

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



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## OVC FY 2021 Improving Outcomes for Child and Youth Victims of 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 states or tribes to develop, enhance, and coordinate programs and activities geared toward improving outcomes for child and youth victims of sex and labor trafficking. This program aims to improve statewide coordination and multidisciplinary collaboration to address human trafficking involving children and youth. This program furthers the Department's mission by enhancing the field's response to child and youth victims of human trafficking.

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

### Solicitation Categories

This solicitation does not include Solicitation Categories.

### Eligible Applicants:

Native American tribal governments (Federally recognized), State governments

State, for purposes of this program, includes the District of Columbia and territories and possessions of the United States.

Eligible subrecipients are states, units of local government, federally recognized Indian tribal governments (as determined by the Secretary of the Interior), and nonprofit (defined as an organization that is described in section 501(c)(3) of Title 26 and is exempt from taxation under 501 (a) of such title) organizations (including tribal nonprofits).

Grantees awarded funding in fiscal year (FY) 2017–2020 under the Improving Outcomes for Child and Youth Victims of Human Trafficking solicitation are not eligible to apply for funding under this solicitation, unless the new proposal outlines new services, cost items, or a distinct geographic scope not included in the FY 2017–2020 application.

To advance Executive Order 13929 Safe Policing for Safe Communities, as of October 28, 2020, 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 allocated FY 2021 DOJ discretionary grant funding, as either a recipient or a subrecipient. For detailed information on this new certification requirement, please visit <https://cops.usdoj.gov/SafePolicingEO>.

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee. Additionally, nonprofit organizations that hold money in offshore accounts for the purpose of avoiding paying the tax described in 26 U.S.C. § 511(a) are not eligible subrecipients.

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 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](#), 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 at 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. to 6:00 p.m. ET, Monday through Friday, and 10:00 a.m. to 8:00 p.m. ET on the solicitation closing date.

### 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>.

### 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://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](#).

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# Program Description

## Overview

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

The purpose of this program is to improve outcomes for children and youth who are victims of human trafficking by integrating human trafficking policy and programming at the state or tribal level and enhancing coordinated, multidisciplinary, and statewide approaches to serving trafficked youth.

## Statutory Authority

This project is authorized by the Justice for Victims of Trafficking Act of 2015 (18 U.S.C. § 3014(h)(2)) and the Trafficking Victims Protection Act (TVPA) of 2000 (22 U.S.C. § 7105(b)(2)).

## Specific Information

For the purposes of this program, “child or children” refers to persons under the age of 18, and “youth” refers to individuals aged 16–24 (reflecting the age range covered by the Federal Government’s Interagency Working Group on Youth Programs), unless the state or tribe has another definition for “youth” in state or tribal law.

Sex trafficking and labor trafficking occur in many different settings within communities, and victims of these crimes are very diverse. Child and youth trafficking victims include U.S. citizens and foreign nationals. Child and youth victims of trafficking have specific needs, some of which may not be adequately met through existing systems and programs. Service providers and frontline responders are aware of the particular vulnerabilities of children and youth involved in welfare systems; runaway and homeless youth; unaccompanied minors; and youth transitioning out of care. While each state or tribe may approach the issue of human trafficking somewhat differently, and may engage unique partners, applications for this solicitation should address both sex and labor trafficking for all child and youth victims, including at-risk populations within the state or jurisdiction.

## Goals, Objectives, Deliverables, and Timeline

### Goals

The overall goal of the program is to improve responses for child and youth victims of trafficking, with a focus on coordination at the statewide or tribal jurisdiction level, to create effective change across systems. Recognizing that each jurisdiction is unique, applicants should identify the state or tribe’s greatest barriers to identifying and assisting child and youth victims of sex and labor trafficking and/or to investigating and prosecuting these trafficking cases, and propose a program to systematically address those barriers.

