



---

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is pleased to announce that it is seeking applications to support training and technical assistance that will assist Indian tribes through tribal, federal, or local law enforcement in identifying and rescuing victims of human trafficking within tribal communities or native villages. This program furthers the Department's mission by enhancing Indian tribes' response, through tribal law enforcement, to human trafficking victims of tribal communities or native villages.

## **Anti-Human Trafficking Training and Technical Assistance for Tribal Law Enforcement FY 2012 Competitive Grant Announcement**

### **Eligibility**

Applicants are limited to for-profit organizations, nonprofit organizations, faith-based and community organizations, institutions of higher education (including tribal colleges and universities), and consortiums. Applicants must have demonstrated experience providing national- and local-level training and technical assistance in the area of human trafficking as well as experience providing training and technical assistance to tribal governments, tribal law enforcement, and tribal communities. Significant knowledge of OJP's Anti-Human Trafficking Initiative, and a demonstrated experience and expertise in providing anti-human trafficking training to law enforcement, specifically tribal law enforcement, are required. For-profit organizations must agree to waive any profit or fees for services.

### **Deadline**

Applicants must register with [Grants.gov](#) prior to submitting an application. (See "How To Apply," page 10.) All applications are due by 11:59 p.m. eastern time on April 10, 2012. (See "Deadlines: Registration and Application," page 4.)

### **Contact Information**

For technical assistance with submitting the application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035 or via e-mail to [support@grants.gov](mailto:support@grants.gov).

**Note:** The [Grants.gov](#) Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

For assistance with any other requirement of this solicitation, contact the BJA Justice Information Center at 1-877-927-5657, via e-mail to [JIC@telesishq.com](mailto:JIC@telesishq.com), or by [live web chat](#).

The BJA Justice Information Center hours of operation are 8:30 a.m. to 5:00 p.m. eastern time, Monday through Friday, and 8:30 a.m. to 8:00 p.m. eastern time on the solicitation close date.

Applicants may also contact David Adams, BJA Senior Policy Advisor, at 202-514-5309 or by e-mail to [david.adams@usdoj.gov](mailto:david.adams@usdoj.gov).

**Grants.gov number assigned to announcement:** BJA-2012-3211

**Release date:** February 22, 2012

# CONTENTS

Overview	4
Deadlines: Registration and Application	4
Eligibility	4
Program-Specific Information	5
Performance Measures	8
Notice of Post-Award FFATA Reporting Requirement	10
How To Apply	10
What an Application Should Include	12
Information to Complete the Application for Federal Assistance (SF-424)	
Project Abstract	
Program Narrative	
Budget Detail Worksheet and Budget Narrative	
Indirect Cost Rate Agreement (if applicable)	
Tribal Authorizing Resolution (if applicable)	
Plan for Evaluation and Data Collection for this Solicitation's Performance Measures	
Additional Attachments	
Other Standard Forms	
Selection Criteria	17
Review Process	17
Additional Requirements	18
Provide Feedback to OJP on This Solicitation	19
Application Checklist	20

# **Anti-Human Trafficking Training and Technical Assistance for Tribal Law Enforcement (CFDA #16.320)**

## **Overview**

Through this solicitation, BJA is seeking to develop and deliver training for federally-recognized Indian tribes with their respective law enforcement and criminal justice authorities (tribal, state, and/or federal law enforcement) that will equip them with the knowledge and ability to identify and rescue victims of human trafficking on tribal lands. This training curriculum will build on the “Advanced Human Trafficking Investigation Training,” “Human Trafficking Training for State Judges,” and “Human Trafficking Training for State Prosecutors” that has previously been developed for BJA. One cooperative agreement for up to \$305,000 is expected to be awarded by BJA to support the development of the training and support up to three pilot trainings. (See “Program-Specific Information,” page 5, for more details about the goals and objectives of the training program.) The statutory authority for this program is 22 U.S.C. § 7105(b)(2).

