

Update regarding the OVC FY 2021 Enhanced Collaborative Model Task Force To Combat Human Trafficking solicitation.

May 12, 2021: Updated “Content of Application Submission” section of checklist on page 10.

The following text in the checklist on page 10 was updated by changing the second bullet from *Identical Proposal Abstracts*—a duplicate of the first bullet—to *Identical Program Narratives*. The checklist now matches the requirements identified on page 5.

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.

- Identical Proposal Abstracts
- Identical Program Narratives
- Individualized, separate Budget Worksheets and Budget Narratives (web-based form)



OVC FY 2021 Enhanced Collaborative Model Task Force To Combat Human Trafficking

Assistance Listing Number # 16.320
Grants.gov Opportunity Number: O-OVC-2021-96004
Solicitation Release Date: April 30, 2021 9:30 AM
Version: 5
Grants.gov Deadline: June 15, 2021 11:59 PM
Application JustGrants Deadline: June 29, 2021 11:59 PM

Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) is seeking applications to develop or support enhanced collaborative model task forces to combat human trafficking. This program furthers the Department's mission by enhancing the law enforcement and social services fields' response to victims of human trafficking.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance to applicants 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-2021-00018-PROD	Development of Human Trafficking Task Forces (2 awards per task force)	18	\$750,000.00	10/1/21 12:00 AM	36
C-OVC-2021-00019-PROD	Expanding Human Trafficking Task Force Effectiveness (2 awards per task force)	12	\$750,000.00	10/1/21 12:00 AM	36

Eligible Applicants:

City or township governments, County governments, Native American tribal governments (Federally recognized), Native American tribal organizations (other than Federally recognized tribal governments), Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education, State governments

Applicants that have received OJP Enhanced Collaborative Model To Combat Human Trafficking funding in fiscal years (FY) 2019 and 2020 are **ineligible** to apply under this solicitation.

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.

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.

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

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. 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 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 at 800-851-3420, via TTY at 301-240-6310 (hearing impaired only), email to grants@ncjrs.gov, fax to 301-240-5830, or web chat at <https://webcontact.ncjrs.gov/ncjchat/chat.jsp>. The Response Center operates from 10:00 a.m. to 6:00 p.m. ET, Monday through Friday, and from 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://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](#).

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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.

This solicitation's purpose is to support enhanced collaborative model task forces to combat human trafficking, as defined by the Trafficking Victims Protection Act (TVPA) of 2000 and its reauthorizations. This program will provide funding for services to victims of human trafficking, as defined by 22 U.S.C. 7102.

Statutory Authority

22 U.S.C. § 7105(b)(2)

Specific Information

The purpose of the Enhanced Collaborative Model (ECM) Task Force to Combat Human Trafficking program is to develop, expand, or strengthen a multidisciplinary approach to fight human trafficking. This collaborative approach must include victim and social service providers, law enforcement and prosecution personnel (local, state, and federal), and a range of other governmental and non-governmental partners that work together to provide a diverse set of appropriate services for trafficking victims; train law enforcement and other stakeholders how to identify victims of trafficking in persons and [related offenses](#); and provide justice for victims through the investigation and prosecution of their traffickers.

This solicitation requires two separate but coordinated applications; one application from an eligible lead law enforcement agency, and one from an eligible lead victim service organization. These two applications should be developed collaboratively and submitted as a pair.

- **Category 1: Development of Human Trafficking Task Forces:** Task forces that have newly formed (formally operational less than 3 years) or have never received funding under the OJP Enhanced Collaborative Model Task Force Program are eligible to apply.

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

- **Category 2: Existing Human Trafficking Task Forces:** Task forces that have been formally operational for a minimum of 3 years and can demonstrate strong task force leadership and structure and have a history of identifying trafficking victims and prosecuting traffickers. Task forces that have previously received OJP Enhanced Collaborative Model Task Force Program funding for a grant that ends on or before September 30, 2021, are eligible to apply.

Funding under Category Area 2 allows task forces to expand their task force operations and partnerships, implement task force sustainability plans, and assist OJP in building the capacity of other task forces in the field.

