse set of approaches for proactive victim identification and prosecutions that go beyond online and vice-style operations.
- **produce a summary report by the end of Year 2 that describes** the ECM task force's efforts to better understand and identify areas within the task force's designated geographic area of focus where vulnerabilities for **labor trafficking** and exploitation may be occurring. The report should also include an overview of any labor trafficking cases investigated (and outcome, if available). This report should discuss the types of data collected and analyzed, which partnerships (new or existing) support increased focus on labor trafficking, training attended or needed by task force members, services provided or needed, and any case dispositions.
- **provide peer support to newer task forces**, if requested and under the direction of OVC and OVC TTA providers, by participating in a minimum of two webinars or presentations to highlight promising practices in human trafficking task force operations, investigations, and victim services.

Purpose Area 3 Statewide Task Forces will—

- complete relevant deliverables, and other application attachments, based on the status of the task force at the time of application:
 - New task force/never received OJP ECM funding will follow Purpose Area 1 deliverables.
 - Previously OJP-funded ECM statewide task forces will follow Purpose Area 2 deliverables.

Engagement With OVC and OVC TTA providers

To ensure effectiveness in achieving grant activities and deliverables, grantees will be expected to work closely with OVC and OVC's TTA providers to participate in information sharing sessions, engage in peer-to-peer learning exchanges about promising and effective practices, and receive subject matter expertise that is relevant to investigating and prosecuting human trafficking cases as part of a high-functioning ECM task force. These TTA activities will support task force grantees in improving their capacities by addressing the objectives and mandatory activities of effective task force operations and completing quality deliverables in a timely manner. OJP anticipates that the multidisciplinary task forces and related law enforcement and prosecution personnel will leverage TTA resources from a variety of federal agencies.

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 on 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 competent; 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 actual or perceived sex, age, immigration status, 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 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 privacy of persons receiving services. For more information, applicants may view the [OVC Model Standards](#).
- Procedures or policies that do not require victims to take certain actions (e.g., receive counseling, report to law enforcement, commit to sobriety, attend religious services) 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 participating in decisions that impact them.
- Project designs, products, services, 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.

For Programs Serving Children and Youth

If your program provides services to child and youth victims of crime, services must be tailored to ensure that they are developmentally appropriate, culturally responsive, victim-centered, and trauma-informed. In addition to encouraging the use of a [shared decision making model](#), OVC promotes the use of evidence-based and evidence-informed practices when working with children and youth victims of crime.

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 2 C.F.R. 200.433 (c)).
2. Stipends/Incentives to Participate in Services: Neither cash, non-cash stipends, nor other 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 childcare; or gift cards for meals that are necessary when participants receive services) are allowable.
3. Primary Prevention Activities: Per 22 U.S.C. § 7105(b)(2), this funding is to support victim service programs: therefore, applicants should not propose primary prevention activities under this program.

4. Purchase/lease vehicles: Grantees may not purchase or lease vehicles, but vehicle rentals may be allowed with sufficient justification.

Limitation on Use of Funds (22 U.S.C. § 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 award 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 awards, please consult the [OVC Human Trafficking Program FAQs](#).

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 projects and activities funded under this solicitation. For additional information and applicable documentation to be included in the application, see the [OJP Grant Application Resource Guide](#) section entitled “Information Regarding Potential Evaluation of Programs and Activities.”

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.

Priority Considerations Supporting Executive Order 13985, *Advancing Racial Equity and Support for Underserved Communities Through the Federal Government*

In support of this [Executive Order](#), OJP will provide priority consideration when making award decisions to the following:

A. Applications that propose project(s) that are designed to 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.

To receive this consideration, the applicant must describe how the proposed project(s) will address potential racial inequities and contribute to greater access to services and opportunities for communities that have been historically underserved, marginalized, and adversely affected by inequality, and identify how the project design and implementation will specifically incorporate the input or participation of those communities and populations disproportionately impacted by crime, violence, and the criminal justice system overall. Examples addressing this requirement include, but are not limited to, the following: budgeted project planning and/or implementation meetings with community stakeholders representing historically underserved and marginalized communities; outreach and/or public awareness campaigns specifically tailored to historically underserved and marginalized communities to encourage participation in the proposed project(s); budgeted incorporation of members representing historically underserved and marginalized communities in program evaluation, surveys, or other means of project feedback; and partnership with organizations that primarily serve communities that have been historically underserved, marginalized, and adversely affected by inequality.

