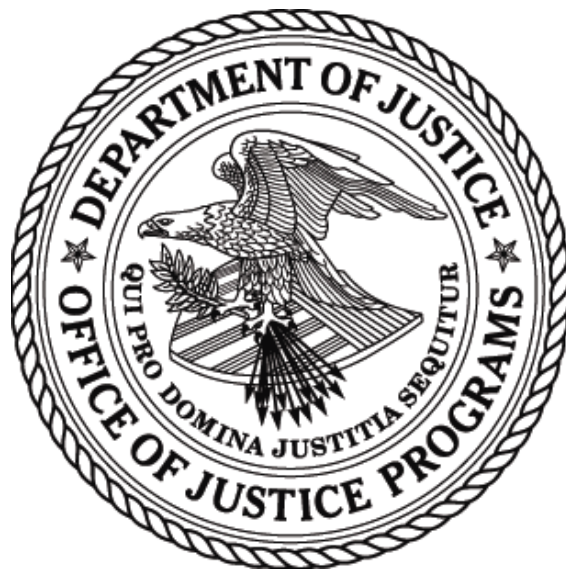


Office for Victims of Crime



Services for Trafficking Victims Discretionary Grant Application Kit Fiscal Year 2004

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Introduction

In his address to the U.N. General Assembly on September 23, 2003, President George W. Bush stated, "Here's another humanitarian crisis spreading, yet hidden from view. Each year, an estimated 800,000 to 900,000 human beings are bought, sold, or forced across the world's borders." The United States is largely a transit and destination country for victims of trafficking. The Department of State's June 2003 Trafficking In Persons Report finds that 18,000 to 20,000 people are trafficked into the United States each year. The Services for Trafficking Victims Discretionary Grant Program (Program), created by the Trafficking Victims Protection Act of 2000 (P.L. 106-386) (TVPA), provides grants to states, Indian tribes, units of local government, and nonprofit, nongovernmental victim services organizations to develop, expand, or strengthen victim service programs for victims of severe forms of trafficking. Severe forms of trafficking in persons means sex trafficking or the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

Trafficking victims usually come from economically disadvantaged and politically unstable countries. They often have little or no formal academic or skills training, and therefore have limited opportunity for economic independence. Victims may face a myriad of such abuses as beatings, rape, starvation, and psychological threats to self and family. Social isolation, language barriers, and cultural differences further impede victims' ability to seek assistance. Attorney General John Ashcroft noted in his February 25, 2003, remarks that "...[i]nnocent victims are kidnapped or lured with false promises of good jobs and better lives. They are then abused and cruelly exploited. They are forced into servitude and prostitution. All too often, victims of this slavery are too young, too afraid, or simply unable to seek help. Those who traffic in human lives treat people as easily expendable and highly profitable. But, behind each dollar sign is a human tragedy."

The Office for Victims of Crime (OVC) is responsible for developing and administering the "Services for Trafficking Victims Discretionary Grant Program." Currently, the Program provides direct services, such as shelter, medical care, crisis counseling, legal assistance, and advocacy, all designed to assist victims between the time they are encountered by law enforcement until they are "certified" to receive other benefits through the Department of Health and Human Services, Office of Refugee Resettlement (HHS/ORR). Grantees are required to coordinate these services with the HHS/ORR grantees to ensure a continuum of services throughout the case.

In the year since OVC's Services to Trafficking Victims Discretionary Grant Program was established, the victims field has seen considerable advances in the provision of comprehensive, quality services to precertified victims of trafficking. Areas that once had only ad hoc services for precertified trafficking victims are now in the process of establishing strong, collaborative networks of local service providers so victims may receive streamlined, coordinated care from the time of intervention to certification.

Drawing on lessons learned in the field and from the National Institute of Justice *Needs Assessment of Trafficking Service Providers and Victims*, in Fiscal Year 2004 OVC will focus primarily on providing funding to support the development of comprehensive service networks in geographic regions without OVC grant-funding to provide services for trafficking victims. OVC will continue to coordinate with HHS/ORR to avoid duplicative funding for services provided to victims in the precertification phase and to optimize funding streams from both agencies to ensure a seamless continuum of services for victims of trafficking in the pre- and postcertification phases. Building collaborative networks throughout the country will increase the field's capacity to meet the multiple, specialized needs of trafficking victims from the time they are identified to the time they receive certification. In addition, OVC has added local law enforcement training as an element of the program strategy to increase knowledge and optimize the

working relationships between law enforcement and service providers as they work together on behalf of trafficking victims.

I. General Requirements and Guidance

The Services for Trafficking Victims Discretionary Grant Program will develop, expand, or strengthen victim service programs for victims of severe forms of trafficking. Grants will support projects that

- Provide comprehensive services for victims of trafficking by building on existing community resources to meet the unique needs of victims, including the precertification period when victims' needs are especially urgent.
- Develop, expand, or strengthen victims service programs for victims of trafficking in defined geographic areas in which comprehensive services to precertified victims are unavailable.
- Provide services to all persons who have been identified by federal law enforcement as victims of a severe form of trafficking of persons during the precertification phase. No limitations on service provision may be made on the basis of the victim's gender, race, ethnicity, culture, language, or religious identity.
- Strengthen the collaboration and cooperation among existing agencies and organizations that serve or have the capacity to serve trafficking victims to build a comprehensive, effective network of services to respond to the needs of victims of severe forms of trafficking.
- Support the development of services and programs currently unavailable to assist trafficking victims as additional components of an integrated system.
- Provide training to increase the awareness of criminal justice entities (especially local law enforcement), social service providers, and the public of the rights and needs of trafficking victims.
- Support the ability of trafficking victims to cooperate with law enforcement and prosecutors in the investigation and prosecution of trafficking cases.

Award Period. 36 months

Award Amount. Up to \$1,000,000 per award to support the creation and/or enhancement of collaborative networks that will provide comprehensive services for persons identified as trafficking victims¹ in federal investigations or prosecutions within the United States. Award amounts will be based on the scope and need of the proposed project, but no single award will be made for more than 1 million dollars. By statute, federal funds for this project may not exceed 75 percent of total project costs; therefore, federal funds may be used to pay up to 75 percent of the total costs of a victim services project.

¹As defined by statute, victims of trafficking are persons who have been subjected to (1) sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age; or (2) the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, coercion, for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery. Sex trafficking is defined as the recruitment, harboring, transportation, provision, or obtaining of a person for the purpose of a commercial sex act. 22 U.S.C. § 7102 (8); (9); (14).

The matching requirement is 25 percent of total project costs. Applicants should apply the match requirement over and above the total amount requested. For example, if the total project costs are \$1,000,000, then the match amount would be \$250,000 or 25 percent. The matching requirement may be met through cash or in-kind contributions, or a combination of both.

