U.S. Department of State
Notice of Funding Opportunity

Federal Awarding Agency:	U.S. Department of State
Program Office:	Office to Monitor and Combat Trafficking in Persons, International Programs Section
Funding Opportunity Title:	Program to End Modern Slavery
Announcement Type:	Notification of Funding Opportunity for Program to End Modern Slavery (PEMS)
Funding Opportunity:	SFOP0006950
Catalog of Federal Domestic Assistance Number(s):	19.019
Deadline for Applications:	June 29, 2020, 5:00 pm EDT

FULL TEXT OF NOTICE OF FUNDING OPPORTUNITY

A. PROGRAM DESCRIPTION

The Department of State Office to Monitor and Combat Trafficking in Persons (TIP Office) announces an open competition for grant funding to support the Program to End Modern Slavery (PEMS). Congress has appropriated $25 million annually since Fiscal Year (FY) 2016 for the Program, totaling $125 million to date. This Notice of Funding Opportunity is the TIP Office's fourth call for PEMS proposals. The goal of PEMS is to measurably and substantially reduce the prevalence of modern slavery in targeted populations in priority countries or jurisdictions. Applicants are invited to submit proposals describing how they will advance transformational programs or projects that seek to achieve this goal in Costa Rica and South Africa. PEMS-funded efforts advance sound prevalence measurement methodologies, strong monitoring and evaluation practices, and data-driven programming initiatives. Applicants may only apply for work in one country. The TIP Office plans to issue approximately two awards. Each award can be up to $15 million. Applicants shall develop a clear strategy for how they will select and implement a scientifically sound, representative survey methodology for measuring the prevalence of modern slavery, also known as human trafficking. The selection of the methodology should be grounded in existing research and experience, and be applied consistently to determine a baseline prevalence against which reduction will be measured. Baseline data should underpin the nature of programmatic interventions, such that interventions are data-driven. Applicants should also demonstrate a plan for contributing data, analysis, lessons learned, and promising practices related to prevalence reduction, specific to selected methodological approaches, to global efforts to combat modern slavery.

Applicants must include in their proposals a pre-identified research partner/s responsible for producing a baseline and endline prevalence estimate, as well as justification of why this research partner was chosen. The TIP Office strongly encourages selecting a research partner with expertise in quantitative research and experimental methodologies, expertise in researching vulnerable and/or hidden populations, and experience or partnerships operating in the target country. Plans for how the applicant and research partner will coordinate and communicate should also be presented, in addition to a timeline for prevalence research. Applicants must specify from whom Institutional Review Board (IRB) approval will be sought by the research partner.

Applicants may serve as prime implementers of programmatic interventions, initiate and manage sub-grants to conduct interventions, or undertake a combined approach. Such interventions should not duplicate existing, promising anti-trafficking efforts, and should aim to advance government and local civil society partnerships. Applicants are expected to submit proposals that reflect an understanding of and utilize victim-centered, trauma- and survivor-informed approaches to anti-trafficking. Applicants must also integrate an experimental methodology that provides specific insight on which activities lead to a decrease in prevalence. The TIP Office will require any PEMS grantee under this funding opportunity to obtain TIP Office approval in advance of executing any sub-grant or contract intended to administer programmatic interventions. The TIP Office encourages open, fair, and competitive processes for choosing sub-grants and contracts whenever possible.

Applicants must present a strategy outlining a regular and rigorous monitoring and evaluation (M&E) process of activities, ensuring progress toward the grant’s stated goals is measured against baseline data. Such M&E processes must be replicated in the work of planned or future sub-grants and/or contracts of the applicant.

Applicants shall develop a clear strategy that leverages funding awarded under this opportunity to attract other donor resources to reduce the prevalence of modern slavery—sex trafficking or forced labor in the country of focus. Such a strategy should complement and build upon existing anti-trafficking efforts, develop sustainable local capacity of governments and civil society, and incorporate survivor perspectives.

Organizations eligible to apply include U.S.-based and foreign non-governmental organizations (NGOs), non-profits, public international organizations (PIOs), for-profit organizations, and institutions of higher education. For-profit organizations are not permitted to generate profits from grant-funded activities. U.S. government agencies and foreign governments are not eligible to apply.

B. Request for Country-specific Investments

The TIP Office requests proposals addressing human trafficking in two select countries – Costa Rica and South Africa.

Costa Rica

Applicants must present a strategy for measuring and reducing the prevalence of child sex trafficking in Guanacaste and Puntarenas Provinces. Applications must designate a research partner who will be responsible for compiling a representative prevalence estimate of child sex trafficking in these provinces that will serve as a program baseline. Applicants must also build in a prevalence estimate of these two provinces that will serve as a program endline. Findings from the baseline prevalence estimate must be incorporated into program design, which can include national as well as local-level efforts. Within chosen activities at the sub-national level, applicants must incorporate an experimental methodology that provides specific insight into which activities lead to a decrease in prevalence of child sex trafficking in Guanacaste and Puntarenas. The TIP Office encourages organizations to partner with strong professional researchers/academics with expertise in quantitative research and experimental methodologies, as well as experience or partners working in Central America. The award ceiling is $15 million.

South Africa

Applicants must present a strategy for measuring and reducing the prevalence of forced labor in one or more of three industries in South Africa – agriculture, mining, or manufacturing. Applications must designate a research partner who will be responsible for compiling a prevalence estimate at the provincial level within one or more of these industries. This will serve as a program baseline. Applicants must also build in a provincial prevalence estimate that will serve as a program endline. Findings from the baseline prevalence estimate must be incorporated into program design. Within chosen activities at the sub-provincial level, applicants must incorporate an experimental methodology that provides specific insight into which activities lead to a decrease in prevalence of forced labor in agriculture, mining, and/or manufacturing. The TIP Office encourages organizations to partner with strong professional researchers/academics with expertise in quantitative research and experimental methodologies, as well as experience or partners working in South Africa. The award ceiling is $15 million.

Proposals must be submitted via SAMS Domestic (https://mygrants.service-now.com/grants) by **5:00 p.m. Eastern Daylight Time (EDT) on June 29, 2020** to be eligible for consideration. **To be competitive under this funding opportunity, applicants must be fully responsive to all directions in this document.** All questions **must** be sent to JTIPGrants@state.gov.

B. FEDERAL AWARD INFORMATION

The Trafficking Victims Protection Act of 2000 (22 USC 7101 et seq.), as amended (TVPA), established the TIP Office in the U.S. Department of State. The TIP Office leads the United States' global engagement on the fight against human trafficking and seeks partnerships with foreign governments, civil society organizations, and multilateral organizations to combat human trafficking through the "3P" paradigm: prosecuting traffickers, protecting trafficking victims, and preventing trafficking in persons.

The U.S. government defines human trafficking or trafficking in persons as:

- Sex Trafficking – when a trafficker uses force, fraud, or coercion to compel a person to engage in a commercial sex act or when a trafficker causes a child who has not attained 18 years of age to engage in a commercial sex act.
- Forced Labor – when a trafficker recruits, harbors, transports, provides, or obtains a person for labor or services by using force, fraud, or coercion.