B. Applicants that demonstrate that their capabilities and competencies for implementing their proposed project(s) are enhanced because they (or at least one proposed subrecipient that will receive **at least 40%** of the requested award funding, as demonstrated in the Budget Web-Based Form) identify 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 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 the purposes of this solicitation as private

nonprofit or tribal organizations whose primary purpose as a whole is to provide culturally specific services to racial and ethnic groups, including, among others, Black people, Hispanic and Latino people, Native American and other Indigenous peoples of North America (including Alaska Native, Eskimo, and Aleut), 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 does not guarantee an award.

Federal Award Information

Solicitation Categories

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-OVC-2023-00010-PROD	Purpose Area 1: Development of New Local or Tribal Human Trafficking Task Forces	12 Awards (6 task forces)	\$750,000 (per applicant/ \$1,500,000 per task force)	10/1/23 12:00 AM	36
C-OVC-2023-00011-PROD	Purpose Area 2: Expansion of Local or Tribal ECM Human Trafficking Task Forces (Previously Funded by OJP)	12 Awards (6 task forces)	\$750,000 (per applicant/ \$1,500,00 per task force)	10/1/23 12:00 AM	36
C-OVC-2023-00012-PROD	Purpose Area 3: Enhanced Support for Statewide Task Forces (New or Previously OJP-funded)	4 Awards (2 task forces)	\$1,000,000 (per applicant/ \$2,000,000 per task force)	10/1/23 12:00 AM	36

Awards, Amounts and Durations

Anticipated Number of Awards

28 (14 task forces)

Anticipated Maximum Dollar Amount of Awards

\$750,000 (Purpose Areas 1 & 2) / \$1,000,000 (Purpose Area 3)

Period of Performance Start Date
10/1/23

Period of Performance Duration (Months)
36

Anticipated Total Amount to be Awarded Under Solicitation
\$22,000,000

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 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.

Type of Award

OVC expects to make awards under this solicitation as cooperative agreements, which provide for OJP to have substantial involvement in carrying out award activities. See the "Administrative, National Policy, and Other Legal Requirements" section of the [OJP Grant Application Resource Guide](#) for additional information.

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

The applicant should identify within their budget which items, services, etc., will/would be covered by matching sources and explain what type of match will be provided.

Cost Sharing or Matching Requirement

This solicitation requires a **25% 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 they will use match funds. If an award recipient's proposed match exceeds the required match amount, and OJP approves the budget, the total match amount in 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**.

How to Calculate Match

Formula

Step 1 Award Amount ÷ % of Federal Share = Total (Adjusted Project Cost)

Step 2 Total (Adjusted) Project Cost x % of Recipient Share = Required Match

Example

Match Requirement – 75/25 (Federal share/Recipient share)

Federal Award = \$150,000

Step 1 \$150,000 ÷ 75% Federal Share = \$200,000

Step 2 \$200,000 x 25% Recipient's Share = \$50,000

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](#) for information on pre-agreement costs (also known as pre-award costs).

Limitation on Use of Award Funds for Employee Compensation: Waiver

See the [OJP Grant Application Resource Guide](#) for information on 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

For eligibility information, see the solicitation cover page.

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

Purpose Area 2: Eligible applicants must be a previous local or tribal recipient of an OJP Enhanced Collaborative Model (ECM) Task Force to Combat Human Trafficking award.

Purpose Area 3: Eligible applicants must be a statewide task force (new or previously funded by OJP) consisting of state government and nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education.

All Purpose Areas: OJP ECM recipients that received funding in fiscal years (FY) 2021 and 2022 are **ineligible** to apply under this solicitation.

For the 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.

Notice regarding law enforcement agencies: 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 2023 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.

Application and Submission Information

Content of Application Submission

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

- Identical Proposal Abstract
- Identical Proposal Narrative
- Individualized, separate budgets in the Budget Web-Based Form (The web-based form includes the budget details and the budget narrative.)

If OJP determines that an application does not include these elements or that an applicant applied without an eligible partner, the application will not proceed to peer review or receive further consideration.

Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov

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 \(E.O.\) 12372](#). (In completing the SF-424, an applicant is to answer question 19 by selecting “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 their Authorized Representative; and verify and confirm the organization’s unique entity identifier, legal name, and address.

Proposal Abstract

A Proposal Abstract (no more than 400 words) summarizing the proposed

project—including its purpose, primary activities, expected outcomes, the geographic service area, intended beneficiaries, and subrecipients (if known)—must be completed in the JustGrants web-based form. This abstract should be in paragraph form without bullets or tables, written in the third person, and exclude personally identifiable information. Abstracts will be made publicly available on the OJP and USASpending.gov websites if the project is awarded. See the [OJP Grant Application Resource Guide](#) for an example of a proposal abstract. If priority consideration is being requested, please indicate the priority areas A and/or B selected.