Program Eligibility. By statute, grants under this program may be awarded to states, Indian tribes, units of local government, tribal governments, and nonprofit, nongovernmental organizations. For the purposes of this program, a unit of local government is any city, county, township, town, borough, parish, village, or other general-purpose political subdivision of a state, including local courts, law enforcement agencies, prosecutor's offices, and shelters. Applicants must demonstrate that they have the expertise and organizational capacity to successfully undertake an initiative that involves significant collaboration with other agencies, including victim service and faith-based organizations, the criminal justice system, and other community services providers to develop, expand, or enhance services to trafficking victims.

To strengthen collaborative service networks throughout the Nation, OVC intends to give priority to organizations that can provide comprehensive services to victims in geographic areas where OVC-funded comprehensive services programs do not exist. Current recipients of OVC-trafficking funding will be eligible to receive cooperative agreements through this solicitation only if they can demonstrate capacity to provide services in unserved geographic regions. **Note:** OVC currently funds comprehensive services in the following states/regions: Arizona; California (Los Angeles and San Francisco); Florida (south); Greater Washington, DC metro area; Greater Chicago metro area; Texas (Dallas/Forth Worth, Rio Grande Valley, Tarrant, and Collin Counties); Louisiana (Western). Applicants are encouraged to contact OVC's point-of-contact listed on page 5 of this solicitation if they have questions about geographical coverage of their grant and overlap with existing OVC grantees.

Submit Applications Online. Paper applications will not be accepted. Applications must be submitted through the Office of Justice Programs Grants Management System (GMS). To begin, go to: www.ojp.usdoj.gov/ovc/. Applications submitted via GMS must be in the following word processing formats: Microsoft Word (*.doc*), PDF files (*.pdf*), or Text Documents (*.txt*).

To learn how to begin the online application process, please see the **Quick Start Guide to Using OJP's Online GMS** on page 19. A toll-free telephone number (1-888-549-9901) has been established to provide applicants with technical assistance as they work through the online process.

OVC created a listserv for organizations considering applying for funding. This listserv will be used to notify members when solicitations are posted on our Web site and will provide further information on changes to GMS. If you would like to add your organization to this Discretionary Grants Listserv for GMS, please forward your name, phone number, and e-mail address to William Sherman, OVC Listserv Administrator, at shermanw@ojp.usdoj.gov.

DUNS Number is Required. A Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included in every application for a new award or renewal of an award. The DUNS number will be required whether an applicant is submitting an application through OJP's Grants Management System (GMS) or using the government-wide electronic portal. An application will not be considered complete until the applicant has provided a valid DUNS number. Individuals who would personally receive a grant or cooperative agreement from the federal government are exempt from this requirement.

Single Audit Report. This is an organization-wide financial and compliance audit report that must be filed by recipients who expend \$300,000 or more of financial funds during their fiscal year. The audit must be performed in accordance with the U.S. General Accounting Office Government Auditing Standards.

An Environmental Assessment May be Required. All award recipients must comply with the National Environmental Policy Act (NEPA). To ensure NEPA compliance, OVC may require some award recipients to submit additional information.

Application Due Date. Applications under this solicitation must be submitted to GMS by 8 p.m. EST on February 3, 2004. GMS can be accessed at www.ojp.usdoj.gov/fundopps.htm. The GMS registration deadline for this solicitation is 8 p.m. EST on January 20, 2004.

Contact Person. Marie Martinez, 202-514-5084, or e-mail martinem@ojp.usdoj.gov.

II. Scope of Program

Program Narrative. An effective response to the acute and complex needs of trafficking victims should be based on a comprehensive approach that provides all necessary victim support services, via collaboration with existing community-based resources, to address the needs of persons identified as trafficking victims in federal criminal investigations. This initiative aims to develop, expand, or strengthen victim service programs for victims of trafficking through awards to support comprehensive services in defined geographic areas, which may be local, state, or regional in coverage. Awards are intended to build collaborative and/or community-based networks of comprehensive, integrated, and culturally appropriate services for trafficking victims within a defined geographical area, such as a city, state, or region of the United States.² Projects that receive OVC funding will have several components/phases, outlined in detail below:

- Coordination and collaboration with other agencies
- Comprehensive assessment of existing services, resources, and needs
- Coalition building, outreach, and training (identify key partners and roles)
- Development and implementation of a comprehensive victim services model
- Development of a plan to sustain the project after OVC funding ends
- Collection of data for program information dissemination and program evaluation purposes

Coordination and Collaboration With Other Agencies. An ideal trafficking victim response should provide a comprehensive approach to address the acute needs of trafficked persons by either directly providing services or coordinating access to services that provide shelter and sustenance, general and mental health care, legal services, job skills training, cultural support from the community, and

² The phrase "United States" refers to the 50 states of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, and the territories and possessions of the United States. 22 U.S.C. § 7102(12).

educational services. Given the unique circumstances of trafficking victims, the proposed community response should incorporate both governmental and nongovernmental (community-based) social service entities in an advisory and/or service provision capacity. Applicants are required to describe how they will coordinate with law enforcement agencies in providing services to victims of trafficking. Applications must also include a detailed plan for providing topical training to local law enforcement on trafficking issues.

Key partners should include, but are not limited to, the following:

- Federal, state, and local law enforcement and investigative, victim assistance, and prosecutorial agencies
- City and/or county governments
- State or local government social services agencies
- Community-based service organizations
- Shelter providers
- Mental health care providers, including substance abuse treatment providers
- Medical care providers, including public health agencies
- Immigrant advocacy providers
- Legal services providers
- Victim assistance providers from domestic violence, sexual assault, child abuse, and other private, nonprofit organizations
- Faith-based organizations
- Local civic and business community

Other collaborative partners may include, but are not limited to, the following:

- State VOCA Victim Compensation and Assistance Administrators
- Professional affiliation associations
- Institutions of professional education

Applications for funding should describe how applicants will identify and convene an advisory committee or leadership group, comprised of representatives from key community partners listed above for the purpose of guiding project activities. Applications should identify one entity as the lead agency for purposes of grant administration and project coordination. The roles of the lead and other agencies involved should be clearly defined, ongoing, and meaningful, and include compensation for participation and services provided by nonprofit partners. Applications should also include detail about the advisory group's roles and responsibilities and how often meetings will be held.

Assessment of Existing Services, Resources, and Needs. Applicants must show capacity to provide the following services, either in-house or through partnership with other appropriate community agencies:

- Shelter/housing and sustenance (emergency and long term)
- Medical, dental, and mental health care (emergency and long term)
- Special services for child/juvenile victims
- Interpreter/translator services
- Criminal justice system-based victim advocacy
- Legal services, including immigration advocacy
- Social services advocacy and explanation of benefit entitlements/availability
- Explanation of legal rights and protections
- Literacy education and/or job training
- Outreach services directed toward immigrant populations
- Transportation

For application purposes, applicants should identify and provide a description of existing victim services or other community resources that serve trafficking victims. Applicants also should provide data regarding the number and types of trafficking victims already served, if any. In addition, applications for funding must describe the assessment plan applicants will use to further identify and assess community resources, services, and needs for trafficking victims in the targeted geographic region. If applicants already have conducted such needs assessments, their applications must describe how the assessment was conducted, provide a summary of the assessment findings, and describe how applicants propose to develop or enhance victim services based on existing community resources. Specifically, applicants should identify existing resources and describe how they propose to adapt or expand those resources to meet the full range of victim needs throughout the various stages of recovery that victims experience.

