

**Commonwealth of Massachusetts  
Executive Office of Public Safety & Security  
Office of Grants & Research**



**State Fiscal Year 2025  
Human Trafficking Enforcement and Training  
Grant Program  
Availability of Grant Funds**

Posted: August 21, 2024

Maura T. Healey  
Governor

Kimberley Driscoll  
Lieutenant Governor

Terrence M. Reidy  
Secretary

Kevin J. Stanton  
Executive Director

**Commonwealth of Massachusetts  
Executive Office of Public Safety and Security  
Office of Grants and Research**

**2025 Human Trafficking Enforcement and Training Grant Program  
Availability of Grant Funds (AGF)**

**Applications Due: September 18, 2024; 4:00 p.m.**

**Overview**

The Office of Grants and Research (OGR) is responsible for managing state appropriated, criminal justice funding awarded to the Executive Office of Public Safety and Security (EOPSS) from the Massachusetts State Legislature. The SFY2025 Human Trafficking Enforcement and Training Grant Program is being supported by state funds, authorized in the Fiscal Year 2025 General Appropriation Act, Chapter 126 of the Acts of 2024.

**State Legislation governing these funds:**

8000-0605: *For efforts to combat human trafficking, including a competitive grant program to be administered by the executive office of public safety and security; provided, that not later than March 1, 2025, the executive office shall submit a report to the house and senate committees on ways and means detailing expenditures from this item, including a list of grant recipients*

The Human Trafficking Enforcement and Training Grant Program aims to support and/or expand a District Attorney's human trafficking programming and initiatives that utilize best practices and as recommended through the MA Human Trafficking Law Enforcement Guidelines.<sup>1</sup> This grant will support efforts to strengthen collaboration amongst the Massachusetts State Police High-Risk Victims Unit, Department of Children and Families, and specialized ADAs within DA's offices, as well as local partners.

**Important Highlights**

**Key Dates**

<b>AGF Posted:</b>	<i>August 21, 2024</i>
<b>Application Due:</b>	<i>September 18, 2024</i>
<b>Award Notification (Tentative):</b>	<i>October 2024</i>
<b>Performance Period (Tentative):</b>	<i>November 2024 – June 30, 2025</i>

---

<sup>1</sup> <https://www.mass.gov/report/human-trafficking-guidelines-for-law-enforcement>

## **Funding Overview**

Approximately **\$475,000** in state funding is being made available to support Massachusetts District Attorneys in their efforts to combat human trafficking and enhance capacity to identify, assist, and provide referral services to those most impacted. Preference will be given to previously funded District Attorneys who have data showing evidence of success, however all District Attorney's Offices are eligible to apply.

- Applicants may apply for up to a maximum of **\$100,000**.
- OGR anticipates awarding projects that range between a minimum of \$50,000 to a maximum of \$100,000.

### **Eligible activities include but not limited to:**

- Human Trafficking Special Prosecutor
- Enforcement / Investigative Efforts
- Prevention / Intervention Services
- Training

Funds can be used to strengthen investigations and prosecution of human trafficking as well as efforts to enhance community relationships and municipal law enforcement's capacity to work on anti-trafficking cases. Additionally, these funds can support the expansion of victim-centered, multi-disciplinary approaches to working with survivors through trauma-informed programming and supporting services that promote justice, access, and empowerment.

Preference will be given to applications that:

- Demonstrate greatest need.
- Outline a comprehensive plan that proposes programs and activities that directly correlate to addressing such need.
- Propose activities that target geographical locations that demonstrate high-risk or high levels of human trafficking.

An applicant may sub-award funds to outside entities to assist with any enforcement and suppression efforts, such as a local police department. An applicant may also sub-award funds to outside entities to assist with prevention and intervention services such as a nonprofit that implements survivor support programs within the county. OGR strongly recommends applications demonstrate a collaborative, community-wide stakeholder effort as part of the proposal being submitted. All proposed services must have an anti-trafficking nexus to address the intent of these funds.

## **Review Process**

This is a competitive grant and will be subject to a peer review process. Applications will be reviewed and scored by three peer reviewers based on the following criteria:

- Clear and adequate responses in Section I: Application Template Information;
- Use of relevant data to demonstrate need and describe how requested programming address the stated need;
- A narrative that clearly describes the programming to be implemented and the

- expected outcome and benefits to the department and/or community;
- Implementation plan and timeline that are feasible and ensure the initiative will be implemented and completed within the anticipated grant period; and
- A detailed, reasonable, and cost-effective budget.

