

Title: Services for Victims of Human Trafficking Grant

Background: In October 2023, the Office for Victims of Crimes (OVC) jointly awarded the Arkansas State Police (ASP) and Arkansas Department of Human Services (DHS), Division of Children and Family Services (DCFS), the 2023 OVC Enhanced Collaborative Model Task Force to Combat Human Trafficking Grant. Through this grant funding, the Arkansas Human Trafficking Council (AHTC), a multidisciplinary task force, was established December 7, 2023. The purpose of the AHTC is to develop operational procedures; access professional development and training opportunities; deliver training for key stakeholders; increase services to human trafficking survivors through the administration of this Request for Applications (RFA); and conduct a community assessment to identify potential areas of the community where sex and labor trafficking may be occurring.

Overview: The Arkansas Department of Human Services (DHS), Division of Children and Family Services (DCFS) requests applications for one-time grant funds available through the Services for Victims of Human Trafficking Grant. The grant will be awarded to provider(s) that best demonstrates the capacity to provide victim-centered, trauma-informed, and evidence-based services in the chart below to children and adults who are experiencing human trafficking – to include both sex trafficking and labor trafficking. Identifying historically marginalized and/or underserved populations will be a priority per the federal grant requirements. Awardees must implement efforts to identify and serve these populations through targeted awareness campaigns, access to services and compensation, and provision of legal assistance. Provision of services can be done directly by the provider or may be subcontracted.

Awardees will provide monthly reports to DHS utilizing the attached template or will provide a description of how they intend to capture and report data back to DHS in a mutually satisfactory manner. Awardees will demonstrate a capacity to provide all required data.

Awardees will be responsible for providing certification of satisfactory results (i.e., no history returned) for Arkansas Child Maltreatment Central Registry checks, Dru Sjodin National Sex Offender Public Website checks, and Arkansas state criminal background checks for each employee and volunteer of the service organization having direct and unsupervised contact with human trafficking survivors. Said certifications of satisfactory results will be provided to the DHS Human Trafficking Services Navigator. For any employee or volunteer of an awardee who has not resided in Arkansas in the last five (5) years and in the person's state of employment for the last five (5) years, if different, certification of satisfactory results for child maltreatment central registry checks and Dru Sjodin checks are also required from those states and will be provided to the DHS Human Trafficking Services Navigator.

In addition, awardees will be responsible for ensuring completion and record keeping of the following for any subcontractors with the organization receiving reimbursement from Human Trafficking Grant funds:

- Dru Sjodin checks

- Arkansas Child Maltreatment Central Registry Record Checks and child maltreatment central registry checks from any state in which the subcontractor has lived or worked in the last five (5) years for any subcontractor having direct and unsupervised contact with a minor victim (i.e., unaccompanied by a member of the primary awardee organization)

Awardees will participate routinely in meetings with DHS and in sub-committee meetings of the Arkansas Human Trafficking Council approximately once per month or as required to be compliant for grant requirements.

Awardees will actively participate in the development and maintenance of a peer support group to serve victims identified and served by the Arkansas Human Trafficking Council.

Awardees will provide services with a victim-centered, trauma-informed, and evidence-based approach, and, as such, will ensure all partners in service provision are vetted and approved by the DHS Human Trafficking Navigator prior to providing any services requiring reimbursement under grant funds. Only approved services will be reimbursed. Awardees may provide portions of the services or all services and are encouraged to expand services to Human Trafficking victims through grant funds. Invoices for reimbursement must be accompanied by documentation supporting the need for the service, amount requested, the number of hours the service was provided, the client identifier, vendor name and contact information, dates of service, and any other information necessary to verify the request. Approved services and maximum allowance for each service is described in the chart below.

