



## OVC FY 2021 Enhancing Juvenile and Family Court Responses to Human Trafficking

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### Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) is seeking applications for funding for the fiscal year (FY) 2021 Enhancing Juvenile and Family Court Responses to Human Trafficking program. This program furthers the Department's mission by combating victimization, including human trafficking.

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

### Solicitation Categories

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-OVC-2021-00014-PROD1	1: Project Sites	4	\$450,000.00	10/1/21 12:00 AM	36
C-OVC-2021-00015-PROD2	2: Training and Technical Assistance	1	\$600,000.00	10/1/21 12:00 AM	36

### Eligible Applicants:

City or township governments, County governments, For profit organizations other than small businesses, Native American tribal governments (Federally recognized), Native American tribal organizations (other than Federally recognized tribal governments), Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education, Public and State controlled institutions of higher education, Small businesses, State governments, Other

### Other

Applicants must meet the eligibility requirements at 22 U.S.C. 7105(b)(2). For purposes of this solicitation, "state" means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

"For profit organizations other than small businesses" and "small businesses" are eligible to apply only for Category 2 of this solicitation.

To advance Executive Order 13929 Safe Policing for Safe Communities, the Attorney General determined that all state, local, and university or college law enforcement agencies must be certified by an approved independent credentialing body or have started the certification process to be eligible for FY 2021 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 new certification requirement, please visit <https://cops.usdoj.gov/SafePolicingEO> to access the Standards for Certification on Safe Policing for Safe Communities, Implementation Fact Sheet, and List of Designated Independent Credentialing Bodies.

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

OVC will consider applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients (subgrantees). The applicant must be the entity that would have primary responsibility for carrying out the award, including administering the funding and managing the entire program. For additional information on subawards, see the [OJP Grant Application Resource Guide](#).

OVC may make more than one award to a single organization if proposed victim services are in distinct geographic areas.

OVC may elect to fund applications submitted under this FY 2021 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

## Contact Information

For technical assistance with submitting the **SF-424** and **SF- LLL** in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035,

at [Grants.gov customer support webpage](https://www.grants.gov/customer-support), or email at [support@grants.gov](mailto:support@grants.gov). The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

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

An applicant that experiences unforeseen Grants.gov or JustGrants technical issues beyond its control that prevent it from submitting its application by the deadline must email the contact identified below **within 24 hours after the application deadline** to request approval to submit its application after the deadline.

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

#### **Submission Information**

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

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

**Step 2:** Applicants will submit the **full application** including attachments in JustGrants at [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov).

To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline.

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

#### Pre-Application Webinar

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

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## Program Description

### Overview

This solicitation provides funding for organizations to develop or enhance programs to identify and provide services for youth in contact with juvenile and family courts who are victims of human trafficking crimes—actions that facilitate the commercial sexual exploitation or forced labor of youth—or who are at risk for trafficking due to past or current crime victimization. These programs should also seek to increase awareness and identification of sex and/or labor trafficking involving youth by educating court stakeholders and through community outreach efforts.

Under the federal Trafficking Victims Protection Act, a victim of trafficking is defined as a person who has been subjected to a “severe form of trafficking in persons,” which, as defined in 22 U.S.C. § 7102(11), means—

- sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such an act has not attained 18 years of age; or
- the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services through the use of force, fraud, or coercion for the purpose of subjecting to involuntary servitude, peonage, debt bondage, or slavery.

### Statutory Authority

22 U.S.C. 7105(b)(2)

### Specific Information

This program supports the efforts of juvenile and family courts to develop, expand, or enhance programs through multi-agency collaborations in order to (1) increase the identification of youth victims of human trafficking crimes (sex and/or labor trafficking) or youth who are at risk for human trafficking due to past or current crime victimization, including child abuse and neglect; (2) provide comprehensive, trauma-informed, supportive direct services for these youth; and (3) reduce the incidence of human trafficking re-victimization or other associated crimes. This program also seeks to increase awareness and identification of sex and labor trafficking involving youth by educating court stakeholders and through community outreach efforts.

Successful applicants to **Category 1: Project Sites** will identify children and youth in contact with juvenile or family court who are victims of sex trafficking and/or labor trafficking or who are at risk for human trafficking due to past or current crime victimization and will develop or expand intervention models to provide direct services and/or diversion programs for these youth. The successful applicant to **Category 2: Training and Technical Assistance (TTA)** will implement TTA that supports the application of best practices, enhances collaboration, and improves outcomes for Category 1 program sites.