### **Contact Information**

For assistance with the requirements of this AGF, contact Emily Haines at [Emily.Fontaine@mass.gov](mailto:Emily.Fontaine@mass.gov).

### **Applicant Eligibility**

Only a **Massachusetts District Attorney's Office (DAO)** is eligible to apply. Only one (1) application per Agency is permitted for submission.

This is a competitive grant program. OGR may award full funding, partial funding, or no funding. Because these are state funds and expire 6/30/25, OGR reserves the right to amend the maximum obligation ceiling of this award in an effort to prevent any reversion of funds and to support applicants to the greatest extent possible.

### **Notification of Awards**

Funding decisions are at the discretion of the Executive Director of OGR and Secretary of Public Safety and Security. It is anticipated that the grant awards will be announced in **October 2024**.

*OGR reserves the right to award additional proposals recommended for funding by the peer reviewers if additional funds become available at the time the initial awards are made.*

### **Grant Compliance Details**

#### **Fund Disbursement**

Funding will be disbursed via an Interdepartmental Service Agreement. These are state-appropriated funds. All services must be rendered on or before June 30, 2025. No extensions will be permitted with these funds. Additional details about financial reporting requirements will be provided at the time awards are made.

#### **Project Duration**

Applicants must apply for up to eight (8) months of funding. The anticipated funding cycle for projects will begin **November 2024** and end **June 2025**.

#### **Subrecipient Requirement**

Subrecipients must abide by the grant requirements below as well as all OGR Subrecipient Grant Conditions to be provided at the time of contracting.

1. *Grants Management*
  - OGR sub-recipient grant conditions to be signed and dated by authorized official at the time of the award.

- The submission of satisfactory and timely progress reports and quarterly financial reports with all required back-up documentation.
- The identification of a project director, their contact information, roles, and responsibilities as they relate to the project.
- Cooperation during OGR monitoring endeavors, including but not limited to site visits and desk reviews.
- All costs paid with grant funds are direct and specific to the implementation of the funded project.

## 2. *Procurement*

- Subrecipients choosing to further subgrant all or any part of the award to an implementing agency or an independent contractor shall enter into a written contract or memorandum of understanding (MOU) with the implementing agency or independent contractor. At a minimum, the contract or MOU shall include the provisions of the OGR standard subgrant conditions and must explicitly outline the expected deliverables, timeframes/hours, and rates. A copy of the contract or MOU must be submitted to OGR.
- Procurement of services, equipment, and supplies must follow M.G.L. Ch. 30B for local units of government and nonprofit entities and Operational Services Division (OSD) Purchasing Guide for state agencies. Local units of government must ensure that subcontracts with private organizations have provisions ensuring any goods and services provided by the subcontractor are consistent with M.G.L. Ch. 30B procedures.

## 3. *Reporting Alleged Waste, Fraud and Abuse*

- It is the responsibility of the subrecipient to report alleged fraud, waste, or abuse, including any alleged violations, serious irregularities, sensitive issues, or overt or covert acts involving the use of public funds in a manner not consistent with statutes, related laws and regulations, appropriate guidelines, or purposes of the grant. Reports may be made to the Massachusetts Inspector General or State Auditor.

**Office of the Inspector General**  
**John W. McCormack State Bldg.**  
**One Ashburton Place, Room 131**  
**Boston, MA 02108**  
**800-322-1323**  
**MA\_OIG@maoig.net**

**Office of the State Auditor**  
**Massachusetts State House**  
**Room 230**  
**Boston, MA 02133**  
**617-727-2075**  
**Auditor@SAO.state.ma.us**

## **Application Process / Instructions**

*To provide OGR the best opportunity to fairly evaluate requests for funding, applicants are strongly encouraged to be clear and concise in their applications.*

The [online application form](#) must be completed and submitted as outlined below.

## Section I. Applicant Information

(5 Points)

### District Attorney's Contact and Fiscal Information

- Indicate Agency name, address, authorized signatory, grant point of contact, and finance officer contact information.
- Indicate the exact amount of funds being requested (**up to \$100,000**).

### Agency Authorized Signatory

- Submitted application must be signed by the District Attorney for the Agency identified on the application. (See below for submission procedure.)

### Program Summary

- Provide a summary of the proposal submitted to be funded through this application (250-word limit). Applicants should be clear and concise in their summary.

