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The U.S. Department of Justice, Office of Justice Programs, [Bureau of Justice Statistics](#) is pleased to announce that it is seeking applications for technical assistance services for data collection of human trafficking statistics. As the statistical arm of the U.S. Department of Justice, BJS is responsible for the collection, analysis, publication, and dissemination of statistical information on crime, criminal offenders, victims of crime, and the operations of justice systems at all levels of government. This project furthers the mission of the Department and the Office of Justice Programs by working in partnership with the justice community to identify the most pressing challenges confronting the justice system and to provide state-of-the-art knowledge and information in support of innovative strategies and approaches for dealing with these challenges.

## **2007 Technical Assistance for State and Local Data Collection on Human Trafficking Statistics**

### **Eligibility**

Applications for funding may be submitted by both for profit and nonprofit organizations.  
(See more information in "Eligibility" section on page 3)

### **Deadline**

All applications are due by 5:00 p.m. eastern time on March 29, 2007.  
(See "Deadline For Applications" on page 3)

### **Contact Information**

For assistance with the programmatic requirements of this solicitation, contact Mark Motivans, Statistician, at 202-307-0765 or e-mail [askbjs@usdoj.gov](mailto:askbjs@usdoj.gov). Include "T/AHT07" in the subject line.

This application must be submitted through [Grants.gov](http://Grants.gov). For technical assistance with submitting the application, call the [Grants.gov](http://Grants.gov) Customer Support Hotline at 1-800-518-4726.

**2007-BJS-1575**

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# **Technical Assistance for State and Local Data Collection on Human Trafficking Statistics CDFA Number 16.734**

## **Overview**

The Bureau of Justice Statistics (BJS) seeks a technical assistance provider for the development and implementation of a data collection protocol for state and local criminal justice information on human trafficking offenders. Specific data of interest include the number and demographic characteristics of persons engaged in severe forms of human trafficking and the number of “investigations, arrests, prosecutions, and incarcerations” of human trafficking offenders. This work will be designed to carry out, in part, Section 201 of the Trafficking Victims Protection Reauthorization Act of 2005 (TVPRA 2005)(Pub. L. No. 109-164, codified at 42 U.S.C. § 14044). Under Title 42 U.S.C. § 3732, the Bureau of Justice Statistics (BJS) is authorized to collect and analyze statistical information regarding the operation of the criminal justice system at the Federal, state, and local levels.

## **Deadline: Registration**

Registering with Grants.gov is a one-time process; however, if you are a first time registrant it could take up to several weeks to have your registration validated and confirmed and to receive your user password. It is highly recommended you start the registration process as early as possible to prevent delays in submitting your application package to our agency by the deadline specified. There are three steps that you must complete before you are able to register: 1) Register with Central Contractor Registry (CCR); 2) Register yourself as an Authorized Organization Representative (AOR); and 3) Be authorized as an AOR by your organization. For more information, go to <http://www.grants.gov>. Note: Your CCR Registration must be renewed once a year. Failure to renew your CCR registration may prohibit submission of a grant application through Grants.gov.

## **Deadline: Application**

The due date for applying for funding under this announcement is 5:00 p.m. eastern time on Thursday, March 29, 2007.

## **Eligibility**

Both profit-making and nonprofit organizations may apply for funds. However, consistent with OJP fiscal requirements, for profit organizations are not allowed to make a profit as a result of this award or to charge a management fee for the performance of this award.

**Faith-Based and Other Community Organizations:** Consistent with President George W. Bush's Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, it is DOJ policy that faith-based and other community organizations that statutorily qualify as eligible applicants under DOJ programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and other 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 all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or 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.

Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. DOJ grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

Applicants are encouraged to review the Civil Rights Compliance section under "Additional Requirements" in this announcement.