In addition to the specific needs listed above, trafficking victims often also have important safety, security, privacy, and confidentiality concerns; therefore applicants' assessments of existing resources and needs should discuss available resources to promote victims' safety, security, privacy, and confidentiality. Applicants' assessments should also discuss the cultural competency of available resources and services, if known, or describe how such competency will be assessed, if not known. Resources for developing cultural competency, such as available training options, also should be described. For further information on the required needs assessment, refer to **Plan for Measuring Progress and Outcomes** on pages 11-12.

Coalition Building and Outreach. Applications for funding should identify key community partners and their respective roles and responsibilities in providing services to trafficking victims as well as a detailed account of how OVC funding will support these services. Additionally, applicants should indicate how they propose to perform outreach/coordination to educate government agencies and nongovernment organizations about trafficking to increase/enhance identification of victims. Applicants should describe how they will perform community outreach through both formal and informal collaborative mechanisms among service providers and the local/state/federal criminal justice system. Applicants should have the

capacity to network and reach out to federal, state, and local justice systems. Effective working relationships with law enforcement at all levels will improve the law enforcement response, such as law enforcement's expertise in appropriately identifying and serving trafficking victims. A good relationship with law enforcement will also facilitate the participation of trafficked persons as witnesses in the investigation and prosecution of traffickers. Applicants should describe previous experience in providing or coordinating victim responses with federal law enforcement agencies investigating or prosecuting trafficking or similar cases, or in situations involving mass trauma or torture. Applicants must also provide a detailed plan for providing training for local law enforcement on trafficking issues. Training topics may include, but are not limited to, provisions of the Trafficking Victims Protection Act of 2000, the rights of victims, identifying victims and collaborating with service providers, available services to victims, and cultural sensitivity. **OVC requires that all applicants set aside 5 percent of budgeted project funds to support training and technical assistance activities.** Applicants may budget part of the 5 percent training and technical assistance fund to cover costs associated with providing training to law enforcement.

Although not a prerequisite for funding under this program, service providers should have established connections with other nongovernment offices/service providers abroad for collaboration and cooperation in cases involving victims from other countries who are repatriated. Victims who are repatriated may require continued services in their home country. Applications for funding should indicate an applicant's willingness and/or ability to collaborate with international organizations, government agencies, and nongovernment offices to provide appropriate and safe repatriation and reintegration for trafficked persons who are going back home. (**Note:** Funding under this program is available only to entities in the United States for services to victims in the United States.)

Letter of Intent (Attachment). Applications must include, as an attachment, a Letter of Intent developed and signed by the directors of all participating agencies that will collaborate to plan, develop, and implement the project. The Letter of Intent must

- Provide a brief history of the collaborative relationship among the partners, including when and under what circumstances the relationship began, and when each partner entered into the relationship.
- Specify the extent of each party's participation in developing the application.
- Clearly delineate the roles and responsibilities each organization or agency would assume to ensure success of the proposed project.
- Describe each partner's awareness of or experience in working with federally funded benefits, issuing programs, and agencies.
- Identify the representatives of the planning and development team who would be responsible for planning, developing, and implementing project activities and describe how they would work together and with project staff.
- Demonstrate a commitment by all partners to work together to achieve project goals.
- Indicate approval of the proposed project budget by all signing parties.
- Describe the resources each partner would contribute to the project, either through time, in-kind contributions, or grant funds (for example, office space, project staff, training).

Development and Implementation of a Comprehensive Victim Services Model. The crime of trafficking requires more than just a law enforcement or victim service response, but a collaborative and integrative effort to address special needs and circumstances. Victim service programs for trafficking victims should help alleviate the practical and cultural barriers that keep victims from turning to law enforcement for help. In addition, service providers must have the capacity to perform case management and protocol development to coordinate the multiple services needed by trafficking victims.

In all applications for funding, applicants must provide a strategy for providing and/or obtaining appropriate services, such as housing, legal, mental health, and medical services for victims. Applications should describe the specific steps that applicants will take to serve trafficking victims, including procedures for initial intake and assessment of victims' needs, development of an individualized service plan, provision and coordination of services, periodic assessment of whether victims' needs are being met, documentation of referrals and services delivered, and modification of services as appropriate throughout victims' recovery. For example, providers should describe their capacity to conduct necessary and appropriate intake assessments, such as health, mental health, and safety evaluations. These measures are used primarily to identify victim needs, but also to minimize health and safety risks to other victims, service providers, and the community at large.

In addition, since victims are often identified outside of regular business hours, applicants must provide information on how services can be accessed by victims 24-hours a day. Applicants who receive funding should be prepared to provide OVC with a point of contact and a 24-hour accessible phone number.

Finally, to ensure that comprehensive services are available to trafficking victims in all phases of intervention, applicants must include a brief discussion on coordination efforts to ensure a smooth transition for victims between the precertification and certification periods. If applicants do not receive funding to provide services to certified victims of trafficking, they should include a strategy for collaborating with other community agencies who work with certified victims to safeguard against any lapse in services. For all tasks described above, applications should describe the staff resources to be dedicated to accomplishing them, such as number of staff, their roles, and responsibilities.

Development of Plan To Sustain the Project After OVC Funding Ends. All applicants should provide information on the potential for generating community and individual support to sustain the project once federal funding ends. Applicants should include descriptions of the steps they will take to explore resources and develop a plan to sustain services to trafficking victims if awarded funding. As significant lead time often is necessary to build community support and garner financial resources, funding recipients should begin soon after receiving an award to develop a detailed plan for maintaining services to trafficking victims in the absence of federal funding.

Reporting Requirements For Successful Applicants

Financial Status Report (SF-269-A). This report is due quarterly from recipients, no later than the 45th day following the end of each calendar quarter. A report must be submitted every quarter in which the award is active, even if there has been no financial activity during the reporting period. The final report is due 120 days after the end of the award. Future awards and fund drawdowns will be withheld if the financial status reports are delinquent.

Semiannual Progress Report. This report must be submitted by recipients. The progress report describes the activities during the reporting period and the status or accomplishment of objectives as set forth in the approved application for funding. Progress reports must include the total number of victims served in the reporting period as well as specific data on the performance measures established for this grant program. Progress reports must be submitted within 30 days after the end of the reporting periods, which are January 1 through June 30 and July 1 through December 31, for the life of the award. The final report is due 120 days after the end date of the award. It summarizes the progress toward achieving the award's goals and objectives, describes the significant results, and identifies products developed under the award. OJP will provide the report format to the recipient. Future awards and fund drawdowns may be withheld if progress reports are delinquent.