### Goals, Objectives, Deliverables, and Timeline

#### Goals

The goals of this project are to develop or enhance programs to provide direct services and diversion programs for youth in contact with the juvenile and family court systems who are victims of sex and/or labor trafficking or at risk for human trafficking due to past or current crime victimization, including child abuse and neglect. Through the use of screening and assessment protocols/processes, project sites will identify and provide services to youth victims of human trafficking, and potential victims of this crime, who come into contact with the juvenile and family court due to delinquency, abuse and neglect, divorce, child custody, and other matters under court jurisdiction. To prevent further involvement in the justice system and potential re-traumatization, these youth victims of human trafficking will be offered specialized services in order to meet their specific treatment needs. Project sites should also seek to increase awareness and identification of sex and/or labor trafficking involving youth by educating court stakeholders and through community outreach efforts.

#### Objectives

##### Category 1: Project Sites

- Implement **screening and assessment protocols/processes** to identify children and youth in contact with juvenile or family court who are victims of sex trafficking and/or labor trafficking or who are at risk for human trafficking due to past or current crime victimization, including child abuse and neglect.
- Develop or expand intervention models to provide **direct services and/or diversion programs** for these youth. Program models should meet the treatment needs of eligible youth by identifying mental health and substance use needs, establishing linkages and referrals to community-based direct service providers, and ensuring appropriate aftercare services are available (e.g., family reunification, housing support, education, employment assistance, community engagement). Specialty courts are one example of a promising model program for meeting the needs of youth affected by commercial sexual exploitation and child sex trafficking (per Child Abuse Neglect, 2020 Feb;100:104041. DOI: [10.1016/j.chiabu.2019.104041](https://doi.org/10.1016/j.chiabu.2019.104041) Epub 2019 Jun 22). Program models should include a plan for how services will be provided to the identified youth in an individualized and timely manner.
- Provide trauma-informed care through a **multidisciplinary team** that includes multiple systems of care and community-based organizations to facilitate linkages to treatment and services that address the complex needs of youth who are victims of or at risk for human trafficking and their caregivers. Partners should include judges, law enforcement officers, prosecutors, juvenile defenders, probation staff, victim service providers, social workers, survivor advocates, and the youth and their caregivers. Through the multidisciplinary team, the applicant will ensure coordination of services to eligible youth victims and potential victims. Services might include rehabilitative and health-related services, housing safety, educational programs, trauma-informed mental health counseling, and medical and dental care, among others.
- Increase **awareness and identification** of sex and/or labor trafficking involving youth by educating court stakeholders and through community outreach efforts.
- Participate in an annual peer-to-peer **learning opportunity** hosted by the OVC-funded training and technical assistance (TTA) provider under Category 2 of this solicitation.

##### Category 2: Training and Technical Assistance

This category will expand the skills of program sites to (1) develop or enhance programs to identify and provide services for youth in contact with juvenile and family courts who are victims of human trafficking crimes—actions that facilitate the commercial sexual exploitation or forced labor of youth—or who are at risk for human trafficking due to past or current crime victimization, including child abuse and neglect; and (2) increase awareness and identification of sex and labor trafficking involving youth by educating court stakeholders and increasing community outreach efforts.

This includes the development and provision of TTA to the OVC-funded programs under Category 1 of this solicitation. The successful applicant will implement TTA that supports the application of best practices, enhances collaboration, and improves outcomes for Category 1 program sites. The successful applicant is expected to develop and host an annual meeting for the grantees funded under Category 1 of this solicitation. TTA will include peer-to-peer learning across multiple system stakeholders, including but not limited to judges, law enforcement officers, prosecutors, juvenile defenders, probation staff, victim service providers, social workers, and survivor advocates. Applicants should also plan to develop and disseminate best practices regarding sex and/or labor trafficking involving youth, effective court innovations, and lessons learned from this project at the national level.

#### Deliverables

For **Category 1**, the deliverable to be provided is services, measured quarterly by service hours or units delivered, type of service, and other key data points. For **Category 2**, the deliverable to be provided is TTA delivery, measured as training and technical assistance activities taking place within the reporting period and other key data points.