Mandatory Program Requirements

1. **Submit the policies, procedures, and rules governing the provision of services—including any protocols that govern task force operations that relate to investigations and prosecution—to OVC for review (post-award, as may be required by OVC).**
2. **Participate in OVC-required training and technical assistance to ensure task force policies and procedures follow applicable federal and state laws protecting the civil rights of program participants and staff (post-award).**
3. **Ensure that any staff, partner staff, or service providers working with trafficking victims are adequately licensed and trained to work with such victims, including by accessing OVC-supported training and technical assistance.**
4. **Ensure the task force coordinator and one other key staff member from both the lead law enforcement agency and lead victim service provider attend an in-person or remote OVC grantee orientation, and have relevant staff participate in OVC-sponsored training and technical assistance.**

Goals, Objectives, Deliverables, and Timeline

Goals

The ECM program goal is to support a sustainable, long-term, multidisciplinary task force approach to combat human trafficking.

Objectives

1. Develop, sustain, and strengthen leadership structure and coordination of multidisciplinary human trafficking task force partnerships and activities using the [Multidisciplinary Collaborative Model for Anti-Human Trafficking Task Forces: Development and Operations Roadmap](#) as a guide.
2. Identify and serve victims of all types of human trafficking.
3. Implement victim-centered, trauma-informed, and collaborative approaches through the development and consistent implementation of task force protocols and training.
4. Active involvement from all task force partners in planning and executing proactive investigations and prosecutions. Proactive investigations involve the use of more advanced investigative methods and criminal intelligence gathering and analysis, and go beyond traditional online and vice-style operations. Proactive investigations involve in-depth pre-planning and active collaboration from victim service providers, prosecutors, and key multidisciplinary partners. Some examples of activities that would be considered proactive include leveraging existing data sources and criminal intelligence gathering and analysis to target investigative strategies based on the type of human trafficking crime (e.g., illicit massage businesses, trafficking of minors, labor trafficking), conducting concurrent financial investigations, outreach to vulnerable populations, community-oriented and awareness activities, and conducting assessments of available data on labor industries in the community such as prior safety or labor/wage violations or visa abuses.
5. Investigate, refer, and [prosecute](#) both sex and labor trafficking cases at the local, state, tribal, and federal levels.
6. Assist victims of sex trafficking and labor trafficking in achieving increased safety, independence, self-sufficiency and well-being through the provision of appropriate services.
7. Collect data and conduct ongoing assessment activities to determine if the program is meeting stated goals and objectives.

Deliverables

Category 1 task forces will be expected to complete the following:

1. Establish and formalize the task force leadership, membership, and structure to ensure broad membership and engagement with essential agencies and individuals, to include survivor leaders/advocates. **Within 12–18 months of award acceptance, the grantee will submit a Memorandum of Understanding (MOU) to OJP documenting the structure, personnel, and roles of task force members.**
2. Expand collaborative partnerships among federal, state, local, and tribal law enforcement, prosecution, nongovernmental, labor, and regulatory agencies and system- and community-based service providers.
3. Identify a **full-time task force coordinator** to manage the day-to-day work of task force activities. The coordinator will manage partnership growth and sustainability and ensure completion of both the administrative and operational activities of the multidisciplinary task force. The coordinator may be supported from either the victim service provider agency or the law enforcement agency. Applicants may benefit from reviewing this webinar [resource](#) on the role of a task force coordinator.
4. **Conduct a data-driven community assessment**, factoring in the experiences of task force stakeholders, to identify areas within the community where vulnerabilities for trafficking exploitation may be occurring.
5. **Finalize and implement task force protocols** related to information sharing and confidentiality, referrals to/from law enforcement and victim service providers, communication and working with the media, and data collection and data sharing (within the second year of the award). Sample protocol development checklists are available [here](#).
6. **Jointly deliver targeted training and public awareness materials** about sex trafficking and labor trafficking that have a shared message. Task forces should plan on leveraging existing training resources created by OVC training and technical assistance (TTA) providers, such as [Understanding Human Trafficking](#) and those available on the [Anti-Human Trafficking Training and Technical Assistance](#) web page. Trainings will focus on identifying victims of sex trafficking and labor trafficking; trauma-informed care principles and practices, including protocols for identifying, screening, and interviewing victims of human trafficking; and victim-centered strategies for investigating and prosecuting human trafficking cases. OVC's technical assistance providers will review and consult on the content of planned task force trainings.
7. Provide (directly and through partnerships) an array of services that victims of sex and labor trafficking require to address their individualized needs for safety, security, and healing. See the "[Types of Victim Services that OVC Funds](#)" chart for the types of services that may be provided to trafficking victims under this award.