III. Application Content

Program Narrative (Attachment #2). The program narrative should not exceed 20 double-spaced pages in 12-point font with 1-inch margins. It must include 6 separate sections: Project Abstract, Problem Statement, Project Goals and Objectives, Project Design/Implementation Plan, Organizational Capability and Project Management, and Plans for Measuring Progress and Outcomes. Each section is described below.

a. Project Abstract. The application must include a 1-page program abstract that highlights the problem addressed, purposes, goals, methods, proposed activities, and anticipated benefits and outcomes of the project. The abstract should not exceed one side of one double-spaced, 8 ½ x 11-inch page.

b. Problem Statement. The problem statement must describe the need for the project and provide a clear statement of how the proposed project will be of value to the victims' field by meeting a stated goal. Applicants should address the goal of developing, expanding, or strengthening victim service programs to victims of trafficking.

c. Project Goals and Objectives. The applicant must specify the goals and objectives of the project. The objectives should be measurable and relate directly to the issues described in the problem statement. The goals should state the overall purpose of what is to be accomplished. The objectives should describe the steps necessary to reach the goals or how the goals should be accomplished.

d. Project Design/Implementation Plan. The project design and implementation plan must describe the project strategy and discuss how the strategy will address the identified problems and support the goals and objectives. The applicant's strategy or design must include a description of project phases, tasks, activities, staff responsibilities, and clear descriptions of interim deliverables. It must include a time-task plan that clearly identifies objectives, major activities, and staff responsible for each of the deliverables. The time-task plan presented in chart form will not be included as part of the 20-page narrative limitation. The applicant must describe the following:

- The strategy, tasks, and time-task plan for developing the services and products. Applicants must develop a time-task plan that clearly identifies major activities and products for the duration of the project period. This plan must include the designation of organizational responsibility, a schedule for the completion of the activities, and the submission of finished products. In preparing the time-task plan, the GANTT chart, or schedule, applicants should make certain that all project activities will occur within the proposed project period. The time-task plan must also provide for the submission of financial and progress reports, the evaluation and training plans within 90 days of the award, the submission of all deliverables to OVC for review and concurrence, and a final report for the project

within 120 days after the end of the grant. All recipients are required to submit semiannual progress reports and quarterly financial reports. For further guidance on the publication process, refer to the current edition of OVC's Publishing Guidelines Handbook online at www.ojp.usdoj.gov/ovc/publications/infores/pubguidehndbk/welcome.html.

- The project's intended services and deliverables or products, such as the comprehensive community needs assessment, the project evaluation plan, the training plan, development of Web sites, brochures, newsletters and other written or electronic resources. All sites must clearly indicate the services that they will deliver (with a supporting budget item). Services, at minimum, must include case management, shelter, medical and dental care, mental health care, legal services, interpretation services, criminal justice system support and advocacy, and social services advocacy.
- Coordination of the project with other organizations, including victim services, criminal and juvenile justice systems, and any joint or cooperative efforts.
- A detailed plan for providing topical training on trafficking to local law enforcement agencies. The plan must include the training curriculum to be used or a plan for developing a curriculum, as well as how the applicant intends to coordinate with law enforcement agencies to offer the training.
- Any unusual features of the project such as design; technological innovations; reductions in cost or time; and extraordinary community, volunteer, or private sector involvement.

e. Organizational Capability and Project Management. Applications must include a clear description of the applicant's management structure and previous experience with victims of trafficking and trafficking-related projects. Applicants must include a description of the proposed professional staff members' unique qualifications that will enable them to fulfill their grant responsibilities.

Applicants must describe how the program will be managed and include an organizational chart of information describing the roles and responsibilities of key organizational and functional components and personnel. Since the program requires interagency collaboration, applicants must identify one entity as the lead agency for purposes of grant administration and project coordination. The role of the lead and other agencies involved should be clearly defined, ongoing, and meaningful, and include compensation for participation and services provided by nonprofit partners.

f. Plan for Measuring Progress and Outcomes. Evaluation is necessary to ensure that projects meet their goals in terms of the process and impact on trafficking victims. Applicants must include a plan to perform a basic evaluation of the project, incorporating the performance measures identified below and other appropriate performance indicators. Recognizing the time and level of effort required to conduct a thorough evaluation, **OVC requires that all applicants set aside 5 percent of budgeted project funds to support project evaluation.** Applicants have the option of budgeting part of the set aside to hire an evaluation specialist as a consultant to the project.

Part of this 5 percent set aside funding for project evaluation must support the development and administration of a comprehensive needs assessment of victims and service providers in the geographical region of service delivery. Within 90 days of the award, grantees must provide OVC a detailed 3-year plan and budget for project evaluation that will be supported by this 5 percent set aside. This evaluation must have as a starting point the development and administration of a comprehensive needs assessment that identifies victim needs in the geographic region to be served; potential number of victims to be served; existing services and resources; gaps in services and resources; obstacles that may impact identifying and serving victims of trafficking, including deficits in collaboration with key partners and

agencies; and, opportunities that may exist to expand services to victims of trafficking. If applicants have completed a comprehensive needs assessment within the last 2 years, then they should clearly describe the methodology and findings of that assessment, and describe how the needs assessment will inform their overall evaluation plan. Applicants seeking a strong example of a comprehensive needs assessment may wish to refer to the *Needs Assessment for Service Providers and Trafficking Victims*, prepared for the National Institute of Justice by Caliber Associates, Inc., available on Caliber's Web site at www.calib.com. To develop such a plan, goals and objectives must be clearly stated, links established between program activities and objectives, and performance measures identified. Performance measures will address a mix of immediate and intermediate outcomes and, as appropriate and feasible, information on long-term impact.

The evaluation plan should identify all resources that will be devoted to conducting the assessment, including identification of staff members and staff time, use of outside consultants to assist with the assessment, and any other support costs associated with conducting an evaluation. Evaluation information, including information on the performance measures established for this grant program, will be submitted as part of the semiannual progress report, as well as part of the final report due within 120 days of the project completion.

Applicants should be aware that some of their proposed activities related to conducting needs assessment or evaluation may be covered and governed by the Department of Justice's regulations applicable to the protection of human research subjects and data confidentiality. The Department of Justice's regulations on the protection of human subjects of research (28 CFR Part 46) require, in brief, that, before Federal funds are expended on research involving human subjects, the research activity must be submitted to an independent review board for approval and that subject informed consent procedures be followed. In addition, the Department's regulations in 28 CFR Part 22 require that, if OVC funds are used to collect, analyze, or otherwise use information identifiable to a private person as part of a research activity paid for out of OVC funds, a fund recipient must maintain the confidentiality of the identifiable information throughout the data collection process and thereafter. Part 22 also requires that such identifiable information may only be disclosed as authorized by 42 USC § 3789g and 28 CFR Part 22, i.e., for research purposes. In this connection, applicants for OVC support are required to submit a Privacy Certificate as a condition of approval of a grant application or contract proposal that contains a research or statistical component under which information identifiable to a private person will be collected. The Privacy Certificate is the applicant's assurance that he/she understands his/her responsibilities to protect the confidentiality of research and statistical information and has developed specific procedures to ensure that this information is only used or revealed in accordance with the requirements of 42 USC § 3789g and 28 CFR Part 22.

