

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



OVC FY 2023 Human Trafficking Training and Technical Assistance Program

Assistance Listing Number # 16.320

Grants.gov Opportunity Number: O-OVC-2023-171670

Solicitation Release Date: March 16, 2023 9:00 AM ET

Step 1: Application Grants.gov Deadline: May 08, 2023 11:59 PM ET

Step 2: Application JustGrants Deadline: May 15, 2023 8:59 PM ET

Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) seeks applications for funding to provide training and technical assistance (TTA) to assist OVC anti-trafficking grantees and the human trafficking field. This program furthers the DOJ's mission by enhancing stakeholders' responses to human trafficking and increasing trafficking victims' access to quality services.

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

Solicitation Categories

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-OVC-2023-00016-PROD	Purpose Area 1: TTA for Legal Providers	1	\$2,000,000	10/1/23 12:00 AM	36
C-OVC-2023-00017-PROD	Purpose Area 2: Enhancing Grantee Responses to Labor Trafficking	1	\$1,000,000	10/1/23 12:00 AM	36

Eligible Applicants:

For profit organizations other than small businesses, 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, Private institutions of higher education, Public and State controlled institutions of higher education, Small businesses

An applicant entity may submit more than one application, if each application proposes a different project in response to the solicitation. Also, an entity may be proposed as a subrecipient (subgrantee) in more than one application.

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

OVC may elect to fund applications submitted under this FY 2023 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

Contact Information

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

Pre-application Information Session

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

Submission Information

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

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

Step 1: The applicant must submit by the Grants.gov deadline the required **Application for Federal Assistance standard form (SF-424)** and a **Disclosure of Lobbying Activities (SF-LLL)** form when they register in Grants.gov at <https://www.grants.gov/web/grants/register.html>. **Submit the SF-424 and SF-LLL as early as possible, but no later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov, they will be unable to apply in JustGrants.

For technical assistance with submitting the SF-424 and a SF-LLL in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, Grants.gov Customer Support, or support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

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

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

OJP encourages applicants to review the "[How To Apply](#)" section in the [OJP Grant](#)

[Application Resource Guide](#) and the [JustGrants website](#) for more information, resources, and training. Applicants should maintain all receipts and confirmations received from SAM.gov, Grants.gov, JustGrants systems.

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Program Description

Overview

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

To enhance capacity to identify, assist, and provide services to all victims of human trafficking, OVC leads the Nation in supporting victim-centered and trauma-informed programs, policies, and resources that promote justice, access, and empowerment. With this solicitation, OVC seeks to provide training and technical assistance (TTA) to assist OVC anti-trafficking grantees and the human trafficking field in ensuring successful outcomes for survivors of human trafficking, as defined by 22 U.S.C. § 7102(11).

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, as amended (22 U.S.C. § 7105(b)(2)).

Specific Information

The purpose of this program is to support OVC's anti-trafficking grantees and other stakeholders through the provision of TTA and the development of tools and resources. As of January 2023, OVC manages nearly 500 anti-trafficking awards, and the majority of these awards support direct services for trafficking survivors, including case management, housing, legal services, and more.

Applicants are invited to apply under one or more of the following two purpose areas:

Purpose Area 1: TTA for Legal Providers

Trafficking victims have a broad range of legal needs that cut across areas of legal practice, including immigration law, civil litigation, victims' rights enforcement, and criminal record relief. Legal services are consistently among the services most frequently provided by OVC anti-trafficking grantees, yet there are many legal professionals who are unfamiliar with the unique legal needs that victims of all ages encounter as a result of trafficking. Because of the rapidly changing legislative landscape at the federal and state level, and the various areas of legal practice implicated, there is high demand for cutting-edge TTA for legal providers assisting trafficking victims. The goal of Purpose Area 1 is to increase human trafficking victims' access to the full spectrum of legal remedies by

enhancing the quality and quantity of legal services available across the country for human trafficking survivors.

Target TTA audience: Legal service providers, especially OVC anti-trafficking grantees and their subrecipients, providing legal services to trafficking victims.

