



John D. Wentworth, Clackamas County District Attorney

807 Main Street, Oregon City, Oregon 97045
P: 503.655.8431 | F: 503.650.8943 | districtattorney@clackamas.us

April 22, 2021

Board of County Commissioners
Clackamas County

Members of the Board:

Approval to Apply to be in a Subrecipient Agreement with
Clackamas Women's Services for Victims of Human Trafficking Grant

Purpose/Outcome	To fund .5 FTE of a current Victim Advocate position which will focus on providing services to victims of human trafficking in Clackamas County.
Dollar Amount and Fiscal Impact	The \$154,994 in funds requested through this grant will fund .5 FTE of a current advocate position from 10/1/21 through 9/30/24. This funding will off-set a decrease in funding anticipated from the State DOJ VOCA funds and will allow the program to maintain current services to all victims of crime as well as enhance services to victims of human trafficking.
Funding Source	Federal funding through the Office for Victims of Crime (OVC)
Duration	Effective October 1, 2021 – September 30, 2024
Previous Board Action/Review	April, 13 2021, Presented at issues.
Strategic Plan Alignment	1. This funding aligns with our strategic business plan goal of providing comprehensive, collaborative advocacy to victims to allow them to have a meaningful role in the criminal justice system. This funding allows the Victim Assistance to maintain the staffing necessary to meet this goal as well as enhancing advocacy for victims of human trafficking. 2. This funding aligns with the County's strategic plans through the priorities of ensuring safe, healthy and secure communities as well as building public trust through good government.
Counsel Review	This grant is not a contract. Counsel review is not required.
Procurement Review	1. Was the item processed through Procurement? No 2. This item is a Subrecipient to a grant.
Contact Person	Carrie Walker, Victim Assistance Program Director, (503) 655-8616

BACKGROUND:

The Office for Victim of Crime was established in 1988 through an amendment to the Victims of Crime Act (VOCA) of 1984., Through OVC, the Fund supports a broad array of programs and services that focus on helping victims in the immediate aftermath of crime and continuing to



John D. Wentworth, Clackamas County District Attorney

807 Main Street, Oregon City, Oregon 97045
P: 503.655.8431 | F: 503.650.8943 | districtattorney@clackamas.us

support them as they rebuild their lives. Millions of dollars are invested annually in victim compensation and assistance in every U.S. state and territory, as well as for training, technical assistance, and other capacity-building programs designed to enhance service providers' ability to support victims of crime in communities across the Nation.

This funding opportunity through OVC will support the expansion and enhancement of direct services to victims human trafficking and to ensure the health and safety of victims. The stated objectives will be met through the funding of a .5 FTE current Victim Advocate position who will provide enhanced victim services to these victims and collaborate with other agencies in Clackamas County to improve the response to human trafficking in our county.

RECOMMENDATION:

I respectfully recommend that the Clackamas County Board of County Commissioners approve this request to apply to be a Subrecipient through Clackamas Women's Services on a Human Trafficking Grant

Sincerely,

A handwritten signature in blue ink, appearing to read "JDW", followed by a horizontal line.

John Wentworth
District Attorney

Financial Assistance Application Lifecycle Form

Use this form to track your potential grant from conception to submission.

Sections of this form are designed to be completed in collaboration between department program and fiscal staff.

**** CONCEPTION ****

Note: The processes outlined in this form are not applicable to disaster recovery grants.

Section I: Funding Opportunity Information - To be completed by Requester

Lead Department: District Attorney's Office Application for: Subrecipient Assistance Direct Assistance
Grant Renewal? Yes No
If renewal, complete sections 1, 2, & 4 only
If Disaster or Emergency Relief Funding, EOC will need to approve prior to being sent to the BCC

Name of Funding Opportunity: OVC FY 2021 Services for Victims of Human Trafficking

Funding Source: Federal State Local
Requestor Information (Name of staff person initiating form): Carrie Walker
Requestor Contact Information: 503-655-8616 / carriewal@clackamas.us
Department Fiscal Representative: Carrie Walker / Robert Willson
Program Name or Number (please specify): 1132 Victim Assistance
Brief Description of Project:

The Clackamas County District Attorney's Office Victim Assistance program will be a subrecipient of funds through this grant opportunity. This collaborative grant will fund a .5 FTE of a current position for 3 years to provide direct services to victims of human trafficking as well as participate in the Human Trafficking Multi-Disciplinary Team's (HT-MDT) work in Clackamas County. The advocate will provide comprehensive services to victims of human trafficking in Clackamas County to help address both immediate and long term needs of the victims as well as provide support for these victims as they assist with the prosecution of traffickers. In addition, this position will collaborate with members of the HT-MDT to support a comprehensive response to human trafficking in Clackamas County as well as minimize the barriers to services for victims of human trafficking. Through this grant, Victim Assistance will receive \$49,179 in Year 1; \$51,611 in Year 2; \$54,204 in Year 3 which totals \$154,994 for the entire grant period.

Name of Funding Agency: Office for Victims of Crime (OVC)
Agency's Web Address for funding agency Guidelines and Contact Information:
https://ovc.ojp.gov/funding/opportunities/o-ovc-2021-59002

OR
Application Packet Attached: Yes No
Completed By: Carrie Walker 03/30/21
Date

**** NOW READY FOR SUBMISSION TO DEPARTMENT FISCAL REPRESENTATIVE ****

Section II: Funding Opportunity Information - To be completed by Department Fiscal Rep

Competitive Application <input checked="" type="checkbox"/>	Non-Competing Application <input type="checkbox"/>	Other <input type="checkbox"/>	
CFDA(s), if applicable:	<u>16.320</u>	Funding Agency Award Notification Date:	<u>09/30/21</u>
Announcement Date:	<u>01/15/21</u>	Announcement/Opportunity #:	<u>O-OVC-2021-59002</u>
Grant Category/Title:		Max Award Value:	<u>\$800,000</u>
Allows Indirect/Rate:		Match Requirement:	<u>25%</u>
Application Deadline:	<u>04/30/21</u>	Other Deadlines:	
Award Start Date:	<u>10/01/21</u>	Other Deadline Description:	
Award End Date:	<u>09/30/24</u>		
Completed By:	<u>Carrie Walker</u>	Program Income Requirement:	
Pre-Application Meeting Schedule:			

Section III: Funding Opportunity Information - To be completed at Pre-Application Meeting by Dept Program and Fiscal Staff

Mission/Purpose:

1. How does the grant/funding opportunity support the Department and/or Division's Mission/Purpose/Goals?

The goal of this grant funding is to enhance the scope of services for victims of human trafficking by providing trauma informed services that address the needs of trafficking victims and improve their safety, independence, self sufficiency and well being. The mission of the CCDA Victim Assistance is to provide advocacy and support for victims of all crimes that help them make informed choices and support their recovery after a traumatic incident. This funding will allow our office to focus on increasing our capacity and skill at addressing the specific needs of trafficking victims through the skills and expertise of current staff.