The Goals, Objectives, and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed under Application and Submission Information.

**Evidence-Based Programs or Practices**

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

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

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

**Category 1: Mandatory Program Requirements**

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

1. Submit the policies, procedures, and rules governing the provision of services for review and approval (post-award, as required by OVC).
2. Ensure the policies and procedures follow applicable federal and state laws protecting the civil rights of program participants and staff (post-award), including through accessing OJP training and resources on civil rights requirements.
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 TTA.
4. Ensure the project coordinator or program director and one other key staff member attend an in-person or remote OVC grantee orientation and have relevant staff participate in OVC-sponsored TTA.

**Category 1: Unallowable Costs**

The following activities cannot be supported with grant funds:

**Holding Beds**

Grantees may not "hold beds" in a housing facility by charging their cost to the grant and keeping them empty until a victim needs the bed when other victims need access to the beds, as this may be considered an unallowable contingency payment (cf.2 C.F.R. 200.433(c)).

**Stipends/Incentives to Participate in Services**

Neither cash nor non-cash stipends or incentives may be paid to victims to encourage their 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.

**Primary Prevention Activities**

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

**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.

**Federal Award Information**

**Solicitation Category**

Competition ID Enter to sort	Category *	Number of Awards	Dollar Amount for Awards	Performance Start Date	Performance Duration (Months)
C-OVC-2021-00014-PROD	1: Project Sites	4	\$450,000.00	10/1/21 12:00 AM	36
C-OVC-2021-00015-PROD	2: Training and Technical Assistance	1	\$600,000.00	10/1/21 12:00 AM	36

**Awards, Amounts and Durations**

**Period of Performance Start Date**

10/1/21 12:00 AM

**Period of Performance Duration (Months)**

36

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

\$2,400,000.00

## Continuation Funding Intent

OVC may, in certain cases, provide additional funding in future years to awards made under this solicitation, through continuation awards. OJP will consider, among other factors, OJP's strategic priorities, a recipient's overall management of the award, and progress of award funded work, when making continuation award decisions.

## Availability of Funds

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

## Types of Awards

OVC expects to make awards under both categories of 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](#).

## Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. The "Part 200 Uniform Requirements" means the DOJ regulation at 2 C.F.R. Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200. See [OJP Grant Application Resource Guide](#) for additional information.

## Budget Information

### Cost Sharing or Matching Requirement

For **Category 1** applicants, pursuant to 22 U.S.C. § 7105(b)(2), awards made under this solicitation require a 25 percent **cash or in-kind match**. See [OJP Grant Application Resource Guide](#) for additional information on this match requirement.

This solicitation does not require a match for **Category 2**.

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

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

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

See the [OJP Grant Application Resource Guide](#) information on 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 title page.

## Application and Submission Information

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

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

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

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

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

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

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

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

The Standard Applicant Information section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. Applicants will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, applicants will need to: add zip codes for areas affected by the project, confirm their Authorized Representative; and verify the organization's legal name and address.

### Proposal Abstract

A proposal abstract (no more than 400 words) summarizing the proposed project including primary activities, products and deliverables, the service area, and who will benefit from the proposed project, will be completed in the JustGrants Web-based form.

## 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 Times New Roman font; have no less than 1-inch margins; and should not exceed 15 pages. Pages should be numbered and submitted as an attachment. If the proposal narrative fails to comply with these length restrictions, OVC may negatively consider such noncompliance in peer review and in final award decisions.

The proposal narrative should address the following selection criteria: (1) description of the issue, (2) program design and implementation plan, (3) timeline, (4) capabilities and competencies, (5) letters of support/memoranda of understanding, and (6) plan for collecting the data required for this solicitation's performance measures. The applicant should clearly delineate the connections between and among each of these sections. For example, the applicant should derive the goals and objectives directly from the problems to be addressed. Similarly, the project design section should clearly explain how the program's structure and activities will accomplish the goals and objectives identified in the previous section.

### a. Description of the Issue

Applicants should briefly describe the nature and scope of the problem that the program will address (e.g., prevalence of child trafficking and specific needs for youth in contact with the juvenile and family court systems who are victims of child trafficking or who are at risk for child trafficking due to past or current child abuse or other victimization, and ability to increase awareness and identification of child trafficking by educating court stakeholders and through community outreach efforts). The applicant should use data to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the larger community. Any data or research referenced in the narrative should include information about the source of the data and/or a citation. Applicants should describe the target population and any previous or current attempts to address the problem.