Scope of technical assistance: The proposed project must address the full range of legal needs of trafficking victims, including, but not limited to, immigration law, family law, employment law, victims' rights enforcement, civil actions, criminal record relief, and criminal restitution. TTA can also assist legal providers in developing additional resources such as pro bono partnerships to expand legal services. The applicant must demonstrate the capacity to provide training and support to legal service providers throughout the United States, including U.S. territories and Tribal lands. OVC encourages applications that are partnerships between organizations with different areas of legal expertise.

Activities: At a minimum, the TTA provider will support legal practitioners with the following technical assistance activities:

- Provide technical assistance to legal providers on the full range of legal remedies available to trafficking survivors.
- Provide intensive support to OVC anti-trafficking grantees and their partners providing legal services. Support may include document reviews, program consultations and troubleshooting, working group calls, and more.
- Develop and deliver synchronous and asynchronous training on a variety of legal topics, with a specific focus on areas of practice with fewer resources and practitioners, such as victims' rights enforcement.
- Develop and distribute TTA materials and identify and disseminate other publicly available materials related to legal remedies to help build the capacity of legal providers.
- Provide training at relevant conferences, through webinars, or through other mechanisms.
- Implement a mechanism to solicit feedback from TTA recipients.
- Coordinate with other OVC-funded TTA provider grantees to leverage expertise, deliver joint training or resources, and avoid duplication of efforts through regular communication.
- Other activities, as required, to meet the stated goals and objectives.

Applicants should propose how they will leverage existing training and resources focused on legal services for trafficking victims and other populations funded through OVC, other federal partners, and more, including those funded through Purpose Area 1 of the [OVC FY 2018 Specialized Human Trafficking Training and Technical Assistance](#) program. Relevant resources can be found on [OVC's human trafficking microsite](#) and TTA provider websites. Applicants must describe how they will coordinate with existing TTA providers working with OVC anti-trafficking grantees across programs to prevent duplication. The successful applicant will develop relevant collaboration mechanisms.

Purpose Area 2: Enhancing Grantee Responses to Labor Trafficking

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

[OVC-funded TTA providers](#) have created training and tools on labor trafficking that can be used by anti-trafficking stakeholders, including foundational resources and industry- or population-specific materials. OVC grantees, however, desire more support for delivering tailored training that meets the specific roles and knowledge of partners and stakeholders in their communities. They have identified the need to map community stakeholders who are working with populations at risk of labor trafficking; develop meaningful partnerships with such organizations; and leverage relevant data, including data on labor law violations, underserved and historically marginalized populations, potential victims of forced criminality interacting with the criminal and juvenile justice systems, and more. Grantees have also highlighted the limited knowledge among staff and community partners about what labor trafficking looks like and who might be a victim, especially in relation to labor trafficking involving U.S. citizens, victims of forced criminality, and persons trafficked within families.

Target audience: Under this purpose area, the grantee will provide technical assistance to OVC's anti-trafficking grantees across various programs in enhancing their responses to labor trafficking. The selected applicants will make supporting OVC FY 2023 anti-trafficking grantees a priority, as these grantees will have committed to enhancing their organizational or community response to labor trafficking in concrete ways outlined in their award application. Applicants should propose a strategy on grantee outreach and support that makes grantees with the greatest need or most complex challenges related to enhancing responses to labor trafficking the priority.

Activities: At a minimum, the TTA provider will support OVC anti-trafficking grantees with the following technical assistance activities:

- Community resource and partnership mapping.
- Support initiating, formalizing, or strengthening partnerships with relevant stakeholders, including but not limited to—
 - stakeholders in specific industries or labor sectors, including unions and worker centers.
 - culturally specific organizations.
 - medical providers.
 - consulates.
 - labor officials.
 - child welfare workers.

- immigration system stakeholders, including attorneys and paralegals.
- criminal and juvenile justice system stakeholders, including defense attorneys.
- Designing and reviewing outreach or programmatic materials as well as relevant organizational resources, such as language access plans.
- Leveraging, adapting, and reviewing tailored training and resources for community partners.
- Designing and implementing training for organizational staff.
- Assistance in identifying, accessing, and analyzing relevant community data.
- Connecting with similar organizations to engage in peer learning.