Applicants who receive funding under this solicitation will be required to address data confidentiality and human research subjects protection requirements in the evaluation plan that they must submit to OVC within 90 days of their award. A special condition will be attached to the grant award prohibiting the grantee from engaging in any evaluation and needs assessment activities supported with these OVC grant funds, and from expending, obligating or drawing down on funds that support these activities, until their evaluation plan has been submitted to OVC and OVC issues a grant adjustment notice indicating that the grantee has complied with statutory and regulatory requirements regarding human subject research and data confidentiality requirements.

Performance Measures: OVC is required to report its programmatic results annually, in accordance with the Government Performance and Results Act (GPRA), Public Law 103-62. OVC summarizes the individual results and outcomes of all discretionary grant programs, indicating whether the programs are successfully meeting their objectives. OVC depends on its grantees to provide accurate, timely, and

relevant information on grant progress and impact. Increasingly, these findings will provide justification for continuing OVC's discretionary grant program. To ensure compliance with the GPRA, this solicitation notifies applicants that they are required to collect and report data that measure the results of the programs implemented with this grant. To ensure accountability of this data, for which OJP is responsible, the following performance measures for this project are provided:

- The number and type of services provided to precertified victims
- The number and types of service providers available to pre-certified victims
- The number of service professionals who received training, including law enforcement officers. (Data should be broken down according to discipline of training recipients.)
- The changes in policy and practice in the community response to victims of trafficking
- The increase in number of collaborative partners working with the OVC-funded organization to serve victims of trafficking in the designated geographical region

Budget Detail Worksheet and Narrative (Attachment #1)

The applicant must provide a detailed budget that (1) is complete, allowable, cost-effective in relation to the proposed activities, and accurately reflects how grant funds will be used to accomplish the goals and objectives of the proposal, (2) shows the cost calculations demonstrating how the applicant arrived at the total amount requested, and (3) provides a supporting budget narrative to link costs with project implementation.

Applicants must submit both a budget worksheet and a budget narrative in one file. The budget worksheet provides the detailed computations for each budget item, and the narrative justifies or explains each budget item and relates it to project activities.

- **Budget Worksheet.** The budget worksheet must list the cost of each budget item and show how the costs was calculated. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee to be paid through grant funds. The budget worksheet should present a complete and detailed itemization of all proposed costs. A sample budget is attached for your reference.
- **Budget Narrative.** The budget narrative should closely follow the content of the budget worksheet and provide justification for all proposed costs. For example, the narrative should explain how fringe benefits were calculated, how travel costs were estimated, why particular items of equipment or supplies must be purchased, and how overhead or indirect costs were calculated. The budget narrative should justify the specific items listed in the budget worksheet (particularly supplies, travel, and equipment) and demonstrate that all costs are reasonable.

Applicants may refer to the sample Budget Detail Worksheet form at the end of this solicitation for an example of completion of a Budget Detail Worksheet. A blank form may be accessed at OVC's Web site: www.ojp.usdoj.gov/ovc/fund/forms.htm#1. Applicants are not required to use the Budget Detail Worksheet, but must provide information in the categories outlined in the worksheet and include all information requested by the worksheet. Applicants are strongly encouraged to review OJP's Financial Guide for detailed information on allowable costs, methods of payment, audit requirements, accounting

systems, and financial records. The OJP Financial Guide is also available on OJP's Web site (www.ojp.usdoj.gov/oc). This document will govern the administration of funds by all successful applicants and their contractors.

Please see the section on Award Amount, pages 3-4, that discusses the amount of funding available and match requirements.

Applicants are required to attend an annual OVC discretionary grantee meeting in Washington, DC. With the exception of local grantees, all other grantees must budget this trip at an *annual* cost of \$1,200 for travel, lodging, and per diem costs for at least one key project staff person to attend the meeting. Applicants must also budget costs to attend one Financial Management Training Seminar sponsored by the Office of Justice Programs, Office of the Comptroller (OC). Specific information (such as dates and locations) about upcoming OC events can be found at www.ncja.org/Seminars/2003_FMS_Seminars/invite.htm.

In addition to these amounts, all applicants must set aside 5 percent of budgeted project funds to support a range of ongoing training and technical assistance for program staff (including law enforcement training) and 5 percent of budgeted project funds to support project evaluation activities (including needs assessment). These set asides should be indicated as line-item budget costs to provide flexibility and resources so that award recipients may benefit from training, technical assistance, and evaluation activities to develop, expand, or strengthen trafficking victim services. Applicants should be aware that funds in this set aside will support travel and other costs related to the receipt of technical assistance and training by Safe Horizon, the national training and technical assistance provider for the Trafficking Program. After an award is made, the OVC grant monitor will provide the grantee with more information on annual costs associated with this training from Safe Horizon.

Note: Total costs specified in the Budget Detail Worksheet must match the total amount on the SF 424, line 15g.

Evaluation. Please see the section Plan for Measuring Progress and Outcomes on pages 11-12 for the information on the requirements for this section, including the budget line item for a five percent set aside for evaluation.

Required Attachments (Attachment #3) must include the following:

- **Resumes of key personnel** must be provided. For positions that are vacant, provide job descriptions, outlining roles and responsibilities, and provide the selection criteria for the proposed new positions.
- **Letters of intent** must be provided. It must be signed by the directors of all participating agencies that will collaborate in any phase of the comprehensive services to trafficking victims project. It should clearly define the roles and responsibilities of each participating agency in the development, implementation, and administration of the project (see Coalition Building and Outreach in **Program Narrative**, Section II).
- **Statement of authorship** that clearly identifies the author(s) of the proposal and their professional affiliations must be included.

- **List of funding efforts** must be included that details all federal and nonfederal funding received that supports programs or services related to trafficking, as well as all pending applications for any funding related to trafficking.
- **Other attachments** as needed.

Application for Federal Assistance (SF-424). The Application for Federal Assistance is a standard form used by most federal agencies. It contains 18 items that must be completed online in the Overview, Applicant Information, and Project Information sections of OJP's GMS.

Assurances and Certifications. Applicants are required to review and accept the Assurances and Certifications. Please verify that the name, address, phone number, fax number, and e-mail address of the authorizing official on these online forms are correct.

- **Assurances.** The applicant must comply with assurances to receive federal funds under this program. It is the responsibility of the recipient of the federal funds to fully understand and comply with these requirements. Failure to comply may result in the withholding of funds, termination of the award, or other sanctions.
- **Certifications** Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters, and the Drug-Free Workplace Requirement. Applicants are required to review and check off the box on the certification form included in the online application process. This form commits the applicant to compliance with the certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," and 28 CFR Part 67, "A Government-Wide Debarment and Suspension (Nonprocurement) and Government-Wide Requirements for Drug-Free Workplace (Grants)."

Note: Before signing the certifications, applicants should be aware that the Anti-Lobbying Act, 18 U.S.C. § 1913, recently was amended to expand significantly the restriction on use of appropriated funding for lobbying. This expansion also makes the anti-lobbying restrictions enforceable via large civil penalties, with civil fines between \$10,000 and \$100,000 per each individual occurrence of lobbying activity. These restrictions are in addition to the anti-lobbying and lobbying disclosure restrictions imposed by 31 U.S.C. § 1352.