## **Project Specific Information**

The grantee will initially work with a subgroup of project participants consisting of representatives from BJS, other Office of Justice Programs (OJP) components, and representatives from up to six Department of Justice-sponsored human trafficking task forces selected from among the various 42 locations throughout the country to develop data collection methods for this project. Through consultation with the subgroup and other relevant agency representatives, the grantee will develop a common operational definition of "severe forms of human trafficking" to be used in the data collection. The recipient will develop a valid and reliable procedure to collect and report data on human trafficking offenses and offenders. According to the TVPRA, "the term 'severe forms of human trafficking in persons' means (A) 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 (B) 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." 22 U.S.C § 7102(8). "The term 'sex trafficking' means the recruitment, harboring, transportation, provision, or obtaining of a person for the purpose of a commercial sex act." 22 U.S.C § 7102 (9).

The goal is to establish a sustainable data collection and reporting system that can deliver state and local data regarding persons engaged in human trafficking and the number of arrests, prosecutions, and convictions of human trafficking offenders. These data will be used in the Department of Justice's biennial report to Congress and in the

design and implementation of human trafficking prevention programs. BJS anticipates the award to cover a period of 18 months.

While the current 42 task forces form the focus of the project, other jurisdictions that have implemented, or are about to implement relevant data collections should be identified and considered for technical assistance eligibility. It is also possible that technical assistance will be offered to these jurisdictions depending on the availability of project resources. State and local human trafficking prevention and prosecution programs are relatively new, with many states just recently having passed related human trafficking statutes. It is therefore assumed that the number of task forces participating in an established data collection program regarding technical assistance will be no fewer than 20 appropriate jurisdictions.

### **Scope of Work**

Organizations interested in fulfilling this statement of work should demonstrate familiarity with The Trafficking Victims Protection Reauthorization Act of 2005 (TVPRA), the work of the Department of Justice Task Forces on human trafficking, and state and local prevention programs. Grantee must demonstrate the capacity to work with local law enforcement agencies, victim services providers, and U.S. Attorney offices. Additional information on the Bureau of Justice Assistance's program and the location of current task forces can be found at <http://www.ojp.usdoj.gov/BJA/grant/HumanTraffic.html>.

Grantee must demonstrate the capacity to provide technical assistance in developing and implementing data collection protocols, which include the use of uniform collection standards and data definitions and the establishment of regular reporting mechanisms for state and local agencies. Data on human trafficking offenders will be collected and provided to BJS for incorporation into a regular reporting program to meet the TVPRA 2005 requirements. The TVPRA 2005 specifically calls for data: a) on the estimated number and demographic characteristics of persons engaged in acts of severe forms of human trafficking; and b) on the number of investigations, arrests, prosecutions, and incarcerations of persons engaged in severe forms of human trafficking by States and their political subdivisions.

The recipient of funds will:

1. Convene a meeting of project representatives consisting of up to two representatives from up to six task forces and relevant OJP staff. Attendees will identify and assess existing state and local human trafficking data collection efforts, propose standard operational definitions for human trafficking data collections, and recommend appropriate agencies for data collection responsibility (e.g., police department, prosecutor's office, U.S. Attorney office). Although the task forces are the core of the data collection program, jurisdictions outside the task force structure may also be included in data collection protocols and in reporting on human trafficking offenders.

The grantee should assemble, and present at the initial project meeting, information on human trafficking data collection programs that may exist outside the task force jurisdictions. Since several states have passed laws requiring various forms of data collection, related activities in these states/localities should be brought to the attention of the project representatives for their review and assessment. In some cases, Statistical

Analysis Centers (SACS) can serve as a source for identifying human trafficking prevention activities within a State.