Applicants should propose how they will use existing training and resources focused on labor trafficking funded through OVC, other federal partners, and more, including those funded through Purpose Area 2 of the [OVC FY 2019 Specialized Human Trafficking Training and Technical Assistance and Resource Development](#) program. Relevant resources can be found on [OVC's human trafficking microsite](#) and TTA provider websites. Applicants must describe how they will coordinate with existing TTA providers working with OVC anti-trafficking grantees across programs to prevent duplication. The successful applicant will develop relevant collaboration mechanisms.

For All Purpose Areas

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.

Mandatory Program Requirements

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

1. Proactively collaborate with other OVC human trafficking TTA providers to prevent duplication and strengthen the accessibility of training and resources.
2. Modify program implementation or deliverables, as requested by OVC, to meet emerging needs, deconflict with other federally funded initiatives, or enhance efforts by jointly delivering TTA.
3. Ensure that the project coordinator/program director and other relevant staff participate in any grantee orientations and OVC-sponsored TTA.
4. Provide all grant-funded staff at least one session of training (to be delivered by individuals or organizations with reasonable and demonstrable expertise) related to diversity, equity, inclusion, or accessibility and tied to program goals and objectives annually.

Involvement of Impacted Communities and Individuals With Lived Experience

Proposed projects should leverage the insight and experience of survivors and impacted communities, whether through hiring staff with lived experience, the participation of consultants, a survivor or community advisory board, or some other method. The applicant should describe how this involvement will impact the implementation and budget of the project.

Goals, Objectives, and Deliverables

Goals

The primary program goals are to (1) improve the quality and quantity of services offered to trafficking survivors; (2) increase collaboration among OVC grantees, other federally funded service providers and programs, community partners, and other stakeholders to enhance victim identification, service delivery, and multidisciplinary responses; (3) support grantees and their partners in intentional and sustainable engagement with survivors and impacted communities to improve anti-trafficking programming; and (4) support OVC human trafficking grantees in meeting their award goals and objectives.

Objectives

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

The overall objectives are to strengthen and expand the skills, expertise, and capacity of OVC human trafficking grantees, their program partners, and other stakeholders to provide victim-centered and trauma-informed responses to victims of human trafficking through TTA provision.

Objectives include (1) providing intensive training and technical assistance to OVC human trafficking grantees and other key purpose area stakeholders; (2) developing and disseminating resources and training on the purpose area topic; (3) increasing OVC grantees' and partners' expertise and specialized skills; (4) collaborating with other OVC human trafficking TTA providers; and (5) supporting data collection and assessment activities.

Deliverables

Deliverables for both Purpose Areas include the training and technical assistance provided, measured by TTA requests received, TTA requests delivered, type of TTA provided, number of persons trained, and other key data points.

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

Ensuring Civil Rights

Federal laws prohibit recipients of funding administered by the OJP from discriminating in the delivery of services on the basis of age, race, color, national origin, religion, or disability. Applicable federal laws also prohibit recipients from discriminating on the basis of disability in their employment practices, and from discriminating against employees and beneficiaries on the basis of sex in funded education or training programs.

Recipients are also obligated under federal civil rights laws to provide meaningful access

to their programs and activities for persons with [limited English proficiency](#). Under certain circumstances, it might be permissible to limit services based on age. Please note that other federal, state, or local laws prohibiting discrimination may apply.

Enhancing Access to Services and Promoting Survivor Autonomy

OVC is committed to an approach to human trafficking that is trauma-informed, victim-centered, survivor-informed, culturally responsive; and evidence-based. Definitions of these concepts are available in the glossary of [OVC's Model Standards for Serving Victims and Survivors of Crime](#).

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

Limitation on Use of Funds (22 U.S.C. § 7110(g))

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

1. Restriction on programs – No funds made available to carry out this chapter, or any amendment made by this chapter, may be used to promote, support, or advocate the legalization or practice of prostitution. Nothing in the preceding sentence shall be construed to preclude assistance designed to promote the purposes of this Act by ameliorating the suffering of, or health risks to, victims while they are being trafficked or after they are out of the situation that resulted from such victims being trafficked.
2. Restriction on organizations – No funds made available to carry out this chapter, or any amendment made by this chapter, may be used to implement any program that targets victims of severe forms of trafficking in persons described in section 7102(9)(A) of this title through any organization that has not stated in either a grant application, a grant agreement, or both, that it does not promote, support, or advocate the legalization or practice of prostitution. The preceding sentence shall not apply to organizations that provide services to individuals solely after they are no longer engaged in activities that resulted from such victims being trafficked.

