



OHIO HUMAN TRAFFICKING PREVALANCE STUDY FUNDING

2016 REQUEST FOR PROPOSALS

OHIO OFFICE OF CRIMINAL JUSTICE SERVICES
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2016 Ohio Human Trafficking Prevalence Study Grant

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OCJS and JAG

The Ohio Office of Criminal Justice Services (OCJS) is a division of the Ohio Department of Public Safety. By statute, OCJS is the lead criminal justice planning and assistance office for the state, administering millions of dollars in state and federal criminal justice funding every year. OCJS also evaluates programs and develops technology, training, and products for criminal justice professionals and communities. OCJS has been designated by Governor John R. Kasich to administer the Edward Byrne Memorial Justice Assistance Grant (JAG) program.

In collaboration with Governor John R. Kasich's Ohio Human Trafficking Task Force, OCJS is seeking applications for funding for research projects that support and inform the work of the Task Force and other anti-trafficking stakeholders in responding to the challenges that trafficking in persons, also known as human trafficking, poses throughout Ohio.

Contact Information

For technical assistance with application submission through the grants management website, please contact the OCJS Grants Administration section at 614-728-7840.

For assistance with funding requirements and application guidelines specific to the project objectives, please contact the grant's programmatic administrators: Sophia Papadimos at stpapadimos@dps.ohio.gov/614-752-7817, or Kristina Nicholson at kcnicolson@dps.ohio.gov/614-466-0346.

Application and Review Process

Deadline Information

All applications must be submitted by 5:00 p.m. EST on March 17th, 2017. Late applications will not be reviewed or considered for funding. If multiple applications are submitted by the same applicant, only the most recent system-validated version submitted will be considered.

Submitting Applications

Applications are submitted online through the OCJS Grants Management System. Please visit: www.ocjsgrants.com to register. The application will not be considered for review if the applicant fails to follow the specified requirements.

Agencies that have previously registered for the online Grant Management System should use the same username and password application.

Application Review Process

Proposals will be competitively reviewed by OCJS staff and state agency staff. Internal compliance reviews are conducted for applicants who have previously received funding through OCJS or the Ohio Children's Trust Fund and consist of reviewing the timeliness of financial and programmatic reporting, and quality of previous work. Project budgets are reviewed to assure that costs are allowable and directly related to the research project. Final funding recommendations are made by the OCJS Executive Director, the state's Anti-Trafficking Coordinator of the Governor's Human Trafficking Task Force and approved by the Department of Public Safety Director.

Award Notifications and Expectations

Projects will be notified and required to complete all forms and pre-award conditions electronically through the grants management system. Prior to funding, the grantee will receive orientation information regarding funding conditions and grant management strategies. Forms and assurances included with pre-award conditions include, but are not limited to:

- ❖ Equal Employment Opportunity Certification Form
- ❖ Civil Rights and EEOP Questions Part 1 Form
- ❖ Standard Assurances Form
- ❖ Special Conditions Form
- ❖ Fidelity Insurance/Surety Bond (*Note: Only applicable for non-profit applicants*)
- ❖ Proof of Tax-Exempt Status (*Note: Only applicable for non-profit applicants*)
- ❖ Registration in the System for Award Management (*sam.gov*)

Eligible Applicants

All applicants must have an organization, or subrecipient, that will serve as the fiduciary agent and assume overall responsibility for the grant. Eligible subrecipients include:

1. A unit of local government. A unit of local government has legislative autonomy, jurisdiction, and authority to act in certain circumstances. Units of government include a city, county, township, or village. If two or more jointly apply, they must designate one body to take the lead role and identify that agency's fiscal officer, or
2. State agencies, state-supported universities, or
3. Statewide and local nonprofit or faith-based associations. Projects implemented by courts, law enforcement agencies, and mental health boards may not act as their own subrecipients.
4. Law enforcement agencies applying under this solicitation must be in compliance with crime statistics reporting, using either the Ohio Incident-Based Reporting System or the Uniform Crime Reporting Summary Reporting System, per Ohio Revised Code Section 5502.62(C)(6).

Length of Funding and Award Amount

The Office of Criminal Justice Services will award one applicant up to \$100,000 for 12 months of funding, operating from July 1, 2017 through June 30, 2018.