Conduct proactive investigations and prosecutions of sex trafficking and labor trafficking crimes and related offenses. Proactive investigations involve the use of more advanced investigative methods and criminal intelligence gathering and analysis, and go beyond traditional online and vice-style operations. Proactive investigations involve in-depth pre-planning and active collaboration from victim service providers, prosecutors, and key multidisciplinary partners. Some examples of activities that would be considered proactive include leveraging existing data sources and criminal intelligence gathering and analysis to target investigative strategies based on the type of human trafficking crime (e.g., illicit massage businesses, trafficking of minors, labor trafficking), conducting concurrent financial investigations, outreach to vulnerable populations, community-oriented and awareness activities, and conducting assessments of available data on labor industries in the community such as

prior safety or labor/wage violations or visa abuses.

9. Assess task force performance and **produce annual reports** documenting task force efforts.
10. **Develop a sustainability plan** for human trafficking task force operations.

Category 2 Task forces will be expected to complete the following:

1. **Refine existing task force protocols** related to information sharing and confidentiality, referrals to/from law enforcement and victim service providers, communication and working with the media, and data collection and data sharing. Based upon task force growth and expansion, **conduct an assessment of gaps in shared protocols and develop new task force protocols to support task operations.**
2. Strengthen and expand collaborative partnerships among federal, state, local, and tribal law enforcement, prosecution, nongovernmental, labor, and regulatory agencies and system- and community-based service providers.
3. Identify a **full-time task force coordinator** to manage the day-to-day work of task force activities. The coordinator will manage partnership growth and sustainability and ensure completion of both the administrative and operational activities of the multidisciplinary task force. The coordinator may be supported from either the victim service provider agency or the law enforcement agency. Applicants may benefit from reviewing this webinar [resource](#) on the role of a task force coordinator.
4. Conduct proactive investigations and prosecutions of sex trafficking and labor trafficking crimes. Proactive investigations involve the use of more advanced investigative methods and criminal intelligence gathering and analysis, and go beyond traditional online and vice-style operations. Proactive investigations involve in-depth pre-planning and active collaboration from victim service providers, prosecutors, and key multidisciplinary partners. Some examples of activities that would be considered proactive include leveraging existing data sources and criminal intelligence gathering and analysis to target investigative strategies based on the type of human trafficking crime (e.g., illicit massage businesses, trafficking of minors, labor trafficking), conducting concurrent financial investigations, outreach to vulnerable populations, community-oriented and awareness activities, and conducting assessments of available data on labor industries in the community such as prior safety or labor/wage violations or visa abuses.
5. Provide (directly and through partnerships) an array of services that victims of sex and labor trafficking require to address their individualized needs for safety, security, and healing. See the "Types of Victim Services that OVC Funds" chart for the types of services that may be provided to trafficking victims under this award.
6. **Jointly deliver targeted training and public awareness materials** about sex trafficking and labor trafficking that have a shared task force message. Task forces should plan on leveraging existing training resources created by OVC TTA providers, such as [Understanding Human Trafficking](#) and [Anti-Human Trafficking Training and Technical Assistance](#). Trainings will focus on identification of victims of sex trafficking and labor trafficking; trauma-informed care principles and practices, including trauma-informed protocols for identifying, screening, and interviewing victims of human trafficking; and victim-centered strategies for investigating and prosecuting human trafficking cases. OJP's technical assistance providers will review and consult on the content of planned task force trainings.
7. Continue sustainability planning for long term human trafficking task force operations.
8. Under the direction of OVC and OVC TTA providers, **provide peer support to newer task forces** by participating in a minimum of two webinars or presentations to highlight promising practices in human trafficking task force operations, investigations, and victim services.
9. **Develop annual reports** documenting task force accomplishments, new protocols, and, under the direction of OVC and OVC TTA providers, **tools or resources** to highlight a multidisciplinary task force promising or effective practice to share as a resource for other jurisdictions, including rural or tribal communities.

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

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."

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

Solicitation Category

Competition ID Enter to sort	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-OVC-2021-00018-PROD	Development of Human Trafficking Task Forces (2 awards per task force)	18	\$750,000.00	10/1/21 12:00 AM	36
C-OVC-2021-00019-PROD	Expanding Human Trafficking Task Force Effectiveness (2 awards per task force)	12	\$750,000.00	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

\$22,500,000.00

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 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

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

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 would be considered an unallowable contingency payment (see 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/tokens; money to pay for child care or gift cards for meals that are necessary when participants receive services) are allowable.

Primary Prevention Activities

Victim service provider budgets may not include funds for primary prevention activities, due to statutory limitations.

Purchase/Lease Vehicles

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

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

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.

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.