The proposal abstract must include the following:

- Formal name of the human trafficking task force.
- Description of the geographical area where task force activities will be focused.
- Legal name of both the law enforcement applicant and victim service provider applicant.
- Amount of federal funding requested by the law enforcement applicant and the victim service provider applicant.
- The number of human trafficking investigations and prosecutions each year for the jurisdiction in the past 3 years.
- The number of trafficking victims served by the victim service provider and funded partners each year in the past 3 years.
- Any priority consideration being requested and the areas A and/or B selected (if applicable).

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 numbered pages. If the Proposal Narrative fails to comply with these length restrictions, OVC may consider such noncompliance in peer review and in final award decision.

The Proposal Narrative must include the following sections:

a. Description of the Issue

In this section applicants must:

- Demonstrate the challenges of identifying, investigating, and prosecuting human trafficking (both sex and labor) within the targeted geographic area. Applicants should cite the sources 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.

- Explicitly describe the problem of labor trafficking within the targeted geographic area; what is known and unknown about the problem; current efforts to identify labor trafficking victims; and gaps in the response to labor trafficking.
- Describe previous or current attempts to respond to human trafficking in the geographic area, including documentation of the number of trafficking victims served during the past 3 years within the targeted geographic area. At a minimum, applicants must identify the total number of victims they previously identified and served within the targeted geographic area, and the types of victims assisted (sex and/or labor trafficking victims).
- 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, etc.).
- Describe current efforts to address the service needs of trafficking survivors in the geographic area, including programs funded through OVC, the Office on Violence Against Women, the Department of Health and Human Services (HHS), 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

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

This section must:

- State the goals and objectives of this project clearly (they should align with solicitation Goals, Objectives, and Deliverables).
- Describe task force membership, leadership, and structure (existing or planned); and identify representation from law enforcement, prosecutorial agencies, victim service providers, local regulatory agencies, and other related organizations. Applicants must name the designated prosecution entity and law enforcement partners (i.e., if the applicant is a district attorney’s office, identify the local law enforcement agency partners.) If the applicant is a law enforcement entity (state, local, or tribal), identify the designated prosecution partner. If one does not exist, then the applicant must describe how they plan to work with prosecution partners; how those partners will receive support and be connected with the ECM task force cases; and how they will commit to receiving OVC TTA related to victim-centered and trauma-informed prosecutions.
- Describe a plan for regularly scheduled task force meetings. (Monthly meetings of task force leadership are recommended.)
- Describe any overlap or coordination with other OVC-funded anti-trafficking programs or non-federally funded local-, regional-, or state-led human trafficking task forces or initiatives and how the OVC-funded ECM task force will be integrated or will receive support from these other efforts. See required Attachment for a Task Force Organizational Chart.

- Describe how the task force coordinator or director will communicate and coordinate all task force activities with the law enforcement and victim service partner. **The individual or proposed position performing these responsibilities should be clearly indicated as “Task Force Coordination” within the budget (and is required to be a full-time position).**
- Identify specific services that will be provided with grant funds and by whom, if not the applicant. Describe how the applicant will meet the individualized service needs of victims and support survivor-informed decisions and autonomy within the delivery of services.
- Include a timeline for all the tasks and activities to be completed.
- Outline the plan for protocol development and implementation.
- Describe how the ECM task force currently, or plans to, handle trafficking tips, investigations, and prosecutions. More specifically describe—
 - the number and types of trafficking tips and summarize the kinds of cases received and prosecuted in the past 3-5 years.
 - how tips related to human trafficking are or will be investigated.
 - how victims are referred for services across partners.
 - staffing plans for both service provision and law enforcement, including the organizational unit from which investigative or prosecutorial efforts are/will be based.
 - training needs in relation to human trafficking investigations and case development.
 - any current or planned strategies and outreach that the key task force partners will use to increase identification of victims of all forms of human trafficking.
 - what a victim-centered approach means to the task force partners.
 - how survivors inform or support ECM task force efforts.
 - any existing protocols that address multidisciplinary approaches and involve key stakeholder input.
 - *****Purpose Area 3 applicants (only) –** the staffing and coordination structure that will occur between the lead victim service provider applicant and other service providers to ensure service coordination and delivery across the state. Similarly, describe the staffing and coordination structure between the lead law enforcement applicant and other law enforcement partners across the state (local, state, tribal, and federal) and how cases will be referred for prosecution.
- Describe how victim safety and confidentiality will be ensured during victim identification, investigations, and service delivery.
- Describe plans for delivering training to task force partners to ensure that they are prepared to identify and refer victims to appropriate services and investigate and prosecute cases with a victim-centered, survivor- and trauma-informed approach. Applicants should describe how they will leverage existing training, including OVC’s foundational online training, [Understanding Human Trafficking](#), for staff and partners. **Post-award, grantees will consult with OVC and OVC TTA providers regarding available content to inform training funded under this solicitation.**
- Describe how the proposed project is designed to enhance responses to labor trafficking victims. Failure to include such a description will be taken into