2. What, if any, are the community partners who might be better suited to perform this work?

There are other advocacy agencies in Clackamas County that provide services to victims of human trafficking but they do not have the expertise in assisting victims to navigate the criminal justice system. Through collaboration, the Victim Assistance advocate can provide essential information, support and advocacy to these victims.

3. What are the objectives of this funding opportunity? How will we meet these objectives?

The objectives of this grant is to provide services taht will increase the safety, independence, self-sufficiency and well-being for victims of human trafficking. Victim Assistance advocates already have extensive knowledge in responding to victims of all crimes and that staff position that would be partially funded by this grant has been an

4. Does the grant/financial assistance fund an existing program? If yes, which program? If no, what is the purpose of the program?

While this grant will fund .5 FTE of a current position in Victim Assistance, it will make up for a loss in VOCA grant funds that will occur in the 2021-2023 grant cycle.

Organizational Capacity:

1. Does the organization have adequate and qualified staff? If no, can staff be hired within the grant/financial assistance funding opportunity timeframe?

Yes. The current staff has extensive experience working with victims of human trafficking and will be able to being working on the goals of the grant immediately.

2. Are there partnership efforts required? If yes, who are we partnering with and what are their roles and responsibilities?

Yes. The grant application is a collaborative grant that is being submitted by Clackamas Women's Services (CWS) and includes many of the current partners in Clackamas County's efforts to combat human trafficking. These agencies include: CWS, Safety Compass, A Safe Place Family Justice Center and others

3. If this is a pilot project, what is the plan for sunseting the project and/or staff if it does not continue (e.g. making staff positions temporary or limited duration, etc.)?

This is not a pilot project.

4. If funded, would this grant/financial assistance create a new program, does the department intend for the program to continue after initial funding is exhausted? If yes, how will the department ensure funding (e.g. request new funding during the budget process, supplanted by a different program, etc.)?

This funding would not create a new program. If the funding is not renewed at the end of the grant award period, Victim Assistance would seek other funding or adjust staffing based on the budgeted funds available.

Collaboration

1. List County departments that will collaborate on this award, if any.

There are no other County Departments that will receive funding from this grant, but there will be a collaborative MOU with the Clackamas County Sheriff's Office as A Safe Place Family Justice Center houses a number of agencies that will receive funding from this grant.

Reporting Requirements

1. What are the program reporting requirements for this grant/funding opportunity?

Recipients must submit semi-annual progress reports and a final progress report. Victim Assistance will submit our program reports to CWS who will submit the complete report to the Federal government.

2. How will performance be evaluated? Are we using existing data sources? If yes, what are they and where are they housed? If not, is it feasible to develop a data source within the grant timeframe?

The Clackamas County District Attorney's Office - Victim Assistance Program uses a web-based case management system titled PROSECUTOR BY KARPEL (PBK) which has the capacity to pull statistics and capture narrative case status notes. The information documented in this system will be the primary information used in grant performance evaluation.

3. What are the fiscal reporting requirements for this funding?

Recipients typically must submit quarterly financial reports and a final financial report. Victim Assistance will submit our program reports to CWS who will submit the complete report to the Federal government.

Fiscal

1. Will we realize more benefit than this financial assistance will cost to administer?

Yes.

2. Are other revenue sources required? Have they already been secured?

No.

3. For applications with a match requirement, how much is required (in dollars) and what type of funding will be used to meet it (CGF, In-kind, Local Grant, etc.)?

There is a match requirement of 25% of the total grant award of \$800,000. The \$200,000 match will be provided through different agencies who are receiving the grant funds. If needed, Victim Assistance would use in-kind volunteer hours to meet the \$38,750 in match for the \$154,994 received through the grant.

4. Does this grant/financial assistance cover indirect costs? If yes, is there a rate cap? If no, can additional funds be obtained to support indirect expenses and what are they?

This grant will not cover indirect costs.

Program Approval:

Carrie Walker

03/30/21

Carrie Walker

Digitally signed by Carrie Walker
Date: 2021.03.30 10:48:26 -0700

Name (Typed/Printed)

Date

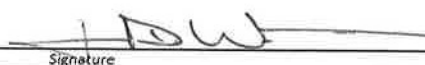
Signature


**** NOW READY FOR PROGRAM MANAGER SUBMISSION TO DIVISION DIRECTOR ****

**** ATTACH ANY CERTIFICATIONS REQUIRED BY THE FUNDING AGENCY. COUNTY FINANCE OR ADMIN WILL SIGN. ****

Section IV: Approvals

DIVISION DIRECTOR (or designee, if applicable)		
Name (Typed/Printed)	Date	Signature

DEPARTMENT DIRECTOR (or designee, if applicable)		
John D. Wentworth	03/30/21	
Name (Typed/Printed)	Date	Signature

FINANCE ADMINISTRATION		
Elizabeth Comfort	4.1.2021	
Name (Typed/Printed)	Date	Signature

EOC COMMAND APPROVAL (DISASTER OR EMERGENCY RELIEF APPLICATIONS ONLY)		
Name (Typed/Printed)	Date	Signature

Section V: Board of County Commissioners/County Administration

(Required for all grant applications. If your grant is awarded, all grant awards must be approved by the Board on their weekly consent agenda regardless of amount per local budget law 294.338.)

For applications less than \$150,000:

COUNTY ADMINISTRATOR	Approved: <input type="checkbox"/>	Denied: <input type="checkbox"/>
Name (Typed/Printed)	Date	Signature

For applications greater than \$150,000 or which otherwise require BCC approval:

BCC Agenda item #: Date:

OR

Policy Session Date:

County Administration Attestation

County Administration: re-route to department contact when fully approved.
 Department: keep original with your grant file.