Trafficking in persons does not require the movement of a person. Under both the Trafficking Victims Protection Act (TVPA) and the UN Protocol to Prevent, Suppress and Punish Trafficking in Persons (Palermo Protocol), individuals may be trafficking victims regardless of whether they once consented, they participated in unlawful acts their traffickers compelled them to commit, someone transported them into the exploitative situation, or they were simply born into a state of servitude. The TIP Office will not support projects that use alternate definitions of human trafficking.

Since 2000, when the United Nations adopted the Palermo Protocol and the United States enacted the TVPA, 175 countries have become party to the Protocol. In addition, more than 160 countries have passed anti-trafficking laws, and many countries have established specialized law enforcement units, set up trafficking victim assistance mechanisms, and launched public awareness campaigns. Nonetheless, the number of victims identified and assisted, and the number of traffickers investigated, prosecuted, and convicted remain low relative to the size of the crime; and governments face continued challenges in effectively implementing new anti-trafficking legal and policy frameworks.

The TVPA requires that the Department of State submit to Congress an annual report assessing the efforts of governments to address trafficking in persons. The annual TIP Report is the primary tool for the Department's engagement with other governments on human trafficking and informs U.S. policy and assistance priorities to combat this crime. The 2019 TIP Report is available at: https://www.state.gov/trafficking-in-persons-report-2019/

Applicants are expected to submit proposals that reflect an understanding of victim-centered, trauma-informed, and survivor-informed approaches to anti-trafficking activities.

<u>Victim-Centered Approach</u>

Placing the crime victim's priorities, needs, and interests at the center of the work with the victim; providing nonjudgmental assistance, with an emphasis on self-determination, and assisting victims in making informed choices; ensuring that restoring victims' feelings of safety and security are a priority and safeguarding against policies and practices that may inadvertently re-traumatize victims. A victim-centered approach should also incorporate a trauma-informed, survivor-informed, and culturally competent approach.

Trauma-Informed Approach

A trauma-informed approach recognizes signs of trauma in individuals and the professionals who help them and responds by integrating knowledge about trauma into policies, procedures, practices, and settings. This approach includes an understanding of the vulnerabilities and experiences of trauma survivors, including the prevalence and physical, social, and emotional impact of trauma. A trauma-informed approach places priority on restoring the survivor's feelings of safety, choice, and control. Programs, services, agencies, and communities can be trauma-informed.

Survivor-Informed Approach

A program, policy, intervention, or product that is designed, implemented, and evaluated with intentional leadership, expertise and input from a diverse community of survivors to ensure that the program, policy, intervention, or product accurately represents their needs, interests, and perceptions.

The TIP Office works to address these challenges through diplomatic engagement and its foreign assistance programs. Information on U.S. government anti-trafficking efforts is available at https://www.state.gov/about-us-office-to-monitor-and-combat-trafficking-in-persons-2/ and a summary of international programs currently funded by the TIP Office is available at https://www.state.gov/tip-office-project-descriptions/

Any funds awarded under this funding opportunity will be provided through a cooperative agreement, which would provide for substantial involvement between the TIP Office and the recipient during the award's period of performance. Substantial involvement by the TIP Office in these awards may include active participation or collaboration with the recipient in the implementation of the award; review and approval of one stage of work before another can begin; review and approval of all proposed sub-awards or contracts; joint preparation or presentation of results with the recipient;

and/or involvement where the Department's program office requires specific programmatic oversight over the award beyond normal monitoring. Other examples of substantial involvement by the TIP Office may include, but are not limited to, reviewing and approving project materials, training curricula, and evaluation plans produced by sub-recipients. Substantial involvement is **in addition to** routine monitoring that includes approval of key personnel; approval of the recipient's budget and plan of work prior to award; standard oversight, monitoring, and administration of federal awards; and unanticipated actions to correct recipient performance or administrative deficiencies identified during the implementation of the award. Projects funded by resources leveraged from other donors are not subject to TIP Office approval.

Data Sharing Recommendation: The TIP Office strongly encourages successful applicants to provide victim and survivor data collected from project(s) to the IOM Counter-Trafficking Data Collaborative (CTDC), which publishes harmonized data from counter-trafficking organizations around the world. The goal of the CTDC is to break down information-sharing barriers and equip the counter-trafficking community with up to date, reliable data on human trafficking. Bringing together global data in one platform will strengthen and empower local, national, and international institutions to eradicate crimes of trafficking and exploitation. No personally identifying information is transferred to or hosted by CTDC, and organizations are asked to anonymize victim data in accordance to the standards set by IOM CTDC.

C. ELIGIBILITY INFORMATION

1. ELIGIBLE APPLICANTS

Organizations eligible to apply include U.S.-based and foreign non-governmental organizations (NGOs), non-profits, public international organizations (PIOs), for-profit organizations, and institutions of higher education. For-profit organizations are not permitted to generate profits from grant-funded activities. U.S. government agencies and foreign governments are not eligible to apply. While foreign governments are not eligible to apply for awards under this funding opportunity, either as an applicant or as a sub-recipient, governments may be beneficiaries of programming, provided that funding does not pay salaries of government agency personnel and that such assistance is not restricted by U.S. law or policy.

Organizations currently receiving funds from the TIP Office may apply for funding under this funding opportunity. The eligibility requirements for applying for funds under this funding opportunity do not restrict applicants from receiving other sources of funding from the U.S. government, including funding from other bureaus within the Department of State. However, the applicant must identify related U.S. government programming.

2. ***COST SHARING OR MATCHING***

Applicants shall develop a clear strategy that leverages funding awarded under this funding opportunity to attract other donor resources to reduce the prevalence of modern slavery in Costa Rica or South Africa. Applicants shall describe their strategy for securing leveraged funds when describing their Technical Approach below. The TIP Office will also consider strategies that include cost-sharing, matching, and cost participation to support transformational programs and projects in the field. Such strategies will not be in lieu of a strategy that leverages a PEMS award to attract other donor resources. **Funds leveraged to directly support efforts that fall within the scope of activities supported with the PEMS grant will be beholden to U.S. government rules and regulations as pertains to cost-share, including reporting requirements to the TIP Office**. Funds leveraged to support broader programmatic goals, but not necessarily which fall within the scope of activities supported by the grant will not be beholden to such requirements. However, this determination will ultimately be made the TIP Office in consultation with the prime grantee/s.

D. APPLICATION INFORMATION

1. ***ADDRESS TO REQUEST APPLICATION PACKAGE***

All proposals must be submitted via SAMS Domestic (https://mygrants.service-now.com/grants) by **5:00p.m. Eastern Standard Time (EST) on June 29, 2020**.

Applicants are strongly encouraged to initiate electronic applications **early** in the application development process, and to submit before the due date or early on the due date. This will aid in addressing any problems with submissions prior to the application deadline.

Applicants who experience COVID-19 related issues that prevent them from submitting an application via SAMS must reach out to JTIP grants mailbox email (JTIPGrants@state.gov) before the deadline to work with staff on alternative submission solutions.