Pursuant to the statute above, OVC requires grantees under this program to agree to the following award condition: *Recipient certifies that it does not promote, support, or advocate the legalization or practice of prostitution, nor will it use grant funds or program match funds to promote, support, or advocate the legalization or practice of prostitution.*

Information on Managing Human Trafficking Awards

For more information on implementation of OVC Human Trafficking awards, please consult the [OVC Human Trafficking Program FAQs](#).

Evidence-Based Programs or Practices

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

[Application Resource Guide](#).

Information Regarding Potential Evaluation of Programs and Activities

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

Priority Areas

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

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

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

A. Applications that propose project(s) that are designed to promote racial equity and the removal of barriers to access and opportunity for communities that have been historically underserved, marginalized, and adversely affected by inequality.

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

B. Applicants that demonstrate that their capabilities and competencies for implementing their proposed project(s) are enhanced because they (or at least one proposed subrecipient that will receive **at least 40%** of the requested award funding, as

demonstrated in the Budget Web-Based Form) identify as a *culturally specific organization*.

To receive this additional priority consideration, applicants must describe how being a culturally specific organization (or funding the culturally specific subrecipient organization (s)) will enhance their ability to implement the proposed project(s) and should also specify which populations are intended or expected to be served or to have their needs addressed under the proposed project(s).

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

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

Federal Award Information

Solicitation Categories

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-OVC-2023-00016-PROD	Purpose Area 1: TTA for Legal Providers	1	\$2,000,000	10/1/23 12:00 AM	36
C-OVC-2023-00017-PROD	Purpose Area 2: Enhancing Grantee Responses to Labor Trafficking	1	\$1,000,000	10/1/23 12:00 AM	36

Awards, Amounts and Durations

Anticipated Number of Awards

2

Anticipated Maximum Dollar Amount of Awards

See Purpose Area

Period of Performance Start Date

10/1/23

Period of Performance Duration (Months)

36

Anticipated Total Amount to be Awarded Under Solicitation

3,000,000

Continuation Funding Intent

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

Availability of Funds

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

Type of Award

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

Financial Management and System of Internal Controls

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

Cost Sharing or Matching Requirement

This solicitation does not require a match.

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

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

Limitation on Use of Award Funds for Employee Compensation: Waiver

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

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

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

Costs Associated with Language Assistance (if applicable)

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

Eligibility Information

For eligibility information, see the solicitation cover page.

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

Notice regarding law enforcement agencies: State, local, and university or college law enforcement agencies must be certified by an approved independent credentialing body or have started the certification process to be eligible for FY 2023 DOJ discretionary grant funding. To become certified, the law enforcement agency must meet two mandatory conditions: (1) the agency’s use-of-force policies adhere to all applicable federal, state, and local laws, and (2) the agency’s use-of-force policies prohibit chokeholds except in situations where use of deadly force is allowed by law. The certification requirement also applies to law enforcement agencies receiving DOJ discretionary grant funding through a subaward. For detailed information on this certification requirement, please visit <https://cops.usdoj.gov/SafePolicingEO> to access the Standards for Certification on Safe Policing for Safe Communities, the Implementation Fact Sheet, and the List of Designated Independent Credentialing Bodies.

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

Application and Submission Information

Content of Application Submission

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

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

If OJP determines that an application does not include these elements, it will neither proceed to peer review, nor receive further consideration.

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

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

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

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

Standard Applicant Information (JustGrants 424 and General Agency Information)

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

Proposal Abstract

A Proposal Abstract (no more than 400 words) summarizing the proposed project—including its purpose, primary activities, expected outcomes, the geographic service area, intended beneficiaries, and subrecipients (if known) — must be completed in the JustGrants web-based form. This abstract should be in paragraph form without bullets or tables, written in the third person, and exclude personally identifiable information. Abstracts will be made publicly available on the OJP and USASpending.gov websites if the project is awarded. See the [OJP Grant Application Resource Guide](#) for an

example of a proposal abstract. If priority consideration is being requested, please indicate the priority area(s) A and/or B selected.