Cost Sharing or Matching Requirement

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:

- Identical Proposal Abstracts.
- Identical Proposal Narratives.
- Individualized, separate Budget Worksheets and Budget Narratives (web-based form), and
- Identical Task Force MOUs.

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

Include a proposal abstract (no more than 400 words) summarizing the proposed project as described below:

- Formal name of the human trafficking task force
- Description of the geographic area where task force activities will be focused
- Legal name of both the law enforcement applicant and victim service provider applicant
- Amount of federal funding requested by the law enforcement applicant and the victim service provider applicant
- The number of human trafficking investigations and prosecutions each year for the jurisdiction in the last three years.
- The number of trafficking victims served by the victim service provider and funded partners each year in the last three years.

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

1. Identify the nature and scope of the problem that the program will address. Applicants must demonstrate the problem of human trafficking within the targeted geographic area. Applicants should cite the source(s) of this data, which could include local, state, and federal data regarding investigations, prosecutions, and the number of individuals identified as victims of human trafficking in the proposed geographic area along with data from victim service providers or other local stakeholders.
2. Describe previous or current attempts to respond to human trafficking in the geographic area, including a description of previous task force efforts, if any, and documentation of the number of trafficking victims served during the last three years within the targeted geographic area. At a minimum, applicants must identify the total number of victims they previously identified and served within the targeted geographic area, and the types of victims assisted (sex or labor trafficking victims).
3. Describe the communities to be served, including the geographic location, populations in the service area, and any unmet needs regarding identifying and serving victims of all forms of human trafficking.
4. Describe any efforts funded through OJP, the Department of Health and Human Services (HHS), the Office on Violence Against Women, or with Victims of Crime Act (VOCA) state victim assistance funds. Explain how proposed project is not duplicative and targets identified gaps.

b. Project Design and Implementation

The application must provide a clear link between the proposed activities and the need identified in the "Statement of the Problem" section above. [The [Multidisciplinary Collaborative Model for Anti-Human Trafficking Task Forces: Development and Operations Roadmap and the Human Trafficking Task Force e-Guide](#) serve as technical assistance resources for both new and established task forces and describe the core functions of a successful multidisciplinary task force.

1. Describe the task force leadership structure (existing or planned). Applicants should name the individuals, their roles and responsibilities, and the organizations that they represent.
2. Describe task force membership and structure, identifying representation from law enforcement, prosecutorial agencies, victim service providers, local regulatory agencies, and other related organizations. Provide a plan for regularly scheduled multidisciplinary task force meetings. Monthly meetings of task force leadership are recommended.
3. Describe how the project will identify victims of all forms of human trafficking.
4. Describe how the project will address the individualized needs of victims of all forms of trafficking through the delivery of an array of services that will be provided with grant funds (see the "Types of Victim Services that OVC Funds" chart). Describe how and where the services will be provided.
5. Describe how the task force coordinator will communicate and coordinate all task force activities with the law enforcement and victim service partner. **The individual performing these responsibilities and the percentage of time that they dedicate to these administrative activities should be clearly indicated as "Task Force Coordination" within the budget.**
6. Outline the plan for protocol and procedure development. All applicants must identify the type of protocols that will be developed within the 3-year project period, and include this activity on the Time-Task Plan. See the Activities and Deliverables section for any specific protocols that must be developed.
7. Describe how victim safety and confidentiality will be ensured during victim identification, investigations, and service delivery. Describe how the applicant will ensure that any applicant staff or funded partner staff working with trafficking victims are adequately licensed and/or trained to work with victims.
8. Describe plans for delivering training to task force partners to ensure that partners are prepared to identify and refer victims to appropriate services and investigate and prosecute cases with a trauma-informed approach. Applicants should describe how they will leverage existing training, including OVC's foundational online training [Understanding Human Trafficking](#), for staff and partners. Post award, grantees will consult with OVC training and technical assistance providers regarding available content to inform training funded under this solicitation.

c. Capabilities and Competencies

1. Demonstrate the institutional experience and expertise of both applicants to effectively implement the solicitation requirements.
2. Identify the program staffing and management structure and how key staff will be supervised.
3. Demonstrate that the individuals and organizations identified have the capacity and training to implement project activities, including the expertise necessary to investigate and prosecute trafficking crimes, provide services to human trafficking victims, provide training to task force partners, and work collaboratively as a member of a multidisciplinary team.
4. Provide position descriptions for staff to be hired.
5. Describe the applicant's experience managing federal grants that support services to crime victims and/or law enforcement efforts. Document the administrative and financial capacity to manage federal grants.

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 ECM 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.