## Section II. Narrative Template

The application narrative template is composed of four sections: 1) Needs Assessment, 2) Project Description, 3) Implementation Plan/Timeline, and 4) Budget Narrative.

**Needs Assessment** (*about 6000 characters, approximately 3 double-spaced pages/size 12 font*)

(30 Points)

At a minimum, the needs assessment should address the following:

- Provide a description of the District and communities to benefit from this award.
- Describe in detail the current unmet criminal justice or public safety need as it relates to human trafficking. **Include relevant statistical and/or anecdotal evidence whenever possible as it relates to community-based criminal activity related to human trafficking.**
- Include details on the geographical locations that demonstrate high-risk or high levels of human trafficking, if applicable.
- The sources or methods used for assessing the problem of community-based activity related to human trafficking should also be described.
- Describe any negative effect, potential consequences, or impact against the department and/or community if not having the submitted proposal/funding be supported.

Applicants will also be assessed on their overall need, which reflects a holistic evaluation of the criteria described above.

**Project Description** (*about 6,000 characters, approximately 3 double-spaced pages/size 12 font*)

(25 Points)

This section should clearly identify the problem and support the stated issues with relevant data to justify the request for the programs, services, and/or activities being proposed.

- **Clearly describe the programs, services, and/or activities being proposed.**
- **Discuss how the proposed programming directly correlates to the *Needs Assessment*, specifically how will it address community-based criminal activity related to human trafficking.**
- Describe any risk factors to be addressed and protective factors.
- Describe the link between research (evidence-based) and the proposed program and if possible, any previous evaluation results of the model program or strategy to be replicated or expanded. In a difficult budget climate, it is critical that grant dollars are spent on programs and activities proven to have a strong likelihood of success. Do not assume that the reviewer is familiar with the program, concepts, or services being proposed. Reviewers can only review the information provided and a lack of detail could result in an unfavorable rating.
- Please include the names of any collaborating agencies and/or partners, such as community and business groups, government officials, and nonprofits. Include a detailed description of each partner's participation in addressing the problem as outlined in the application. If there are no collaborating agencies and/or partners for this project, please state "N/A – no collaborating agencies and/or partners."
- If you are proposing to sub-contract funds to one or more collaborative partners (outside organizations) to implement all or some of the proposed activities, a Memorandum of Agreement should be included as an attachment and contain the following information:
  - Summary of each agency's role and responsibilities specific to the proposed project;
  - Clear outline of deliverables, timeframes, hours, and rates of compensation; and
  - Signed by an official of the third-party organization(s).

### **Implementation Plan, Timeline and Person Responsible (15 Points)**

Please discuss your management and implementation plan for this award. This should include how you will ensure the effective implementation and oversight of the project, methods of procurement (if not previously mentioned), a timeline with key activities and milestones, and identification of key partnerships or stakeholders and their role in the implementation of this award.

Complete the template grid provided by identifying the necessary steps to be implemented during the project period, **with a tentative start date of November 1, 2024.** Please include the following:

- A brief summary of the project management and implementation plan, including how the applicant will ensure effective implementation and oversight of the project and identification of key partnerships or stakeholders and their role in the implementation of the award.
- List of major tasks/activities to be conducted, including a bidding process for contracts;
- Anticipated beginning/end date for major activities;
- Anticipated outcome of each major activity; and
- Individual responsible for conducting/overseeing the stated task/activity.

Applicant timelines will also be evaluated on whether the proposed timeline is reasonable and feasible, including whether it can be implemented within the 8-month project period.

### Section III. Budget Narrative Summary and Budget Excel Worksheet

(25 Points)

This section should reflect the budget necessary to implement the proposed program and achieve its goals and objectives.

- Applicants may submit a budget for *up to eight (8) months* of funding.
- The budget narrative summary should include each cost category in the budget, and a narrative justification of each cost category that clearly summarizes what the budget element entails and how the budgeted amount was determined.
- Applicants must also complete a Budget Excel Worksheet (Refer to **Attachment A**). Please be sure to complete both the summary sheet and detail worksheets of the Excel document when submitting your application response. This will be uploaded at the end of the online application form.
- **New this year**, when completing the detail sheet in Attachment A Budget Worksheet, the object class will need to be included for each line item. Please refer to the *Object Classes* tab in the Excel Budget Worksheet for definitions and guidance.
- See Table below for Allowable Cost Category Definitions