John D. Wentworth, Clackamas County District Attorney

Victim Assistance Program

707 Main Street, Suite 201, Oregon City, Oregon 97045
P: 503.655.8616 | F: 503.650.3598 | victimassistance@clackamas.us

From Carrie Walker

Lifecycle Approval form Responses for OVC FY 2021 Services for Victims of Human Trafficking

Mission/Purpose:

1. The goal of this grant funding is to enhance the scope of services for victims of human trafficking by providing trauma informed services that address the needs of trafficking victims and improve their safety, independence, self-sufficiency and well-being. The mission of the CCDA Victim Assistance is to provide advocacy and support for victims of all crimes that help them make informed choices and support their recovery after a traumatic incident. This funding will allow our office to focus on increasing our capacity and skill at addressing the specific needs of trafficking victims through the skills and expertise of current staff.
2. There are other advocacy agencies in Clackamas County that provide services to victims of human trafficking but they do not have the expertise in assisting victims to navigate the criminal justice system. Through collaboration, the Victim Assistance advocate can provide essential information, support and advocacy to these victims.
3. The objectives of this grant is to provide services that will increase the safety, independence, self-sufficiency and well-being for victims of human trafficking. Victim Assistance advocates already have extensive knowledge in responding to victims of all crimes and that staff position that would be partially funded by this grant has been an integral part of the Victim Assistance response to victims of human trafficking. She collaborates with other agencies that provide services to this same population, works with law enforcement and the Deputy District Attorneys to support victims in prosecuting the traffickers and has extensive knowledge of the local resources that support victims of human trafficking. These funds would allow her to focus her time on continuing to build those partnerships as well as provide direct victim services.
4. While this grant will fund .5 FTE of a current position in Victim Assistance, it will make up for a loss in VOCA grant funds that will occur in the 2021-2023 grant cycle.

Organizational Capacity:

1. Yes. The current staff has extensive experience working with victims of human trafficking and will be able to begin working on the goals of the grant immediately.
2. Yes. The grant application is a collaborative grant that is being submitted by Clackamas Women's Services (CWS) and includes many of the current partners in Clackamas County's efforts to combat human trafficking. These agencies include: CWS, Safety Compass, A Safe Place Family Justice Center and others.
3. This is not a pilot project.



John D. Wentworth, Clackamas County District Attorney

Victim Assistance Program

707 Main Street, Suite 201, Oregon City, Oregon 97045
P: 503.655.8616 | F: 503.650.3598 | victimsassistance@clackamas.us

4. This funding would not create a new program. If the funding is not renewed at the end of the grant award period, Victim Assistance would seek other funding or adjust staffing based on the budgeted funds available.

Collaboration:

1. There are no other County Departments that will receive funding from this grant, but there will be a collaborative MOU with the Clackamas County Sheriff's Office as A Safe Place Family Justice Center houses a number of agencies that will receive funding from this grant.

Reporting Requirements:

1. Recipients must submit semi-annual progress reports and a final progress report. Victim Assistance will submit our program reports to CWS who will submit the complete report to the Federal government.
2. The Clackamas County District Attorney's Office - Victim Assistance Program uses a web-based case management system titled PROSECUTOR BY KARPEL (PBK) which has the capacity to pull statistics and capture narrative case status notes. The information documented in this system will be the primary information used in grant performance evaluation.
3. Recipients typically must submit quarterly financial reports and a final financial report. Victim Assistance will submit our program reports to CWS who will submit the complete report to the Federal government.

Fiscal:

1. Yes.
2. No.
3. There is a match requirement of 25% of the total grant award of \$800,000. The \$200,000 match will be provided through different agencies who are receiving the grant funds. If needed, Victim Assistance would use in-kind volunteer hours to meet the \$38,750 in match for the \$154,994 received through the grant.
4. This grant will not cover indirect costs.

Update regarding the OVC FY 2021 Services for Victims of Human Trafficking solicitation.

March 25, 2021: Second Deadline Extension

The SF-424 and the SF-LLL will be submitted in Grants.gov by 11:59 p.m., eastern time (ET), on **April 16, 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 **April 30, 2021, by 11:59 p.m.** ET. To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline.

February 1, 2021: Deadline Extended

The SF-424 and the SF-LLL will be submitted in Grants.gov by 11:59 p.m., eastern time (ET), on **March 29, 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 **April 12, 2021, by 11:59 p.m.** ET. To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline.

February 1, 2021: SF-424 Clarification

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

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



OVC FY 2021 Services for Victims of Human Trafficking

Assistance Listing Number # 16.320
Grants.gov Opportunity Number: O-OVC-2021-59002
Solicitation Release Date: January 15, 2021 3:30 PM
Version: 5
Grants.gov Deadline: April 16, 2021 11:59 PM
Application JustGrants Deadline: April 30, 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 support services for victims of all forms of human trafficking throughout the United States. This program furthers the Department's mission by enhancing the field's 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-2021-00005-PROD	Purpose Area 1: Developing Capacity to Serve Human Trafficking Victims	4	\$350,000.00	10/1/21 12:00 AM	36
C-OVC-2021-00006-PROD	Purpose Area 2: Enhancing Scope of Services for Human Trafficking Victims	14	\$800,000.00	10/1/21 12:00 AM	36
C-OVC-2021-00007-PROD	Purpose Area 3: Specialized Services for Human Trafficking Victims	9	\$600,000.00	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, Public and State controlled institutions of higher education, Public housing authorities/Indian housing authorities, State governments

Applicants must meet the eligibility requirements at 22 U.S.C. 7105(b)(2). State, for purposes of this program, includes the District of Columbia and territories and possessions of the United States.

To advance Executive Order 13929 Safe Policing for Safe Communities, the Attorney General determined that all state, local, and university or college law enforcement agencies must be certified by an approved independent credentialing body or have started the certification process to be eligible for FY 2021 DOJ discretionary grant funding. To become certified, the law enforcement agency must meet two mandatory conditions: (1) the agency's use of force policies adhere to all applicable federal, state, and local laws; and (2) the agency's use of force policies prohibit chokeholds except in situations where use of deadly force is allowed by law. The certification requirement also applies to law enforcement agencies receiving DOJ discretionary grant funding through a subaward. For detailed information on this new certification requirement, please visit <https://cops.usdoj.gov/SafePolicingEO> to access the Standards for Certification on Safe Policing for Safe Communities, Implementation Fact Sheet, and List of Designated Independent Credentialing Bodies.

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

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

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

Contact Information

For technical assistance with submitting the **SF-424 and SF-LLL** in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, at [Grants.gov customer support webpage](#), or email at support@grants.gov. 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 OVC *contact* identified below **within 24 hours after the application deadline** to request approval to submit its application after the deadline. Additional information on reporting technical issues appears under "Experiencing Unforeseen Grants.gov Technical Issues" in the How To Apply (Grants.gov) section in the [OJP Grant Application Resource Guide](#).