In preparing its budget, the applicant is to review carefully the following and address in the Budget Worksheet (and its accompanying narrative information).

Victim Service Providers

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

Law Enforcement Agencies

Personnel to support law enforcement investigations and prosecutions, to include analytical and intelligence functions that directly support human trafficking cases.

All Grantees

1. Administrative costs: Administrative costs are costs related to the salary and fringe benefits of executive-level leadership and accounting/financial administration. Administrative costs must be reasonable and allocable.
2. Travel for required trainings: The "Travel" category of the Budget Detail Worksheet should include costs to support the travel of staff to attend trainings related to human trafficking and/or multidisciplinary team operations (e.g., conflict resolution, strategic planning).

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

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](#).

Task Force Memorandum of Understanding/Agreement (MOU or MOA)

Applicants must submit a task force MOU or MOA that clearly articulates the specific roles and responsibilities of each partner and the level of involvement each agency will have in the overall task force operations. At a minimum, the MOU should include the following information:

- Task force name.
- Purpose and commitment to the task force vision, mission, and objectives.
- Roles and responsibilities of the core law enforcement and victim service partners with regard to task force leadership, task force administration, meeting participation, proactive investigation of trafficking crimes, identification of victims, direct victim services, training, public awareness, and outreach.
- Proposed time period for the collaborative work (3 years, beginning October 1, 2021, through September 30, 2024). Signatures from both the lead victim service provider applicant and a lead law enforcement or prosecutorial applicant.

Category 1 applicants must submit, with their application, Letter(s) of Intent (LOI) signed by the following individuals:

- The head of the applicant law enforcement agency.
- The head of the applicant victim service organization.
- A representative of at least one federal law enforcement agency—Homeland Security Investigations (HSI) or the FBI—with jurisdiction over the proposed geographic region of the task force.

If the proposed geographic area of the task force includes tribal lands, applicants should also submit an LOI from a tribal law enforcement agency, including Bureau of Indian Affairs (BIA) direct service law enforcement, BIA contract law enforcement, tribal law enforcement, or another applicable law enforcement agency with jurisdiction within tribal land. Letters of Intent must demonstrate a commitment to active engagement and substantive participation in task force activities, if the application is funded. The LOI can be submitted jointly or separately, but must be included as a separate attachment to the application. For more information on what the task force LOI must include, see page 16.

Category 1 grantees are encouraged to seek collaboration with their jurisdiction's United States Attorney's Office (USAO).

Successful applicants under **Category 1** will have 12–18 months from the date that they accept the award to develop a task force MOU signed by the lead law enforcement agency, the lead victim service provider, tribal law enforcement (where applicable), and at least one federal law enforcement agency (FBI or HSI). All awards made under **Category 1** will include a special condition precluding access to the full amount of grant funds until an MOU is received and approved by the awarding agencies.

Category 2 applicants are required to submit a Task Force MOU that includes signatures from the following representatives:

- The lead law enforcement agency.
- The lead victim service provider.
- Federal law enforcement representation, preferably both FBI and HSI. Participation of both HSI and the FBI has been identified as a promising practice of the most successful OJP-funded task forces. If the proposed geographic area of the task force includes tribal lands, the MOU should also include a signature from tribal law enforcement, including BIA direct service law enforcement, BIA contract law enforcement, tribal law enforcement, or another applicable law enforcement agency with jurisdiction within tribal land. See page 14 for list of the required elements of the Task Force MOU.

Category 2 applicants are encouraged to seek an MOU signature from the USAO that has jurisdiction over the geographic region covered by the task force.

Category 2 applicants should anticipate that if they fail to submit an MOU, submit an MOU that does not include signatures from all of the required partners, or submit an MOU that does not meet all of the required elements outlined on pages 14–16, it will have negative implications during the peer review process. Should a decision be made to make an award, it will result in the inclusion of award conditions that preclude the law enforcement grantee and the victim service provider grantee from accessing or using award funds, pending submission and acceptance of a fully executed Task Force MOU.

Subaward MOU and/or Letters of Intent (LOI)

Separate from the Task Force MOU, for investigative, prosecutorial, or victim service work to be provided by project partners who are not Task Force MOU signatories, the applicant must name the project partner that will provide the specific work or service in the proposal narrative, and include, as an attachment to the application, an LOI or MOU describing the commitment from that organization to perform a specific deliverable under the award. The subaward LOI or MOU should describe 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. All subaward MOU and LOI should be submitted as one separate attachment to the application.

