

**Minnesota Department of Public Safety  
Office of Justice Programs  
REQUEST FOR PROPOSALS (RFP)  
Sex Trafficking Investigation and Training Grants 2018  
Due October 9, 2017**

**INTRODUCTION**

The purpose of this request for proposals is to fund two-year grants with local, state and tribal governments to support:

- New or existing multijurisdictional entities to investigate sex trafficking cases;
- Training, case consultation and technical assistance to law enforcement agencies statewide; or
- Capacity building through training attendance.

**ELIGIBLE APPLICANTS**

State, local, and tribal governments.

**FUNDS AVAILABLE**

\$1,950,000 is available for these two-year grants.

**GRANT PROJECT DATES**

The grant period is January 1, 2018 – December 31, 2019.

**SOURCE OF FUNDS**

Minnesota Chapter 65; Article 1, Subd 6 (g)

**APPLICATION DEADLINE**

Applications must be submitted using the e-grants system by 4:00 P.M. Monday, October 9, 2017. No paper submissions will be accepted. Plan to submit the application before the deadline so any technical problems can be addressed.

**APPLICATION PROCESS**

All applications must be submitted via [e-grants](#), the Office of Justice Programs (OJP) online grants management system, e-grants can also be accessed via the Office of Justice Programs [website](#). *To establish an user account if you do not already have one, register using the “New User” option and follow instructions to fill out the profile. Please reference the e-grants [User Guides](#) for further instructions.*

**TERMS AND CONDITIONS, GRANT PROGRAM GUIDELINES, OJP GRANT MANUAL**

As part of submitting this application in e-grants the applicant agency agrees to the Terms and Conditions of OJP Grantees as well as the Program Guidelines. These address state requirements such as worker’s compensation, civil rights, affirmative action, and data privacy. By agreeing to these in e-grants the applicant is certifying that they have the authority to make these commitments. Applicants are encouraged to print and review these documents with the appropriate agency staff prior to submitting the application in e-grants. If selected for funding, the grantee will need to submit required certifications. These documents become, by reference, part of the formal grant contract agreement. In addition grantees

agree to follow the [OJP Grant Manual](#) which provides basic information on policies and procedures for grant administration.

## **RESOURCES**

[Human Trafficking Task Force e-Guide](#)

[International Association of Chiefs of Police](#)

[Improve the Investigation and Prosecution of State and Local Human Trafficking Cases](#)

[Innocence Lost National Initiative](#)

[Safe Harbor Protocol](#)

## **ELIGIBLE GRANT PROJECTS**

### **1. Multi-jurisdictional Sex Trafficking Investigations Task Forces**

A Sex Trafficking Investigations Task Force (STITF) is a multi-jurisdictional entity, comprised of state, county, city and/or tribal agencies working together to identify and investigate sex trafficking crimes in their jurisdictional area. STITFs include local law enforcement and prosecutorial agencies and victim services providers partnered with tribal, state and federal investigative, enforcement, and regulatory agencies. “This multidisciplinary task force response model (i.e., of agencies from various disciplines working together) is encouraged by the U.S. Department of Justice (DOJ), and is considered a best practice in the worldwide response to human trafficking.”<sup>1</sup>

The investigation of sex trafficking cases is a complex undertaking, having a STITF will allow for a coordinated effort to identify victims and traffickers through proactive investigations as well as a centralized source of expertise for reactive investigations. A task force provides the opportunity for information sharing and leveraging of resources across partner agencies for a more efficient and effective response to sex trafficking investigations.

A multi-jurisdictional sex trafficking investigations task force should be structured in a way that incorporates elements that have been proven to be successful. STITFs should:

1. employ a victim-centered collaborative approach that reflects patience, empathy, and compassion for victims while responding to their needs. When law enforcement, prosecution, service providers, or others are involved in a sex trafficking case, advocacy for victims must remain central in the process;
2. include at least two separate law enforcement agencies;
3. have at least two fulltime investigators assigned for at least a two year period. There can also be additional fulltime and part-time officers assigned;
4. have a full-time analyst;
5. operate with an identified team leader or commander;
6. have a designated prosecutor;

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<sup>1</sup> [OVTAC Task Force Guide](#)

7. have a crime victim's advocate to ensure the provision of protection and delivery of specialized services to victims;
8. have a Memorandum of Understandings (MOU) in place with all partner agencies;
9. have a sufficient oversight structure that engages partner agency leadership.
10. agree to enter data into any statewide system implemented for the purpose of deconfliction, information sharing or officer safety.

