**Agency Information for Human Trafficking Victim Services**

|  |  |
| --- | --- |
| **Agency Name** |  |
| **Types of Victims to be Served****(Check all that apply)** | **\_\_\_\_\_\_\_** Sexual Assault Services**\_\_\_\_\_\_\_** Underserve Population |
| **Contact Name**  |  |
| **Contact Email Address**  |  |
| **Federal Tax ID#** |  |
| **DUNS #** |  |
| **Commercial And Government Entity (CAGE) Code: Registration Number in the System for Award Management (SAM)** [**https://www.sam.gov/portal/SAM/**](https://www.sam.gov/portal/SAM/)  | **Code#:** | **Valid Until Date:** |
| **Agency Website** |  |
| **Mailing Address** |  |
| **Street Address 1** |  |
| **Street Address 2** |  |
| **City, State Postal Code** |  |
| **County** |  |
| **Phone #** |  |
| **Fax #** |  |

**Agency Information for Human Trafficking Victim Services**

|  |  |
| --- | --- |
| **Section** | **Funding Amount** |
| **Personnel** |  |
| **Benefits** |  |
| **Travel/Training** |  |
| **Supplies/Operations** |  |
| **Equipment** (Single Item Valued $5,000 or Above) |  |
| **Contractual** |  |
| **Indirect Costs** |  |
|  |
| **Totals Funds Requested** |  |
| **Percentage of total funding per period:** | **Total % Must Equal 100%** | **Total Funding Per Period**  |
|  **Date of Award through June 30, 2020** |  |  |
|  **July 1, 2020 through June 30, 2021** |  |  |
|  **July 1, 2021 through September 30, 2021** |  |  |
| **Match Amount (Section 2.2.2)**  |  | \_\_\_\_\_ Match Waiver request included |

*NOTE: There is no guarantee the amount requested will be the amount the facility is awarded and the dollars cannot be used as match.*

**EXHIBIT 1 – TECHNICAL PROPOSAL – PROPOSED METHODOLOGY, APPROACH, AND PLAN FOR HUMAN TRAFFICKING VICTIM SERVICES**

*Directions for Agency: The Agency should present a written plan for performing the requirements specified in Section 2, Requirements. The Proposed Methodology, Approach, and Plan should be no longer than thirty (30) pages, including any exhibits related to the proposal. Standard fonts, 11 point or above, should be used.*

1. Provide a brief summary of the proposed project. Discuss the problem the agency will address, what services will be provided through the project, and who will provide these services. Also, detail how victims will access services, the role of volunteers, and what category of crime victim that will benefit from the proposed services.

2. Describe the agency’s history and experience in providing the proposed or similar services.

3. Describe why the problem exists in Missouri and what metrics your agency will use to determine if the program is successful.

4. Describe how the agency will coordinate activities of the project with others organizations within the community.

5. Describe the procedures used by the agency to distribute information and provide assistance to crime victims with filing for victim’s compensation funds.

6. Provide a narrative for the requested budget, including the twenty percent (20%) match requirement.

**EXHIBIT 2 – TECHNICAL PROPOSAL – EXPERTISE OF KEY PERSONNEL FOR HUMAN TRAFFICKING VICTIM SERVICES**

*Directions for Agency: The Agency should provide information on Expertise of Key Personnel as described below. The Expertise of Key Personnel should be no longer than ten (10) pages, including any exhibits related to the proposal. Standard fonts, 11 point or above, should be used.*

1. Provide a copy of your agency’s expected organizational chart during the contract period. Include total staffing (total number of office staff, names and job titles) at the office.

2. Use the attached Exhibit 3 “*Expertise of Key Personnel*” form to describe the experience of key personnel. Key personnel may include the project managers or other integral members of the agency or project staff. Use this opportunity to demonstrate specialized skills or knowledge beyond the information contained in the general organizational chart provided under Question 1. This is not a request for every résumé, Curriculum Vitae (C.V.), or similar document for every member of the project/agency, but rather an opportunity for the applicant to highlight the people, skills, and leadership that will contribute to the project.

**EXHIBIT 3 – TECHNICAL PROPOSAL – EXPERTISE OF KEY PERSONNEL FOR HUMAN TRAFFICKING VICTIM SERVICES**

*Directions for Agency: Describe the experience of key staff (e.g. p*roject manager, contact person*, and also including project staff that will manage VOCA).*

|  |  |
| --- | --- |
| **Name:** |  |
| **Title:** |  |
| **Proposed project role:** |  |
| **% of time committed to project:** |  |

**Education:**

|  |  |  |
| --- | --- | --- |
| **Degree, Certification, or other distinctions** | **Institution** | **Date** |
| *Example: BA, Business Administration* | *Washington University in Saint Louis* | *2010* |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Employment History:**

|  |  |  |
| --- | --- | --- |
| **Organization** | **Role** | **Dates** |
| *Example: Current Co.* | *Partner and leader of organization design practice* | *2014-present* |
|  |  |  |
|  |  |  |
|  |  |  |

**Specific experience relevant to this VOCA Notice of Funding Opportunity:**

|  |  |  |
| --- | --- | --- |
| **Topic** | **Years of experience** | **Brief description of relevant experience (e.g., specific projects; previous employment)** |
| Management Experience |  |  |
| Experience in working in Non-Profit organizations. |  |  |

**Other experience or background information:**

**EXHIBIT 4 – TECHNICAL PROPOSAL – AGENCY INFORMATION AND PAST PERFORMANCE FOR HUMAN TRAFFICKING VICTIM SERVICES**

*Directions for Agency: The agency should provide the following information about the agency’s organization. The agency’s organization should be no longer than twenty (20) pages), including any exhibits related to the proposal. Standard fonts, 11 point or above, should be used.*

* + - 1. Provide a current mission statement and a brief history of the agency with VOCA which includes a list of all grant programs your agency provides.
1. You may choose to attach copies of supporting documents or reports that demonstrate additional information relating to your agency and/or its past performance. These documents may include outcome reports, de-identified client surveys, dashboards, audit findings (or executive summaries), letters of reference, or other similar documents. Documents submitted under this section should reflect information from the past three (3) years. Documents submitted under this section may be from internal or external sources. Documents submitted under this section may be from internal or external sources.
2. Provide audit findings and their resolution from the past three (3) years.