Project Description

Overview

The Office of Criminal Justice Services seeks applications for funding for research and evaluation projects that will address the knowledge gaps related to the prevalence of trafficking in persons, specifically minors under age 18 and youth aged 18-21 in foster care in the state of Ohio. In recent years, significant progress has been made at both the policy and grassroots level in developing a more coherent systems approach to respond to human trafficking. However, the lack of data and estimates of the number of individuals trafficked in Ohio remains as a major barrier to response efforts. To address this gap, OCJS and the Governor's Ohio Human Trafficking Task Force seek research proposals to assess state-level

prevalence estimates of trafficked and at-risk minors (i.e. children who have not yet attained 18 years of age), and including youth aged 18-21 in the foster care system.

Definitions and Scope: For the purposes of this solicitation, “trafficking in persons” (and/or “human trafficking,” “trafficking”) is defined as the recruitment, harboring, transportation, provision, or obtaining of a person for the purpose of subjection to a commercial sex act that 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 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 USC § 7102).

One of the greatest needs identified by the Governor’s Ohio Human Trafficking Task Force is the development and implementation of research methodology to determine a reasonably reliable estimate of the number of minor victims of human trafficking within the state. Historically, the data used to estimate the prevalence of human trafficking have been lacking in scope and quality at the federal, state, and local levels. In Ohio, House Bill 262, or the Safe Harbor Law requires human trafficking offenses be reported by local law enforcement, but concerns persist that various data collection and crime reporting methods — particularly given their varying degrees of capture and differing definitions of human trafficking — do not accurately capture the extent to which human trafficking occurs. Therefore, OCJS seeks a research project that focuses on a statistically sound estimate of prevalence of human trafficking in the state.

At minimum, the applicant should produce a statistically sound estimate of the prevalence of human trafficking throughout the state of Ohio. Special considerations will be given to those projects that emphasize investigation of the following research questions of interest:

- ❖ How many individuals are being trafficked in and through Ohio?
- ❖ How many minors, including 18-21 year old foster care youth, are being trafficked in and through Ohio, including a breakdown of victim and trafficker characteristics (when possible), including but not limited to:
 - Gender identity
 - Age
 - Race/Ethnicity
 - Type of Trafficking
 - Foreign National or Domestic Trafficking
 - Special Populations such as homeless youth, runaways, Lesbian/Gay/Bisexual/Transgender/Queer or Questioning, victims with disabilities, Immigrant/Refugee/Asylum Seekers, etc.
- ❖ What is the relationship between minors that are trafficked in Ohio and opiate/drug-use? *Note: Opiate or drug-use may be in relation to either the trafficker or trafficking victim.*

Project Requirements

Build on previous research. Applicants should be familiar with previous prevalence studies, particularly those that focus on Ohio populations. Given the extensive research funded through federal entities, applicants are also expected to be familiar with prevalence study techniques and should clearly state

how their projects will build upon prior studies in Ohio. A full list of federal trafficking studies can be found at: www.state.gov/documents/organization/150034.xlsx.

Use current state-level data systems in addition to proposed data sources. The Governor’s Human Trafficking Task Force has placed special emphasis on increasing data collection from state entities that are involved in anti-trafficking efforts. To-date, state sources of human trafficking data include:

- ❖ The Combatting Trafficking in Persons In Ohio (CTIPOhio) Grant Program
- ❖ The Ohio Attorney General's Office – Law Enforcement Data
- ❖ The Ohio Department of Job and Family Services – Refugee Services Section
- ❖ The Ohio Network of Child Advocacy Centers
- ❖ The Statewide Automated Child Welfare Information Systems (SACWIS)

Applicants should outline how the research project will utilize all or select state resources to inform the prevalence of human trafficking statewide. Research projects may utilize only state resources as the primary source of data for the project, or expand on these resources with additional sources of data.

Demonstrate collaboration between community partners and state sources of data. Following the use of current state-level data systems, a successful applicant will also demonstrate collaboration, or intended collaboration, with community partners and a thorough understanding of the different anti-trafficking stakeholders throughout the state. Applicants must have pre-existing relationships with or knowledge of the Governor’s Ohio Human Trafficking Task Force, the Attorney General’s Human Trafficking Commission, anti-trafficking coalitions, and/or children’s advocacy centers in Ohio and communicate such in the application.