## **Deadlines: Registration and Application**

Registration is required prior to submission. OJP strongly encourages registering with Grants.gov several weeks before the deadline for application submission. The deadline for applying for funding under this announcement is 11:59 p.m. eastern time on April 10, 2012. **You are urged to submit your application at least 72 hours prior to the application submission deadline.** Please see the “How To Apply” section, page 10 for more details. Note that while the deadline for submission is 11:59 p.m. eastern time on April 10, 2012, staff assistance through the BJA Justice Information Center is only available until 8:00 p.m. eastern time (see “Contact Information” on the title page for more information about BJA’s Justice Information Center).

## **Eligibility**

Refer to the title page for eligibility under this program.

**Lobbying, promoting, or advocating the legalization/regulation of prostitution.** The U.S. government is opposed to prostitution and related activities, which are inherently harmful and dehumanizing, and contribute to the phenomenon of trafficking in persons. U.S. nongovernmental organizations, and their sub-grantees, cannot use U.S. Government funds to lobby for, promote, or advocate the legalization or regulation of prostitution as a legitimate form of work. Foreign nongovernmental organizations, and their subgrantees, that receive U.S. Government funds to fight trafficking in persons cannot lobby for, promote, or advocate the legalization or regulation of prostitution as a legitimate form of work. It is the responsibility of the primary grantee to ensure these criteria are met by its subgrantees.

## Program-Specific Information

To address the problem of human trafficking in the United States, Congress passed and the President signed into law the Trafficking Victims Protection Act (TVPA) of 2000 (22 U.S.C. § 7101 et. seq.), which was amended by the Trafficking Victims Protection Reauthorization Act of 2003, and amended again in 2005 and 2008. The TVPA seeks to combat “severe forms” of human trafficking by punishing traffickers, protecting victims, and mobilizing U.S. government agencies to wage a global anti-trafficking campaign. TVPA, as amended, contains significant mandates for the U.S. Departments of State, Justice, Labor, Homeland Security, and Health and Human Services, and the U.S. Agency for International Development.

Since FY 2004, BJA and the Office for Victims of Crime (OVC) have worked collaboratively to utilize funds appropriated through the TVPA to implement a multidisciplinary anti-human trafficking task force model designed to combat human trafficking by identifying, rescuing, and restoring victims; investigating and prosecuting trafficking crimes; and building awareness about trafficking in the surrounding community. Additionally, through this collaborative effort, BJA and its partners have developed training for law enforcement, prosecutors, and judges to provide awareness of human trafficking as well as advanced skills on how to investigate cases of human trafficking. One area that has been identified where gaps still remain is in the training of tribal law enforcement, where tribal lands exist, and with federal and local law enforcement where appropriate, on the topic of human trafficking. Investigations of trafficking involving American Indian and Alaska Native communities are especially complex due to jurisdictional questions. The Human Trafficking Prosecution Unit in the Civil Rights Division of the U.S. Department of Justice has described a lack of TVPA training and/or coordinated efforts across multiple jurisdictions as generally problematic since local police are usually the first to encounter a victim (Pierce, Alexandra & Koeplinger, Suzanne, 2011, October. *New language, old problem: Sex Trafficking of American Indian women and children.*). Additionally, at the Department of Justice’s annual consultation on violence against American Indian and Alaska Native women in 2009, many tribal leaders voiced their concerns about trafficking in their communities. Because of the uniqueness of tribal communities, special training is needed to develop the skills of Indian tribes and their respective tribal law enforcement agencies that will enable them to better address the crime of human trafficking.

This FY 2012 solicitation seeks to address the gaps in training and technical assistance to ensure that tribal law enforcement agencies have the knowledge necessary and coordinate between agencies to identify, investigate, and rescue victims of all forms of human trafficking on tribal lands.

The TTA provider will be responsible for:

- Designing and developing an Anti-Human Trafficking Training for Indian Country Law Enforcement course curriculum.
- Conducting up to three pilot trainings.
- Conducting a pilot training evaluation.
- Performing final curriculum revisions.