The Office of Management and Budget (OMB) is currently in the process of amending the OMB cost circulars and the common rule (codified at 28 C.F.R. part 69 for DOJ grantees) to reflect these modifications. However, in the interest of full disclosure, all applicants must understand that no federally appropriated funding made available under this grant program may be used, either directly or indirectly, to support the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government, without the express approval by OJP. Any violation of this prohibition is subject to a minimum \$10,000 fine for each occurrence. This prohibition applies to all activity, even if currently allowed within the parameters of the existing OMB circulars.

The authorizing official must review the Assurances and Certifications forms in their entirety. To accept the Assurances and Certifications in GMS, click on the Assurances and Certifications link and click the "Accept" button at the bottom of the screen.

Other Required Assurances

- **Faith-Based Organizations.** Consistent with President Bush's Executive Order 13279, December 12, 2002, it is now OVC policy that faith-based and community organizations that statutorily qualify as eligible applicants under OVC programs are invited and encouraged to apply for assistance awards. Faith-based and community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with nonfaith-based and community organization grantees in the administration of such awards. No eligible applicant or grantee will be discriminated against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.
- **Civil Rights Compliance.** All recipients of Federal grant funds are required to comply with nondiscrimination requirements contained in various Federal laws, including Title VI of the Civil Rights Act of 1964 ("Title VI") and section 809 of the Omnibus Crime Control and Safe Streets Act of 1968 ("Safe Streets Act"), as amended. In the event that a court of an administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, genders, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the findings to the Office of Civil Rights of the Office of Justice Programs. All applicants should consult the Assurances required with the application funds to understand the applicable legal and administrative requirements.
- **Services to Limited-English-Proficient (LEP) Persons.** National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. The U.S. Department of Justice has issued guidance for grantees to assist them in complying with Title VI requirements. The guidance document can be accessed on the Internet at www.lep.gov or by contacting the Office of Justice Program's Office for Civil Rights at (202) 307-0690, or by writing to the following address: Office of Civil Rights, Office of Justice Programs, U.S. Department of Justice, 810 7th Street, NW, 8th Floor, Washington, DC 20531.

IV. Selection Criteria

Review Process. OVC staff will review applications for completeness and responsiveness to the solicitation. Responsive applications will be forwarded for peer review. Applications will be reviewed using specific selection criteria and their comments will be used by the OVC Director in selecting applications for funding. Final selection will be based on peer review results, feedback from other federal agencies involved in trafficking initiatives, and other considerations, especially the need for service coverage in geographic areas that currently do not have federal funding to support services to victims of trafficking in the precertification phase. Before making final selections for funding specific applicants, OVC's Director and OJP's Assistant Attorney General will consider information about the performance of the applicants on previous grants awarded by OVC, OJP, or other federal agencies. Emphasis will be placed on the delivery of complete, responsive products that produced tangible benefits. Applicants who failed to meet grant deadlines, did not comply with OJP financial requirements, or did not adjust to difficulties by setting revised time-task lines will not be considered favorably for funding. OJP's Assistant Attorney General has the ultimate authority to select applications for funding.

Selection Criteria. Applications will be evaluated and rated based on the extent to which the program meets the selection criteria listed below.

Program Narrative. The problem narrative must provide a strong rationale for the project and clearly describe how the proposed project will address the goal established by this grant program, including the need for expanded provision of services to a defined geographical area that currently does not receive OVC funding for services to precertified victims. The goals and objectives must be clearly specified and related directly to the problem statement. The goal(s) should state the overall purpose of what is to be accomplished. The objectives should describe the steps necessary to accomplish the goals. To foster the objective of a seamless continuum of services for victims of trafficking regardless of their certification status, priority may be given to organizations that have received grant funding from the Office of Refugee Resettlement (ORR) with the Department of Health and Human Services to provide services to certified victims of trafficking. Priority may also be given to organizations that propose to provide services to precertified victims of trafficking in defined geographical areas for which neither OVC nor ORR funding has been awarded for services to trafficking victims.

Project Design/Implementation Plan. The program strategy/methodology must include sufficient detail so that the reader can understand what will be accomplished, how it will be accomplished, when it will be accomplished, and who will accomplish it. All proposed tasks should be presented in a way that allows a reviewer to see the logical progression of tasks and to be able to relate the tasks directly to the accomplishment of the project goal(s) and objectives. Projected activities should be realistic and reflect the project's allocated time, staff, and funding and must include the activities/deliverables outlined by OVC in this solicitation, including the development/administration of a comprehensive needs assessment and the delivery of training on trafficking victim issues to law enforcement. The project design must support the purpose and goals of the grant program. A detailed time-task plan that outlines activities and deliverables, including required reports and designated staff and organizational responsibilities for activities and deliverables, must be included.

Organizational Capability. Applicants must demonstrate how their resources, capabilities, and experiences will enable them to achieve the goals and objectives. The applicant must document its capability to undertake and complete a complex project that will provide comprehensive services to victims of trafficking, including evidence that the applicant possesses the requisite staff and expertise. Organizational capability will be assessed on the basis of (1) the applicant's described management structure, previous experience with similar or related efforts, and financial capability, and (2) the applicant's project management plan and documentation of the professional staff members' unique qualifications to perform their assigned tasks. Applicants must clearly establish that their experience and resources enable them to achieve the goals and objectives of the project.

Plans for Measuring Progress and Outcomes. Applicants must describe their plan for measuring project progress and success. All applications must contain a plan for evaluating the accomplishment of project goals and objectives. Applicants must describe how the evaluation data will be gathered and analyzed, and identify the resources that are being committed for this purpose. In determining the quality of the evaluation plan, the following factors will be considered:

- Extent to which the evaluation plan provides detailed information for increasing the effectiveness of the management and administration of the project, documents that objectives have been met, and determines the overall effectiveness of the project.
- Extent to which the proposed methods of evaluation are thorough, feasible, and appropriate to the goals, objectives, and outcomes of the proposed project.

-
- Adequacy of the data collection and analysis methodology to address the identified performance measures and to demonstrate whether and to what extent the proposed strategy is meeting its short-term, intermediate, and long-term objectives.

Budget and Budget Narrative. Reviewers will examine the identified project tasks, milestones, and assignment of staff resources within the framework of the proposed budget. The applicant must demonstrate that there is sufficient staff and time to accomplish the proposed tasks in a cost-effective manner. Applicants must show cost effective and efficient use of grant resources, demonstrating that all grant-related expenses are necessary for project completion. Tasks and activities described in the narrative should parallel the budget. All identified costs should accurately reflect the tasks, time, supplies, and travel necessary to accomplish the grant-related work. All costs should be allowable costs as defined by the OJP Financial Guide. The budget format and description adhere to the format proscribed by the Budget Detail Worksheet, although the actual worksheet form is not required.