Applications Submitted Through SAMS Domestic

Organizations using SAMS Domestic for the first time must register on the SAMS Domestic site to create a New Applicant account as soon as possible. This **application step must be completed** before an application can be submitted.

To register with SAMS Domestic, follow the "*create an account*" link and complete the "*SAMS Domestic User Registration Request*" application form. Users will receive an email requesting account verification. This verification step must be completed before an application can be submitted. Please contact JTIPGrants@state.gov after the account has been created to ensure the account is associated with the correct organization. Electronic applications submitted via SAMS Domestic must contain completed SF-424 online forms and documents specified in this funding opportunity.

A valid Unique Entity Identifier [formerly the Data Universal Numbering System (DUNS)] is not required for submission of an application on SAMS Domestic; however, a valid UEI number is required for organizations selected for an award. Organizations should verify their UEI number or take the steps needed to obtain one as soon as possible. Instructions for obtaining a UEI number can be found at http://fedgov.dnb.com/webform. Non-U.S. organizations should obtain an NGAGE code at https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx

Please register with the System for Award Management (SAM) when submitting proposals. Selected grantees will be required to have an active registration in SAM.gov. Although registration is not required prior to submitting an application via SAMS Domestic (https://mygrants.service-now.com/grants), all applicants should register at SAM.gov as soon as possible to avoid future delays. Organizations that have SAM.gov accounts must log in **at least once every 13 months (395 days)** to maintain an active registration. Please reactivate any accounts that have become inactive when submitting proposals.

To upload the full proposal, go to SAMS Domestic (https://mygrants.service-now.com/grants), select "Apply, then Funding Opportunities," and select the "Office to Monitor and Combat Trafficking in Persons Programs" funding opportunity. Select the "Apply Here" button, enter the applicant organization's information, and click Save. Complete each section of the application in the corresponding section of the Additional Documents to Be Submitted Tab: SF 424 Information (SF-424, SF-424 A, SF-424 B); Program Narrative; Logic Model; Summary Budget, Line-Item Budget, and Budget Narrative; Resumes and Qualifications for Key Positions; Certification of Training; Optional Letters of Intent to Cooperate; and Single Audit Report (if applicable); a NICRA Agreement (if applicable).

Please ensure that you select the box, "allow anyone in my organization to edit this proposal", to ensure members of your organization have access to edit this proposal.

For assistance with SAMS Domestic please contact the ILMS Support Desk at 1-888-313-4567 (toll free for international callers) or submit a ticket using the ILMS Self Service Portal. Customer Support is available 24 hours a day, 7 days a week. Please note support hours may change on Federal holidays. Please direct questions regarding the process of uploading applications to Customer Support. Technical difficulties not resolved by the Support Desk by the time of submission must be fully documented and reported to the TIP Office at JTIPGrants@state.gov only. Please do not contact any other Department of State personnel.

2. CONTENT AND FORM OF APPLICATION SUBMISSION

All proposal information is required to be in the English language and written using black colored Times New Roman 12 point font, unless otherwise noted in this announcement. All documents should have one-inch margins. Please check SAMS Domestic for the required forms.

Proposals must include Sections 1 through 10 in the order listed below.

Required Sections – Overview

Section 1 Online Forms/Standard Forms
These online forms must be filled out on SAMS Domestic.
Section 2 Program Narrative
The required template is available on SAMS Domestic.
-MS Word Document (No PDF files)
*The template allows for no more than 24,000 characters, including spaces. In addition to this template, applicants may submit one additional page for any charts, graphs, and logos.
Section 3 Logic Model
The required template is available on SAMS Domestic.
-MS Word Document or MS Excel (No PDF files)
Section 4 Timeline
The required template is available on SAMS Domestic.
-MS Word Document or MS Excel (No PDF files)
Section 5 Summary Budget, Line-Item Budget and Budget Narrative
The required template for the summary budget is available on SAMS Domestic.
- MS Word Document or MS Excel (No PDF files)
Section 6 NICRA Agreement *
Section 7 Resumes and Qualifications of Key Personnel
*No more than 5 page resumes may be submitted, including charts, graphs, and logos.
Section 8 Certification of Training Requirement
Section 9 Letters of Intent to Cooperate in Partnership *
Section 10 Common Performance Indicators

** Required only, if applicable*

Note: Applicants shall use the TIP Office templates for the program narrative, logic model, timeline, summary budget, and Common Performance Indicators (CPIs) which can be found on SAMS Domestic.

Required Sections – Details
Section 1 – Online Forms: Standard Forms 424, 424A, and 424B
Complete the SF-424 and SF-424A as described in the instructions provided through SAMS Domestic. Please note, the SF-424B is now required only for those applicants who have not registered in SAM.gov or recertified their registration in SAM.gov since February 2, 2019 and completed the online

representations and certifications. In addition, the following information may be helpful when completing the SF-424. Please see the provided Annex for further instructions on filling out these forms, located under the "Information for Applicants" tab in SAMS Domestic.

SF-424: Complete all fields except where noted as "Leave Blank" below.

1. **Type of Submission:** Application
2. **Type of Application:** New
3. **Date Received:** Leave blank. This will be assigned automatically.
4. **Applicant Identifier:** Leave blank

5a. **Federal Entity Identifier:** Leave blank

5b. **Federal Award Identifier:** Leave blank

6. **Date Received by State:** Leave blank. This will be assigned automatically.
7. **State Application Identified:** Leave blank. This will be assigned automatically.

8a. **Enter the legal name of the applicant organization.** Do **NOT** list abbreviations or acronyms unless they are part of the organization's ***legal name***.

8b. **Employer/Taxpayer ID Number:** Non-U.S. organizations enter 44-4444444

8c. **Enter Organizational Unique Entity Identifier or DUNS Number**

8d. **Enter the headquarters address of the applicant**

8e. **Enter the name of the primary organizational unit** (and department or division) that will undertake the assistance activity as applicable

8f. **Enter the name, title, and all contact information of the person to be contacted** on matters involving this application. Please note, this is the only person to receive updates on the submitted application.

9. **Enter applicant type** (type of organization)
10. **Name of Federal Agency:** Enter Office to Monitor and Combat Trafficking in Persons
11. **Select:** 19.019; CFDA Title should automatically populate
12. **Enter the Funding Opportunity Number and title.** This number will pre-populate.
13. **Enter the Competition Identification Number and title**: Leave blank.
14. **Areas Affected by Program/Project:** Enter "Global."
15. **Enter the title of proposed Program/Project:** Ensure this title is no longer than 59 characters including spaces.

16. (16a) **Congressional districts of Applicant:** Applicants based in the U.S. should enter congressional district. Foreign applicants should enter "90." (16b) All applicants should enter "90."
17. Enter **start date October 1, 2020** and projected end date.
18. (18a) Enter the **amount requested** for the program described in the full proposal under "Federal"; (18b) enter any cost-share under "Applicant." If the application does not propose cost-share, enter zeros.
19. **Select "c.** Program is not covered by E.O 12372."
20. **Select the appropriate box.** If the answer is "yes" to this question, provide an explanation.
21. Enter the name, title, and all contact information of the **individual authorized to sign for the application** on behalf of the applicant organization.