consideration when this section is scored during peer review.

If the applicant is seeking OVC's priority consideration for task forces, it should address how the task force will avoid arresting, charging, or prosecuting victims of human trafficking for any offense that is the direct result of their victimization; and not requiring a victim of human trafficking to collaborate with law enforcement officers as a condition of access to any shelter or other direct services.

If the applicant is seeking priority consideration for Priority A, it should address in this section how the proposed project(s) 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, and identify how the project design and implementation will specifically incorporate the input or participation of these communities.

c. Capabilities and Competencies

This section must:

- Demonstrate that the individuals and organizations identified have the capacity and training to implement project activities, including the expertise necessary to investigate and prosecute trafficking crimes, provide services to human trafficking victims, provide training to task force partners, and work collaboratively as a member of a multidisciplinary team.
- Identify the key individuals and organizations involved in the proposed project.
- Demonstrate that project staff have appropriate training and experience 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.
- Demonstrate the capacity and expertise of lead and proposed project partners to respond to labor trafficking.
- Describe the applicant's experience managing federal grants and document their administrative and financial capacity to manage federal grants. If the applicant has other grants for providing services to victims of human trafficking, the applicant must describe the scope of each of these grants and describe how activities and data collection on these projects will be tracked separately to avoid duplication.

If the applicant is seeking priority consideration under Priority B, it should describe within this section how being a culturally specific organization (or funding a culturally specific subrecipient organization at a minimum of 40% of the project budget) will enhance its ability to implement the proposed project(s). It should also specify which populations are intended or expected to be served or have their needs addressed under the proposed project(s), and include the website address (if applicable) and formal or informal mission statement or principles of the culturally specific organization.

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 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 addition, this plan must describe how the applicant will use the collected data to confirm whether the applicant is identifying and serving [or “responding to”] labor trafficking victims as described in the application’s Project Design and Implementation.

Note: An applicant is **not** required to submit performance data with the application. Rather, performance measure information is included as a notification that award recipients will be required to submit performance data as part of each award’s reporting requirements. Some measures are presented as examples, while others are the exact measures that every recipient will be expected to address.

OJP will require each award recipient 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 for an overview of performance measurement activities at OJP.

A list of performance measure questions for this program can be found at the following websites:

ECM LE:

<https://ovc.ojp.gov/funding/performance-measures/human-trafficking/enhanced-collaborative-model-law-enforcement-questionnaire.pdf>.

ECM VSP: <https://ovc.ojp.gov/funding/performance-measures/human-trafficking/enhanced-collaborative-model-victim-service-provider-questionnaire.pdf>.

OVC will require award recipients to submit quarterly performance measure data in the Performance Measurement Tool (PMT) and separately submit a semi-annual performance report in JustGrants. A list of resources and trainings can be found at <https://ovc.ojp.gov/funding/performance-measures/human-trafficking>.

OVC will provide further guidance on the post-award submission process, after making awards.

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](#).

Goal, Objective and Deliverables

The applicant will submit the project's goals, objectives, deliverables and timeline in the JustGrants web-based form. The applicant will also enter the projected fiscal year and quarter that each objective and deliverable will be completed. Please refer to the [Application Submission Job Aid](#) for step-by-step directions.

Goals. The applicant should describe the project's intent to change, reduce, or eliminate the problem noted in the previous section and outline the project's goals.

Program Objectives. The applicant should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. They should be measurable and clearly linked to the goal.

Deliverables. Project deliverables refer to outputs—tangible or intangible—that are submitted within the scope of a project.

Budget and Associated Documentation

Please note Unallowable Costs and Limitations on the Use of Funds in the Program-Specific section.