Appendix A

Quick Start Guide to Using OJP's Online Grants Management System

Step 1. Using an established Internet account, go to www.ojp.usdoj.gov/fundopps.htm. An online Applicant Procedures Handbook is available on this page. Applicants may link directly to OJP's Grants Management System (GMS) to see online help screens. **Note:** Applicants without an Internet account should call the GMS Hotline at 1-888-9901 for assistance.

Step 2. Click on "Logon to the Grants Management System (GMS)."

Step 3. Follow the onscreen instructions. First-time GMS users should click on "New User? Register Here." Applicants who already have a GMS password should click on "GMS Sign-In." Proceed to the FY 2004 OVC Services for Trafficking Victims Discretionary Grant Program and begin working on it. Applicants will receive e-mail confirmation from OVC that they are eligible to submit an application within 7 days. Plan ahead. Applicants can register at any time and are encouraged to do so as soon as possible. Applicants must create a separate GMS account for each application to be submitted. **Note:** Applicants must ensure that the information for the authorizing official and alternate contact is entered correctly. The authorizing official is the individual authorized to accept grant funds in your organization. If the individual applying online is not the signing authority, that individual must list the authorizing official's name and contact information where appropriate. **Questions or problems:** Applicants who have questions should refer to the online handbook or access applicable help screens. If the questions cannot be addressed by accessing online GMS reference tools, call the GMS Hotline at 1-888-549-9901. Previous users should contact the GMS Hotline if they are having difficulty with their user ID and password.

Step 4. Complete the online Application for Federal Assistance (SF-424) by providing the required information in the Overview, Applicant Information, and Project Information screens.

Step 5. Complete the application by electronically "accepting" the Assurances and Certifications and submitting the three required file attachments: Budget Detail Worksheet, Program Narrative, and Other Program Attachments. (See the Application Review Checklist and the Application Requirements for detailed instructions about the information to include in each attachment.) Please note that applicants must upload one file per attachment; only the most current file uploaded to the appropriate attachment will be saved as part of the application. All sections of each attachment must be completed for your application to be considered for funding. Again, applicants are reminded to—

Submit your completed application online. The GMS system will notify the applicant that the application has been received and sent to OVC, and it will provide an application identification number for future reference. Applicants who have questions about GMS or need technical assistance with applying online should contact the **GMS Hotline at 1-888-549-9901, Monday through Friday, 7 a.m. to 9 p.m. (except Federal holidays). Information submitted via GMS must be in the following word processing formats: Microsoft Word (*.doc*), PDF files (*.pdf*), or Text Documents (*.txt*).**

Appendix B Application Review Checklist

All applications must be submitted electronically through OJP's GMS, which can be accessed at www.ojp.usdoj.gov/fundopps.htm. **Applications submitted via GMS must be in the following word processing formats: Microsoft Word (*.doc*), PDF files (*.pdf*), or Text Documents (*.txt*).**

Organizations should verify that they have a DUNS number or take the steps necessary to obtain one as soon as possible. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS number request line at 1-800-333-0505.

Please use this checklist to make sure your application is complete. Your GMS application must include the following:

Online Forms

- ___ **Application for Federal Assistance (Standard Form 424).** This form is generated by completing the Overview, Applicant Information, and Project Information screens in GMS.
- ___ **Assurances and Certifications.** The Assurances and Certifications must be reviewed and accepted electronically by the authorizing official or the designated authorizing official.

Attachments (3)

- ___ **Budget Detail Worksheet (Attachment #1).** The Budget Detail Worksheet must present a detailed budget that itemizes all proposed costs and must include a budget narrative that provides justification for all proposed costs. Applicants do not have to use the Budget Detail Worksheet Form, but they must adhere to the categories and provide all information requested on this Worksheet.
- ___ **Program Narrative (Attachment #2).** The Program Narrative must include the following:
 - ___ Project Abstract.
 - ___ Problem Statement.
 - ___ Project Goals and Objectives.
 - ___ Project Design/Implementation Plan.
 - ___ Organizational Capability and Project Management.
 - ___ Plans for Measuring Progress and Outcomes.
- ___ **Other Attachments (Attachment #3).** The Other Program Attachments must include the following elements. **Note:** All of the materials below must be attached in one (1) file.
 - ___ Resumes of key personnel/position descriptions (required).
 - ___ Letter of intent with signatures of collaborative partners (required).
 - ___ Memoranda of understanding (if applicable).
 - ___ Clearly identify names and affiliations of the author(s) of the application proposal (required).
 - ___ List of all federal and nonfederal funding sources for trafficking-related programs, including pending applications for trafficking-related funding (required).

SAMPLE ONLY

Appendix C Budget Detail Worksheet

Purpose. The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

A. Personnel. List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
<i>Project Director</i>	$\$ 60,000 \times 50\% \times 3 \text{ years}$	$\$ 90,000$
<i>Case Management Coordinator</i>	$\$ 40,000 \times 50\% \times 3 \text{ years}$	$\$ 60,000$
<i>Office Manager</i>	$\$ 30,000 \times 50\% \times 3 \text{ years}$	$\$ 45,000$
<i>Cost of Living Increase</i>	$\$ 65,000 \times 2.5\% \times \text{year } 2$	$\$ 1,625$
	$\$ 66,625 \times 2.5\% \times \text{year } 3$	$\$ 1,666$

The Project Director and Case Management Coordinator will devote 50% of their time to developing and implementing the project, including the ongoing development of a comprehensive community network of services for trafficking victims as well as the provision of direct services to trafficking victims on an as needed basis. A 2.5% cost of living adjustment is scheduled for all personnel at the end of the first and second years of the project. The office manager will provide administrative support to this project, including the aggregation of program, service delivery, and evaluation data into the necessary reports. The organization will contribute .2064 percent of total salaries as part of the matching requirement.

TOTAL \$ 198,291

B. Fringe Benefits. Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
<i>Employer's FICA</i>	$.0765 \times \$ 198,291$	$\$ 15,169$
<i>Retirement & Health Insurance</i>	$.12 \times \$ 198,291$	$\$ 23,795$
<i>Workman's Compensation & Unemployment Compensation</i>	$.0135 \times \$ 198,291$	$\$ 2,677$

The organization will contribute .2064 percent of total fringe benefits as part of the matching requirements.

