



ND Office of Attorney General

Human Trafficking – Victim Treatment and Support Services

Mail applications to: NDBCI, PO Box 1054, Bismarck ND 58502-1054

Contact Information: Savannah Schmidt, NDBCI, srschmidt@nd.gov 701-328-5132

PROGRAM OVERVIEW

The primary purpose of this funding is to enhance the quality and quantity of comprehensive and/or specialized services available to assist victims of human trafficking as defined under N.D.C.C. § 12.1-41-03-04. This application will provide grants to organizations involved in providing prevention and treatment services related to human trafficking victims. It is also the intent to enhance the quality and quantity of services available to assist victims of human trafficking in achieving their goals, which may include increased autonomy and self-sufficiency, and increased feelings of safety and well-being.

APPLICATION AND ELIGIBILITY INFORMATION

Eligible Agency Type

Organizations involved in providing prevention and treatment services to human trafficking victims through either the Track 1 or Track 2 service models described below.

Eligible Purpose Areas

Grant funding can be requested for the following:

- Development and implementation of direct care
- Emergency or long term crisis services
- Residential care
- Training for law enforcement and victim service providers
- Support of advocacy services
- Programs promoting positive outcomes for victims

NOTE: See application instructions for details regarding the Track 1 or Track 2 service model your organization will be following.

Application Process/Deadline

The completed application must be returned to this office and postmarked no later than **December 31, 2015**. Applications postmarked after this date will be returned and not considered. **Late submissions will not be accepted.**

The application should be stapled in the upper left corner. **DO NOT** bind applications in notebooks, plastic bindings, or specially printed covers.

Grant Review/Award Process

Once applications have been received, they will be reviewed in their entirety. Recommendations will then be made to the Attorney General and Land Board. Applicants will subsequently be notified of their status.

Grant Period

Grants will be awarded for the period starting February 1, 2016 through June 30, 2017. Continued funding cannot be guaranteed. Successful applicants are encouraged to secure local funding so that projects may be continued.

Supplanting and Disclosure of Pending Application

Supplanting is not allowed. These funds should not replace state or local funds that, in the absence of this grant, have already been appropriated or made available for the purpose of this project. Instead, these funds should enhance the applicant's budgets and activities, and should increase the total funding available to the applicant.

If the activities in this application are currently funded by another source, and if extenuating circumstances exist which justify the use of these funds instead, please explain below:

Please list any pending grant applications (submitted in the last 12 months) for funding this proposed project, which cover identical cost items as those requested in this application.

Example: Dept. of Justice – JAG Grant Funds – Salary for 1 employee for 12 months - \$50,000

Prohibited Use of Funds

- Lobbying
- Construction/Remodel
- Research

Reporting Required

Sub-grantee will be required to report, at the minimum, quarterly to the ND Attorney General and the appropriations committee. Reporting guidelines will be included with award acceptance letter.

Match Requirement

There are no match requirements.

APPLICATION NARRATIVE

Note: Applicants will be required to attend two in state trainings on best practices and required protocols during the course of the grant period. Trainings will be organized by the North Dakota Human Trafficking Task Force (NDHTTF). Applicants should not include this in their applications as supplemental funding will be provided once trainings details are determined.

Applicants will engage in the following activities, as feasible and within the scope of the applicants proposed work, in order to meet program goals and objectives:

- Provide comprehensive service(s) or intervention(s) for victims of human trafficking, either in-house or through community based partnerships; or provide a specialized service for victims of human trafficking.
- Work in collaboration with the North Dakota Attorney General's Human Trafficking Commission and NDHTTF; as well as, federal, state, and local law enforcement, local service providers, and community- and faith-based organizations.
- Conduct data collection and evaluation activities to determine if the services provided are meeting goals and objectives as determined by the ND Attorney General's Human Trafficking Commission.

Successful applicants funded through this application will apply for one of the following:

- Track 1 – Comprehensive Service Provision for Trafficking Victims in the geographic area identified by the applicant
- Track 2 – Specialized Service Provision for Trafficking Victims in the geographic area identified by the applicant

Track 1 – Comprehensive Services

Successful applicants under Track 1 should:

- Describe a Comprehensive Service Model that is currently in place, or should detail specific plans to use grant funding to develop such a model, that enables them to provide or facilitate each of the 16 services outlined in the attached addendum
- Demonstrate knowledge of victim-centered and trauma-informed approaches to comprehensive service provision, that ensure that victims of human trafficking have the opportunity to make informed decisions about the support they need to work through the impact of the crime, address the issues that shaped the trafficking situation, and identify and achieve their personal goals.
- Demonstrate integration of intensive case management within their Comprehensive Service Model, as it ensures that victims have support in accessing a variety of services that are coordinated across multiple systems.
- Include a plan to ensure that case management is provided for all victims of human trafficking served by the program, regardless of where the victim resides.
- No one agency is expected to provide all services outlined in the attached addendum in-house; however, applicants are expected to demonstrate that there is a coordinated, community-wide approach in place to provide the services outlined in the attached addendum to trafficking victims identified within their community.