Budget Worksheet and Budget Narrative (Web-based Form)

The applicant will complete the JustGrants web-based budget form. For additional information, see the [OJP Grant Application Resource Guide](#) and the [Complete the Application in JustGrants – Budget](#) training.

Funds awarded through this program are designed to support costs for key program activities: task force coordination; personnel and related travel for investigations and prosecutions; crime and intelligence analysis; direct victim services; training; community outreach; and ongoing data collection and program assessment.

The applicant should reflect the elements listed below in the web-based Budget and Narrative:

Victim Service Providers

Priority within the budget should reflect sufficient funding dedicated to the provision of services, either directly or through project partners. Specific services should be clearly outlined within the budget.

Law Enforcement Agencies

Personnel (positions funded 100 percent with overtime funds are discouraged) to support law enforcement investigations and prosecutions, to include analytical and intelligence functions that directly support human trafficking cases.

All Grantees

- Administrative costs: Administrative costs are costs related to the salary and fringe benefits of executive-level leadership and accounting/financial administration. Administrative costs must be reasonable and allocable.
- Travel for required trainings: Applicants should budget to support staff travel to attend trainings related to human trafficking or multidisciplinary team operations (e.g., conflict resolution, strategic planning).
- Match: Applicants should include a description in the Budget Narrative as to cash or in-kind match that is included in the project budget.

As required by OVC, task force grantees should budget to send their task force coordinator, lead law enforcement representative, prosecutor, and lead victim service provider to **three** 2-day events (in person, virtual, or to be determined) over the 36-month project. The events may be determined by OVC and will involve cross-sector trainings covering topics and strategies related to multidisciplinary human trafficking task forces. Additional information will be shared post-award.

Other travel proposed related to professional development training will be considered but will require prior approval from OVC and may require additional justification post-award.

If the applicant is seeking priority consideration under **Priority A** and has proposed activities (such as community or stakeholder meetings, community outreach or public awareness campaigns, community participation in project design, implementation, or evaluation, etc.) to incorporate the input and participation of communities that have been historically underserved, marginalized, and adversely affected by inequality, financial support for the identified activities and participation must be reflected in the web-based budget form.

If the applicant is seeking priority consideration under **Priority 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 reflect a minimum of 40% of award funding**. The budget narrative must also describe how the activities that will be funded with the (minimum) 40% of award funding provided to the subrecipient **specifically relate to the priority consideration requested** and described in the Capabilities and Competencies section of the application.

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

See the section on Costs Requiring Prior Approval in the [DOJ Grants Financial Guide Post Award Requirements](#) for more information.

Indirect Cost Rate Agreement (if applicable)

If applicable, the applicant will upload their indirect cost rate agreement as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for more information on indirect costs.

Consultant Rate

See the [DOJ Grants Financial Guide](#) for information on the consultant rates which require prior approval from OJP.

Limitation on Employee Compensation; Waiver

See the [OJP Grant Application Resource Guide](#) for information on the Limitation on Use of Award Funds for Employee Compensation for Awards over \$250,000; Waiver.

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

The applicant will download the questionnaire, complete it, and upload 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 upload a description of the process used to determine executive compensation 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

See below guidance in the Additional Application Components section.

Additional Application Components

The applicant will attach the additional requested documentation in JustGrants. Reminder: Purpose Area 3 applicants should follow previous guidance for Purpose Area attachments based on status at the time of application—new or previously funded.

Task Force Organizational Chart: Applicants must submit an organizational chart that depicts how the task force is (or will be) structured and how it will integrate both sex and labor trafficking into overall task force operations and service delivery. The chart should outline key ECM task force leadership (including individual name, title, and organization), identify prosecution and/or law enforcement partner, any subcommittees, and if applicable, connection to any existing local, state, or regional human trafficking task force that may impact or overlap with the ECM task force's identified target geographic area.

Letters of Intent (LOI) and Task Force Memorandum of Understanding/ Agreement (MOU/MOA)

Purpose Area 1 and **Purpose Area 3 NEW Statewide** applicants must submit Letters of Intent (LOI) signed by the following individuals:

- The head of the applicant law enforcement agency.
- The head of the applicant victim service organization.
- A representative of at least one federal law enforcement agency—Homeland Security Investigations (HSI) or the FBI—with jurisdiction over the proposed geographic region of the task force.
- If applicable, a representative from the proposed designated prosecution partner or law enforcement partner that will support the ECM task force.

The LOI must demonstrate a commitment to active engagement and substantive participation in task force activities, if the application is funded. The LOI can be submitted jointly or separately.