SF-424A –Applicants often say this form is confusing. Please review the detailed instructions below <u>BEFORE</u> completing this form online.

Section A - Budget Summary –

A. Grant Program Function or Activity: If not pre-populated, enter Anti-Trafficking Program.

B. Catalog of Federal Domestic Assistance Number: If not pre-populated, enter 19.019.

C & D. Federal (Unobligated) and Non-Federal (Unobligated): Leave these fields blank.

E. Federal (New/Revised): Enter the **amount of federal funds requested** for this program.

F. Non-Federal (New/Revised): If voluntary cost-share is applicable, enter the **amount of any other funds the applicant will use** towards this program.

G. Total: If not pre-populated, enter the **total cost** of this program.

Section B - Budget Categories – Enter total program costs in each category as described below. In the total column, all the way on the right, the form should automatically show the sum. Columns indicated for Program 2, 3, and 4 should be left blank.

Object Class Categories A-H: Enter the amount for **each object class category** (Include cost sharing).

Object Class Categories I: If not pre-populated, enter the **sum** of 6a-6h.

Object Class Categories J: Enter **any indirect charges**.

Object Class Categories K: Enter the **sum of 6i and 6j**.
Object Class Categories Program Income: Enter 0.

Section C - Non-Federal Resources *(Only complete this section if the proposal includes voluntary cost-share)*
Grant Program: If not pre-populated, enter Anti-Trafficking Program.
Applicant Column: If applicable, enter **cost-share** amount provided by the applicant.
State Column: If applicable, enter the **cost-share** amount provided by the state.
Other Sources Column: If applicable, enter the **cost-share** amount provided by other donors.
Total Column: If not pre-populated, enter the **total amount for all non-federal resources**.

Section D - Forecasted Cash Needs *(Forecasted cash needs by quarter are not required, only the total sum is necessary)*
Federal Row: Enter the <u>total</u> amount of **federal funds** requested for the program in the total column.
Non-Federal Row: Enter the <u>total</u> amount of **non-federal funds, also known as cost-share,** you expect to expend during the program in the total column.

Section E - Budget Estimates of Federal Funds Needed for Balance of the Program and/or Projects
Grant Program enter: If not pre-populated, enter Anti-Trafficking Program.
First Year Column: Enter the amount of federal funds to be expended in year one of the program.
Second Year Column: Enter the amount of federal funds to be expended in year two of the program (if applicable).
Third Year Column: Enter the amount of federal funds to be expended in year three of the program (if applicable).
Fourth Year Column: Enter the amount of federal funds to be expended in year four of the program (if applicable).
Section F - Other Budget Information
Direct Charges: Leave Blank
Indirect Charges: If Indirect Charges are shown in Section B.J, enter the type of Indirect Rate used (Provisional, Predetermined, Final, or Fixed).

Remarks: Enter any additional comments.

SF-424B
This form must be signed online in SAMS Domestic (https://mygrants.service-now.com/grants). All sections of this form must be filled out and signed. Please note, the SF-424B is now required only for those applicants who have not registered in SAM.gov or recertified their registration in SAM.gov since February 2, 2019 and completed the online representations and certifications. In addition, the following information may be helpful when completing the SF-424. Please see the provided Annex for further instructions on filling out these forms, located under the "Information for Applicants" tab in SAMS Domestic.

Section 2 – Program Narrative (24,000 Character Limit)

This section should be no more than 24,000 characters, including spaces. Organization may submit one additional page for any charts, graphs, and logos. All charts, graphs, and logos must meet the 12-point font requirement. PDF versions of the program narrative will not be accepted and will result in failure of the technical review

The program narrative should address requirements A-D below.

A. Key Information and Brief Program Summary

Applicants must include the following information in the provided area of the program narrative template:

- Program Title.
- Focus areas of the program.
- Name of applicant organization.
- Name and email address of point of contact for the application (This should be the same contact that is listed on the SF-424 in 8f).
- Funding amount requested in U.S. dollars. If the applicants include a cost-share, it should also be reflected in U.S. dollars.
- Program duration in months, not to exceed 60 months (5 years).

This information should be followed by a brief summary of the program that includes a discussion of its overall goals, objectives, activities, and expected results.

- Brief description of the applicant organization and partner(s), previous work to combat human trafficking and other similar issues, and the applicant's current and prospective funding for related programs or projects, if applicable. The proposal should clearly demonstrate the organization's record and capacity, as well as the record and capacity of the chosen research partner or partners, including previous grant management experience. A general organizational history is not required.
- Program description, including goals and objectives, intended beneficiaries, and duration.
    - *Note:* A *goal* is a brief statement of what the program hopes to accomplish. An *objective* is a statement that describes the intended results or incremental changes that a program intends to achieve by implementing specific activities. Strong objectives are detailed, contain clear statements of change expected as a result of the program, and are "SMART," *i.e., Specific, Measurable, Attainable, Realistic, and Time-Bound. Activities* are the tasks or actions that a program undertakes to accomplish specific objectives. Activities should be linked to the achievement of specific objectives. Applicants must describe how they will ensure that their program adheres to the highest ethical standards.
- Program outcomes, deliverables, and performance indicators. Applicants must demonstrate how their efforts will advance transformational programs and projects that seek to achieve a measurable and substantial reduction of the prevalence of modern slavery. The summary should also explain how the work would complement, enhance, and/or not duplicate existing anti-trafficking efforts or activities around the world.
- Applicants may include one additional page for any graphs, charts, and/or logos that are not included in the program narrative. Additional annexes are unallowable.

B. Technical Approach

Note that this section is the foundation of the program narrative and of the overall proposal.

Applicants must develop a strategy under the "3P" paradigm that measurably reduces the prevalence of child sex tourism in Costa Rica or forced labor in South Africa, with clearly defined goals, objectives, and activities. The "3P" paradigm includes prosecuting traffickers, protecting trafficking victims, and preventing trafficking in persons.

Strategies shall describe how applicants propose to advance transformational programs and projects. Key elements shall include:

1. Measuring prevalence and establishing baselines. Applicants shall address how they will:

    a. Select a scientifically sound, representative survey methodology for measuring prevalence grounded in existing research and experience;
    b. Apply the methodology consistently to determine a baseline prevalence in target populations in order to measure the reduction of prevalence; and
    c. Apply the methodology to determine an endline prevalence.

    Note: Applicants are strongly encouraged to indicate precisely how programmatic interventions will be driven by prevalence research data.

2. Marshaling other donor resources to reduce the prevalence of modern slavery. Applicants shall address how they will:

    a. Leverage awarded TIP Office funding to secure additional contributions from foreign governments, the private sector, and other sources.
    b. Secure increasing amounts of non-U.S. government funding for programming over time.[1]
    c. Foster international public and private cooperation to combat modern slavery.

[1] Please note, funds under PEMS will be programmed in accordance with the relevant federal regulations pertaining to federal awards, including 2 CFR § 200.442, "Fundraising and investment management costs." The CFR notes, 'Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions are unallowable.'