- Demonstrate that they have prior experience in serving trafficking victims.
- Ensure that the comprehensive services identified in the attached addendum will be made available to victims of all forms of human trafficking within the stated geographic area, including foreign nationals, U.S. citizens, lawful permanent resident's (LPR's), adults and minors, males and females, and victims who identify as lesbian, gay, bisexual, transgender, or questioning (LGBTQ).
- Demonstrate that the proposed specialized services are culturally, linguistically, and developmentally appropriate.

Track 2- Specialized Services

Trafficking victims have diverse and distinct needs that may require specialized responses. Their needs may differ depending on their age, gender, citizenship, culture, language skills, type of trafficking experienced, history of victimization, and a host of other factors.

Successful applicants under Track 2 should:

- Detail these diverse needs and describe how their proposed service will be responsive to those needs.
- Detail a plan to provide a particular type of specialized service for victims of trafficking; Proposals under this track may include, but are not limited to, a plan to provide any of the following types or a combination of the following types of services and interventions:
 - Legal Services: including immigration assistance, assistance with civil legal remedies, victims' rights enforcement, and assistance pursuing efforts to vacate a victim's criminal conviction and/or expunge a victim's criminal record (where the law allows a record to be vacated/expunged based on being a human trafficking victim)
 - Mental Health Services: including trauma-informed screening and assessment, individual and/or group counseling, substance abuse treatment, and trauma-specific therapies and treatments
 - Support Groups: including survivor, peer, and parent and guardian facilitated support groups
 - Mentoring programs to include one-on-one and/or group sessions
 - Gender-specific programs to include targeted services that work with a specific gender or LGBTQ youth and/or adults
 - Programs and interventions implemented within adult correction facilities or juvenile detention facilities targeting potential or actual victims of human trafficking
 - Programs and interventions implemented within runaway and homeless youth facilities or drop-in centers
 - Programs targeting traditionally underserved, or unserved populations such as American Indian/American Native (AI/AN) or LGBTQ victims
 - Specialized short-term, transitional, emergency or long-term safe housing programs.
 - School-based interventions: including services provided through schools to youth identified as victims of human trafficking
 - Literacy education, job training, and/or education and general education degree (GED) assistance that is culturally and linguistically appropriate
 - Life skills training, including managing personal finances, self-care, parenting classes, and programs that help clients achieve self-sufficiency
 - Assistance for victims to secure job training programs

- Demonstrate the need for the proposed service in their community; Track 2 applicants are encouraged to evidence consultation with trafficking survivors, advocates, social services providers, and non-governmental organizations.
- Demonstrate competency in victim-centered and trauma-informed practices in whatever specialized service they are proposing, or describe a training plan, supported by an adequate budget, by which they will acquire the requisite training on providing trauma-informed care. This will help ensure that victims of human trafficking have the opportunity to make informed decisions about the support they need to work through the impact of the crime, address the issues that shaped the trafficking situation, and will assist the victim in identifying and achieving their personal goals.
- Demonstrate that the proposed specialized services are culturally, linguistically, and developmentally appropriate.
- Demonstrate prior experience with providing the specialized service, intervention, and/or treatment for victims of human trafficking and must provide information in their proposal that supports how the intervention or service is successful in meeting the needs or improving the well-being of trafficking victims.
- Include a description of how they will provide the proposed service for the population, either in-house or through project partners.
- Describe the target population that will be served and the specific geographic region.

APPLICANT INFORMATION

Subgrantee: Receives/passes through funding.

Subgrantee	DUNS #	Telephone	Contact Name & Email
------------	--------	-----------	----------------------

Located in Oil Producing County: **Yes** **No**
 (Oil producing counties include: Billings, Bottineau, Bowman, Burke, Divide, Dunn, Golden Valley, McHenry, McKenzie, McLean, Mercer, Mountrail, Renville, Slope, Stark, Ward, and Williams.)