## Goals, Objectives, and Deliverables

The overall goals of the training and technical assistance funded under this FY 2012 Anti-Human Trafficking Training for Tribal Law Enforcement solicitation are to:

1. Enhance the Indian tribes' understanding of the crime of human trafficking, the unique needs of human trafficking victims, and the need for a victim-centered approach to investigation of human trafficking.
2. Enhance the capacity of Indian Country law enforcement, and its federal or local partners, to address the crime of human trafficking on tribal lands.
3. Enhance the ability of Indian Country communities, especially tribal law enforcement, to identify and rescue victims of all forms (sex/labor, adult/minor, male/female) of human trafficking, as defined by the TVPA, on tribal lands.
4. Enhance the ability of Indian Country law enforcement to collaborate with federal, tribal, state, and local prosecutors to support the prosecution of trafficking crimes that occur in tribal communities.
5. Enhance Indian tribe capacity to identify and report trafficking crimes by preparing tribal/local law enforcement to conduct public awareness and outreach activities in tribal communities.

Objectives and Deliverables:

- Design and develop training that will increase the knowledge of Indian Country communities, especially tribal law enforcement in understanding the crime of human trafficking, identifying possible signs of human trafficking, the unique needs of human trafficking victims, describing the victim service provider role, and understanding the need for victim-centered prosecution.
- Design and develop course curriculum to include instructor manuals and participant materials. (Web-based training materials should be 508 compliant).
- In consultation with BJA, conduct up to three pilot trainings at up to three strategically chosen tribal locations with a focus on tribal community diversity. Participants should be selected to maximize exposure to the curriculum, provide a diverse evaluation of the curriculum and pedagogy by the tribal community, and provide recommendations for course modifications.
- Conduct a pilot training evaluation that is both formative and summative, and includes facilitated group discussion and individual written feedback, resulting in a written evaluation report.
- Perform final curriculum revisions based on the findings of the evaluation report.
- Perform national roll-out of the final curriculum at national tribal conferences, or other marketing aimed at the tribal law enforcement community.
- In consultation with BJA, conduct up to two trainings using the final curriculum at up to two strategically chosen tribal locations with a focus on tribal community diversity.

## **Amount and Length of Awards**

BJA anticipates that it will make one award of up to \$305,000 for a 12-month project period. The project start date should be on or after October 1, 2012.

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

## **Grants Versus Cooperative Agreements**

Awards under this solicitation will be made as cooperative agreements. Cooperative agreements are used when substantial collaboration is anticipated between the funding agency (BJA) and the award recipients during performance of the proposed activities.

Responsibility for general oversight and redirection of the awardees and their project rests with the funding agency. BJA reserve the right to review and approve all activities in the requirements under the various stages, as enumerated in the solicitation. This includes review and approval in a timely manner of key personnel selections, consultants, assessments, plans, and instruments. Additionally, manuals, documents, and any other written or electronic material developed or identified for use during the project must be submitted to the funding agency prior to finalization to allow for review by the funding agency. Responsibility for the coordination of review and approval process will be shared by the funding agency and the recipient. Where appropriate, the recipient will act jointly with BJA to determine modifications to the program implementation plan or budget. In executing this responsibility, BJA requires that that the funding agency representative (policy advisor(s)/grant monitor/program specialist, etc.) meet periodically, in person and/or by phone, with the recipient (as determined by the funding agency) throughout the life of the project to discuss project activities, plans, problems, and solutions. Responsibility for the day-to-day conduct of the project rests with the award recipient. This specifically includes operations, data collection, analysis, and interpretation.

## **Budget Information**

### **Match Requirement**

This solicitation does not require a match. However, if a successful application proposes a voluntary match amount, the match amount incorporated into the OJP-approved budget becomes mandatory and subject to audit.

### **Limitation on Use of Award Funds for Employee Compensation; Waiver**

With respect to any award of more than \$250,000 made under this solicitation, federal funds may not be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The 2012 salary table for SES employees is available at [www.opm.gov/oqa/12tables/indexSES.asp](http://www.opm.gov/oqa/12tables/indexSES.asp).) Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Assistant Attorney General (AAG) for OJP. An applicant requesting

a waiver should include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit its budget.

The justification should include: the particular qualifications and expertise of the individual, the uniqueness of the service being provided, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work that is to be done.