3. Managing sub-awards effectively. Applicants shall address how they will:

    a. Administer budgets and disburse funds. In the event that prime PEMS awardees plan to administer sub-grants to administer certain program aspects, explain planned organizational sub-awarding processes.
    b. Conduct technical and financial reporting.
    c. Monitor and evaluate project activities.
    d. Ensure sub-recipient compliance with award terms and conditions, including Leahy vetting and other requirements.

    Note: The TIP Office strongly encourages sub-grant issuance follow completion of a quantitative baseline prevalence measurement that the proposed experimental or quasi-experimental program intervention efforts are designed to reduce.

C. Monitoring and Evaluation/Analysis and Reporting

Consistent with Section 1298(c) of the National Defense Authorization Act (NDAA) for Fiscal Year 2017, any award recipient shall:

1. Develop specific and detailed criteria for the monitoring and evaluation of supported projects;
2. Implement a system for measuring progress against baseline data that is rigorously designed based on international corporate and nongovernmental best practices;
3. Ensure that each supported project is regularly and rigorously monitored and evaluated, on a not less than biennial basis, by an independent monitoring and evaluation entity, against the specific and detailed criteria established pursuant to paragraph (1), and that the progress of the project towards its stated goals is measured by such entity against baseline data;
4. Develop a scientifically sound, representative survey methodology for measuring prevalence with reference to existing research and experience, and apply the methodology consistently to determine the baseline prevalence in target populations and outcomes in order to periodically assess progress in reducing prevalence;
5. Establish, and revise on at least an annual basis, specific and detailed criteria for the suspension and termination, as appropriate, of sub-

awards supported by the recipient that regularly or consistently fail to meet the criteria required by this section.

Applicants should use this section to outline their strategies for addressing the NDAA's provisions above and include an explicit theory of change showing the causal linkage between funded activities and results. In addition, applicants should describe their systems and processes for collecting, analyzing, and reporting data in order to contribute new knowledge, lessons learned, and best practices to combat modern slavery. Strategies should include collaboration with other anti-trafficking actors to make their data and analysis available to the broader anti-trafficking community.

D. Key Personnel

Key personnel are individuals with primary responsibilities for implementing the strategy outlined in the technical approach. In this section, applicants should separately:

- Identify and outline the roles and responsibilities of key personnel working on the program.
    - This may include, but is not limited to, hiring staff, drafting materials, scheduling meetings, coordinating trainings, etc.
- List the qualifications required for each of the key personnel working on the program.
    - This must include, but is not limited to, qualifications required to leverage donor funding from multiple sources, implement an open and competitive grant making process, manage sub-awards effectively, conduct a robust program of monitoring and evaluation, and integrate survivor perspectives. Key personnel must also demonstrate an understanding of anti-human trafficking policy, practice, and programs.

If key personnel have already been identified for the proposed project, please submit the relevant individuals' resumes/CVs as separate attachments to the program narrative as mentioned in section 7. Each resume/CV should be no longer than 5 pages.

- If the key personnel selected to work on the proposed program will also be working on another TIP Office program or project that is already being funded, please provide the time commitments for both the existing program or project and proposed program.

E. Organizational Capacity & Partnerships

Applicants must demonstrate how their resources, capabilities, and qualifications will enable them to achieve the stated goals and objectives of PEMS. Organizations applying for this funding opportunity should describe their relevant programming experience and human trafficking expertise, if any. They should highlight their experience in researching vulnerable and/or hidden populations and/or their partnerships to advance such efforts. Applicants should highlight the experience and expertise of any individual members of the organization's leadership team who will not be designated key personnel and how they will support accomplishment of program goals and objectives.

Applicants may partner with other organizations in submitting proposals to implement PEMS, but one organization must take the lead as the prime recipient of funding. If an applicant applies for an award under this funding opportunity with partner organizations, this section must demonstrate a partnership approach that clearly delineates the respective roles and responsibilities of the applicant and of each partner. Applicants should submit a copy of any partnership agreements.

Section 3 – Logic Model

Applicants must provide, as a separate attachment, a Logic Model in a font no smaller than 12 point. A Logic Model demonstrates the causal relationship between the program goals and objectives and the activities undertaken to achieve them. Applicants should include and clearly define output and outcome indicators. Output indicators measure the direct products or services derived from completion of the activities proposed in the technical approach. Outcome indicators demonstrate the results that PEMS intends to achieve. The required format and a sample logic model are included in the Additional Documents to be Submitted section on SAMS Domestic (https://mygrants.service-now.com/grants).

Section 4 – Timeline

Applicants must provide a timeline in the form of a Gantt chart to demonstrate the relationship between planned activities such as marshalling other donor resources, conducting open and competitive competitions for

grant funding, and conducting timely implementation of sub-awards. The application kit includes a timeline template.
Applicants who choose to use the attached template may need to make adjustments to tailor the listed duration and number of listed activities to match those of proposed programs:

- Applicants should rename "Program Title" and "Organization Name."
- Applicants should rename "Activity 1," "Activity 2," etc., as needed to match the proposed program activities and listed the individual responsible for each activity. Applicants should fill in the proposed start dates for each activity in Column B, and fill in the columns to reflect the amount of time to be spent on the activity.

Section 5 – Summary Budget, Line-Item Budget, and Budget Narrative

The budget must specify the total amount of funding requested and the amount spent per year and be in U.S. dollars. The budget must be presented in the three separate formats described below: Budget Summary, Line-Item Budget, and Budget Narrative. All three budget formats must be submitted in separate documents to be considered for funding. A complete budget package must also be presented for the pre-selected research partner.

A. Budget Summary by Project Year

Provide a summary budget showing totals for the categories listed below for each year of the project. Only include the cot-share column if the requested budget includes cost-share. Please see below for a sample template. The required template can be found in SAMS-D.

Budget Summary Categories	Year XX	Year XX	Cost Share (if applicable)	Total
1. Personnel				
2. Fringe Benefits				
3. Travel				
4. Equipment				
5. Supplies				
6. Contractual				

7. Construction				
8. Other Direct Costs				
9. Total Direct Costs (lines 1-8)				
10. Indirect Costs				
11. Total Costs (lines 9-10)				

B. Line-Item Budget

A breakdown or spreadsheet showing costs in each of the budget categories listed below, with detailed calculations showing estimation methods, quantities, unit costs, and other similar detail per program year. The budget spreadsheet may be presented in a font no smaller than 12 point. Any cost-share presented must be broken down according to line items.

Personnel - For each staff person, provide information such as job title, time commitment to the program as a percentage of full-time equivalent, annual salary (or wage rate), and salary from grant funds.

Fringe Benefits - Provide a breakdown of the amounts and percentages that comprise fringe benefit costs for employees, including health insurance, FICA, retirement insurance, and taxes. List fringe benefit costs separately from salary costs and explain how benefits are computed for each category of employee.

Travel - Identify staff and participant travel, including international airfare, in-country travel, domestic travel in the U.S., and *per diem*/maintenance (includes lodging, meals, and incidentals for both participant and staff travel). Rates of maximum allowance for U.S. and foreign travel are available at www.fedtravel.com. *Per diem* rates may not exceed the published USG allowance rates, but applicants may use lower *per diem* rates.