2. Disseminate findings and assessments from the subgroup to all members of the 42 task forces with the intention of building a general consensus for the kinds of human trafficking data that can be collected. Based on this collaboration effort, generate a standardized form for data collection that will be distributed to the task force members for comment and review.
3. Identify up to four task force jurisdictions that can facilitate the testing of the draft standardized collection form.
4. Provide direct on-site technical assistance to task force jurisdictions, and other jurisdictions as approved by BJS, once data standards have been defined and generally agreed upon. This assistance can take the form of establishing an electronic database capability, data entry procedures, interagency coordination, and actual reporting to BJS.
5. Become familiar with other human trafficking research-related projects funded by the Office of Justice Programs and other Federal agencies. The grantee will work in a collaborative manner with project representatives, to maximize the use of existing information and expertise and avoid duplication of efforts. A description of projects funded by the National Institute of Justice can be found at <http://www.ojp.usdoj.gov/nij/international/programs/intraffick.html>.
6. Coordinate with BJS to establish a reporting system in which data collected by state and local agencies are delivered in a standardized format for processing, analysis, and reporting. Data must be collected and maintained in a manner that meets Federal privacy and confidentiality guidelines and regulations.
7. Serve as a clearinghouse for human trafficking data collection efforts for state and local agencies and jurisdictions, including those not currently participating in a human trafficking task force.
8. Provide on-site assistance, if necessary, regarding data collection and reporting for those task forces requesting assistance in providing the Bureau of Justice Assistance with performance measure data related to grant requirements. These performance measures primarily involve reporting the number of trafficking victims identified by the task force.
9. Grantee will provide available data to BJS on a monthly basis. A comprehensive report containing all available data collected throughout the project period will be delivered to BJS no later than January 15, 2008.

### **Funding Information**

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. Based on the availability of funds, BJS anticipates making one award for an 18-month period under this solicitation.

**Match Requirement**

Consistent with established BJS data quality standards and based on the nature of deliverables, BJS has determined that it is not feasible to require the award recipient to contribute money, facilities, or services to carry out the purposes for which the grant is sought. Therefore, there is no match requirement.

**Performance Measures**

These measures are consistent with BJS’s overall performance measures for data collection activities. This project supports OJP Strategic Goal 4, *“To increase understanding of justice issues and develop successful interventions,”* by providing policymakers and criminal justice practitioners with critical information on human trafficking offenses and offenders.

To ensure compliance with the Government Performance and Results Act (GPRA), Public Law 103-62, applicants who receive funding under this solicitation must provide data that measure the results of their work. Performance measures for this solicitation are as follows:

<b>Objective</b>	<b>Performance Measures</b>	<b>Data Grantee Provides</b>
To provide technical assistance to state and local agencies to standardize data reporting on human trafficking statistics.	Percentage of human trafficking task forces receiving technical assistance.	Number of on-site technical assistance to human trafficking task forces (minimum of 20 task forces).
Identify jurisdictions outside of task forces that can provide data on human trafficking offenders.	Number of jurisdictions participating in the data collection.	Number of jurisdictions providing data on human trafficking offenders.
To develop a valid and reliable procedure to collect and report data on human trafficking offenses and offenders.	Timeliness of data.	Time from initiation of the collection to close of the reference period (Target: 12 months).
	Quality of data (accuracy, validity, and reliability of data).	Recipient must achieve an overall 90% or higher data participation rate from the total number of Task Forces receiving Technical Assistance. (Target: 90% or higher. A participation rate lower than the 90% threshold is unacceptable).

## How to Apply

DOJ is participating in the e-Government initiative, one of 25 initiatives included in the President's Management Agenda. Part of this initiative -- Grants.gov -- is a "one-stop storefront" that provides a unified process for all customers of Federal grants to find funding opportunities and apply for funding.

**Grants.Gov Instructions:** Complete instructions can be found at <http://www.grants.gov>. If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **1-800-518-4726**.

**CFDA Number:** The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.734, titled "Technical Assistance for State and Local Data Collection on Human Trafficking Statistics," and the funding opportunity number is 2007-BJS-1575.

**A DUNS number is required:** The Office of Management and Budget requires that all businesses and nonprofit applicants for Federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. 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. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at <http://www.dunandbradstreet.com>. Individuals are exempt from this requirement.

## What an Application Must Include

When applying for Federal funding, applicants must provide the following:

**Standard Form 424**  
**Project Narrative**  
**Budget Detail Worksheet and Budget Narrative**  
**Indirect Cost Rate Agreement** (*if applicable*)

- Applicant must complete the online Application for Federal Assistance (SF-424), a standard form that most Federal agencies use.