Applicants should describe any research or evaluation studies that relate to the problem and contribute to their understanding of its causes and potential solutions. While OVC expects applicants to review the research literature for relevant studies, they should also explore whether unpublished local sources of research or evaluation data are available.

### a. Project Design and Implementation Plan

Applicants should detail how the project will operate throughout the funding period and describe the strategies that they will use to achieve the goals and objectives identified in the previous section. Applicants should describe how they will complete the deliverables stated in the "Goals, Objectives, Deliverables" section. OVC encourages applicants to select evidence-based practices for their programs.

This section should also include details regarding any leveraged resources (cash or in-kind) from local sources to support the project, and discuss plans for sustainability beyond the grant period.

### a. Timeline

Applicants should submit a realistic timeline or milestone chart that indicates major tasks associated with the goals and objectives of the project, assigns responsibility for each, and plots completion of each task by month or quarter for the duration of the award, using "year 1," "month 1," "quarter 1," etc., not calendar dates.

Applicants should submit the timeline as a separate attachment, as stipulated under "[Additional Attachments](#)" On receipt of an award, the recipient may revise the timeline, based on TTA that OVC will provide.

### a. Capabilities and Competencies

This section should describe the experience and capability of the applicant organization and any contractors or subgrantees that the applicant will use to implement and manage this effort and its associated federal funding, highlighting any previous experience implementing projects of similar design or magnitude. Applicants should highlight their experience/capability/capacity to manage subawards, including details on their system for fiscal accountability. Management and staffing patterns should be clearly connected to the project design described in the previous section. Applicants should describe the roles and responsibilities of project staff and explain the program's organizational structure and operations. Applicants should include a copy of an organizational chart showing how the organization operates, including who manages the finances; how the organization manages subawards, if there are any; and the management of the project proposed for funding.

### a. Letters of Support/Memoranda of Understanding

If submitting a joint application, as described under "Eligibility," applicants should provide signed and dated letters of support or memoranda of understanding for all key partners that include the following:

- Expression of support for the program and a statement of willingness to participate and collaborate with it.
- Description of the partner's current role and responsibilities in the planning process and expected responsibilities when the program is operational.
- Estimate of the percentage of time that the partner will devote to the planning and operation of the project.

Letters of support may be addressed to the OVC Director. Only letters of support that are submitted by the due date and with the full application will be considered during the review process.

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

This section must include the following information:

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

OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award. The performance data directly relate to the goals, objectives, and deliverables identified under "Goals, Objectives, and Deliverables" in the Program Description.

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

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

#### **Note on Project Evaluations**

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

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

Applicants will submit the FY 2021 Enhancing Juvenile and Family Court Responses to Human Trafficking program goals, objectives, deliverables, and timelines in the JustGrants web-based form. See the [OJP Grant Application Resource Guide](#) for additional information.

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

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

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

Successful applicants are expected to participate in a 2-day peer learning collaborative meeting in the first year of the project and also in each subsequent year of the project, which they should include in their budget. Applicants should budget approximately \$2,000 per person (up to three people) to attend the meetings and record this as part of the travel line item in the budget. The Office of the Chief Financial Officer requires cost calculations for all line items in your budget, including this required travel. The cost breakdown should include airfare, per diem rate, lodging, number of travelers, number of days, etc. (for example, 3 people x airline ticket (\$500) = \$1,500, 3 people x 2 days per diem (\$76/day) = \$456, 2 people x lodging (\$251) x 2 nights = \$1,506). Use U.S. General Services Administration per diem rates.

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

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

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

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

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

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

#### **Additional Application Components**

Applicants will attach the additional requested documentation in JustGrants.

##### **Tribal Authorizing Resolution**

If applicable, applicants will submit the Tribal Authorizing Resolution by uploading the resolution as an attachment in JustGrants. An application in response to this solicitation may require inclusion of information related to a tribal authorizing resolution as an attachment. 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. Applicants will submit a description of their research and evaluation independence and integrity by uploading the document as an attachment in JustGrants. For additional information regarding demonstrating research/evaluation independence and integrity, including appropriate safeguards, see the [OJP Grant Application Resource Guide](#).