Equipment - For each type of equipment requested, describe the equipment, the cost per unit, the number of units, and the total cost. Equipment is defined as tangible property having a useful life of more than one year and an acquisition cost of $5,000 or more per item.

Supplies - List items separately using unit costs (and the percentage of each unit cost being charged to the grant) for items such as photocopying, postage, telephone/fax, printing, and office supplies.

Contractual - Provide the costs of all contracts for services and goods, except for those that belong under other categories (such as equipment, supplies, construction, etc.). For each sub-award or contract known at the time of application, provide a detailed line-item breakdown explaining specific costs and services. If consultants will be used in the grant, provide all costs related to their activities, including travel and *per diem* costs.

Construction - Construction costs are defined as non-major costs for rearrangement and alteration or reconversion or renovation of facilities. This includes normal alterations to modify any buildings or grounds, such as replacing doors or painting. Please refer to the funding restrictions on construction under Section 5 "Funding Restrictions."

Other Direct Costs - (These will vary depending on the nature of the grant.) - Provide computations for all other costs. These costs, where applicable and appropriate, may include but are not limited to insurance, food, professional services, space and equipment rentals, stipends, telephone and electricity.

Indirect Charges - Indirect charges are costs that have been incurred for common or joint objectives of an organization and cannot be readily identified with a particular cost objective. These costs are determined by the recipient's accounting system's definition. Generally, a negotiated indirect cost rate agreement (NICRA) is not warranted unless an organization has many U.S. government awards at one time.

C. Budget Narrative

This section is a brief, two-to-three sentence explanation of each line item that justifies identified costs. The budget narrative must be presented in 12-point font.

Personnel - Identify staffing requirements by each position title with a brief description of duties, percentage of time dedicated to the program(s), work locations and other justifications for these costs as they relate to the program.

Fringe Benefits - Provide an explanation of fringe costs and how they are calculated.

Travel - Provide a description of travel costs, including the purpose of the travel, how the travel relates to the program, and who will be traveling under these costs.

Equipment - Provide justification for any planned equipment purchase/rental for the program. Note that equipment is defined as tangible property having a useful life of more than one year and an acquisition cost of $5,000 or more.

Supplies - Describe general categories of supplies and their direct use for the project.

Contractual - Describe each contractual or consultant cost and outline the necessity of each for the project.

Construction - Describe each of the construction costs as anticipated during the course of the grant. Please refer to the funding restrictions on construction under Section 5 "Funding Restrictions."

Other Direct Costs - Provide a narrative description and a justification for each cost under this category and describe how the costs specifically relate to this project.

Indirect Charges - Describe the cost rate used to calculate indirect charges.

Section 6 – Negotiated Indirect Cost Rate Agreement (NICRA)

**Required only if applicable.* Submit a copy of the current NICRA between your organization and the relevant U.S. government agency. Indicate the type of Indirect Rate used (*e.g., Provisional, Predetermined, Final, or Fixed*). The copy of the NICRA will not be counted against the page limit.

Section 7 – Resume/CVs for Key Personnel (5 pages per resume maximum)

If key personnel have already been identified for the proposed project, applicants must submit the relevant individuals' resume/CVs, as noted in section 2. Key personnel include the individual position(s) necessary to implement PEMS such as a program director or program manager.

Each resume/CV shall include the individual's educational background, current employment status, and previous work experience, including position title, duties performed, dates in position, and employing organizations. The resume should highlight skills relevant to managing the program, including donor coordination, grants management, and anti-trafficking-in-persons expertise.

The resumes/CVs of a pre-selected research partner/s should also be included and highlight relevant experience.

If the key personnel and/or research partner/s selected to work on the proposed program will also be working on another TIP Office program or project that is already being funded, please provide the time commitments for both the existing program and proposed program.

Section 8 – Certification of Training Requirement for Victim Assistance Personnel

This is a requirement for programs that provide *assistance to trafficking victims*, per Section 107A(b)(1) of the TVPA. Applicants must submit an attachment that contains the following statement undersigned by an official authorized to submit the proposal:

> The applicant hereby certifies that, to the extent practicable, persons or entities providing legal services, social services, health services, or other assistance have completed, or will complete, training in connection with trafficking in persons.

An authorized official is a supervisor that oversees and manages the staff working with victim assistance in the country and/or region.

Please note, the recipient of this award is responsible for ensuring the Certification of Training requirement for all sub-awards identified at a later date.

Section 9 – Letters of Intent to Cooperate

Applicants that propose one or more partnerships between NGOs, and universities, private sector entities, or governments should submit letters of intent to cooperate, **in English**, from the entity or entities that indicate their willingness to form a partnership for the purposes of the program. A letter of intent to cooperate from the pre-selected prevalence research partner should also be included. Any letters of intent to cooperate from governments may be in another language with a translated copy. Proposals should also highlight letters of commitment of related public or private donor funding as applicable.

Section 10 – Common Performance Indicators

Projects require data collection and reporting on specific performance measurement indicators. Performance indicators are used to measure progress toward the achievement of project objectives. They may be expressed as numbers, percentages, or scores.

Applicants must complete and submit, **as a separate attachment**, a Common Performance Indicator (CPI) Sheet, which is included in the Request for Full Proposals Kit. This version will assist applicants with initial project design. However, applicants should be aware that the TIP Office will implement a new data platform; consequently, updated data reporting instructions may be provided upon issuance of awards.

The following examples illustrate the type of data to collect and report on quarterly in the CPI spreadsheet during program activities:

- Projects designed to raise awareness must be able to estimate the number of people in the target population that are reached and be able to measure changes in awareness among that population. Data must be disaggregated by sex and age - minor (18 or under) or adult.

- Projects designed to systematize victim-centered investigations and prosecutions of trafficking cases by governments through training and technical assistance should collect pre- and post-test data on learning outcomes that should be tracked separately from the CPI spreadsheet. Projects should also collect data at defined intervals following the intervention that measure changes in individual behavior and institutional performance as the result of the training or technical assistance. Data on training participants must be disaggregated by sex, type of personnel, and type of training received.

- Projects designed to help governments strengthen trafficking-related laws, policies, and national referral mechanisms must report on the number of changes being made and the changes to institutional performance that result from the intervention.

- Projects designed to improve victim services must collect data on the number of trafficking victims served, disaggregated by sex, age - minor (18 or under) or adult, and the type of victimization (labor or sex trafficking).

4. SUBMISSION DATES AND TIMES

Proposals must be submitted via SAMS Domestic (https://mygrants.service-now.com/grants) by **5:00 p.m. Eastern Daylight Time (EDT) on June 29, 2020** to be eligible for consideration. **To be competitive under this funding opportunity, applicants must be fully responsive to all directions in this document.**

5. FUNDING RESTRICTIONS

Construction:
The TIP Office restricts the use of Federal assistance for construction purposes. Construction costs are defined as non-major costs for rearrangement and alteration or reconversion or renovation of facilities. Construction would include ordinary or normal alterations, restoration or rehabilitation such as any work that modifies buildings and/or grounds. This includes but is not limited to adding, replacing, modifying, relocating, removing, or painting doors, walls, windows, flooring or the alterations of ceilings, adding on to or dividing existing space or work on any building utility system, electrical, plumbing, ventilation, air conditioning, controls systems, fire alarms, fire sprinklers, security systems and telecommunication equipment. Federal assistance funds cannot be used for capital improvements unless specifically approved in advance by the TIP Office.