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

Submission Information

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

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

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

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

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

Pre-Application Webinar

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

Contents

Contact Information	1
Program Description	4
Overview	4
Statutory Authority	4
Specific Information	4
Goals, Objectives, Deliverables, and Timeline	4
Limitation on the Use of Funds (22 U.S.C. 7110(g))	4
Evidence-Based Programs or Practices	5
Information Regarding Potential Evaluation of Programs and Activities	5
OJP Priority Areas	5
Coordinating with Law Enforcement	5
Federal Award Information	5
Awards, Amounts and Durations	5
Continuation Funding Intent	5
Availability of Funds	5
Types of Awards	5
Financial Management and System of Internal Controls	5
Cost Sharing or Matching Requirement	6
Pre-agreement Costs (also known as Pre-award Costs)	6
Limitation on Use of Award Funds for Employee Compensation: Waiver	6
Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs	6
Costs Associated with Language Assistance (if applicable)	6
Eligibility Information	6
Application and Submission Information	6
Information to Complete the Application for Federal Assistance (SF-424)	6
Standard Applicant Information (JustGrants 424 and General Agency Information)	6
Proposal Abstract	6
Proposal Narrative	6
Goals, Objectives, Deliverables, and Timeline	7
Budget and Associated Documentation	7
Budget Worksheet and Budget Narrative (Web-based Form)	7
Indirect Cost Rate Agreement (if applicable)	7
Financial Management Questionnaire (including applicant disclosure of high-risk status)	7
Disclosure of Process Related to Executive Compensation	7
Memoranda of Understanding (MOUs) and Other Supportive Documents	7
Additional Application Components	7
Documentation of Anticipated Benefit to Qualified Opportunity Zones (if applicable)	7
Research and Evaluation Independence and Integrity Statement	7
Training Plan	7
Documentation of Rural Challenges (If applicable)	7
Documentation of High Poverty or Persistent Poverty Counties (if applicable)	7
Position Descriptions and Resumes	7
Disclosures and Assurances	8
Disclosure of Lobbying Activities	8
DOJ Certified Standard Assurances	8
Applicant Disclosure of Duplication in Cost Items	8
DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements	8
Applicant Disclosure and Justification - DOJ High Risk Grantees (if applicable)	8
How to Apply	8
Submission Dates and Time	8
Application Review Information	8
Review Criteria	8
Review Process	8
Federal Award Administration Information	8
Federal Award Notices	8
Administrative, National Policy, and Other Legal Requirements	8
Information Technology (IT) Security Clauses	8
General Information about Post-Federal Award Reporting Requirements	8
Federal Awarding Agency Contact(s)	9
Other Information	9
Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)	9
Provide Feedback to OJP	9
Performance Measures	9
Appendix A: Types of Victim Services That OVC Funds	9
Application Checklist	9
	10

Program Description

Overview

This program will provide funding for services to victims of human trafficking, as defined by the Trafficking Victims Protection Act (TVPA) of 2000, 22 U.S.C. 7102.

Statutory Authority

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

Specific Information

The purpose of this program is to develop, expand, or strengthen victim service programs for victims of human trafficking.

Applicants are invited to apply under the following three purpose areas.

Purpose Area 1: Developing Capacity to Serve Human Trafficking Victims

The purpose of these awards is to support (1) victim services organizations that have limited or no prior experience in serving victims of human trafficking and/or (2) victim services organizations that have limited or no prior experience in receiving federal funding to serve victims of human trafficking. During the first 12 months, grantees will create and submit a plan for how they will acquire staff who have experience providing services to human trafficking victims, or train existing staff to address identified skill or knowledge deficits. In the last 24 months of this program, grantees will implement services for human trafficking victims. See Appendix A for types of services that OVC funds.

Purpose Area 2: Enhancing Scope of Services for Human Trafficking Victims

Under Purpose Area 2, awards will be made to victim service organizations with a demonstrated history of providing a range of services to victims of human trafficking. The purpose of these awards is to enhance the scope of services offered by the organization (directly or through partnerships) that victims of labor and sex trafficking often require to address their needs. See Appendix A for types of services OVC funds. Entities that have received human trafficking grants from OVC in FY 2019 or FY 2020 must detail how the new proposed project is different from existing funded project(s) to be considered for FY 2021 funding.

Purpose Area 3: Specialized Services for Human Trafficking Victims

Under Purpose Area 3, awards will be made to victim service organizations with a demonstrated history of providing a specialized service to victims of human trafficking. The goal is to increase the quality and quantity of the specialized service to assist victims of all forms of human trafficking. See Appendix A for types of services that OVC funds. Entities that have received human trafficking grants from OVC in FY 2019 or FY 2020 must detail how the new proposed project would differ from, or expand, the existing funded project(s) to be considered for funding in FY 2021. For example, applicants could focus on a new geographic area or provide a new service to meet the needs of victims of sex and labor trafficking. Additionally, OVC will not fund applications proposing to fund primarily housing services for human trafficking victims under this Purpose Area, entities interested in providing housing services should apply under OVC's FY 2021 Housing Assistance Grants for Victims of Human Trafficking solicitation.

Unallowable Costs

The following activities cannot be supported with grant funds:

Holding Beds

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

Stipends/Incentives to Participate in Services

Neither cash nor non-cash stipends or incentives may be paid to victims to encourage their participation in services. Nominal cash or non-cash stipends (e.g., taxi or ride -share vouchers, public transportation tickets or tokens; money to pay for child care or gift cards for meals that are necessary when participants receive services) are allowable.

Primary Prevention Activities

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

Mandatory Program Requirements

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

1. Submit the policies, procedures, and rules governing the provision of services for review and approval (post-award as required by OVC).
2. Ensure their policies and procedures follow applicable federal and state laws protecting the civil rights of program participants and staff (post-award), including through accessing OJP training and resources on civil rights requirements.
3. Ensure that any staff, partner staff, or service providers working with trafficking victims are adequately licensed and trained to work with such victims, including by accessing OVC-supported training and technical assistance.
4. Ensure the project coordinator or program director and one other key staff member attend an in-person or remote OVC grantee orientation and have relevant staff participate in OVC-sponsored training and technical assistance.

Goals, Objectives, Deliverables, and Timeline

Goals

The goal of this program is to develop, expand, or strengthen victim service programs for victims of human trafficking, including programs that provide trauma-informed services.

Per OVC's Model Standards for Serving Victims and Survivors of Crime, trauma-informed services include: "Approaches delivered with an understanding of the vulnerabilities and experiences of trauma survivors, including the prevalence and physical, social, and emotional impact of trauma. A trauma-informed approach recognizes signs of trauma in staff, clients, and others and responds by integrating knowledge about trauma into policies, procedures, practices, and settings. Trauma-informed approaches place priority on restoring the survivor's feelings of safety, choice, and control. Programs, services, agencies, and communities can be trauma-informed."