## 2. Sex Trafficking Investigation Training and Technical Assistance

Through this RFP, we will support continued law enforcement frontline training, another statewide conference, and advanced investigative training. Examples of topics include:

- Strategies that have been effective in securing prosecutions.
- Best practices for acquiring and utilizing corroborating evidence in sex trafficking cases.
- Techniques for interviewing sex trafficking victims.
- The impact of trauma and violence on victim behavior, including criminal behavior and testimony and techniques for presenting evidence at trial.
- Problem-solving approaches to sex trafficking identification and investigation.
- Understanding and addressing the challenges associated with victim cooperation.

## 3. Sex Trafficking Investigation Capacity Building

A portion of these grants funds will be dedicated to law enforcement agencies to apply for small grants to send investigators and prosecutors to sex trafficking investigation trainings. See information below for possible trainings and conferences these grants can support:

- [MN CASA Safe Harbor Law Enforcement Trainings and Resources](#)
- [Forensic Experiential Trauma Interviews](#)
- [Cook County Human Trafficking Task Force Conference](#)
- [Shared Hope JUST Conference](#)
- [National Advocacy Center](#)
- [National Criminal Justice Training Center](#)
- [Missing and Exploited Children's Program Training](#)
- [National Human Trafficking Hotline Training](#)
- [National Center for Missing and Exploited Children](#)

## APPLICATION CONTENT

An organization can apply for one or all purpose areas of these grant funds, each purpose area requires a **separate application** in e-grants. The application will consist of the following components:

1. **Project Information:** Applicants will input directly into e-grants information such as the authorized representatives for the project, tax identification numbers, project abstract, and other identifying information. Applicants will identify if this request is for a STITF, to provide training or TA, or for capacity building. We will print this form out and use it as the cover sheet of the proposal.

2. **Narrative (Word document):** Applicants will address the following in a three page maximum WORD document with ¾” margins, single spaced and with a 12 point font size. When ready to submit, the narrative will be submitted as an attachment in the e-grants application.

**A. If applying for a STITF the narrative should address:**

**1) Organizational Capacity (10 Points)**

- Applicant agency’s description, including all multi-jurisdictional partners.
- Geographic Coverage, what areas of the state will your investigations cover?

**2) Needs Statement (10 Points)**

- Describe the problem(s) and issue(s) to be addressed; what are the investigative targets? Why did you choose these targets?
- Include relevant quantitative and qualitative data to support the need statement.
- Describe the current response to the problem: what is working, what is not, identify existing gaps.

**3) Project Description (55 Points)**

- Describe how you are going to address the required 10 STITF elements (please number each element).
- Describe how you have and will share intelligence/information and coordinate efforts with others who are not members of your task force in furtherance of your goals. To include: local, state and federal agencies; other task/strike forces; and community agencies and businesses.
- Describe how you will identify targets by analyzing relevant data and information and engage the community to establish criminal enforcement and prosecution priorities.

**B. If applying to provide training or technical assistance, the narrative should address:**

**1) Organizational Capacity (20 Points)**

- Applicant agency’s description.
- Agency and key staff expertise, identify training staff and their background.
- Describe previous training background, share results of past training evaluation.
- Describe evidence of law enforcement or prosecutorial support and buy-in to the training.

**2) Needs Statement (10 Points)**

- Describe the problem(s) and issue(s) to be addressed.
- Include relevant quantitative and qualitative data to support the need statement.
- Describe the current response to the problem: what is working, what is not, identify existing gaps.

**3) Project Description (50 Points)**

- Describe the proposed goals and objectives of the project.
- Describe timeline of quarterly project milestones and deliverables
- Describe key partner agencies and their contributions to the project.