### Objectives

1. Develop and implement a jurisdiction-wide strategy to combat the greatest challenge areas in child and youth sex and labor trafficking within the state or tribe.
2. Develop protocols and procedures to ensure child and youth victims receive appropriate services, including developmentally, age-appropriate, and/or linguistically tailored referrals and/or services; and strengthening data collection across multiple systems of care that work with and provide services to youth.
3. Develop a unified strategy to provide training to professionals throughout the jurisdiction, including, but not limited to, law enforcement officers, first responders, victim service providers, health care professionals, child welfare officials, juvenile justice personnel, prosecutors, judicial personnel, and other relevant organizations.
4. Fill gaps in existing services and coordinate responses in existing anti-trafficking and youth-serving efforts, including those related to victim assistance, law enforcement, child welfare, runaway and homeless youth, and juvenile justice, among others. Applicants should determine if there is an existing federally funded trafficking victim service provider within their jurisdiction, and work to ensure that the new application does not duplicate existing services currently funded by OVC, the Department of Health and Human Services (HHS), the Office on Violence Against Women, or another federal office or agency.
5. Conduct data collection evaluation activities to determine if the program is meeting stated goals and objectives.

### Deliverables

1. A written strategy or action plan. The strategy should be supported by the baseline data provided in the application; and must be finalized by the grantee, approved by OVC, and implemented within the first year of the project start date.  
Documented lessons learned related to implementing the statewide strategy and the potential impacts on child and

- youth victims of human trafficking.
3. Written protocols and procedures ensuring child and youth victims receive appropriate services, including developmentally, age-appropriate, and/or linguistically tailored referrals and/or services.
  4. A written training plan and submission of training materials.
  5. Outreach and awareness materials, including social media and technology efforts, designed and tailored for those working with children and youth victims of human trafficking.
  6. Documentation and reporting on services provided.
  7. A Plan for Evaluation and Data Collection for this Solicitation's Performance Measures, submitted as one separate component to the application.

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.

### **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 CFR 200.433(c)).

#### **Stipends/Incentives to Participate in Services**

Neither cash nor non-cash stipends or incentives may be paid to victims to encourage their participants in services. Nominal cash or non-cash stipends (e.g., taxi or ride share vouchers, public transportation tickets or tokens; money to pay for child care 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 USC 7110(g))**

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

#### **1. Restriction on Programs**

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

#### **2. Restriction on Organizations**

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

### **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."

### **Coordinating with Law Enforcement**

OVC strongly encourages all grantees to assist clients in complying with reasonable requests from local, state, federal, or

tribal government agencies with the authority to investigate or prosecute trafficking acts. OVC is committed to the elimination of all forms of trafficking in persons, which requires the prosecution of traffickers as a key part of a multifaceted strategy. Victim-centered investigations and prosecutions of traffickers reduce harm and increase safety for our communities while supporting the healing of victims.

## Priority Areas

The Department of Justice is committed to advancing work that promotes civil rights, increases access to justice, supports crime victims, protects the public from crime and evolving threats, and builds trust between law enforcement and the community. In FY 2021, OJP will give priority consideration in award decisions to applications that demonstrate ways in which their projects will advance one or more of these areas.

To receive priority consideration for advancing one or more of the Department's priorities, the applicant must provide a sufficient narrative explanation as an attachment, that specifies how the project will advance the promotion of civil rights, access to justice, support to crime victims, protecting the public from crime and evolving threats, or building trust between law enforcement and the community.

In addition, OJP will give priority consideration, if applicable, to applicants that demonstrate that the individuals who are intended to benefit from the requested grant reside in high-poverty areas or persistent-poverty counties.

To receive priority consideration under the poverty priority, the applicant must provide information to demonstrate that the individuals who are intended to benefit from the requested grant reside in high-poverty areas or persistent poverty counties. For purposes of this priority consideration, the term "high-poverty area" means any census tract with a poverty rate of at least 20 percent as measured by the 2013–2017 5-year data series available from the American Community Survey of the Census Bureau (applicants may search by census tract at <https://www.census.gov/acs/www/data/data-tables-and-tools/narrative-profiles/2017/>) and the term "persistent poverty counties" means any county that has had 20 percent or more of its population living in poverty over the past 30 years, as measured by the 1990 and 2000 decennial censuses and the most recent Small Area Income and Poverty Estimates (applicants may search by county at <https://www.census.gov/data/tables/time-series/dec/census-poverty.html> and at <https://www.census.gov/programs-surveys/saipe.html>).

Priority consideration is one of many factors that OJP considers in making funding decisions and is not a guarantee of an award.