Objectives

The objective in providing these services is to achieve increased safety, independence, self-sufficiency, and well-being for victims of human trafficking.

Objectives include:

1. Provision of services to meet the individualized needs of victims of human trafficking,
1. Collaboration with and training for local partners (e.g., service providers, criminal justice professionals, members of the judiciary, community and faith-based organizations) to ensure trafficking victims are properly identified and referred for appropriate services;
1. Assistance or referrals to other essential services for victims of human trafficking; and
1. Data collection and participation in evaluation activities to determine if the program is meeting stated goals and objectives.

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

The following statutory authority 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.

1. 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 grant 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.

Deliverables

The deliverable to be provided is services, measured quarterly by service-hour or units delivered, type of service, number of new and continuing victims served, and other key data points. The Goals, Objectives, and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed under Application and Submission Information.

Evidence-Based Programs or Practices

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

Information Regarding Potential Evaluation of Programs and Activities

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

OJP Priority Areas

In FY 2021 and in addition to executing any program-specific prioritization that may be applicable, OJP will give priority consideration to applications as follows:

- Applications that address specific challenges that rural communities face.
- Applications that demonstrate that the individuals who are intended to benefit from the requested grant reside in high-poverty areas or persistent-poverty counties.
- Applications that offer enhancements to public safety in economically distressed communities (Qualified Opportunity Zones).

To receive priority consideration under the rural priority, applicants must describe what makes the geographic service area rural (using U.S. Census or other appropriate government data; for assistance, applicants may wish to refer to <https://www.census.gov/programs-surveys/geography/guidance/geo-areas/urban-rural.html>), how isolated the area is from needed services, and how they will address specific challenges in rural communities.

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/saie.html>).

To receive priority consideration under the Qualified Opportunity Zones priority, applicants must include information that specifies how the project will enhance public safety in the specified QOZs. For resources on QOZs, and for a current list of designated QOZs, see the U.S. Department of the Treasury's resource webpage, accessible at <https://www.cdfifund.gov/pages/opportunity-zones.aspx>

OJP policy priority consideration will consist of receiving additional points in the application scoring process. Receipt of priority consideration does not guarantee that an application will be funded; nor will the failure to receive priority consideration necessarily mean that an application will not be funded.

Coordinating with Law Enforcement

OVC strongly encourages all grantees to assist clients in complying with reasonable requests from local, state, federal, or tribal government agencies with the authority to investigate or prosecute trafficking acts. OVC is committed to the elimination of all forms of trafficking in persons, which requires the prosecution of traffickers as a key part of a multifaceted strategy. Victim-centered investigations and prosecutions of traffickers reduce harm and increase safety for our communities while supporting the healing of victims. Notwithstanding, the victim's willingness to collaborate with law enforcement will not be used as a condition of access to any service funded under this 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-2021-00005-PROD	Purpose Area 1: Developing Capacity to Serve Human Trafficking Victims	4	\$350,000.00	10/1/21 12:00 AM	36
C-OVC-2021-00006-PROD	Purpose Area 2: Enhancing Scope of Services for Human Trafficking Victims	14	\$800,000.00	10/1/21 12:00 AM	36
C-OVC-2021-00007-PROD	Purpose Area 3: Specialized Services for Human Trafficking Victims	9	\$600,000.00	10/1/21 12:00 AM	36

Awards, Amounts and Durations

Period of Performance Start Date

10/1/21 12:00 AM

Period of Performance Duration (Months)

36

Anticipated Total Amount to be Awarded Under Solicitation

\$17,900,000.00

Continuation Funding Intent

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

Availability of Funds

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

Types of Awards

OVC expects to make awards under this solicitation as grants. See the "Administrative, National Policy, and Other Legal Requirements" section of the [OJP Grant Application Resource Guide](#) for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants (and cooperative agreements).

Financial Management and System of Internal Controls

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

Cost Sharing or Matching Requirement

Pursuant to 22 U.S.C. § 7105(b)(2), awards under this solicitation are required to include 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.

Application and Submission Information

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

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

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

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

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

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

Standard Applicant Information (JustGrants 424 and General Agency Information)

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

Proposal Abstract

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

Proposal Narrative

The proposal narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point Times New Roman font; have no less than 1-inch margins; and should not exceed 20 pages. Pages should be numbered and submitted as an attachment. If the proposal narrative fails to comply with these length restrictions, OVC may negatively consider such noncompliance in peer review and in final award decisions.

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

a. Statement of the Problem

This section must:

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 and data from victim service providers or other local stakeholders.
1. Describe previous or current attempts to address the problem, including documentation of the number of trafficking victims served each year during 2019 and 2020 within the targeted geographic area. At a minimum, applicants must identify the total number of victims they previously served within the targeted geographic area, and the types of victims they have served (sex or labor trafficking victims). Applicants must cite the source(s) of this data.
1. Describe the communities to be served, including the geographic area, populations in the service area, and any groups that are vulnerable to human trafficking.
2. Describe current efforts to address the service needs of trafficking survivors in the geographic area, including programs funded through OVC, 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 the proposed project is not duplicative and targets identified gaps.
3. Describe current efforts to address the service needs of trafficking survivors in the geographic area, including programs funded through OVC, 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 the proposed project is not duplicative and targets identified gaps.

b. Project Design and Implementation

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

1. Clearly state the goals and objectives of this project. Goals and objectives must be in alignment with those stated in the Goals, Objectives, Deliverables section of this solicitation.
2. Provide a detailed description of the proposed activities necessary to implement this project and meet the stated goals and objectives.
3. Identify specific services that will be provided with grant funds (see Appendix A) and describe how and where the services will be provided.
4. Include a timeline that identifies a timeframe for all the tasks and activities to be completed.
5. Link project activities to the requirements of this solicitation and justify the logic of the proposed approach.
6. List project partners, as appropriate, to make the project activities effective and sustainable.
7. Describe how the applicant plans to ensure project activities are trauma-informed and protect the safety and confidentiality needs of victims.
8. Describe how the applicant will meet the individualized service needs of victims and support victim-informed decisions and autonomy within the delivery of services.

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.
1. Identify the key individuals and organizations involved in the proposed project.
1. Demonstrate that the individuals and organizations identified have the capacity to address the stated need, including the expertise necessary to provide services to human trafficking victims, and can successfully implement the proposed project activities.
1. Describe specific roles and responsibilities of all project partners and key staff.
1. Demonstrate that project staff have appropriate training and experience to implement project activities as described in the proposal, and document plans and position descriptions for staff to be hired.