If the proposed geographic area of the task force includes tribal lands, applicants should also submit an LOI from a tribal law enforcement agency, including Bureau of Indian Affairs (BIA) direct service law enforcement, BIA contract law enforcement, tribal law enforcement, or another applicable law enforcement agency with jurisdiction within tribal land.

Purpose Area 2 and **Purpose Area 3 Previously OJP-Funded Statewide** applicants must submit a task force MOU or MOA that articulates the specific roles and responsibilities of each partner and the level of involvement each agency will have in the overall task force operations. At a minimum, the MOU should include the following information:

1. Task force name.
2. Purpose and commitment to the task force vision, mission, and objectives.
3. Roles and responsibilities of the law enforcement and victim service partners with regard to core functions of task force co-leadership and task force administration.
4. Proposed time period for the collaborative work (3 years, beginning October 1, 2023, through September 30, 2026).
5. Signatures from—
 - the lead law enforcement agency.
 - the lead victim service provider.
 - if applicable, a representative from the proposed designated prosecution or law enforcement partners that will support the ECM task force.
 - federal law enforcement representation, preferably both FBI and HSI. Participation of both HSI and the FBI has been identified as a promising practice of the most successful OJP-funded task forces. If the proposed geographic area of the task force includes tribal lands, the MOU should also include a signature from tribal law enforcement, including BIA direct service law enforcement, BIA contract law enforcement, tribal law enforcement, or another applicable law enforcement agency with jurisdiction within tribal land.

Purpose Area 2 applicants should anticipate that if they fail to submit an MOU, submit an MOU that does not include signatures from all the required partners, or submit an MOU that does not meet all the required elements, it will have negative implications during the peer review process. Should a decision be made to make an award, it may result in the inclusion of award conditions that preclude the law enforcement grantee and the victim service provider grantee from accessing or using award funds, pending submission and acceptance of a fully executed Task Force MOU.

All applicants are encouraged to seek an MOU signature from the United States Attorney's Office (USAO) that has jurisdiction over the geographic region covered by the task force.

Curriculum Vitae or Resumes

Provide resumes of key personnel.

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 upload the tribal authorizing documentation 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 upload documentation of its research and evaluation independence and integrity 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. Once the applicant submits in Grants.gov, this information will pre-pend into JustGrants. 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; Drug-Free Workplace Requirements; Law Enforcement and Community Policing

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

Applicant Disclosure and Justification - DOJ High Risk Grantees

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;

noncompliance with award terms and conditions on prior awards or is otherwise not responsible. See the [OJP Grant Application Resource Guide](#) for additional information.

How to Apply

Registration: Before submitting an application, all applicants must register with the System for Award Management (SAM). You must renew and validate your registration every 12 months. If you do not renew your SAM registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Registration and renewal can take up to 10 business days to complete.

Submission: Applications must be submitted to DOJ electronically through a two-step process via Grants.gov and JustGrants.

Step 1: After registering with SAM, the applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html> by the Grants.gov deadline. **Submit the SF-424 and SF-LLL as early as possible, but no later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov, they will be unable to apply in JustGrants.

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

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from DIAMD-NoReply@usdoj.gov with instructions on how to create a JustGrants account. Register the Entity Administrator and the Application Submitter with JustGrants as early as possible but no later than 48-72 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive an emailed link to complete the rest of the application in JustGrants. The Entity Administrator also will need to log into JustGrants to review and invite the applicant's Authorized Representative(s) before an application can be submitted.

Submit the complete application package in JustGrants at least 24 – 48 hours prior to the JustGrants deadline. Some of the application components will be entered directly into JustGrants, and others will require uploading attached documents. Therefore, applicants will need to allow ample time before the JustGrants deadline to prepare each component. Applicants may save their progress in the system and revise the application as needed prior to hitting the Submit button at the end of the application in JustGrants.

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 May 1, 2023.

The **full application** must be submitted in JustGrants by 8:59 p.m. eastern time on May 8, 2023.

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates with sufficient time to correct any 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. Failure to begin the SAM.gov, Grants.gov, or JustGrants registration process in sufficient time (i.e., waiting until the date identified in this solicitation) is not an acceptable reason for late submission.

Experiencing Unforeseen Technical Issues Preventing Submission of an Application

OJP will only consider requests to submit an application after the deadline when the applicant can document that a technical issue with a government system prevented application submission.