TOTAL \$ 41,641

Total Personnel & Fringe Benefits \$ 239,932

C. Travel. Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
<i>OVC Grantee Meeting</i>	<i>Wash. DC</i>	<i>Airfare, Hotel, Per Diem</i>	<i>Amount Designated by OVC (\$1,200 annually x 3 years x 2 staff persons)</i>	<i>\$ 7,200</i>
<i>OJP OC Financial Management Training</i>	<i>San Diego</i>	<i>Airfare</i>	<i>1 staff x \$200 x 1 year</i>	<i>\$ 200</i>
		<i>Hotel</i>	<i>1 staff x \$110/daily x 2 nights</i>	<i>\$ 220</i>
		<i>Per Diem</i>	<i>1 staff x \$51/daily x 3 days</i>	<i>\$ 153</i>
		<i>Local Transportation</i>	<i>1 staff x 4 trips x \$25 trip (to & from home/local airport & SD airport/hotel)</i>	<i>\$ 100</i>
<i>Client Transportation</i>	<i>Local</i>	<i>Bus Passes</i>	<i>\$25 pass x 36 months x 3 clients</i>	<i>\$ 2,700</i>

The above two items are costs required by OVC to be included in this budget. Lodging and per diem are based on the current Federal per diem rate. Air fare costs are based on actual airfare costs. Two staff members (project director and other key staff member) will attend an annual OVC grantee meeting under the comprehensive services solicitation. One staff person will attend the OJP OC Financial Management Training and expenses were calculated for attendance at the San Diego site, as that is the closest location to San Francisco. **Amount of funding to attend an annual OVC Grantee Meeting was determined by OVC as a required set-aside amount in the trafficking solicitation.** Bus passes are essential to provide services to clients, as organization does not have the ability to transport all clients to all needed points of service, including medical care.

TOTAL \$ 10,573

D. Equipment. List nonexpendable items that are to be purchased. Nonexpendable equipment is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Expendable items should be included either in the "Supplies" category or in the "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
		TOTAL \$ <u>-0-</u>

No equipment costs are budgeted for this grant application.

E. Supplies. List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Generally, supplies include any materials that are expendable or consumed during the course of the project.

<u>Supply Items</u>	<u>Computation</u>	<u>Cost</u>
<i>Office Supplies</i>	<i>\$50/month x 36 months</i>	<i>\$ 1,800</i>
<i>Postage</i>	<i>\$20/month x 36 months</i>	<i>\$ 720</i>
<i>Computer</i>	<i>One time purchase</i>	<i>\$ 2,000</i>
<i>Printer</i>	<i>One time purchase</i>	<i>\$ 500</i>

Computer and printer will support the case management, data collection, and evaluation activities of the trafficking services program. Agency's procurement and capitalization policy will be used for the computer equipment.

Office supplies and postage are needed for the general operation of the program.

TOTAL \$ 5,020

F. Construction. As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Consult with the program office before budgeting funds in this category.

<u>Purpose</u>	<u>Description of Work</u>	<u>Cost</u>
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THERE ARE NO CONSTRUCTION COSTS FOR THIS PROJECT

TOTAL \$ -0-

G. Consultants/Contracts. Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees. For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
<i>Jane Smith</i>	<i>Trafficking Housing Development Consultation</i>	<i>3 days @ \$450 daily</i>	<i>\$ 1,350</i>

Applicant agency's formal, written procurement policy is used for consultant reimbursement but does not exceed the \$450 daily consultant rate limit established by the Office of Justice Programs. Consulting services are necessary to provide expertise in performing housing search, evaluation of housing appropriateness, and contract negotiation to find the most appropriate housing for trafficking victims in the most cost effective manner.

Subtotal \$ 1,350

Consultant Expenses: List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging, etc.)

<u>Item</u>	<u>Location</u>	<u>Computation</u>	<u>Cost</u>
<i>Airfare</i>	<i>San Francisco</i>	<i>1 consultant (J. Smith)</i>	<i>\$ 505</i>
<i>Hotel</i>	<i>San Francisco</i>	<i>1 conslt (J. Smith) x 2 nights x \$139/night</i>	<i>\$ 278</i>
<i>Per diem</i>	<i>San Francisco</i>	<i>1 conslt (J. Smith) x 3 days x \$51/day</i>	<i>\$ 153</i>
<i>Local Transportation</i>	<i>(to/from NYC & San Francisco airports)</i>	<i>4 trips x \$25 /each trip</i>	<i>\$ 100</i>

Consultant Jane Smith is based in New York City and will travel to San Francisco to deliver services. Airfare costs are based on actual costs and hotel and per diem are based on 2004 Federal per diem rates.

Subtotal \$ 1,036

Contracts. Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

<u>Item</u>	<u>Cost</u>
<i>Interpreter services, including "on-call foreign language and sign language services for the organization and other providers in the community service network.</i>	<i>\$ 25,000</i>

The agency's formal, written procurement policy will be utilized to obtain services in the most cost-effective manner.

Subtotal \$ 25,000

TOTAL \$ 27,386

H. Other Costs. List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
<i>Office rent</i>	<i>400 sq. ft. x \$1.25 sq. ft. \$500 x 36 months</i>	<i>\$ 18,000</i>
<i>Phone</i>	<i>\$50/month x 36 months</i>	<i>\$ 1,800</i>
<i>Victim Services</i>	<i>See below</i>	<i>\$ 150,000</i>

Victim Services computation: 50 victims annually x 10 days of service for each victim x 3 years = 1500 days of service at \$100 daily. The \$100 daily rate represents an anticipated average of two units of service daily from such services as medical care, mental health counseling, housing, job skills training, and legal services that will be provided by the community organizations identified in the letter of intent and not by

this applicant organization. For each unit of service (such as medical clinic visit, overnight stay in a shelter, or day of skills training), the providing community organization will charge \$50 but will contribute \$25 in services and receive financial reimbursement of \$25. It is anticipated that \$100 daily will cover expenses, as not every service will be needed, or needed daily, by every victim). The value of services provided by community providers will make up part of the matching requirement of this grant program.

<i>Evaluation Costs</i>	<i>5% of identified costs (\$452,762 x 5%)</i>	<i>\$ 22,638</i>
<i>Training Costs</i>	<i>5% of identified costs (\$452,762 x 5%)</i>	<i>\$ 22,638</i>

The 5 percent set-aside for training and evaluation costs are requirement of the OVC solicitation for services and the calculation of 5 percent for each is added to the line items of the budget.

TOTAL \$ 215,076

I. Indirect Costs. Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
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THERE ARE NO INDIRECT COST RATES FOR THIS PROJECT

TOTAL \$ -0-

Budget Summary. When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

Note: Please break down each of the categories (A-I) into Federal and local share.

Budget Category	Total:	Federal:	Local:
A. Personnel	\$198,291	\$157,384	\$ 40,907
B. Fringe	\$ 41,641	\$ 33,039	\$ 8,602
C. Travel	\$ 10,624	\$ 10,624	\$ -0-
D. Equipment	\$ -0-	\$ -0-	\$ -0-
E. Supplies	\$ 5,020	\$ 5,020	\$ -0-
F. Construction	\$ -0-	\$ -0-	\$ -0-
G. Consultants	\$ 27,386	\$ 27,386	\$ -0-
H. Other	\$215,076	\$140,076	\$ 75,000
Total Direct Costs	\$498,038	\$373,529	\$124,509
I. Indirect Costs	\$ -0-	\$ -0-	\$ -0-
TOTAL PROJECT COSTS	\$498,038	\$373,529	\$124,509

Federal Request: \$373,529

Non-Federal Amount: \$124,509

The "Total" amount column should detail total project costs for the trafficking project. The "Federal" amount column should detail the applicant's federal request which can be no more than 75 percent of the total project costs. The "Local" amount column should detail the applicant's match which must be at least 25 percent of the total project's costs.