1. Demonstrate the capacity and expertise of the lead applicant and all project partners to serve victims of human trafficking.
1. Clearly describe who will implement activities as described in the Project Design and Implementation section.
1. Describe their experience managing federal grants that support services to crime victims and document their administrative and financial capacity to manage federal grants. If the applicant has other grants for providing services to victims of human trafficking, the applicant must describe the scope of each of these grants and describe how activities and data collection on these projects will be tracked separately to avoid duplication.

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 OVC FY 2021 Services for Victims of Human Trafficking Program's goals, objectives, deliverables, and timelines in the JustGrants web-based form. See the [OJP Grant Application Resource Guide](#) for additional information.

**Budget and Associated Documentation
Budget Worksheet and Budget Narrative (Web-based Form)**

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

Indirect Cost Rate Agreement (if applicable)

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

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

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

Disclosure of Process Related to Executive Compensation

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

Memoranda of Understanding (MOUs) and Other Supportive Documents

Service Partner MOUs, Letters of Intent, and Subcontracts/Subgrants

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

Additional Application Components

Applicants will attach the additional requested documentation in JustGrants.

Documentation of Anticipated Benefit to Qualified Opportunity Zones (if applicable)

As is mentioned above, OJP will give priority consideration in award decisions to designated Qualified Opportunity Zones. Each applicant proposing to receive priority consideration under the Qualified Opportunity Zones priority must provide a sufficient narrative explanation in order for OJP to identify clearly the public safety benefit the applicant anticipates that its project will have on a specified QOZ(s). The narrative and the list of affected QOZs (by census tract number) must be included as an attachment that is clearly labeled as addressing QOZs. The applicant may also include tables, charts, graphs, or other relevant illustrations that may be useful in comprehending the manner in which the proposed project is anticipated to benefit a QOZ(s). Applicants will submit the narrative by uploading the document as an attachment in JustGrants.

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](#).

Training Plan

Training plan that describes the number and type of training events planned to ensure that program partners are prepared to identify, refer, and provide services to human trafficking victims. Applicants should describe how they will leverage existing training, including OVC's foundational online training [Understanding Human Trafficking](#), for staff and partners. Grantees will consult with OVC's training and technical assistance providers, including the OVC Training and Technical Assistance Center (TTAC), regarding available content to inform training funded under this solicitation.

Documentation of Rural Challenges (if applicable)

As is mentioned above, OJP will give priority consideration in award decisions to applications that address specific challenges that rural communities face. Each applicant proposing to receive priority consideration under the rural priority must provide a sufficient narrative to include what makes the geographic service area rural (using U.S. Census or other appropriate government data), how isolated the area is from needed services, and how it will address specific challenges in rural communities. Applicants will submit the narrative by uploading the document as an attachment in JustGrants.

Documentation of High Poverty 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.

Position Descriptions and Resumes

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

Disclosures and Assurances

Applicants will complete the following disclosures and assurances.

Disclosure of Lobbying Activities

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

DOJ Certified Standard Assurances

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

Applicant Disclosure of Duplication in Cost Items

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

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

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

Applicant Disclosure and Justification - DOJ High Risk Grantees (if applicable)

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

How to Apply

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

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

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

Submission Dates and Time

The SF-424 and the SF-LLL will be submitted in Grants.gov by 11:59 p.m., eastern time (ET) on April 16, 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 April 30, 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. Scored 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 (20%) - evaluate the applicant's understanding of the program/issue to be addressed.
2. Project Design and Implementation (30%) - evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies (25%) - evaluate administrative and technical capacity of the applicant to successfully accomplish the goals and objectives.
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%) - evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
5. Budget (10%) - evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities)
6. Letters of Support, Letters of Intent, and MOUs from project partners (10%).

b. Additional Review Criteria

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 the Contact Information section.

For contact information for Grants.gov, see the Contact Information section.

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.

Appendix A: 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

OVC FY 2021 Services for Victims of Human Trafficking

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

What an Applicant Must Do:

Prior to Registering in Grants.gov:

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

To Register with Grants.gov:

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

To Find Funding Opportunity:

- Search for the Funding Opportunity on Grants.gov
- 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 *[insert dollar amount]*.

Eligibility Requirement:

- State governments
 - City or township governments
 - Public and State controlled institutions of higher education
 - County governments
 - Public housing authorities/Indian housing authorities
 - Native American tribal organizations (other than Federally recognized tribal governments)
 - Native American tribal governments (Federally recognized)
 - Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
- 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 the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, at the [Grants.gov customer support webpage](#), or email at support@grants.gov regarding technical difficulties (see [OJP Grant Application Resource Guide](#) regarding technical difficulties(see [OJP Grant Application Resource Guide](#))

Receive email notification to complete application in JustGrants:

- Complete Application in JustGrants

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

- **Proposal Abstract**
- **Proposal Narrative**
- **Budget Worksheet and Budget Narrative (web-based form)** (see [OJP Grant Application Resource Guide](#))

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

Additional Application Components

- Service Partner MOUs, Letters of Intent, and Subcontracts/Subgrants
- Position Descriptions and Resumes
- Training Plan
- Research and Evaluation Independence and Integrity(see [OJP Grant Application Resource Guide](#))
- Documentation of rural challenges (if applicable)
- Documentation of high-poverty or persistent poverty counties (if applicable)
- Documentation of enhanced public safety in federally designated Qualified Opportunity Zones (if applicable)
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))

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

Budget Detail - Year 1

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N

[\(DOJ Financial Guide, Section 3.10\)](#)

A. Personnel

Name <i>List each name, if known.</i>	Position <i>List each position, if known.</i>	Computation <i>Show annual salary rate & amount of time devoted to the project for each name/position.</i>						
		Salary	Rate	Time Worked <i>(# of hours, days, months, years)</i>	Percentage of Time	Total Cost	Non-Federal Contribution	Federal Request
Kendall, Keysha	Victim Advocate	\$63,735.00	yearly	1	50%	\$31,868		\$31,868
Total(s)						\$31,868	\$0	\$31,868

Narrative

This grant would fund .5 FTE of a current advocate position. The salary for Year 1 is calculated based on the current salary with an additional 3.5% merit increase and a 2.0% cost of living increase that will occur July 2022.