### **Minimization of Conference Costs**

No OJP funding can be used to purchase food and/or beverages for any meeting, conference, training, or other event. Exceptions to this restriction may be made only in cases where such sustenance is not otherwise available (i.e., extremely remote areas), or where a special presentation at a conference requires a plenary address where there is no other time for sustenance to be obtained. Such an exception would require prior approval from OJP. This restriction does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

Updated Department of Justice and OJP guidance on conference planning, minimization of costs, and conference cost reporting will be forthcoming and will be accessible on the OJP website at [www.ojp.usdoj.gov/funding/funding.htm](http://www.ojp.usdoj.gov/funding/funding.htm).

### **Costs Associated with Language Assistance (if applicable)**

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits by individuals with limited English proficiency may be allowable costs. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

For additional information, see the "Civil Rights Compliance" section of the OJP "Other Requirements for OJP Applications" web page ([www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm)).

## **Performance Measures**

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants that receive funding under this solicitation must provide data that measure the results of their work. Any award recipient will be required, post award, to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. Performance measures for this solicitation are as follows:



Objective	Performance Measure(s)	Data Grantee Provides
To enhance the ability of Indian tribes and their respective law enforcement and criminal justice authorities (tribal, state, and/or federal law enforcement and victim service providers) to identify and rescue victims of all forms of human trafficking on tribal lands.	<p>Number of participants who attend the training.</p> <p>Percentage of participants trained and subsequently demonstrated performance improvement.</p> <p>Percentage of participants trained who rated the training as satisfactory or better.</p> <p>Number of trainings conducted.</p>	<p>During the reporting period:</p> <p>Number of individuals by type of affiliation (tribal, state, federal law enforcement and victim service providers) who:</p> <ul style="list-style-type: none"> <li>• Attended training</li> <li>• Completed an evaluation at the conclusion of the training</li> <li>• Rated the training as satisfactory or better</li> <li>• Completed a pre- and post-training course test.</li> <li>• Had an improved post-test score over their pre-test score.</li> </ul> <p>Number of training/briefing sessions conducted during the reporting period by target audience (tribal, state, federal law enforcement and victim service providers).</p>
To develop a training curriculum that is useful and transferrable to tribal governments, law enforcement agencies and tribal communities.	<p>Percentage of deliverables that meet expectations.</p> <p>Number of curricula developed.</p> <p>Number of curricula that were pilot tested.</p> <p>Percentage of curricula that were revised after pilot testing.</p> <p>Percentage of individuals rating curricula as satisfactory or better.</p>	<p>Number of deliverables to include:</p> <ul style="list-style-type: none"> <li>• Curriculum is adaptable to provide in person, web-based, or audio/video training forums</li> <li>• At least one optional training curriculum that can be used by tribal governments, law enforcement and tribal communities (and is 508 compliant for any web-based posting).</li> </ul> <p>Number of deliverables that meet expectations.</p> <p>Number of training curricula:</p> <ul style="list-style-type: none"> <li>• Developed</li> <li>• Pilot tested</li> <li>• Revised after being pilot tested</li> </ul> <p>Number of individuals completing an evaluation.</p> <p>Number of individuals rating the curricula as satisfactory or better.</p>

Submission of performance measures data is not required for the application submission. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section “What an Application Should Include” on page 12 for additional information.

### Note on Project Evaluations

Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute “research” for purposes of applicable DOJ human subjects protection regulations. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP’s performance measure data reporting requirements likely do not constitute “research.” Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as, “a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge” 28 C.F.R. § 46.102(d). For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the “Research and the Protection of Human Subjects” section of the OJP “Other Requirements for OJP Applications” web page ([www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm)). Applicants whose proposals may involve a research or statistical component also should review the “Confidentiality” section on that Web page.

### Notice of Post-Award FFATA Reporting Requirements

Applicants should anticipate that OJP will require all recipients (other than individuals) of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding. Reports regarding subawards will be made through the FFATA Subaward Reporting System (FSRS), found at [www.fsrs.gov/](http://www.fsrs.gov/).