#### **Disclosures and Assurances**

Applicants will complete the following disclosures and assurances.

##### **Disclosure of Lobbying Activities**

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

##### **DOJ Certified Standard Assurances**

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

##### **Applicant Disclosure of Duplication in Cost Items**

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

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

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

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

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

#### **How to Apply**

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

Applicants will submit the **full application** including attachments in JustGrants at [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov).

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



## Submission Dates and Time

The **SF-424** and the **SF-LLL** will be submitted in Grants.gov by 11:59 p.m., eastern time (ET) on March 2, 2021. OJP urges applicants to submit applications at least 72 hours prior to the application due date to allow time for the applicant to receive validation messages or rejection notifications from Grants.gov and to correct in a timely fashion any problems that may have caused a rejection notification.

The **full application** will be submitted in JustGrants on March 16, 2021 by 11:59 p.m., eastern time (ET).

To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline.

## Application Review Information

### Review Criteria

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

1. Statement of the Problem/Description of the Issue(15%) - evaluate the applicant's understanding of the program/issue to be addressed.
2. Project Design and Implementation (40%)- evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies (30%)- evaluate administrative and technical capacity of the applicant to successfully accomplish the goals and objectives.
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%) - evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
5. Budget (10%) - evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

### Additional Review Criteria

Other important considerations for OVC include geographic diversity, available funding, past performance, and the extent to which the Budget Worksheet and Budget Narrative (web-based form) accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

### Review Process

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

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

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

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

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

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

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

## Federal Award Administration Information

### Federal Award Notices

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

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

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions, and all applicable requirements of federal statutes and regulations (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance).

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

### Information Technology (IT) Security Clauses

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

### General Information about Post-Federal Award Reporting Requirements

In addition to the deliverables described in the Program Description section, any recipient of an award under this solicitation will be required to submit certain reports and data.

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

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

## Federal Awarding Agency Contact(s)

For contact(s), see "Contact Information"

For contact information for Grants.gov, see "Contact Information."

## Other Information

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

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

### Provide Feedback to OJP

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

## Performance Measures

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

## Application Checklist

### OVC FY 2021 Enhancing Juvenile and Family Court Responses to Human Trafficking

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

#### What an Applicant Must Do:

*Prior to Registering in Grants.gov:*

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

*To Register with Grants.gov:*

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

*To Find Funding Opportunity:*

- Search for the Funding Opportunity on Grants.gov
- Select the correct Competition ID [insert if applicable]
- Access Funding Opportunity and Application Package (see [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, reporting available at [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](http://ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm) (see [OJP Grant Application Resource Guide](#))

*Overview of Post-Award Legal Requirements:*

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

*Scope Requirement:*

- The federal amount requested is within the allowable limit(s).

*Eligibility Requirement:*

The following entities are eligible to apply:

- State governments
  - City or township governments
  - County governments
  - Native American tribal organizations (other than federally recognized tribal governments)
  - Native American tribal governments (federally recognized)
  - Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
  - Public- and state-controlled institutions of higher education
  - For-profit organizations, other than small businesses
  - Small businesses
- Submit **SF-424** and **SF-LLL** in Grants.gov

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

- Submission has been received in Grants.gov

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

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

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

*Receive email notification to complete application in JustGrants:*

- Complete Application in JustGrants

**Content of Application Submission:**

The following items are critical application elements required to pass Basic Minimum Requirements review. An application that OJP determines does not include the application elements that must be included in the application submission in order for the application to meet the basic minimum requirements, will neither proceed to peer review, nor receive further consideration.

- Proposal Abstract
- Program Narrative
- Budget Detail Worksheet and Narrative (see [OJP Grant Application Resource Guide](#))

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- Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov
- Intergovernmental Review [insert if applicable]
- Standard Applicant Information (SF-424 info from Grants.gov)
- Budget and Associated Documentation
  - Budget Worksheet and Budget Narrative (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

Additional Application Components

- Tribal Authorizing Resolution (if applicable) [insert if applicable] (see [OJP Grant Application Resource Guide](#))
- Research and Evaluation Independence and Integrity [insert if listed in the solicitation] (see [OJP Grant Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable)

Disclosures and Assurances

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

*Submit Application in JustGrants:*

- Application has been successfully submitted in JustGrants

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

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