Authorized Official: The authorized official must have the legal authority to commit the subgrantee to a contract or other agreement. Examples are the mayor, city auditor, county auditor, or director of an agency. Overall responsibility for the administration of the project rests with this individual.

Name of Authorized Official	Title	Telephone	Email
-----------------------------	-------	-----------	-------

Street Address	City	State	Zip Code
----------------	------	-------	----------

Mailing Address (if different)	City	State	Zip Code
--------------------------------	------	-------	----------

Implementing Agency: Oversees the project/grant activities

Implementing Agency

Project Director: Manages day-to-day activities of the project/grant

Project Director	Title	Telephone	Email
------------------	-------	-----------	-------

Agency

Street Address	City	State	Zip Code
----------------	------	-------	----------

Mailing Address (if different)	City	State	Zip Code
--------------------------------	------	-------	----------

Fiscal Officer: Responsible for grant budgets, submits requests for reimbursement (can be the same as the project director)

Fiscal Officer	Title	Telephone	Email
----------------	-------	-----------	-------

Agency

Street Address	City	State	Zip Code
----------------	------	-------	----------

Mailing Address (if different)	City	State	Zip Code
--------------------------------	------	-------	----------

PROGRAM INFORMATION

Identify Track 1 or Track 2

Please circle: Track 1 Track 2

Percentage of funds to be used for victims in:

Oil producing counties:

Non-oil producing counties:

Problem - Identify the problems/issues which need to be addressed with this funding. Provide supporting statistics and specific examples.

Solution – Briefly describe the project that is proposed, how it will address the problems identified, and how it will enhance your agency's current efforts. Include specific details related to narrative provided on pages 3-5.

Previous and/or Current Efforts- Please list in detail any previous or current human trafficking victim treatment or support services your agency has been involved with including the outcomes of those efforts.

Collaborative Partners – If applicable, please list and define any past, current, or future collaborative partners related to your proposed project.

TIMELINE



BUDGET DETAIL WORKSHEET

A. Personnel - List each position by type. Compensation for employees engaged in grant activities must be consistent with that paid for similar work within the surrounding areas. Fringe benefits should be based on actual known costs or an established formula. Fringe benefits may include common items such as payroll taxes, health and life insurance, and retirement contributions. (PROVIDE A CONTINUATION PLAN IN AREA BELOW.)

Name/Position	New Position or Existing	If Existing, List Source of Current Funding	Rate/ Month	Fringe/ Month	# of Months	% of Salary Requested	Total Cost
	New Existing						
	New Existing						
	New Existing						
Total Personnel:							

Continuation Plan -

B. Overtime - List overtime by type of position. Overtime for employees engaged in grant activities must be consistent with that paid for similar work within the surrounding areas.

Name/Position -or- Type of Position	Overtime Rate/Hour	Overtime Fringe/Hour	# Hours	Total Cost
Total Overtime:				

C. Travel & Training - Itemize travel expenses of project personnel by purpose (i.e. training, meetings, investigations, etc.). Show calculations (i.e. Training A = 2 staff x 2 days x \$X airfare, \$X lodging for X nights, \$X per diem for X days; or Patrol Travel X miles/month for X months at \$X per mile). State rates for in-state travel, or GSA rates for out-of state travel apply.

Purpose of Travel	Calculation	Cost
Total Travel & Training:		

D. Equipment - List non-expendable items that are to be purchased that are \$5000 each or more. Items that do not meet these criteria should be considered Supplies. Rented or leased equipment should be listed in the Equipment Rent/Lease category. Attach a sheet using this format if you have additional items.

Item	Calculation	Cost
Total Equipment:		

E. Equipment Rent/Lease - List equipment items to be rented or leased.

Item	Calculation	Cost
Total Rent/Lease Equipment:		

F. Supplies - List items by type (office supplies, postage, training materials, copy paper) and show basis for calculation. Generally, supplies include any materials that are expendable or consumed during the course of the project (**includes equipment under \$5000**). Attach a sheet using this format if you have additional items.

Supply Items	Calculation	Cost
Total Supplies:		

G. Consultants/Contracts - State service to be provided, anticipated hourly or daily rates, and estimated time on the project. Also include expenses to be paid to the consultants in addition to their fees (i.e., travel, meals, lodging, etc.)