## Federal Award Information

### Awards, Amounts and Durations

#### Anticipated Number of Awards

2

#### Anticipated Maximum Dollar Amount of Awards

\$1,500,000.00

#### 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

\$3,000,000.00

### Continuation Funding Intent

OVC may, in certain cases, provide additional funding in future years to awards made under this solicitation, through continuation awards. OJP will consider, among other factors, OJP's strategic priorities, a recipient's overall management of the award, and 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 this solicitation as grants. See the “Administrative, National Policy, and Other Legal Requirements” section of the [OJP Grant Application Resource Guide](#) for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants (and cooperative agreements).

## Financial Management and System of Internal Controls

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

## Cost Sharing or Matching Requirement

Pursuant to 22 U.S.C. § 7105(b)(2), this solicitation requires a 25 percent **cash or in-kind match**. See [OJP Grant Application Resource Guide](#) for additional information on this match requirement.

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

See the [OJP Grant Application Resource Guide](#) 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.

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

## 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.

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

### a. Statement of the Problem

This section must include the following:

1. A brief description of the sex trafficking and labor trafficking of children and youth in their state or tribal jurisdiction. State or tribal jurisdiction baseline data should be used to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document existing efforts to address it, citing the source of the data. **Note: Data should come from multiple sources and extend beyond national hotline data.**
2. A description of current efforts to address the service needs of trafficking survivors in the geographic area, including programs funded through OVC, HHS, the Office on Violence Against Women, or with Victims of Crime Act (VOCA) state victim assistance funds. Explain how the proposed project is not duplicative, and how it targets identified gaps.
3. Brief descriptions of relevant child-and youth-focused anti-trafficking programs and initiatives that currently exist in the state or tribal jurisdiction; federal, state, local, and tribal programs and grants that provide services to child and youth victims of trafficking, child and youth victims of crime (non-trafficking-specific) or to link systems of care for children, youth, and their families; and relevant state or tribal youth-focused or anti-trafficking protocols, strategies, or legislation.

### b. Project Design and Implementation

The application must provide a clear link between the proposed activities and the need identified in the "Statement of the Problem" section above.

This section must include the following:

1. Clearly stated goals and objectives of this project, which must be in alignment with those stated in the "Goals, Objectives" Deliverables" section.
2. A logic model that graphically illustrates how the project's goals, objectives, and activities are interrelated to address the stated problem. The logic model must be included as a separate attachment and must include anticipated short- and long-term outcomes. Sample logic models are available at <https://ojjdp.ojp.gov/funding/grant-performance-measurement/data-collection-methods-and-logic-models>.
3. A separate, supporting time-task plan that delineates organizational responsibility for the activities to be completed and a schedule for the completion of the activities and the submission of finished products.
4. A description of how victim safety and confidentiality will be ensured.
5. A description of how the applicant will ensure that any staff, partner staff, or service providers working with trafficking victims are adequately licensed and trained to work with victims.
6. A plan for how the state or tribe will ensure sustainability for the efforts established with this funding after the grant period ends.

Applicants should create, or fund, a full-time program coordinator position to ensure that efforts established under this grant are not duplicative of existing efforts and are properly connected and coordinated with key stakeholders and systems, including federally funded anti-trafficking grantees.

### c. Capabilities and Competencies

The lead applicant must demonstrate that it has the expertise and organizational capacity to successfully undertake a statewide or tribal jurisdiction initiative that involves significant collaboration with other agencies and partners supporting the effort. Applicants must address the following items in this section:

1. The roles and responsibilities of the lead applicant, partners, and/or entities committed to the effort. This discussion must explain the project's organizational structure and operations.
2. A list of personnel, in addition to the identified program coordinator, responsible for managing and implementing the major stages of the project; and a description of the current and proposed professional staff members' unique qualifications that enable them to fulfill their responsibilities.
3. Resumes for key staff identified must be submitted as a separate attachment to the application.
4. The program coordinator who will organize state or tribal efforts to improve outcomes for child and youth victims of human trafficking must be empowered to lead a multidisciplinary, collaborative effort across many existing systems and with a diverse range of stakeholders.
5. For funds that go to organizations providing direct victim services, applicants must demonstrate that these entities have substantial experience providing services to victims of human trafficking or related populations (such as runaway and homeless youth), or employ staff specialized in the treatment of human trafficking victims.