Budget Detail - Year 1

B. Fringe Benefits						
Name		Computation				
<i>List each grant-supported position receiving fringe benefits.</i>		<i>Show the basis for computation.</i>				
		Base	Rate	Total Cost	Non-Federal Contribution	Federal Request
Victim Advocate		\$34,623.00	50.00%	\$17,312		\$17,312
Total(s)				\$17,312	\$0	\$17,312
Narrative						
<p>This grant would fund .5 FTE of a current advocate position. The fringe for Year 1 was calculated based on the current cost of fringe benefits with the addition of the average annual increase in costs of 4%. The fringe benefits include: Health, pension, disability, life insurance, statutory costs and county administration costs.</p>						

Budget Detail - Year 1

C. Travel										
Purpose of Travel	Location	Type of Expense	Basis	Computation						
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Lodging, Meals, Etc.</i>	<i>Per day, mile, trip, Etc.</i>	<i>Compute the cost of each type of expense X the number of people traveling.</i>						
				Cost	Quantity	# of Staff	# of Trips	Total Cost	Non-Federal Contribution	Federal Request
			N/A					\$0		\$0
Total(s)								\$0	\$0	\$0
Narrative										

Budget Detail - Year 1

D. Equipment						
Item		Computation				
<i>List and describe each item of equipment that will be purchased</i>		<i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>				
		# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
Total(s)				\$0	\$0	\$0
Narrative						

Budget Detail - Year 1

E. Supplies						
Supply Items		Computation				
<i>Provide a list of the types of items to be purchased with grant funds.</i>		<i>Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.</i>				
		# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
Total(s)				\$0	\$0	\$0
Narrative						

Budget Detail - Year 1

F. Construction						
Purpose <i>Provide the purpose of the construction</i>	Description of Work <i>Describe the construction project(s)</i>	Computation <i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>				
		# of Items	Cost	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
Total(s)				\$0	\$0	\$0
Narrative						

Budget Detail - Year 1

G. Subawards (Subgrants)								
Description	Purpose		Consultant?					
<i>Provide a description of the activities to be carried out by subrecipients.</i>	<i>Describe the purpose of the subaward (subgrant)</i>		<i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>					
				Total Cost	Non-Federal Contribution	Federal Request		
						\$0		
			Total(s)	\$0	\$0	\$0		
Consultant Travel (if necessary)								
Purpose of Travel	Location	Type of Expense	Computation					
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Hotel, airfare, per diem</i>	<i>Compute the cost of each type of expense X the number of people traveling.</i>					
			Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
						\$0		\$0
			Total			\$0	\$0	\$0
Narrative								

H. Procurement Contracts			
Description	Purpose	Consultant?	

Budget Detail - Year 1

<i>Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently \$150,000).</i>	<i>Describe the purpose of the contract</i>	<i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>			
			Total Cost	Non-Federal Contribution	Federal Request
					\$0
Total(s)			\$0	\$0	\$0

Consultant Travel (if necessary)								
Purpose of Travel	Location	Type of Expense	Computation					
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Hotel, airfare, per diem</i>	<i>Compute the cost of each type of expense X the number of people traveling.</i>					
			Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
						\$0		\$0
Total						\$0	\$0	\$0

Narrative

I. Other Costs	
Description	Computation

Budget Detail - Year 1

<i>List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).</i>	<i>Show the basis for computation</i>						
	Quantity	Basis	Cost	Length of Time	Total Cost	Non-Federal Contribution	Federal Request
					\$0		\$0
Total(s)					\$0	\$0	\$0
Narrative							

Budget Detail - Year 1

J. Indirect Costs						
Description <i>Describe what the approved rate is and how it is applied.</i>		Computation <i>Compute the indirect costs for those portions of the program which allow such costs.</i>				
		<i>Base</i>	<i>Indirect Cost Rate</i>	<i>Total Cost</i>	<i>Non-Federal Contribution</i>	<i>Federal Request</i>
				\$0		\$0
Total(s)				\$0	\$0	\$0
Narrative						

Budget Detail - Year 2

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N

[\(DOJ Financial Guide, Section 3.10\)](#)

A. Personnel

Name <i>List each name, if known.</i>	Position <i>List each position, if known.</i>	Computation <i>Show annual salary rate & amount of time devoted to the project for each name/position.</i>						
		Salary	Rate	Time Worked <i>(# of hours, days, months, years)</i>	Percentage of Time	Total Cost	Non-Federal Contribution	Federal Request
Kendall, Keysha	Victim Advocate	\$67,285.00	yearly	1	50%	\$33,643		\$33,643
Total(s)						\$33,643	\$0	\$33,643

Narrative

This grant would fund .5 FTE of a current advocate position. The salary for Year 1 is calculated based on the current salary with an additional 3.5% merit increase and a 2.0% const of living increase that will occur July 2023.

Budget Detail - Year 2

B. Fringe Benefits						
Name		Computation				
<i>List each grant-supported position receiving fringe benefits.</i>		<i>Show the basis for computation.</i>				
		Base	Rate	Total Cost	Non-Federal Contribution	Federal Request
Victim Advocate		\$35,937.00	50.00%	\$17,969		\$17,969
Total(s)				\$17,969	\$0	\$17,969
Narrative						
<p>This grant would fund .5 FTE of a current advocate position. The fringe for Year 2 was calculated based on the current cost of fringe benefits with the addition of the average yearly increase in costs of 4%. The fringe benefits include: Health, pension, disability, life insurance, statutory costs and county administration costs.</p>						

Budget Detail - Year 2

C. Travel										
Purpose of Travel	Location	Type of Expense	Basis	Computation						
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Lodging, Meals, Etc.</i>	<i>Per day, mile, trip, Etc.</i>	<i>Compute the cost of each type of expense X the number of people traveling.</i>						
				Cost	Quantity	# of Staff	# of Trips	Total Cost	Non-Federal Contribution	Federal Request
			N/A					\$0		\$0
Total(s)								\$0	\$0	\$0
Narrative										

Budget Detail - Year 2

D. Equipment					
Item <i>List and describe each item of equipment that will be purchased</i>	Computation <i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>				
	# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
			\$0		\$0
Total(s)			\$0	\$0	\$0
Narrative					

Budget Detail - Year 2

E. Supplies						
Supply Items		Computation				
<i>Provide a list of the types of items to be purchased with grant funds.</i>		<i>Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.</i>				
		# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
Total(s)				\$0	\$0	\$0
Narrative						

Budget Detail - Year 2

F. Construction						
Purpose <i>Provide the purpose of the construction</i>	Description of Work <i>Describe the construction project(s)</i>	Computation <i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>				
		# of Items	Cost	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
Total(s)				\$0	\$0	\$0
Narrative						

Budget Detail - Year 2

G. Subawards (Subgrants)								
Description	Purpose	Consultant?						
<i>Provide a description of the activities to be carried out by subrecipients.</i>	<i>Describe the purpose of the subaward (subgrant)</i>	<i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>						
			Total Cost	Non-Federal Contribution	Federal Request			
					\$0			
			Total(s)	\$0	\$0	\$0		
Consultant Travel (if necessary)								
Purpose of Travel	Location	Type of Expense	Computation					
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Hotel, airfare, per diem</i>	<i>Compute the cost of each type of expense X the number of people traveling.</i>					
			Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
						\$0		\$0
			Total			\$0	\$0	\$0
Narrative								