Note also that applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

### How To Apply

Applications will be submitted through Grants.gov. Grants.gov is a “one-stop storefront” that provides a unified process for all customers of federal awards to find funding opportunities and apply for funding. Complete instructions on how to register and submit an application can be found at [www.Grants.gov](http://www.Grants.gov). If the applicant experiences technical difficulties at any point during this process, call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, 24 hours a day, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take up to several weeks** for first-time registrants to receive confirmation and a user password. OJP highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the specified application deadline.

**BJA-2012-3211**

All applicants are required to complete the following steps:

1. **Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS (Data Universal Numbering System) number in their applications for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling Dun and Bradstreet at 866-705-5711 or by applying online at [www.dnb.com](http://www.dnb.com). A DUNS number is usually received within 1-2 business days.
2. **Acquire or renew registration with the Central Contractor Registration (CCR) database.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. An applicant must be registered in the CCR to successfully register in Grants.gov. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must **update or renew their CCR registration annually** to maintain an active status. Information about CCR registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).
3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS Number must be used to complete this step. For more information about the registration process, go to [www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp).
4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. Please note that there can be more than one AOR for the organization.
5. **Search for the funding opportunity on Grants.gov.** Please use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.320, titled "Services for Trafficking Victims," and the funding opportunity number is BJA-2012-3211.
6. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. An applicant that expends any funds for lobbying activities must provide the detailed information requested on the form, *Disclosure of Lobbying Activities* (SF-LLL). An applicant that does not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.
7. **Submit an application consistent with this solicitation by following the directions in Grants.gov.** Within 24-48 hours after submitting the electronic application, the applicant

should receive an e-mail validation message from Grants.gov. The validation message will state whether the application has been received and validated, or rejected, with an explanation. **Important:** Applicants are urged to submit applications **at least 72 hours prior** to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification.

**Note: Grants.gov will forward the application to OJP's Grants Management System (GMS). GMS does not accept executable file types as application attachments.** The disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

**Note: Duplicate Applications**

If an applicant submits multiple versions of an application, BJA and OVC will review the most recent version submitted.

## **Experiencing Unforeseen Grants.gov Technical Issues**

If an applicant experiences unforeseen Grants.gov technical issues beyond the applicant's control that prevent submission of its application by the deadline, the applicant must e-mail BJA staff (as appropriate) **within 24 hours after the deadline** and request approval to submit its application. The applicant must include in the e-mail: a description of the technical difficulties, a timeline of submission efforts, the complete grant application, the applicant DUNS number, and Grants.gov Help Desk tracking number(s) received. **Note: Requests are not automatically approved by BJA.** After the program office reviews all of the information submitted, and contacts the Grants.gov Help Desk to validate the technical issues reported, OJP will contact the applicant to either approve or deny the request to submit a late application. If the technical issues reported cannot be validated, the application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time, (2) failure to follow Grants.gov instructions on how to register and apply as posted on its Web site, (3) failure to follow all of the instructions in the OJP solicitation, and (4) technical issues experienced with the applicant's computer or information technology (IT) environment, including firewalls.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding web page, [www.ojp.usdoj.gov/funding/solicitations.htm](http://www.ojp.usdoj.gov/funding/solicitations.htm).

## **What an Application Should Include**

Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are unresponsive to the scope of the solicitation, or that do not include application elements designated by BJA to be critical, will neither proceed to peer review, nor receive further consideration. Under this solicitation, BJA has designated the following application elements as critical:

- Project Abstract
- Program Narrative
- Budget Detail Worksheet and Budget Narrative  
The Budget Detail Worksheet and Budget Narrative may be combined in one document. However, if only one document is submitted, it must contain **both** narrative and detail information.
- Plans for Evaluation and Collecting the Data Required for this Solicitation's Performance Measures
- Project Timeline
- Position Descriptions/Resumes

OJP strongly recommends use of appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all attachments. OJP recommends that resumes be included in a single file.

### **1. Information to complete the Application for Federal Assistance (SF-424)**

The SF-424 is a standard form required for use as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov takes information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable).