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

This section must include the following information:

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

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

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

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

**Note on Project Evaluations**

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

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

Applicants will submit the Improving Outcomes for Child and Youth Victims of Human Trafficking program's 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.

**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.

## **Memoranda of Understanding (MOUs) and Other Supportive Documents** **Service Partner Memoranda of Understanding (MOUs), Letters of Intent, and Subcontracts/Subgrants**

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

## **Additional Application Components**

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](#).

## **Position Descriptions and Resumes**

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

## **Project Time-Task Plan**

Attach a 3-year project timeline with an estimated start date of October 1, 2021, identifying each project objective, activity, expected completion date, and responsible person or organization.

## **Training Plan**

Include a training plan that describes the number and type of training events planned to ensure partners are prepared to identify and refer human trafficking victims. Grantees will consult with OVC's training and technical assistance providers, including OVC Training and Technical Assistance Center (TTAC), regarding available content to inform these trainings.

## **Logic Model**

See "Project Design and Implementation" in the "Application and Submission Information" section.

## **Documentation of Advancing DOJ Priorities (if applicable)**

As is mentioned above, OJP will give priority consideration in award decisions to applications that specify how the project

will advance one or more of the following DOJ priorities: the promotion of civil rights, access to justice, support to crime victims, protecting the public from crime and evolving threats, or building trust between law enforcement and the community. Applicants will submit the narrative by uploading the document as an attachment in JustGrants.

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

As mentioned above, OJP will give priority consideration in award decisions to applications that demonstrate that the individuals who will benefit from the requested grant reside in high-poverty areas or persistent-poverty counties as defined above. Each applicant proposing to receive consideration under the High-Poverty Areas or Persistent Poverty Counties priority must provide a sufficient narrative explanation to identify each specific High-Poverty Area (by census tract number (s)) and/or each specific Persistent-Poverty County where individuals are intended to benefit from the requested grant and how the requested grant will address specific challenges in each such identified area and/or county. Applicants will submit the narrative by uploading the document as an attachment in JustGrants.

## **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 June 15, 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 June 29, 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**

#### **a. Merit 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 (10%) - evaluate the applicant's understanding of the program/issue to be addressed.
2. Project Design and Implementation (35%) - 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).
6. Letters of Intent, and MOUs from project partners (10%) - evaluate strength and commitment of partnerships needed to effectively implement a statewide strategy.

#### **b. Other Review Criteria/Factors**

Other important considerations for OVC include geographic diversity, strategic priorities, 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, semi-annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

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

### **Federal Awarding Agency Contact(s)**

For OJP contact(s), see page 2.

For contact information for Grants.gov, see page 2.

### **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 Improving Outcomes for Child and Youth Victims of Human Trafficking**

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

#### **What an Applicant Must Do:**

*Prior to Registering in Grants.gov:*

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

*To Register with Grants.gov:*

- Acquire AOR and Grants.gov username/password (see [OJP Grant Application Resource Guide](#))

- Acquire AOR confirmation from the E-Biz POC (see [OJP Grant Application Resource Guide](#))

*To Find Funding Opportunity:*

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

*Overview of Post-Award Legal Requirements:*

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

*Scope Requirement:*

- The federal amount requested is within the allowable limit(s) of \$1.5 million.

*Eligibility Requirement:*

- Native American tribal governments (Federally recognized); State governments
- 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
- Proposal Narrative
- Budget Worksheet and Budget Narrative (web-based form)

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

- Standard Applicant Information (SF-424 info from Grants.gov)

#### Budget and Associated Documentation

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

#### Additional Application Components

- Tribal Authorizing Resolution (if applicable) (see [OJP Grant Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))
- Documentation of Advancing DOJ Priorities (if applicable)
- Documentation of High-Poverty Areas or Persistent-Poverty Counties (if applicable)
- Service Partner MOUs, Letters of Intent, and Subcontracts/Subgrants
- Position Descriptions and Resumes
- Project Time-Task Plan
- Training Plan
- Logic Model

#### Disclosures and Assurances

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

#### *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.