Consultant/Contract & Service to be Provided	Calculation	Cost
Total Consultants/Contracts:		

H. Other Costs - List items (i.e., facility rent, printing, telephone/cell phone, janitorial or security services)

Consultant/Contract & Service to be Provided	Calculation	Cost
Total Consultants/Contracts:		

BUDGET SUMMARY

A. Personnel	_____
B. Overtime	_____
C. Travel/Training	_____
D. Equipment	_____
E. Equipment Rent/Lease	_____
F. Supplies	_____
G. Consultants/Contracts	_____
H. Other Costs	_____
Total Budget	_____

AUTHORIZED SIGNATURES

We certify that the project proposed in this application meets the requirements of the Criminal Justice Oil Impact Funding, that all information presented is correct, and that the applicant will comply with the provisions of the subgrant program and all applicable laws.

Signature of Authorized Official

Date

Signature of Project Director

Date

Signature of Fiscal Officer

Date

Addendum

1. Intake and eligibility assessment to determine if an individual meets the definition of a victim of a severe form of trafficking, as defined by the Trafficking Victims Protection Act (TVPA), and to determine eligibility for programs and services.
2. Intensive case management, including assessment of client needs; development of individualized service plans; assessment of eligibility for other public or community-based programs; assistance in accessing publicly funded programs; safety planning; assistance with crime victim compensation claims, when possible; information and referral; documentation of services provided; and routine follow up to ensure that the victim's needs are being addressed either in-house or through project partners.
3. Shelter/housing and sustenance, including access to a variety of emergency and transitional shelters, group and independent living options, and food.
4. Medical care.
5. Dental care.
6. Mental health treatment, emergency mental health assessments, and individual and/or group counseling.
7. Interpreter and translator services.
8. Substance abuse treatment.
9. Assistance in achieving Health and Human Services Office of Refugee Resettlement (HHS ORR) certification for foreign national victims, including coordinating with law enforcement and allied experts to obtain documentation necessary to achieve Office of Refugee Resettlement (ORR) certification; assistance in coordinating with federal law enforcement to request Continued Presence (CP); and assistance in obtaining necessary documents to support their application for services and programs for which they may be eligible.
10. Victim advocacy and information about crime victims' rights and services, including coordinating with the Federal Bureau of Investigation, Immigration and Customs Enforcement, and United States Attorney's Office (USAO) victim/witness coordinators; victim/witness staff in district attorneys' offices or within local law enforcement; victim advocates within intimate partner violence and domestic violence or sexual assault crisis centers; and local Sexual Assault Response Teams, Sexual Assault Nurse Examiners, and Sexual Assault Forensic Examiners. Victim advocates within these settings may provide information on the status of an investigation or prosecution; assistance with the application process for state crime victim compensation benefits; sexual assault forensic medical exam options; accompaniment to court proceedings; additional comprehensive victim services, whether in-house or through referrals; and information to help clients exercise their rights as crime victims within the criminal justice process.
11. Literacy education, job training, and/or education/GED assistance that is culturally and linguistically appropriate.

12. Life skills training, including managing personal finances, self-care, parenting classes, and programs that help clients achieve self-sufficiency.
13. Employment assistance.
14. Transportation assistance.
15. Law enforcement response to client emergencies and emergency calls, 24-hour a day, including evenings and weekends. This may include hotline services, call-forwarding systems or rotating on-call cell phones, and a protocol for responding to victim emergencies and emergency referrals after hours.
16. Legal services, including—
 - assistance in screening the client to ensure they meet the definition of a victim of a severe form of trafficking as defined by the TVPA;
 - screening and assessment to determine the type of legal assistance needed;
 - explanation of legal rights and protections, including assistance in obtaining restitution and victims' rights enforcement and compliance efforts;
 - coordination with law enforcement to request CP;
 - assistance in achieving ORR certification or recognition as a minor victim through the HHS ORR for eligibility for benefits to the same extent as refugees;
 - assistance in applying for a T nonimmigrant status (T visa) or other immigration relief;
 - assistance with payment of application fees and visa fees, if needed;
 - assistance with family and civil matters related to the trafficking victimization, including, but not limited to, protection from abuse orders, representation in family court proceedings, and emancipation of minors;
 - assistance with repatriation or family reunification;
 - facilitation of representation of the victim by attorneys willing to provide pro bono legal services;
 - assistance pursuing efforts to vacate a victim's criminal conviction and/or expunge a victim's criminal record where the law allows vacatur/expungement based on being a human trafficking victim; and
 - general advocacy and assistance on matters that arise as a result of the human trafficking victimization