### **2. Project Abstract (Attachment 1)**

Applicants must submit a 1-page project abstract. The abstract must be a single-spaced summary that clearly describes:

- Applicant's name, title of the project, and dollar amount requested.
- A summary of the goals, objectives, and key deliverables of the project.

### **3. Program Narrative (Attachment 2)**

Applicants must submit a program narrative that is responsive to the solicitation and the requirements outlined below.

The program narrative should be double-spaced, using a standard 12-point font (Times New Roman preferred); have no less than 1-inch margins; and should not exceed 15 pages. Pages should be numbered "1 of 15," "2 of 15," etc.

If the program narrative fails to comply with these length-related restrictions, noncompliance may be considered in peer review and in final award decisions.

The program narrative should include three clearly identified separate sections: Statement of the Problem, Project Design/Implementation Plan, and Organizational Capability and Project Management. (Detailed Data Collection/Evaluation Plans and the Time-Task Plan should be separate attachments.)

The following sections should be included as part of the program narrative:

- a. Statement of the Problem: Applicants must include the following:

- Identification of the problem of human trafficking in tribal communities and native villages, including verifiable tribal, local/state/federal data. **Applicants must provide the source of this data.**
  - Outstanding problems, gaps in services, and unmet needs regarding human trafficking in tribal communities and native villages and the need for effective training to address the unmet needs.
  - Description of how this funding opportunity will help address these problems.
- b. Project Design and Implementation Plan: Address each deliverable as described on pages 6.
- c. Organizational Capability and Project Management: All applicants must document their experience and capabilities to implement the project and the competencies of the staff assigned to the project. This section should include:
- Experience and administrative/financial capacity to manage federal grants.
  - Identification of key staff responsible for managing and implementing key aspects of the project.
  - Documentation of experience and qualifications of key staff that will demonstrate experience providing national- and local-level training and technical assistance in the area of human trafficking, significant knowledge of OJP's Anti-Human Trafficking Initiative, and experience in providing anti-human trafficking training to law enforcement, including tribal law enforcement. Applicants must address their experience in developing and delivering training related to human trafficking and training and technical assistance to the tribal community as identified in the eligibility section of this solicitation.
    - Demonstrated knowledge of laws governing federal/tribal law enforcement jurisdictional issues.
    - Demonstrated knowledge of federal Indian policies pertaining to Indian Self-Determination, Tribal consultation executive orders and memoranda.
    - Demonstrated knowledge of federal agencies responsible for Indian law enforcement, tribal justice systems and services.
    - Demonstrated knowledge of tribal government governance systems, culture and intergovernmental protocols.

#### 4. Budget Detail Worksheet and Budget Narrative (Attachment 3)

Applicants must provide budgets that are allowable, cost-effective, and reasonable. Budget line items must relate directly to the program strategy and be explained in the budget narrative. For questions pertaining to budget and examples of allowable and unallowable costs, see the OJP Financial Guide at [www.ojp.usdoj.gov/financialguide/index.htm](http://www.ojp.usdoj.gov/financialguide/index.htm).

##### a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at [www.ojp.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.gov/funding/forms/budget_detail.pdf). If the budget is submitted in a different format, the budget categories listed in the sample budget worksheet should be included.

##### b. Budget Narrative

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. Proposed budgets are expected to be complete; reasonable and allowable; cost effective; and necessary for project activities. The

narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how all costs were estimated and calculated and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

When completing both the budget narrative and the budget detail worksheet, applicants must include the following:

**Travel for Required Meetings/Trainings:** Travel costs associated with key staff who are not directly employed by the grantee organization (a consultant, speaker, or key local task force member) must be listed under the “Consultant” category on the budget detail worksheet.

Applicants are encouraged to consider partnering with tribal colleges and universities (TCUs) for training sites. Some TCUs have criminal justice and law enforcement programs, training facilities, and are near tribal participants.

**Program Match:** No match is required.

**Consultant Rates:** Consultant rates may not exceed the maximum of \$450/day or, if paid by the hour, \$56.25/hour for a maximum 8-hour workday. Rates that exceed the maximum rate must be strongly justified by the applicant at the time of the application and approved in writing by BJA after the award is made. Consultants or other providers who are donating the cost of their services as match toward the project are also subject to the \$450/day or \$56.25 per hour limitation. Additionally, consultants must meet the eligibility criteria identified in the eligibility section of this solicitation.