Equipment and Supplies:

Equipment is herein defined as an article of non-expendable, tangible, personal property having a useful life of more than one year and an acquisition cost in excess of $5,000. **Please note that if you include equipment costs in your proposal, your organization must retain ownership of all equipment under the award**. (*This includes any equipment funded with cost sharing or matching funds.)* At the end of the award, you must complete federal SF-428 forms in order for the J/TIP Grants Officer to evaluate whether the item(s) be retained, sold, or disposed of without any further obligation to the Department of State.

Supplies are herein defined as all tangible personal property other than those described in Equipment. Note that if there is a residual inventory of unused supplies exceeding $5,000 in total aggregate value upon completion of the program and the supplies are not needed for any other Federal award, your entity must retain the supplies for use on other activities or sell them, but must, in either case, compensate the Department of State for its share. The amount of compensation will be computed in the same manner as for Equipment.

In addition, programming may not benefit countries or entities that are not eligible recipients of United States foreign assistance or for which there are applicable assistance restrictions. Recipients shall work with the Department of State to ensure that any applicable restrictions and requirements are addressed prior to awarding any sub-awards.

E. APPLICATION REVIEW INFORMATION

1. CRITERIA

The following criteria will be used to evaluate full proposals and are listed in order of descending priority:

Technical Approach

The proposal should articulate a logical strategy that clearly specifies goals, objectives, activities, and outcomes that advance transformational programs and projects that seek to achieve a measurable and substantial reduction of the prevalence of modern slavery in the chosen partner country. The proposal should offer a sound survey methodology for measuring prevalence. The proposal should also explain how the applicant plans to marshal other donor resources and manage sub-awards effectively in order to measurably reduce the prevalence of modern slavery in targeted populations.

Monitoring and Evaluation

The proposal should articulate a strategy to monitor and evaluate the program and any sub-award projects and for measuring progress against baseline data. Output and outcome indicators should be linked clearly to program goals and objectives. The proposal should demonstrate the applicant's capacity for addressing the elements outlined in the NDAA. See Section 2.C. above (Monitoring and Evaluation/Analysis and Reporting). The proposal should highlight systems and processes for collecting, analyzing, and reporting data and for data collaboration with other anti-trafficking actors.

Key Personnel

Key personnel identified in the proposal should be well qualified to manage PEMS and oversee its implementation. In particular, the proposal should demonstrate the qualifications of key personnel to monitor and evaluate the program and sub-award projects and integrate survivor perspectives.

Organizational Capacity and Partnerships

The proposal should demonstrate how organizational resources, capabilities, and qualifications will support the stated goals and objectives of the program. The proposal should clearly identify the partnership approach, if applicable, and the roles, responsibilities, and qualifications of any partner organizations.

Budget Detail and Cost Effectiveness

The overhead and administrative components of the proposal should be reasonably low. All costs should be necessary and appropriate to the execution of the program. The presentation of each line item and corresponding budget narrative should demonstrate that the organization's efforts will be consistent with sound financial management practices.

2. REVIEW AND SELECTION PROCESS

Following the submission deadline, all proposals will be screened to determine whether they meet the technical requirements stated in this announcement. As a reminder, the TIP Office will only consider proposals that meet the very specific requirements outlined in the funding opportunity. Following the technical review, a formal content review of each full proposal that passes the technical review will commence. An intra- and interagency panel will review proposals for funding consideration. The panel will consider each proposal's merit as well as applicable limitations on U.S. foreign assistance. Panel recommendations will be presented to the Ambassador-at-Large or Acting Director for the Office to Monitor and Combat Trafficking in Persons for consideration. Any selections will be notified to Congress. Congressional notification will precede any award under this funding opportunity.

Applicants will be subject to a TIP Office risk assessment process that may include a pre-award site visit. The assessment may consider a variety of risk factors, including: (1) financial stability of applicants; (2) quality of management systems and ability to meet prescribed management standards; (3) past performance in managing previous federal awards, if applicable, including compliance with reporting requirements, and conformance to award terms and conditions; (4) reports and findings from available audits; and (5) applicant ability to effectively implement statutory, regulatory, or other requirements applicable to non-federal entities.

3. FEDERAL AWARD REVIEW

The Federal awarding agency, prior to making a Federal award with a total amount of Federal share greater than the simplified acquisition threshold ($150,000), is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently the Federal Awardee Performance Integrity and Information System) (see 41 U.S.C. 2313).
An applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a Federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM.

The Federal awarding agency will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under Federal awards when completing the review of risk posed by applicants as described in §200.205 Federal awarding agency review of risk posed by applicants.

4. ADDITIONAL INFORMATION

Anticipated Time of Award: The TIP Office anticipates making a decision on the applications by August 2020 and will notify all applicants of their proposal status at this time. Shortly after proposal(s) are selected, the Office will work with the selected organization(s) to clarify aspects of their proposal and award the funds no later than September 30, 2020. All funding decisions are conditional until a final award is signed.

F. FEDERAL AWARD ADMINISTRATION INFORMATION

1. FEDERAL AWARD NOTICES

Following the internal review process, applicants can expect to hear from the TIP Office via email regarding the status of their application. An email stating that an applicant was chosen for further consideration does not authorize the organization to begin performance. All selected proposals are conditional until the funds have officially been authorized and awarded by the grants officer.

2. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

Standard Terms and Conditions: Applicants selected for an award must follow Department of State Standard Terms and Conditions for Federal Assistance Awards. These standard terms and conditions also apply to all sub-recipients and are available at: https://www.state.gov/about-us-office-of-the-procurement-executive/.

Anti-Prostitution Policy and Requirements: Grantees are required to agree to the following conditions prior to a grant being awarded:

1. None of the funds made available herein may be used to promote, support, or advocate the legalization or practice of prostitution.

Nothing in the preceding sentence shall be construed to preclude assistance designed to combat trafficking in persons, including programs for prevention, protection of victims, and prosecution of traffickers and others who profit from trafficking in persons, by ameliorating the suffering of, or health risks to, victims while they are being trafficked or after they are out of the situation that resulted from such victims being trafficked.

2. The recipient shall insert this provision in all sub-agreements under this award.

Training Certification: All organizations receiving funds must agree to the following:

- *"This organization hereby certifies that, to the extent practicable, persons or entities providing legal services, social services, health services, or other assistance have completed, or will complete, training in connection with trafficking in persons."* The recipient shall insert this provision in all sub-agreements under this award. TVPA sec. 107A(b)(1) (22 U.S.C. 7105A(b)(1)).

Special Provision for Performance in a Designated Combat Area: Each federal assistance award within areas of combat operations or future contingency operation, as designated by the Secretary of Defense, over $150,000 or providing for performance over 30 days must be registered in the Department of Defense maintained Synchronized Pre-deployment and Operational Tracker (SPOT) system. Each federal assistance award shall be registered in SPOT before personnel deployment. Requirements are fully outlined in the award agreements for recipients.