Considerations for duplication of victims across different data sources. Recognizing that the statewide response to human trafficking has evolved over the past decade, applicants should be particularly mindful of potential issues that arise with historical data and current state-level sources of data. More specifically, given that data systems are not shared across agencies, methods to account for double-tracking may not be in place. Additionally, while the criminal classification of human trafficking has been in place throughout the United States, the operational definition of human trafficking or trafficking in persons may not be applied the same in all systems. Likewise, in some instances a different, but related criminal classification may be used instead (e.g. child sexual exploitation, prostitution of a minor, etc.). Therefore, applicants should describe methods and considerations for taking these concerns into account as it relates to data reliability and limitations.

Project Objectives and Deliverables

OCJS requires monthly updates via conference call on the progress of the project. The conference calls should include any obstacles or challenges in the study. Additionally, a formal mid-project status report shall be submitted to OCJS on Friday, January 19, 2018. Accompanying the report shall be a mid-project presentation to OCJS in Columbus, Ohio (an allowable cost) in January or February of 2018. An end of year report will be due June 15, 2018, documenting all findings and activities of the grant.

OCJS requires recipients of an award under this solicitation to submit to OCJS all data sets that result in whole or in part from the work funded through this award, along with associated files and any documentation necessary to allow for future efforts by others to reproduce the project’s findings and/or

extend the scientific value of the data set through secondary analysis. All data sets and documentation will be submitted to OCJS by the end of the funding period.

In addition to status reports, financial reports, and required data sets OCJS expects scholarly products to result from this solicitation, taking the form of one or more published, peer-reviewed, scientific journal articles, and or/ law review journal articles, book chapter(s) or book(s) in the academic press, or similar scientific products. In addition to technical reports for the scientific community, OCJS also expects applicants to produce materials that are appropriate and informative for audiences in the practitioner and policymaker fields.

Deliverable	Date
Monthly phone calls	First week of every month
Mid-project report	January 2018
Mid-project presentation to OCJS	January 2018
End of project report	June 15, 2018
Submit data and necessary documentation to OCJS	June 30, 2018

Budget Information

Cash Match. No cash match is required. An award made under this solicitation may account for up to 100 percent of the total cost of the project.

Unallowable Costs. Unallowable costs and descriptions for funding can be accessed [here](#).

Applicants are encouraged to review the OJP guidance on conference approval, planning, and reporting that is available on the OJP web site at [Office of Justice Programs: Financial Guide](#). This guidance sets out the current OJP policy, which requires all funding recipients that propose to hold or sponsor conferences (including meetings, trainings, and other similar events) to minimize costs, requires OCJS review and prior written approval of most conference costs for cooperative agreement recipients (and certain costs for grant recipients), and generally prohibits the use of funding to provide food and beverages at conferences. The guidance also sets upper limits on many conference costs, including facility space, audio/visual services, logistical planning services, programmatic planning services, and food and beverages (in the rare cases where food and beverage costs are permitted at all). Prior review and approval of conference costs can take time (see the guidance for specific deadlines), and applicants should take this into account when submitting proposals. Applicants also should understand that conference cost limits may change and that they should check the guidance for updates before incurring such costs.

Note on food and beverages: OCJS may make exceptions to the general prohibition on using funding for food and beverages, but will do so only in rare cases where food and beverages are not otherwise available (e.g., in extremely remote areas); the size of the event and capacity of nearby food and beverage vendors would make it impractical to not provide food and beverages; or a special presentation at a conference requires a plenary address where conference participants have no other time to obtain food and beverages. Any such exception requires OCJS's prior written approval. The restriction on food and beverages does not apply to water provided at no cost, but does apply to any

and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not affect direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

Costs associated with language assistance (if applicable): If an applicant proposes a project or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate. For additional information, see the "Civil Rights Compliance" section of the OJP "Other Requirements for OJP Applications" web page at [Office of Justice Programs: Other Requirements for OJP Applications](#).

In addition to unallowable costs set through OJP and JAG, awarded projects should not include costs for conference attendance or training.

Indirect Costs.