**5. Indirect Cost Rate Agreement (Attachment 4, if applicable)**

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) A copy of the rate approval should 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 cost categories. If DOJ is the cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at [www.ojp.usdoj.gov/funding/pdfs/indirect\\_costs.pdf](http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf).

**6. Tribal Authorizing Resolution (Attachment 5, if applicable)**

If an application is being submitted by either (1) a tribe or tribal organization or (2) a third party proposing to provide direct services or assistance to residents on tribal lands, then a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable governing body authorizing the inclusion of the tribe or tribal organization and its membership should be included with the application. In those instances when an organization or consortium of tribes proposes to apply for a grant on behalf of a tribe or multiple specific tribes, then the application should include a resolution (or comparable legal documentation, as may be applicable) from all tribes that will be included as a part of the services/assistance provided under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the



consortium (i.e., without authorizing resolution or other enactment of each tribal governing body) may submit a copy of its consortium bylaws with the application in lieu of tribal resolutions (or comparable legal documentation).

If an applicant is unable to obtain and submit with its application a fully-executed (i.e., signed) copy of a tribal resolution or other, comparable legal documentation as may be consistent with the tribe's governance structure, then, at minimum, the applicant should submit an unsigned, draft version of such legal documentation as part of its application (except in cases where, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, use of and access to funds will be contingent on receipt of the fully-executed tribal resolution or other, comparable legal documentation.

#### **7. Plans for Evaluation and Collecting the Data Required for this Solicitation's Performance Measures (Attachment 6)**

Submission of performance measures data is not required for the application submission. Performance measures are included as an alert that successful applicants *will* be required to submit specific data to BJA as part of their reporting requirements. For the application, the applicant should indicate an understanding of these requirements and discuss how the applicant will gather the required data, should the applicant receive funding.

All applicants should document any plans they may have for conducting basic evaluation activities, incorporating the performance measures required under this award. All applicants must be willing to participate in an evaluation of the program if requested by BJA.

The following should also be specifically addressed:

- A description of what resources will be dedicated to data collection.
- A commitment to collect data to support the required performance measures of this grant.

#### **8. Project Timeline (Attachment 7)**

Applicants must submit the project timeline to demonstrate coordination and integration of goals and objectives across this initiative. The timeline document must show:

- Milestone project goals.
- Related objectives, activities (including data collection and programmatic and financial reporting), and expected completion dates.
- Organization and person(s) responsible for completing each task.

#### **9. Position Descriptions/Resumes (Attachment 8)**

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

#### **10. Other Standard Forms**

Additional forms that may be required in connection with an award are available on OJP's funding page at [www.ojp.usdoj.gov/funding/forms.htm](http://www.ojp.usdoj.gov/funding/forms.htm). For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Note in particular the following forms.



- a. [Standard Assurances](#)  
Applicants must read, certify, and submit this form in GMS prior to the receipt of any award funds.
- b. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)  
Applicants must read, certify and submit in GMS prior to the receipt of any award funds.
- c. [Accounting System and Financial Capability Questionnaire](#)  
Required for any applicant other than an individual that is a non-governmental entity and that has not received any award from OJP within the past 3 years; this form must be downloaded, completed, and submitted.

## Selection Criteria

The “What an Application Should Include” section (pages 12-17) provides detailed information about what will be reviewed and evaluated within each section of the application. Each section of the application will be evaluated using the weighted percentages below. **It is imperative that all elements of the application be addressed as described under “What an Application Should Include” and the corresponding sections of the solicitation.**

1. Statement of the Problem (15 percent of 100) (see page 13)
2. Project Design and Implementation (35 percent of 100) (see page 13)
3. Organizational Capability and Project Management (30 percent of 100) (see page 13)
4. Budget (complete; reasonable and allowable; cost effective, and necessary for project activities) (10 percent of 100) (see page 14)
5. Plans for Evaluation and Collecting the Data Collection Required for this Solicitation’s Performance Measures (10 percent of 100) (see page 16)