Subaward MOU and LOI must include—

- organization names;
- scope of the work to be performed;
- duration of the agreement;
- estimated cost of services provided, describing whether it is a fee-for-service, in-kind match, or no cost; and
- whether or not there is a cap on the total amount of the agreement, including limits of hours worked, clients served, etc.

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.

Plan for Conducting Proactive Trafficking Investigations and Prosecutions

This attachment must be double-spaced, using 12-point Times New Roman font with 1-inch margins, should not exceed 10 pages, and must—

- Include a statement from the lead victim service provider applicant that indicates their input and concurrence into this plan.
- Identify the organizational unit from which investigative or prosecutorial efforts will be based.
- Describe the staffing plan.
- Describe how the law enforcement agency will work collaboratively with victim service provider partners in conducting victim-centered investigations.
- Describe the various investigative strategies that the law enforcement agency does or will employ to investigate all forms of trafficking.
- Explain how other federal, state, local, and tribal law enforcement human trafficking investigations and prosecutions are or will be coordinated.
- Describe how tips related to crimes of human trafficking are or will be investigated.
- Describe how victims of trafficking involved in investigations are or will be identified by law enforcement and referred for services.
- Describe any existing protocols that address identifying victims, interviewing victims, and notifying victims of their rights as crime victims.
- Describe how victim confidentiality is or will be maintained by the law enforcement agency.

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](#).

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 (40%) - evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies (20%) - 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 (10%) - evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
5. Budget (15%) - 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 (5%) - evaluate relevance of partners included and clear roles defined and required signatures on MOU.

b. Other Review Criteria/Factors

Other important considerations for OVC include geographic diversity, strategic priorities (specifically including, but not limited to, those mentioned above relating to addressing specific challenges that rural communities face, high-poverty areas or persistent-poverty counties, demonstrable potential enhancement to public safety in one or more federally designated Qualified Opportunity Zones), 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.

Types of Victim Services that OVC Funds

Type of Service	Service Provision Terms
Advocacy and Legal Assistance	<ul style="list-style-type: none">▪ Criminal Justice System-Based Advocacy▪ Legal Services
Client Coordination	<ul style="list-style-type: none">▪ Client Intake▪ Client Orientation▪ Ongoing Case Management▪ Social Service Advocacy and Explanation of Benefits/Entitlements/Availability
Client Safety and Well-Being	<ul style="list-style-type: none">▪ Crisis Intervention▪ Emotional/Moral Support (Informal Counseling)▪ Mental Health Treatment (Emergency and Long-Term)▪ Protection/Safety Planning
Education/ Employment Assistance	<ul style="list-style-type: none">▪ Education▪ Employment Assistance
Health-Related Services	<ul style="list-style-type: none">▪ Dental (Emergency and Long-Term)▪ Medical Care (Emergency and Long-Term)▪ Substance Abuse Treatment
Provision of Material and Housing Assistance	<ul style="list-style-type: none">▪ Childcare▪ Financial Assistance▪ Housing/Shelter Advocacy▪ Housing/Shelter Assistance▪ Personal Items
Reunification and Repatriation Assistance	<ul style="list-style-type: none">▪ Family Reunification▪ Repatriation
Support Services	<ul style="list-style-type: none">▪ Interpreter/Translator▪ Transportation

Application Checklist

Enhanced Collaborative Model Task Force to Combat 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
- 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 \$750,000 (\$1.5 million per task force).

Eligibility Requirement:

- State governments
- City or township governments
- County governments
- Native American tribal governments (federally recognized)
- Native American tribal organizations (other than federally recognized tribal governments)
- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
- 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](#) 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.

- Identical Proposal Abstracts
- Identical Program Narratives
- Individualized, separate Budget Worksheets and Budget Narratives (web-based form)

Content of Application Submission

- 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 *[insert if applicable, consult with OGC]*

Additional Application Components

- Tribal Authorizing Resolution (if applicable) (see [OJP Grant Application Resource Guide](#))
- Task Force Memorandum of Understanding/Agreement (MOU or MOA)
- Subaward MOUs and/or Letters of Intent
- Position Descriptions and Resumes
- Project Time-Task Plan
- Plan for Conducting Proactive Trafficking Investigations and Prosecutions
- Research and Evaluation Independence and Integrity *[insert if listed in the solicitation]* (see [OJP Grant Application Resource Guide](#))
- Documentation of high-poverty or persistent poverty counties (if applicable)
- Documentation of Advancing DOJ Priorities (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 or 833-872-5175 regarding technical difficulties