Leahy Vetting Requirement: This requirement applies to training or other assistance to be furnished to any unit or individual member of the security forces of a foreign country. Leahy vetting is required when training or assistance is provided to foreign security forces, including when such assistance is provided under a grant or cooperative agreement. Department guidance provides the following information on the type of personnel who are considered security forces and thus must be vetted under Leahy:

- *"The Leahy amendment refers to the 'security forces of a foreign country.' It makes no distinction between military and civilian. The* *key is whether the individual is a member of a security force unit. In broad terms, any division or entity (to include an individual) authorized by a State or political subdivision (city, county, etc.) to use force (including by not limited to the power to search, detain, and arrest) to accomplish its mission would be considered a security force. 'Security forces' thus could be units of law enforcement or the military. Prison guards, customs police, border police, tax police, and the coast guard would be examples of the types of units included in the category of 'security forces.' Members of these types of units should be considered as subject to the Leahy Amendment and be vetted either as individuals or as part of the unit being trained. Examples of persons who are not considered 'security forces' include: government bureaucrats, prosecutors, judges, civilian members of NGOs, international organizations or task forces and forensic lab workers."*

Leahy Vetting requirements will be fully outlined in the award agreements for recipients. The vetting process may take considerable time, and applicants should plan training activities with sufficient time for vetting to be completed. All successful applicants, including prior award recipients, will be required to complete a new Leahy Vetting training module prior to the award of new programs.

Please note, the recipient of this award will be responsible for ensuring all sub-awards made under this program follow Leahy Vetting requirements.

Trafficking Victims Protection Act - Prevention of Trafficking in Grants, Contracts and Cooperative Agreements: The Trafficking Victims Protection Act (TVPA) serves to prohibit grantees and subgrantees, contractors, and any labor recruiters, brokers, or other agents they use, from human trafficking, the procurement of a commercial sex act during the period of time that the grant or cooperative agreement is in effect, or trafficking-related activity include:

- Destroying, confiscating, or otherwise denying an employee access to their identity or immigration documents;
- Failing to provide return transportation, except in certain circumstances;
- Using misleading or fraudulent recruitment practices
- Charging workers recruitment fees; and

- Providing or arranging housing that fails to meet the host country housing and safety standards.

The State Department has the authority to terminate the grant, contract, or cooperative agreement or take other remedial action, without penalty, if this clause is violated (see 22 USC 7104(g), Executive Order 13627, FAR 52.222-50).

U.S. National Action Plan on Women, Peace, and Security: Applicants are encouraged to review the goals of the U.S. National Action Plan on Women, Peace, and Security for their relevance to applications. In particular, Outcome 3.3 of the Plan provides guidance on efforts to combat trafficking:

- *"Engage with international and/or civil society organizations to ensure that standard operational procedures are in place to prevent human trafficking, especially among refugees and internally displaced persons (IDPs), including appropriate assistance and procedures for unaccompanied minors, to identify potential trafficked persons, and to refer survivors to appropriate service providers. As appropriate, provide support to international and civil society organizations to set up emergency care services for trafficking survivors."*

And:

- *"Promote establishment of local coalitions or taskforces comprised of relevant government authorities and civil society organizations to combat human trafficking as part of the justice reform measures in post-conflict areas."*

U.S. Department of State Policy on Disabilities: The U.S. government has made a commitment to protect and advance human rights and fundamental freedoms for all people, including persons with disabilities. To that end, the Convention on the Rights of Persons with Disabilities (CRPD) seeks to ensure that every person living with a disability can benefit from the same access and protections, in the United States and abroad.

U.S. Department of State Policy on Lesbian, Gay, Bisexual, and Transgendered and Intersex (LGBQTI**) Individuals:** In preparing applications, applicants are reminded that the Department's priorities for advancing LGBQTI equality abroad are to eliminate violence and discrimination based on sexual orientation, gender identity, and gender expression. Advancing the human rights of LGBQTI people, as with our support for other marginalized or vulnerable people, complements and reinforces other U.S. foreign policy priorities, including strengthening civil society, promoting the rule of law, supporting gender equality and advancing the status of women and girls, protecting refugees and asylum seekers, and furthering anti-trafficking efforts, among others. Due to these intersections, violations or abuses of the human rights of LGBTQI people often also have negative implications for other U.S. foreign policy priorities.

3. <u>REPORTING</u>

Auditing and Annual Report to Congress: Consistent with Section 1298(d) of the NDAA, any grantee shall be subject to the same auditing, recordkeeping, and reporting obligations required under subsections (e), (f), (g), and (i) of section 504 of the National Endowment for Democracy Act (22 U.S.C. 4413). Under Section 1298(e), any grant recipient shall submit a report to the TIP Office annually, which the Department of State will transmit to the appropriate Congressional committees within 30 days. Such report shall include the names of each of the projects or sub-recipients receiving such funding pursuant to this section and the amount of funding provided for, along with a detailed description of, each such project.

Grant Reporting and Monitoring Requirements: Applicants selected for an award must meet the following reporting and policy requirements:

- <u>Reporting Requirements</u>: Grantees are required to submit quarterly program progress and financial reports at pre-determined intervals throughout the program period and final reports 90 days after the end of the program period. Access to funds may be suspended if reports are late or incomplete.
- <u>Grant Monitoring and Evaluation</u>: The TIP Office monitors all funded projects. Grantee(s) should expect the Grants Officer and Grants Officer Representative to conduct site visits during the performance period. On-site reviews include assessment of program and administrative effectiveness. In addition to planned program monitoring, some projects selected for sub-awards may be selected by the TIP Office for independent evaluation.

If the Federal share of any awards issued under this funding opportunity exceeds $500,000 over the period of performance, potential applicants should be aware of the reporting requirements in 2 CFR 200 Appendix XII – Award Term and Condition for Recipient Integrity and Performance Matters (https://www.ecfr.gov/cgi-bin/text-idx?SID=cbbb551e20bbdc6f95cc08bcad767fb1&mc=true&node=ap2.1.200_1521.xii&rgn=div9

G. FEDERAL AWARDING AGENCY CONTACTS

Organizations may submit questions about the content of the application at any time to JTIPGrants@state.gov.

CONTACT INFORMATION

A. Please direct questions about the requirements of the proposal to JTIPGrants@state.gov.

B. For assistance with SAMS Domestic (https://mygrants.service-now.com/grants) please contact Customer Support by calling 1-(888)-313-4567 or by creating an account on the ILMS Self Service Portal (https://afsitsm.service-now.com/ilms/home). The Support Desk is available 24/7/365. Please note, the hours may change on Federal holidays.

C. Please note, if an organization has issues submitting a proposal near the deadline, the only way its late application will be accepted is if the organization opens a ticket with the help desk to fix their problem prior to the deadline. A ticket with the help desk can be opened by calling 1-(888)-313-4567 or submitting a ticket through the ILMS Self Service Portal (https://afsitsm.service-now.com/ilms/home).