H. Procurement Contracts			
Description	Purpose	Consultant?	

Budget Detail - Year 2

<i>Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently \$150,000).</i>	<i>Describe the purpose of the contract</i>	<i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>			
			Total Cost	Non-Federal Contribution	Federal Request
					\$0
Total(s)			\$0	\$0	\$0

Consultant Travel (if necessary)								
Purpose of Travel	Location	Type of Expense	Computation					
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Hotel, airfare, per diem</i>	<i>Compute the cost of each type of expense X the number of people traveling.</i>					
			Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
						\$0		\$0
Total						\$0	\$0	\$0

Narrative

I. Other Costs	
Description	Computation

Budget Detail - Year 2

<i>List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).</i>	<i>Show the basis for computation</i>						
	Quantity	Basis	Cost	Length of Time	Total Cost	Non-Federal Contribution	Federal Request
					\$0		\$0
Total(s)					\$0	\$0	\$0
Narrative							

Budget Detail - Year 2

J. Indirect Costs						
Description <i>Describe what the approved rate is and how it is applied.</i>		Computation <i>Compute the indirect costs for those portions of the program which allow such costs.</i>				
		<i>Base</i>	<i>Indirect Cost Rate</i>	<i>Total Cost</i>	<i>Non-Federal Contribution</i>	<i>Federal Request</i>
				\$0		\$0
Total(s)				\$0	\$0	\$0
Narrative						

Budget Detail - Year 3

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N

[\(DOJ Financial Guide, Section 3.10\)](#)

A. Personnel

Name <i>List each name, if known.</i>	Position <i>List each position, if known.</i>	Computation <i>Show annual salary rate & amount of time devoted to the project for each name/position.</i>						
		Salary	Rate	Time Worked <i>(# of hours, days, months, years)</i>	Percentage of Time	Total Cost	Non-Federal Contribution	Federal Request
Kendall, Keysha	Victim Advocate	\$71,033.00	yearly	1	50%	\$35,517		\$35,517
Total(s)						\$35,517	\$0	\$35,517

Narrative

This grant would fund .5 FTE of a current advocate position. The salary for Year 1 is calculated based on the current salary with an additional 3.5% merit increase and a 2.0% cost of living increase that will occur July 2024.

Budget Detail - Year 3

B. Fringe Benefits						
Name		Computation				
<i>List each grant-supported position receiving fringe benefits.</i>		<i>Show the basis for computation.</i>				
		Base	Rate	Total Cost	Non-Federal Contribution	Federal Request
Victim Advocate		\$37,374.00	50.00%	\$18,687		\$18,687
Total(s)				\$18,687	\$0	\$18,687
Narrative						
<p>This grant would fund .5 FTE of a current advocate position. The fringe for Year 3 was calculated based on the current cost of fringe benefits with the addition of the average increase in costs of 4% annually. The fringe benefits include: Health, pension, disability, life insurance, statutory costs and county administration costs.</p>						

Budget Detail - Year 3

C. Travel										
Purpose of Travel	Location	Type of Expense	Basis	Computation						
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Lodging, Meals, Etc.</i>	<i>Per day, mile, trip, Etc.</i>	<i>Compute the cost of each type of expense X the number of people traveling.</i>						
				Cost	Quantity	# of Staff	# of Trips	Total Cost	Non-Federal Contribution	Federal Request
			N/A					\$0		\$0
Total(s)								\$0	\$0	\$0
Narrative										

Budget Detail - Year 3

D. Equipment					
Item	Computation				
<i>List and describe each item of equipment that will be purchased</i>	<i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>				
	# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
			\$0		\$0
Total(s)			\$0	\$0	\$0
Narrative					

Budget Detail - Year 3

E. Supplies						
Supply Items <i>Provide a list of the types of items to be purchased with grant funds.</i>		Computation <i>Describe the item and the compute the costs. Computation: The number of each item to be purchased X the cost per item.</i>				
		# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
Total(s)				\$0	\$0	\$0
Narrative						

Budget Detail - Year 3

F. Construction						
Purpose <i>Provide the purpose of the construction</i>	Description of Work <i>Describe the construction project(s)</i>	Computation <i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>				
		# of Items	Cost	Total Cost	Non-Federal Contribution	Federal Request
				\$0		\$0
Total(s)				\$0	\$0	\$0
Narrative						

Budget Detail - Year 3

G. Subawards (Subgrants)								
Description	Purpose		Consultant?					
<i>Provide a description of the activities to be carried out by subrecipients.</i>	<i>Describe the purpose of the subaward (subgrant)</i>		<i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>					
				Total Cost	Non-Federal Contribution	Federal Request		
						\$0		
			Total(s)	\$0	\$0	\$0		
Consultant Travel (if necessary)								
Purpose of Travel	Location	Type of Expense	Computation					
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Hotel, airfare, per diem</i>	<i>Compute the cost of each type of expense X the number of people traveling.</i>					
			Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
						\$0		\$0
			Total			\$0	\$0	\$0
Narrative								

H. Procurement Contracts			
Description	Purpose	Consultant?	

Budget Detail - Year 3

<i>Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently \$150,000).</i>	<i>Describe the purpose of the contract</i>	<i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>			
			Total Cost	Non-Federal Contribution	Federal Request
					\$0
Total(s)			\$0	\$0	\$0

Consultant Travel (if necessary)								
Purpose of Travel	Location	Type of Expense	Computation					
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Hotel, airfare, per diem</i>	<i>Compute the cost of each type of expense X the number of people traveling.</i>					
			Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
						\$0		\$0
Total						\$0	\$0	\$0

Narrative

I. Other Costs	
Description	Computation

Budget Detail - Year 3

<i>List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).</i>	<i>Show the basis for computation</i>						
	Quantity	Basis	Cost	Length of Time	Total Cost	Non-Federal Contribution	Federal Request
					\$0		\$0
Total(s)					\$0	\$0	\$0
Narrative							

Budget Detail - Year 3

J. Indirect Costs						
Description <i>Describe what the approved rate is and how it is applied.</i>		Computation <i>Compute the indirect costs for those portions of the program which allow such costs.</i>				
		<i>Base</i>	<i>Indirect Cost Rate</i>	<i>Total Cost</i>	<i>Non-Federal Contribution</i>	<i>Federal Request</i>
				\$0		\$0
Total(s)				\$0	\$0	\$0
Narrative						