Proposal Narrative

The Proposal Narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point font; have no less than 1-inch margins; and should not exceed 20 numbered pages. If the Proposal Narrative fails to comply with these length restrictions, OVC may consider such noncompliance in peer review and in final award decision. Tables, charts, and graphs included in the program narrative can be created in a legible font smaller than 12-point, and will count toward the page limit.

The Proposal Narrative must include the following sections:

a. Description of the Issue

This section must:

1. Describe training and technical assistance and resource needs relevant to the specific purpose area of OVC-funded grantees and other stakeholders assisting victims of all forms of human trafficking in the United States. Identify challenges and opportunities relevant to the purpose area. Applicants should use qualitative and quantitative data to describe the problem, identifying the source of any data or evidence cited.
2. Describe the TTA or resources currently available to OVC grantee and victim service providers to address the particular purpose area, providing an analysis of OVC-funded support and other federally funded resources (see the [OVC website](#) for more information). In light of existing TTA, identify remaining TTA gaps and ongoing challenges related to TTA delivery for the specific purpose area. OVC works closely with federal partners to ensure resource coordination. Applicants should describe existing federally funded trafficking TTA, and describe how the new application meets unmet needs not currently addressed by existing TTA.
3. Describe relevant equity considerations related to the development and delivery of TTA on the particular purpose area topic.

b. Project Design and Implementation

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

This section must:

1. Clearly state the goals and objectives of this project. The goals (i.e., desired outcomes for the project) and objectives (i.e., specific short-term actions that must be taken to reach the goal) must align with those stated in

the Goals, Objectives, and Deliverables section.

2. Provide a detailed description of the proposed activities necessary to implement this project and meet the stated goals and objectives. Proposed activities must, at a minimum, address all programmatic activities outlined under the Purpose Area description above and describe the proposed approach to conducting outreach to and providing TTA to OVC anti-trafficking grantees.
3. Include a timeline for all the tasks and activities to be completed.
4. Link project activities to the requirements of this solicitation and justify the proposed approach.
5. Describe the role of project partners.
6. Describe proactive collaboration with other anti-trafficking TTA providers to prevent duplication and strengthen the accessibility of resources, to include:
 - Engaging in regular communication with other federally funded TTA providers, including participating in regular workgroups and in-person or remote OVC-led TTA provider meetings;
 - Referring TTA requesters and other stakeholders to other TTA providers as needed;
 - Developing and delivering joint TTA, such as webinars, grantee meeting sessions, etc.; and
 - Working collaboratively with other OVC-funded TTA providers as required by OVC.
7. Support for award data collection and assessment including:
 - Collecting data on TTA and participating in performance management and assessment activities to determine if the program is meeting stated goals and objectives; and
 - Implementing a mechanism to solicit feedback from TTA recipients.

If the applicant is seeking priority consideration for **Priority A**, it should address in this section how the proposed project(s) will promote racial equity and the removal of barriers to access and opportunity for communities that have been historically underserved, marginalized, and adversely affected by inequality, and identify how the project design and implementation will specifically incorporate the input or participation of these communities.

c. Capabilities and Competencies

This section must:

1. Demonstrate the institutional experience and expertise (or have submitted formal agreements with partners with experience and expertise with the application) to effectively implement the requirements of this solicitation, including the knowledge and expertise related to:
 - the relevant purpose area topic;
 - responding to the needs of all victims of trafficking;
 - national training and technical assistance; and
 - principles of adult learning and evidence-based practices.
2. Identify the key individuals and organizations involved in the proposed project.
3. Demonstrate that the individuals and organizations identified have the capacity to address the stated need and can successfully implement the proposed project activities.
4. Describe specific roles and responsibilities of all project partners and key staff.
5. Demonstrate that project staff have appropriate training and experience to implement project activities as described in the proposal, document plans and position descriptions for staff to be hired, and detail proposed approach to ensuring staff are informed of trends in the anti-trafficking field and in TTA delivery.
6. Clearly describe who will implement activities as described in the Project Design and Implementation section.
7. Describe their capacity to manage federal funds. If the applicant has other federal funding to deliver training and technical assistance to human trafficking stakeholders, the applicant must describe the scope of each of these grants and describe how staff responsibilities, activities, and data collection on these projects will be tracked separately to avoid duplication.