If an applicant misses a deadline due to unforeseen technical issues with SAM.gov, Grants.gov, or JustGrants, the applicant may request a waiver to submit an application after the deadline. However, the waiver request will not be considered unless it includes a tracking number generated when the applicant contacts the applicable service desks to report technical difficulties. Tracking numbers are generated automatically when an applicant emails the applicable service desks; and for this reason applicants are encouraged to email the appropriate service desk, even if they also intend to call the service desk for phone support. Experiencing wait times for phone support does not relieve the applicant of the responsibility of getting a tracking number.

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

- SAM.gov - contact the [SAM Help Desk \(Federal Service Desk\)](#), Monday – Friday from 8 a.m. to 8 p.m. ET at 866-606-8220.
- Grants.gov - contact the [Grants.gov Customer Support Hotline](#), 24 hours a day, 7 days a week, except on federal holidays, at 800-518-4726, 606-545-5035, or support@grants.gov.
- JustGrants - contact the JustGrants Service Desk at JustGrants.Support@usdoj.gov or 833-872-5175, Monday – Friday from 7 a.m. to 9 p.m. ET and Saturday, Sunday, and Federal holidays from 9 a.m. to 5 p.m. ET.

If an applicant has technical issues with SAM.gov or Grants.gov, the applicant must contact the OJP Response Center at grants@ncjrs.gov within **24 hours of the Grants.gov deadline** to request approval to submit after the deadline.

If an applicant has technical issues with JustGrants that prevent application submission by the deadline, the applicant must contact the OJP Response Center at grants@ncjrs.gov within **24 hours of the JustGrants deadline** to request approval to submit after the deadline.

Waiver requests sent to the OJP Response Center must -

- describe the technical difficulties experienced,
- include a timeline of the applicant's submission efforts (e.g., date and time the error occurred, date and time of actions taken to resolve the issue and resubmit; and date and time support representatives responded),
- include an attachment of the complete grant application and all the required documentation and materials,
- include the applicant's Unique Entity Identifier (UEI), and
- include any SAM.gov, Grants.gov, and JustGrants Service Desk tracking numbers documenting the technical issue.

OJP will review each waiver request and the required supporting documentation and notify the applicant whether the request for late submission has been approved or denied. An applicant that does not provide documentation of a technical issue or that does not submit a waiver request within the required time period will be 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

Statement of the Problem/Description of the Issue (20%) - evaluate the applicant's understanding of the program/issue to be addressed.

Project Design and Implementation (40%) - evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.

Capabilities and Competencies (15%) - evaluate the applicant's administrative and technical capacity of the applicant to successfully accomplish the goals and objectives.

Plan for Collecting the Data Required for this Solicitation's Performance

Measures (10%) - evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.

Budget (5%) - evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

Other: Task Force Organizational Chart, Letters of Intent, and MOUs From Project Partners (10%) - evaluate relevance of partners included, that roles are clearly defined, and that the Letters of Intent or MOUs have the required signatures.

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, if applicable), available funding, past performance, and the extent to which the Budget Web-Based Form accurately explains 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 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 entity. Among other things to help assess whether an applicant with one or more prior federal awards has a satisfactory record of performance, integrity, and business ethics, OJP checks whether the applicant entity 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 entity 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 its organization 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 entity.

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

Generally, award notifications are made by the end of the current Federal fiscal year, September 30th. 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 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 more information.

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), contact information for Grants.gov, and 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

OVC will require award recipients to submit quarterly performance measure data in the Performance Measurement Tool and separately submit semiannual performance reports in JustGrants. A list of resources and trainings can be found at <https://ovc.ojp.gov/funding/performance-measures/human-trafficking>.

Examples of performance measure questions for this project can be found at

ECM Law Enforcement: <https://ovc.ojp.gov/funding/performance-measures/human-trafficking/enhanced-collaborative-model-law-enforcement-questionnaire.pdf>, and

ECM Victim Service Provider: <https://ovc.ojp.gov/funding/performance-measures/human-trafficking/enhanced-collaborative-model-victim-service-provider-questionnaire.pdf>.

Application Checklist

OVC FY 2023 Enhanced Collaborative Model Task Force to Combat Human Trafficking

This application checklist has been created as an aid in developing an application. For more information, reference [The OJP Application Submission Steps in the OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

Pre-Application

Before Registering in Grants.gov:

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

Register in Grants.gov

- Acquire an Authorized Organization Representative (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](#))

Find the Funding Opportunity

- Search for the funding opportunity in Grants.gov using the opportunity number, assistance listing number, or keyword(s)
- Select the correct Competition ID
- 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 <https://www.ojp.gov/funding/financialguidedoj/iii-postaward-requirements#6g3y8> (see [OJP Grant Application Resource Guide](#))

Review the Overview of Post-Award Legal Requirements

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2023 Awards](#)" in the [OJP Funding Resource Center](#).