## Review Process

OJP is committed to ensuring a fair and open process for awarding grants. BJA reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. BJA may use either internal peer reviewers, external peer reviewers, or a combination to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current U.S. Department of Justice employee. An internal reviewer is a current U.S. Department of Justice employee who is well-versed or has expertise in the subject matter of this solicitation. Applications that meet basic minimum requirements will be evaluated, scored, and rated by a peer review panel. Peer reviewers’ ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer (OCFO), in consultation with BJA, conducts a financial review of applications for potential discretionary awards to evaluate the fiscal integrity and

financial capability of applicants; examines proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General (AAG), who also may give consideration to factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

## **Additional Requirements**

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-profit Organizations
- Government Performance and Results Act (GPRA)

- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Active CCR Registration

## **Provide Feedback to OJP on This Solicitation**

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, application submission process, and/or the application review/peer review process. Feedback can be provided to [OJPSolicitationFeedback@usdoj.gov](mailto:OJPSolicitationFeedback@usdoj.gov).

# Application Checklist

## FY 2012 Anti-Human Trafficking Training and Technical Assistance for Tribal Law Enforcement

This application checklist has been created to assist in developing an application.

### Eligibility Requirement (see “Eligibility” on cover):

- ☐ The federal amount requested is within the allowable limit(s) of \$305,000;
- ☐ State, Local, or Tribal Law Enforcement Agency; OR
- ☐ Non-profit organization,
- ☐ For-profit organization,
- ☐ Faith-based and community organizations,
- ☐ Institutions of higher education,
- ☐ Consortium.

### Grants.gov Registration (see “How To Apply,” page 10):

- ☐ Acquire a DUNS number if applicant organization does not already have one
- ☐ Acquire or renew registration with the Central Contractor Registration (CCR) database.  
*Note: Applicants must update or renew their CCR registration at least once per year to maintain an active status.*
- ☐ Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password
- ☐ Acquire authorization for your AOR from the E-Business Point of Contact
- ☐ Find the funding opportunity on Grants.gov

### Application Submission Deadline (see “Deadlines: Registration and Application,” page 4):

- ☐ Applications are due by 11:59 p.m. eastern time on April 10, 2012. **You are urged to submit your application at least 72 hours prior to the application submission deadline.**

### What an Application Should Include:

The application components (elements) should address the specific selection criteria (see “Selection Criteria,” page 17) for that component. The selection criteria will be used to review and evaluate the merits of each proposed project and the capabilities of each applicant.

- ☐ Application for Federal Assistance (SF-424) (see page 13)
- ☐ Project Abstract\* (Attachment 1) (see page 13)
- ☐ Program Narrative\* (Attachment 2) (see page 13)
  - ☐ Statement of the Problem
  - ☐ Project Design and Implementation
  - ☐ Organizational Capability and Project Management
- ☐ Budget Detail Worksheet\* (Attachment 3) (see page 14)
- ☐ Budget Narrative\* (Attachment 3) (see page 14)
- ☐ Disclosure of Lobbying Activities (SF-LLL) (see page 11)
- ☐ Indirect Cost Rate Agreement (Attachment 4, if applicable) (see page 15)

- \_\_\_\_\_ Tribal Authorizing Resolution (Attachment 5, if applicable) (see page 15)
- \_\_\_\_\_ Plans for Evaluation and Collecting the Data Required for this Solicitation's Performance Measures\* (Attachment 6) (see page 16)
- \_\_\_\_\_ Project Timeline\* (Attachment 7) (see page 16)
- \_\_\_\_\_ Position Descriptions/Resumes\* (Attachment 8) (see page 16)
- \_\_\_\_\_ Other Standard Forms as applicable (see page 16), including:
  - \_\_\_\_\_ Accounting System and Financial Capability Questionnaire (if applicable)

\*These elements are the basic minimum requirements for applications. Applications that do not include these elements will be judged as non-responsive to the solicitation by peer reviewers and will be scored as such.