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

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

This section must include the following information:

1. A plan for collecting all the performance measures data required by this solicitation.

2. A description of the qualifications of key staff who will be responsible for collecting data and reporting performance measures.

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

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

A list of performance measure questions for this program can be found at <https://ovc.ojp.gov/funding/performance-measures/human-trafficking/tta-providers-questionnaire.pdf>.

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

OVC will provide further guidance on the post-award submission process, if the applicant is selected for award.

Note on Project Evaluations

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

Goal, Objective and Deliverables

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

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

Program Objectives. The applicant should explain how the program will accomplish its

goals. Objectives are specific, quantifiable statements of the project's desired results. They should be measurable and clearly linked to the goal and measurable.

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

Budget and Associated Documentation

Budget Worksheet and Budget Narrative (Web-based Form)

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

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

If the applicant is seeking priority consideration under Priority B based on the identification of at least one proposed subrecipient as a culturally specific organization, the proposed funding for the subrecipient in the web-based budget form **must reflect a minimum of 40% of award funding**. The budget narrative must also describe how the activities that will be funded with the (minimum) 40% of award funding provided to the subrecipient **specifically relate to the priority consideration requested** and described in the Capabilities and Competencies section of the application.

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

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

Indirect Cost Rate Agreement (if applicable)

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

Consultant Rate

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

Limitation on Employee Compensation; Waiver

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

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

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

Disclosure of Process Related to Executive Compensation

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

Memoranda of Understanding (MOUs) and Other Supportive Documents

Applicants should include for each named partner, a signed Memorandum of Understanding (MOU), Letter of Intent, or subcontract that confirms the partner’s agreement to support the project through commitments of staff time, space, services, or other project needs. For applications submitted from two or more entities, applicants are encouraged to develop and submit signed MOUs or signed Letters of Intent that provide a detailed description of how the agencies will work together to meet project requirements.

Each MOU or Letter of Intent should include the following: (1) names of the organizations involved in the agreement; (2) scope of the direct service(s) and other work to be performed under the agreement; (3) duration of the agreement. Subcontracts, MOUs, or Letters of Intent should be submitted as one separate attachment to the application.

Additional Application Components

The applicant will attach the additional requested documentation in JustGrants.

Curriculum Vitae or Resumes

Provide resumes of key personnel.

Research and Evaluation Independence and Integrity Statement

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. The applicant will upload documentation of its research and evaluation independence and

integrity as an attachment in JustGrants. For additional information, see the [OJP Grant Application Resource Guide](#).

Plan for Involvement of Impacted Communities and Individuals with Lived Experience

Proposed projects should strategically leverage the insight and experience of survivors and impacted communities, whether through hiring staff with lived experience, the participation of consultants, a survivor or community advisory board, or some other method. Applicants must submit an attachment (**maximum 2 pages**) describing this engagement and how it will impact the implementation and budget of the project.

Disclosures and Assurances

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities

Complete and submit the SF-LLL in Grants.gov. Once the applicant submits in Grants.gov, this information will pre-pend into JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

DOJ Certified Standard Assurances

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

Applicant Disclosure of Duplication in Cost Items

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

DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing

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

Applicant Disclosure and Justification - DOJ High Risk Grantees

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

How to Apply

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

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

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

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

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

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

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

Submission Dates and Time

The **SF-424** and the **SF-LLL** must be submitted in Grants.gov by 11:59 p.m. eastern time on May 8, 2023.

The **full application** must be submitted in JustGrants by 8:59 p.m. eastern time on May 15, 2023.

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates with sufficient time to correct any errors and resubmit by the submission deadlines if a rejection notification is received. To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline. Failure to begin the SAM.gov, Grants.gov, or JustGrants registration process in sufficient time (i.e., waiting until the date identified in this solicitation) is not an acceptable reason for late submission.

Experiencing Unforeseen Technical Issues Preventing Submission of an Application

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

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

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

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

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

If an applicant has technical issues with JustGrants that prevent application submission by the deadline, the applicant must contact the OJP Response Center at

grants@ncjrs.gov within **24 hours of the JustGrants deadline** to request approval to submit after the deadline.