- Describe geographic impact.

**C. If applying for Sex Trafficking Investigation Capacity Building, the narrative should address:**

**1) Needs Statement (20 Points)**

- Describe the problem(s) and issue(s) to be addressed.
- Describe the current response to the problem: what is working, what is not, identify existing gaps.

**2) Training Plan (60 Points)**

- What training(s) will be attended? What previous sex trafficking investigation training have staff attended in the past?
- Describe the staff attending this training(s). What is their previous experience with sex trafficking?
- Provide any additional information regarding your training plan that you think would be helpful for a reviewer to know.

**3. Budget (20 Points) (Input directly into e-grants)-** Budget line items include: Personnel (direct salary costs for new staff and/or direct overtime salary expenses for existing staff); contract services (trainers or speakers who have experience and expertise in sex trafficking investigation and prosecution; etc.); other costs related to putting on a conference or other training event. Training related costs including registration fees, travel costs and per diem.

- Budget will cover a two year period.
- All expenses must be itemized and directly related to grant activities.
- Funding may be used to supplement but not supplant state and local government funds. This funding cannot take the place of currently funded items.

**4. Memorandum of Understanding (5 Points) STITF Applicants only (Uploaded into e-grants)** STITF proposals are required to have a MOU as part of their application. Describe how all partner agencies will work together to demonstrate effective collaboration in investigating sex trafficking cases. Describe each partner’s role in the STITF and evidence of their willingness to leverage and redeploy existing resources and create new sources of support. (A separate Joint Powers Agreement for law enforcement agency partners will also be a post award requirement.)

**APPLICATION REVIEW PROCESS**

There will be a competitive application process where a review committee will read and rank the proposals.

<b>Application Scoring Guide</b>					
<b>STITF</b>		<b>Training</b>		<b>Capacity Building</b>	
Narrative	75	Narrative	80	Narrative	80
Budget	20	Budget	20	Budget	20
MOU	5				
<b>TOTAL</b>	<b>100</b>	<b>TOTAL</b>	<b>100</b>	<b>TOTAL</b>	<b>100</b>

A final staff review will consider geographic locations, coordination with other federal, state, and local funding, strength of best-practice programming and past grantee performance. Final decisions will be made by the Commissioner of Public Safety and applicants will be notified of grant awards by November 10, 2017.

### **TECHICAL ASSISTANCE**

**For questions regarding the e-grants online submission process, please call:**

1-800-820-1890 | [helpdesk@agatesoftware.com](mailto:helpdesk@agatesoftware.com)

**For questions regarding the application, please call:**

Claire Cambridge, Office of Justice Programs, MN Department of Public Safety, 651-201-7307 or [claire.cambridge@state.mn.us](mailto:claire.cambridge@state.mn.us)

A Frequently Asked Questions (FAQ) document will be updated weekly with responses to questions received about this solicitation up until the application due date. Access the [FAQ](#) on the OJP website.

### **POST AWARD REQUIREMENTS**

- Grant contract process. After being selected for funding, OJP staff will work with the applicant to negotiate a final budget and work plan. The formal grant contract will be initiated, signed by grantee and OJP, and fully executed. It is then a legally binding agreement. Grant agreements not signed and returned within 30 days of receipt may be canceled.
- A Joint Powers Agreement (JPA) between law enforcement partners establishing a multijurisdictional entity will need to be executed within 30 days of award notification and uploaded into e-grants. JPAs should address liability and shared resources such as personnel, equipment and forfeiture.
- Grant payments. This is a cost reimbursement grant. Grantees will only be paid for eligible expenses (after the grant contract is fully executed) that are incurred and are consistent with the negotiated budget.

### **RIGHT OF CANCELLATION**

The State reserves the right to cancel this solicitation if it is considered to be in its best interest. The State reserves the right to negotiate modifications to the application or to reject any and all applications received as a result of this Request for Proposals. The State will not award a grant contract solely on the basis of any response made to this request, or pay for information solicited or obtained.