No more than 10% of the approved budget may be used toward indirect costs.

Application and Submission

Applicants who fail to submit an application that contains all of the above requirements and considerations should expect that it may negatively impact the review of their application. Special conditions (pre-award conditions) may also need to be met prior to receiving funding should an applicant be awarded.

The following elements are required, as a minimum, in the application: Abstract, Proposal Narrative, Budget and Budget Narrative, and resumes of key personnel. For the purposes of this solicitation, "key personnel" includes the principal investigator as well as co-principal investigators and individuals who are completing substantive work on the project (e.g. graduate student workers who are assisting the PI, statisticians who are providing contractual services for data analysis, etc.).

Use the following checklist as a general guide for submitting proposals to OCJS. Please read the entire request prior to completing and submitting proposals. All of the information should be submitted in the online grants management system, either through online forms or pdf attachments.

The following items should be submitted as online forms accessible through the OCJS grants management system.

- Title Page
- Budget and Budget Narrative

The following items should be included in the proposal narrative, which will be uploaded as a single pdf attachment in the online grants management system.

- Project Abstract
- Table of Contents

- Problem Statement
- Project Purpose
- Project Design and Implementation
- Capabilities and Competencies
- Plan for Dissemination
- Appendices

Abstract Format Requirements¹. Project abstracts should be:

1. Written for a general public audience.
2. Submitted as a cover page in the same attachment as the Proposal Narrative. The abstract should be no longer than one page in length.
3. Single-spaced, using a standard 12-point font (Times new Roman) with 1-inch margins

The project abstract will not count against the page limit for the proposal narrative.

Proposal Narrative Format Requirements². An applicant's proposal narrative should not exceed 15 double-spaced pages in 12-point font, Times New Roman, with 1-inch margins. Footnotes may be in 10-point font, Times New Roman. If included in the main body of the proposal narrative, tables, charts, figures, and other illustrations count toward the 15-page limit for the narrative. The project abstract, table of contents, appendices, and other required forms do not count toward the proposal narrative's page limit.

Proposal Narrative Outline:

1. Table of Contents and List of Figures
2. Main Body: The main body of the proposal narrative should describe the proposed project in detail. The following sections should be included as part of the narrative:
 - a. Problem statement, including a review of current, relevant literature;
 - b. Project purpose as it relates to the problem statement including measureable goals and objectives;
 - c. Project design and implementation;
 - d. Capabilities and competencies of the primary investigator and key partners; and
 - e. Plan for dissemination.

Proposal Appendices. Certain documents and supporting documentation may be submitted as part of the appendix rather than the proposal narrative. Unless stated otherwise, all text should be submitted as 12-point, Times New Roman with 1-inch margins. Appendices do not need to be double spaced. While there is no page limit for the appendices, the applicant should limit the elements of the proposal to be included in the appendices to the following:

- ❖ List of Acronyms
- ❖ Bibliography and/or references;

¹ Please see Application Review Information for specific criteria.

² Please see Application Review Information for specific criteria.

- ❖ Tools, instruments, questionnaires, tables/charts/graphs, or maps pertaining to the proposed project that supplement information provided in the proposal narrative³;
- ❖ Resumes of the principal investigator and any co-principal investigators, as well as any individual who may be significantly involved in substantive parts of the proposal;
- ❖ Proposed project timeline and milestones;
- ❖ When appropriate, Human Subjects Protection paperwork, including documentation and forms related to Institutional Review Board (IRB) review. Please note that final IRB approval is not required at the time of application.
- ❖ Letters of cooperation/support or administrative agreements from organizations who will be collaborating on the project. This may include, but is not limited to, law enforcement agencies, anti-human trafficking coalitions, correctional agencies⁴.

Application Review Information

The following criteria will be used by reviewers for evaluating project proposals. Applicants must ensure that they cite previous research appropriately using the appropriate formatting (i.e. APA or MLA). While applicants may refer to external links, the information must be clearly explained and elaborated on within the proposal narrative. Points will be allocated based on the extent to which the project proposal addresses the listed criteria. Applicants should address the following criteria in their application, particularly in the project and budget narratives.