Waiver requests sent to the OJP Response Center must -

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

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

For more details on the waiver process, OJP encourages applicants to review the “Experiencing Unforeseen Technical Issues” section in the [OJP Grant Application Resource Guide](#).

Application Review Information

Review Criteria

Merit Review Criteria

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

- Statement of the Problem/Description of the Issue (20%) – evaluate the applicant’s understanding of the program/issue to be addressed.
- Project Design and Implementation (35%) – evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
- Capabilities and Competencies (25%) – evaluate the applicant’s administrative and technical capacity of the applicant and proposed partners to successfully accomplish the goals and objectives. (5%) – evaluate the strength of the proposed plan and involvement of impacted communities and individuals with lived experience.
- 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.

- Budget (10%) – evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).
- Plan for Involvement of Impacted Communities and Individuals with Lived Experience

Other Review Criteria/Factors

Other important considerations for OVC include geographic diversity, strategic priorities (specifically including, but not limited to, those priority areas already mentioned, if applicable), available funding, past performance, and the extent to which the Budget Web-Based Form accurately explains project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

Review Process

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

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

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

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

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

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

Absent explicit statutory authorization or written delegation of authority to the contrary, all

final award decisions will be made by the Assistant Attorney General, who may consider not only peer review ratings and OVC recommendations, but also other factors as indicated in this section.

Federal Award Administration Information

Federal Award Notices

Generally, award notifications are made by the end of the current Federal fiscal year, September 30th. See the [OJP Grant Application Resource Guide](#) for information on award notifications and instructions.

Administrative, National Policy, and Other Legal Requirements

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

Information Technology Security Clauses

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

General Information about Post-Federal Award Reporting Requirements

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

Required reports

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

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

Federal Awarding Agency Contact(s)

For OJP contact(s), contact information for Grants.gov, and contact information for JustGrants, see the solicitation cover page.

Other Information

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

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

Provide Feedback to OJP

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

Performance Measures

OVC will require award recipients to submit quarterly performance measure data and semi-annual performance reports in JustGrants. A list of resources and trainings can be found at <https://ovc.ojp.gov/funding/performance-measures/human-trafficking>. Examples of performance measure questions for this project can be found here:

<https://ovc.ojp.gov/funding/performance-measures/human-trafficking/tta-providers-questionnaire.pdf>.

Application Checklist

OVC FY 2023 Human Trafficking Training and Technical Assistance Program

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

Pre-Application

Before Registering in Grants.gov:

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

Register in Grants.gov

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

Find the Funding Opportunity

- Search for the funding opportunity in Grants.gov using the opportunity number, assistance listing number, or keyword(s)
- Select the correct Competition ID
- Access the funding opportunity and application package (see Step 7 in the [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, and reporting available at <https://www.ojp.gov/funding/financialguidedoj/iii-postaward-requirements#6g3y8> (see [OJP Grant Application Resource Guide](#))

Review the Overview of Post-Award Legal Requirements

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

Review the Scope Requirement

- The federal amount requested is within the allowable limit(s) of:
 - Under Purpose Area 1: up to \$2,000,000
 - Under Purpose Area 2: up to \$1,000,000

Review Eligibility Requirement:

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

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## Application Step 1

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

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

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

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

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

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

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

- Proceed to Application Step 2 and complete application in JustGrants

## Application Step 2

Submit the following information in JustGrants

Application Components

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

Budget and Associated Documentation

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

Additional Application Components

- Plan for Involvement of Impacted Communities and Individuals with Lived Experience
- Tribal Authorizing Resolution (if applicable) (see [OJP Grant Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))
- Timeline
- Memorandum of understanding (if applicable)
- Resumes of key personnel (if applicable)
- List of procurement contracts (if applicable)
- Organizational chart (if applicable)

#### Disclosures and Assurances

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

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

#### Review, Certify and Submit Application in JustGrants

- Any validation errors will immediately display on screen after submission.
- Correct validation errors, if necessary, and then return to the “Certify and Submit” screen to submit the application. Access the [Application Submission Validation Errors Quick Reference Guide](#) for step-by-step instructions to resolve errors prior to submission.
- Once the application is submitted and validated, a confirmation message will appear at the top of the page. Users will also receive a notification in the “bell” alerts confirming submission.

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

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

## **Standard Solicitation Resources**

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

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

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

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

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