### **Project and Budget Related Attachments**

- The project narrative should describe activities as discussed in the Scope of Work and address the evaluation criteria. The project narrative should contain a detailed timeline for project activities, a description of the survey methodology to be used, including defined geographic boundaries, data collection method, data entry, and data documentation procedures.
- The Budget Detail Worksheet may be found through the Internet at [http://www.ojp.usdoj.gov/Forms/budget\\_fillable.pdf](http://www.ojp.usdoj.gov/Forms/budget_fillable.pdf), OJP Standard Forms & Instructions. The OJP Financial Guide, which governs the administration of funds and contains information on allowable costs,



methods of payment, audit requirements, accounting systems, and financial records, is available on the OJP website at <http://www.ojp.usdoj.gov/FinGuide>. If you have any questions, please contact the OJP Office of the Comptroller's Customer Service Center at 1-800-458-0786.

- Applicants who do not have a Federally-negotiated indirect cost rate and wish to establish one may submit a proposal to their "cognizant" Federal agency. In general, the cognizant Federal agency is the agency that provides the preponderance of direct Federal funding. This can be determined by reviewing an organization's schedule of Federal financial assistance. If DOJ is your cognizant Federal agency, information needed to submit an indirect cost rate proposal can be obtained at <http://www.ojp.usdoj.gov/oc/indirectcosts.htm>.

### **Other Attachments**

- **Key staff information.**  
Information on key staff includes: a staff loading chart, by task and contract year, showing the role and number of hours (per year) committed for proposed staff; identification of proposed key personnel and their qualifications for the significant functions in this project, along with concise descriptions of the duties each will perform under the grant; and an identification by name of all key personnel with decision-making authority.
- **Privacy Certification.**  
The Privacy Certificate is a funding recipient's certification of compliance with Federal regulations requiring confidentiality of information identifiable to a private person, which is collected, analyzed, or otherwise used in connection with an OJP-funded research or statistical activity. The funding recipient's Privacy Certificate includes a description of its policies and procedures to be followed to protect identifiable data. (A model certificate is located at <http://www.ojp.usdoj.gov/bjs/pub/pdf/bjsmpc.pdf>.)
- **Human Subjects Protection Certification of Compliance.**  
BJS requires the funding recipient to submit proper documentation to be used to determine that the research project meets the Federal requirements for human subjects protections set forth in 28 CFR Part 46. A model certificate, describing the necessary information to be provided by the funding recipient, can be accessed at <http://www.ojp.usdoj.gov/bjs/pub/pdf/bjssps.pdf>.
- **Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace.**  
This form commits the applicant to comply with the certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," and 28 CFR Part 67, "A Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for a Drug-Free Workplace (Grants)." This form can be obtained on OJP's funding page at <http://www.ojp.usdoj.gov/forms.htm>.

## **Selection Criteria**

Proposals should describe the plan and implementation strategies outlined in the scope of work. The applicant will be evaluated on the basis of:

### **1. Proposed Activities/Program Narrative**

Content of proposal and how it addresses the tasks in the scope of work.

### **2. Program Design and Implementation**

Use of best practices to deliver on-schedule/on-budget results with optimal performance that meets objectives.

### **3. Capabilities/Competencies**

Demonstrate the capacity to provide technical assistance in developing and implementing data collection protocols, and to work with local law enforcement agencies, victim services, providers, and U.S. Attorney offices.

### **4. Budget**

Demonstrate fiscal, management, staff, and organizational capacity to provide sound management for this project. Applicant should include detailed staff resources and other costs by project tasks.

### **5. Outcomes and Evaluation**

Ability to provide efficient technical assistance to state and local agencies to standardize data reporting on persons engaged in human trafficking which results in data delivered to BJS; in addition, the ability to provide assistance to the Bureau of Justice Assistance task forces' efforts to submit performance measure data on the number of trafficking victims identified by the task force.

## **Review Process**

Applicants will be reviewed competitively with the final award decision made by the Principal Deputy Director of BJS. The applicant will be evaluated based on the requirements provided under the Selection Criteria.

## **Additional Requirements**

- Civil Rights Compliance
- Confidentiality and Human Subjects Protections Regulations
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) Compliance
- DOJ Information Technology Standards

- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of the Comptroller Financial Guide
- Suspension or Termination of Funding

We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at <http://www.ojp.usdoj.gov/funding/otherrequirements.htm>.