Human Trafficking Fee for Services		
Licensed Branding removal/Modification (up to \$1500 per person)	Legal Services (max \$200 per hour) Cap of \$500 for fees & costs related to immigration including application, visa fees as well as required medical exams & finger printing.	Employment Readiness and Assistance (\$5000 per person)
Victim Assistance Coordinators (\$15.50 per hour)	Literacy Education Assistance (up to \$1200 per person)	Family Support and Reunification Services (\$15.50 per hour)
Childcare Services (up to \$1000 per month per family)	Medical/Dental Care (up to \$5000 per visit) travel included	Interpreter/Translator Services (includes ASL) (\$55 per hour)
Client Intake Services (\$15.50 per hour)	Inpatient Mental Health Services (up to \$3000 per incident, up to \$600 for psychological assessments, continued individual therapy, up to \$200 per visit)	Transportation Assistance (up to \$1000 per person)
Client Orientation and Life Skills Services (\$15.50 per hour)	Personal Care (up to \$400 per person)	Trauma mitigation tools (up to \$500/person and must be supported by treatment plan goals, objectives, and intervention)
Crisis Intervention and 24-Hour Response (\$15.50 per hour)	Prescription Medication (up to \$1000 per person)	
Documentation Assistance (\$500 per person)	Substance Use Disorder Services (up to \$8000 for extended stay per person)	Case Management Services -- all services consider the unique needs of individuals with disabilities, limited English proficiency, deaf or hard of hearing, including accessibility for such individuals (\$15.50 per hour)
Emergency Clothing, Food and Basic Necessities for Victims (up to \$200 per person)	Detoxification Treatment (up to \$5000 per stay at a treatment facility)	
Emergency Shelter and Housing Services (\$3000 cap per individual)	Therapy, including equine and other experimental modalities (up to \$200 per hour)	

Eligible Applicants: 501(c)(3) Non-Profit Victim Service Organizations

Award Information: Applications will be reviewed in the order they are received and awarded upon review and final approval. Funds will be reimbursed on a monthly basis, will require adequate documentation to support the service need, and are for eligible costs as detailed above and incurred through December 31 of each year while funds are available. Once funds are awarded, monthly reports will be required and submitted to DHS that detail expenditures for that month, including verifying documentation, for review and verification. Monthly reports will be submitted by the 10th of each month or the next business day if the 10th falls on a weekend or holiday. DHS may not reimburse for services deemed un-allowable, un-reimbursable, or when services cannot be verified. Requests for single expenditures exceeding \$250 will require

approval through the Reimbursement Committee of the Arkansas Human Trafficking Council. Any awarded funds not spent in accordance with established guidelines must be returned to DHS within fourteen (14) calendar days of DHS request for refund.

To the extent other resources or public benefits are available, services will be delivered in coordination with existing local, state, and federal resources for which the victim may be eligible. Therefore, reimbursement for services will not be requested when the services may be accessed through another source.

Application Submission Requirements: Applications and supporting documentation outlined below are requested as soon as possible but **must be received via email by 4:30 p.m. on August 14th, 2024**, at Wendy.Russell@dhs.arkansas.gov. Late submissions will not be accepted.

A. Narrative:

1. Organizational Capacity

- a) Demonstrate how your organization currently aids to victims or suspected victims of human trafficking. Please specify if your organization serves labor trafficking, sex trafficking, or both.
- b) List the counties in Arkansas your organization currently serves.
- c) Describe the organization's in-house capacity to manage programs and resources, including the administrative, financial, and staff support necessary to fulfill the requirements of this reimbursement program. Specifically:
 - i. Provide a full description of how your invoicing process works or will work from the time of receipt from the direct service provider to the submission of your reimbursement invoice to DHS.
 - ii. Include an organizational chart demonstrating fiscal and managerial oversight with information describing roles and responsibilities.
 - iii. Include job descriptions for each role involved in the reimbursement process (this can be an attachment).
- d) Demonstrate your access to and oversight of service organizations with whom you subcontract currently that provide services for adult and/or minor victims of human trafficking and describe the service area impacted.
- e) Describe the location of the applicant organization in relation to the service area to include where all grant-funded positions (whether funded in part or in whole through the grant reimbursement process) will be in terms of the project service area.