Abstract Criteria (10%)

- The applicant provides a statement of the problem, including the purpose of the project, problem to be investigated, and the anticipated impact;
- The applicant describes subjects (if applicable), including the number of individuals for the study, as well as demographic information and other pertinent attributes;
- The applicant describes significant partnerships;
- The applicant provides a summary of how work for the study will be organized and conducted by describing proposed methods, type of data that will be collected and used, data collection methods, study sites, and other methods or procedures;
- The applicant provides a summary of data analysis; and
- The applicant provides a summary of hypotheses or specific aims of the study.

Problem Statement (10%)

- The applicant demonstrates their understanding of human trafficking, citing relevant literature;
- The applicant demonstrates their understanding of the human trafficking specifically in Ohio, citing relevant statistics and state sources of data;
- The applicant demonstrates a clear understanding of the problem to be addressed, as provided in the Project Description (pg. 3); and

³ If you are submitting surveys or instruments, the font requirements may be waived.

⁴ Font requirements are waived for letters of support and MOUs from grant partners and stakeholders.

- The applicant demonstrates awareness of the current state of research and relevant resources, including knowledge of state anti-human trafficking initiatives through the Governor’s Human Trafficking Task Force and Attorney General’s Human Trafficking Commission.

Project Purpose (10%)

- The applicant presents a clear and concise statement of goals that clearly incorporates the problem as outlined in the Project Description (pg. 3) and Priority-Specific Information (pg. 4); and
- The applicant provides measureable objectives of the proposed project.

Project Design and Implementation (40%)

- The applicant discusses sound data collection and analytical methods, in addition to the technical approach proposed to address the aims of the proposed project. Data sources require the inclusion of current state-level data systems in addition to proposed data sources. Please see page 4 for more details;
- The applicant documents evidence that the methods chosen are appropriate for the outcomes the project aims to achieve;
- The applicant demonstrates collaboration between community partners and state sources of data;
- The application demonstrates awareness of potential challenges and provides actions to minimize or mitigate them. Examples of challenges are: the likelihood of duplication of victims across different data sources or differences in operational definitions of human trafficking;
- The proposed project builds on human trafficking research done previously in Ohio;
- The applicant presents a comprehensive, thorough timeline that is well-defined and specifies what will be done, who (individuals and organizations) will do it, and when it will be accomplished. Include activities such as anticipated collaboration board meetings, OCJS grant reporting deadlines and any other activities specific to the project. The timeline should be reasonable given the nature of the problem and the approach/response discussed in earlier sections of the application (*Note: an outline of the timeline may be included in the Appendices*);
- The applicant clearly describes how the project will manage data in a way that allows for accurate and timely reporting to OCJS; and
- The proposed project design to address the problem statement is feasible, given the resources and timeframe of the project funding period.

Capabilities and Competencies (15%)

- The application should clearly demonstrate the capacity of the sub-recipient and implementing agency to administer grants of similar size and scope as the project submitted for funding. The applicant should demonstrate that they have adequate resources (i.e. personnel/staff, infrastructure to support additional program, computers, software, etc.) to implement the project as proposed;
- The applicant demonstrates the qualifications and experience of the proposed projects’ principal investigators and co-principal investigators, as well as any other individuals/organizations identified in the application who will be involved in substantive aspects of the proposal. *Note: Resumes of each individual must be included in the Appendix*;
- The applicant demonstrates a collaborative relationship with anti-human trafficking organizations or coalitions;
- The applicant demonstrates the ability of the applicant to manage the project; and

- The applicant clearly articulates the relationship between the capabilities/competencies of the proposed project staff and the scope of the proposed project.

Plan for Dissemination (5%)

- The applicant identifies plans to produce and make available summary information for interested audiences, including planned scholarly products and readily accessible publications for audiences in the practitioner and policymaking fields.

Budget⁵ (10%)

- The applicant presents a clear and detailed budget with costs that are considered reasonable in view of the types and range of activities to be conducted and the expected results and benefits; and
- The applicant provides a narrative that clearly explains and justifies the budget information. The narrative should include a breakdown of hours or quantity that is anticipated for each line item. For example, salary should be broken down by amount per hour, rather than the total amount per project.

Unallowable costs and descriptions can be accessed [here](#).

⁵ The budget and budget narrative will be submitted online via the online grants management system found at www.ocjsgrants.com.