Review the Scope Requirement

- The federal amount requested is within the allowable limit(s) of:
 - Under Purpose Area 1: up to \$750,000 per applicant (\$1.5 million per task)

- force)
- Under Purpose Area 2: up to \$750,000 per applicant (\$1.5 million per task force)
- Under Purpose Area 3: up to \$1,000,000 per applicant (\$2 million per task force)

Review Eligibility Requirement:

- Review the Eligibility section on the cover page and Eligibility Information section in the solicitation.

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**Application Step 1**

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

- In Section 8F of the SF-424, include the name and contact information of the individual **who will complete the application in JustGrants and the SF-LLL in Grants.gov**

*Within 48 hours after the SF-424 and SF-LLL submission in Grants.gov, receive four (4) Grants.gov email notifications:*

- a submission receipt
- a validation receipt
- a grantor agency retrieval receipt
- an agency tracking number assignment

*If no Grants.gov receipt and validation email is received, or if 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](#))

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from JustGrants with login instructions.

- Proceed to Application Step 2 and complete application in JustGrants

**Application Step 2**

Submit the following information in JustGrants

Application Components

- Standard Applicant information (SF-424 information from Grants.gov)
- **Proposal Abstract\***
- **Proposal Narrative\***

## Budget and Associated Documentation

- **Budget Web-Based form\***
- 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

- Task Force Organizational Chart
- Letters of Intent or Memoranda of Understanding (MOUs)
- Tribal Authorizing Resolution (if applicable) (see [OJP Grant Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))
- Timeline
- Resumes of key personnel (if applicable)
- List of procurement contracts (if applicable)

## 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; Drug-Free Workplace Requirements; Law Enforcement and Community Policing (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))

**\* Note: Items designated with an asterisk must be submitted for an application to meet the basic minimum requirements review. If OJP determines that an application does not include the designated items, it will neither proceed to peer review, nor receive further consideration.**

## Review, Certify and Submit Application in JustGrants

- Any validation errors will immediately display on screen after submission.
- Correct validation errors, if necessary, and then return to the “Certify and Submit” screen to submit the application. Access the [Application Submission Validation Errors Quick Reference Guide](#) for step-by-step instructions to resolve errors prior to submission.

- Once the application is submitted and validated, a confirmation message will appear at the top of the page. Users will also receive a notification in the “bell” alerts confirming submission.

*If no JustGrants application submission confirmation email or validation is received, or if error notification is received:*

- Contact the JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) regarding technical difficulties. See the [OJP Grant Application Resource Guide](#) for additional information.

### **Standard Solicitation Resources**

[OJP Grant Application Resource Guide](#) provides guidance to assist OJP grant applicants in preparing and submitting applications for OJP funding.

[DOJ Grants Financial Guide](#) serves as the primary reference manual to assist award recipients in fulfilling their fiduciary responsibility to safeguard grant funds and to ensure funds are used for the purposes for which they were awarded. It compiles a variety of laws, rules and regulations that affect the financial and administrative management of DOJ awards. This guide serves as a starting point for all award recipients and subrecipients of DOJ grants and cooperative agreements in ensuring the effective day-to-day management of awards.

[JustGrants Resources Website](#) is an entryway into information about JustGrants and the grants management system itself. Through this portal both award recipients and applicants can access training resource and user support options, find frequently asked questions and sign-up for the [JustGrants Update e-newsletter](#).

[JustGrants Application Submission Training Page](#) offers helpful information and resources on the application process. This training page includes e-learning videos, reference guides, checklists and other resources to help applicants complete an application.

[Virtual Q&A Sessions](#) are advertised here and provide opportunities for users to receive topic-specific training, direct technical assistance and support on JustGrants system functionality.

### **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 use disorder treatment and support</li> <li>▪ Referral to substance use disorder 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> </ul>                                                                                                                                                                                                                                              |

|                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                          | <ul style="list-style-type: none"> <li>▪ Substance use disorder 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>▪ Host homes</li> <li>▪ Other shelter/housing</li> </ul>                                                                                                                                                                                                                    |
| Criminal/Civil Justice System Assistance | <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> |
| Education/Employment/Skill Building      | <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>                                                                                                                                                                                                                                                         |