2. What will be completed

- a) Describe in detail the specific tasks and activities necessary to accomplish the requirements of this award.
- b) Describe current policies in place or plans to address:
 - i. Victim safety
 - ii. Confidentiality

- iii. Development of a peer support group for victims
 - iv. Assessment of victim needs
 - v. Assessment of direct service provider efficacy with service provision
 - c) Describe policies and plans to ensure all populations in the service area will have access to the resources available through this grant.
 - d) Describe plans to identify and provide services for populations have been historically underserved and lacked access to services.
 - e) Describe how resources and services will be available to people with disabilities, to include those who are deaf or hard of hearing.
 - f) Describe provision of services for people with limited English proficiency.
 - g) Describe use of community resources to provide for basic needs of all clients on a routine basis and the level of access prior to requesting grant funding (provide a list of community partners and services they provide free of charge routinely).
 - h) Describe ability to provide required information and documentation via the attached report monthly.
3. Who will implement
- a) Describe current capacity to coordinate services.
 - b) Identify the key people and organizations, including project partners, involved in the proposed application and how they will collaborate to ensure the project's resources and services are made available.
 - c) Describe the plan to ensure that collaborative partners receive training and technical assistance to offer the project services and resources and that the funds are spent according to the program requirements.
 - d) Describe plans to collaborate with Department of Human Services, Arkansas State Police, and the Arkansas Human Trafficking Council.

B. Budget:

- 1. Brief description of capacity to retain all budgetary documentation, including receipts for services, for a minimum of three years.
- 2. Brief description of willingness and capacity to provide budgetary justifications upon audit by DHS or other grant partners.

C. Required Attachments (if available from the organization, if not available please explain):

- 1. Organizational chart
- 2. Letter of Good Standing from Secretary of State
- 3. Most Recent Financial Audit (If the audit is not current, please explain)
- 4. The overall organizational budget, including programs, funding sources, amounts, and utilization rates for each source (can be in chart form).
- 5. Administrative Budget and Budget Justification Narrative
- 6. 501 (c) 3 documentation

7. Signed, written certification that data privacy and sharing protocols comport with the confidentiality and privacy rights and obligations of federal law or the recipient jurisdiction's laws, court rules, or rules of professional conduct applicable to the work performed by the recipient.
- D. Disclosures: In applying to receive Human Trafficking Grant funds, the applicant attests they agree, and will ensure any subrecipient ("subgrantee" or "subawardee") at any tier, must indicate agreement with the following:
1. Compliance with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs"
 2. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 54
 3. Compliance with 41 U.S.C. 4712 including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant. The recipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.
 4. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 42
 5. Compliance with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.
 6. Compliance with all applicable requirements of 28 C.F.R. Part 38, specifically rule prohibiting specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. This includes rules and requirements that pertain to organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to recipients that are faith-based or religious organizations.
 7. Ensure that Limited English Proficiency persons have meaningful access to the services under this award.
 8. Ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with award funds, the recipient (or any subrecipient) properly verifies the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1).
 9. Notify all persons associated with the recipient (or any subrecipient) who are or will be involved in activities under this award of both:
 - a) Requirement for verification of employment eligibility, and

- b) Associated provisions in 8 U.S.C. 1324a(a)(1) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.
10. Maintain records of all employment eligibility verifications pertinent to compliance with this award condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications. The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.
 11. No recipient of any funds under this award may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

In accepting an award, the recipient represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

The recipient also represents that it has determined that no other entity that the recipient's application proposes may or will receive award funds (whether through a subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal

agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

12. If the recipient currently has other active awards of federal funds, or if the recipient receives any other award of federal funds during the period of performance for this award, the recipient promptly must determine whether funds from any of those other federal awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this award. If so, the recipient must promptly notify DHS and agree to immediately eliminate any inappropriate duplication of funding.
13. The recipient (and any "subrecipient" at any tier) must have written policies and procedures in place that address how it will maintain the confidentiality of victims' names, addresses, telephone numbers, or any other identifying information, including how this information will be protected when there is information sharing between partners.
14. The recipient agrees that its anti-trafficking program policies, procedures, and rules enhance access to services and promote survivor autonomy.
15. Within 90 days of a DHS request, the recipient must submit for DHS review and approval, the policies, procedures, and rules governing the provision of program services supported with award funding. These documents should include, but are not limited to, those used for determination of eligibility, intake, working with participants, and program protocols. The recipient further agrees to work with DHS Human Trafficking Navigator to develop or modify its policies, procedures, and rules where DHS determines that changes are needed to ensure they reflect best practices for serving survivors of human trafficking.
16. The recipient may not use award funds to hold beds in a housing facility by charging their cost to the grant while empty; pay victims cash or non-cash stipends or incentives to encourage support service participation; engage in primary prevention activities; or purchase or lease vehicles.