#### Allowable Budget Cost Categories

Allowable Budget Cost Categories	Definitions and Documentation Requirements
Personnel	Costs associated with agency personnel. List position, percentage of time charged to grant, and annual salary. Include a brief description of the duties/activities to be completed and supported with grant funding.
Overtime	Overtime is limited to sworn law enforcement personnel only. Indicate overtime rate for each officer charged to the grant and the number of overtime hours. Refer to OGR Overtime Policy below.
Fringe Benefits	<p>Eligible costs include the employer share of the following:</p> <ul style="list-style-type: none"> <li>• Life insurance</li> <li>• Health insurance</li> <li>• Social security costs</li> <li>• Pension costs</li> <li>• Unemployment insurance costs</li> <li>• Workers compensation insurance</li> </ul> <p>Direct fringe benefits can be either actual costs or rate per employee calculated by the fiscal or human resource unit in your organization. Actual known costs must be itemized by type and include rate computation. Include a copy of approved rate agreement in the application response.</p>



Allowable Budget Cost Categories	Definitions and Documentation Requirements
Consultants/Contractors Costs	<p>Consultant or /contracts to be funded. Provide a description of the product/service to be procured by contract and an estimate of the cost. Applicants must follow their organization's own procurement policy.</p> <p>The maximum rate for consultants is \$650 for an eight-hour day or \$81.25 per hour. Any request for compensation over \$650 per day requires prior written approval by OGR. Waiver of this maximum rate is at the discretion of OGR.</p>
Subawards	Subawards are awards provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of an award received by the pass-through entity.
Travel	Travel directly related to the purpose of the grant. In-state travel costs associated with the grant shall include mileage rates not to exceed \$0.62 per mile, as well as the actual costs of tolls and parking. <i><b>Note:</b> No grant funds may be spent for out-of-state conference fees, out-of-state travel, or out-of-state lodging without prior written approval from OGR.</i>
Supplies	Supplies directly correlated to the program.
Other Costs	List items by major type and the basis of the computation.

### OGR Overtime Policy

State and local first responders are eligible through their department for overtime. When pre-approved by OGR, departments may be reimbursed for overtime costs related to grant-funded activities ONLY. Overtime hours charged against a grant award provided by OGR may be reimbursed for actual hours worked, regardless of union contract rules.

For example, working two hours of overtime on a funded project awarded by OGR is prohibited from charging the grant award for four hours of overtime due to a union contract agreement for a four-hour minimum. In this example, the department must cover the remaining 2 hours of overtime from their own state or local budget. Departments who violate this policy will be subject to immediate termination of a grant award and must return all misspent funds to OGR.

### Overtime Related Definitions

For this policy, definitions for the key terms referenced within are listed below:

- *Overtime* – expenses limited to the additional costs that result from state and local first responders, such as sworn law enforcement personnel, working over and above their

weekly full-time/part-time schedule as a direct result of their performance of approved activities related to the project receiving funding.

- *Subrecipient* – an entity receiving a grant award from OGR.
- *Sworn Uniform Personnel* – state or local (uniform) law enforcement and firefighter personnel.

### **Unallowable Costs**

- No funds may be used for construction, office furniture, and firearms.

If awarded grant funding for overtime costs, OGR will provide additional criteria and necessary reporting forms at the time an award is made to justify and support such reimbursement costs being charged against the grant.

### **Application Submission and Award Process**

Submit online application including all required Attachments by 4:00 p.m. on September 18, 2024. Please Note: The application and attachments are to be submitted electronically via the online application form. Emailed submissions will NOT be accepted.

\*This AGF and all other required documents can also be found on the [Human Trafficking Enforcement and Training Grant Program page](#) of OGR's website.

### **Submission Process and Deadline**

#### **Online Application Form**

Submit your [online application form](#) no later than **September 18, 2024, at 4:00 p.m.**

*-Emailed submissions will not be accepted. Please let OGR know if you have any questions regarding the online application. All questions can be directed to [emily.fontaine@mass.gov](mailto:emily.fontaine@mass.gov)*

The online application must be completed and submitted with the following required attachments uploaded to the online application form:

- Attachment A: Budget Excel Workbook (in Excel format, not PDF) uploaded to online application form
- Attachment B: MOU, if applicable
- Additional Materials: Approved Fringe Rate
- To submit additional materials, such as graphs and data, please upload to the online application under "Additional Materials"

Online applications must be submitted **no later than 4:00 p.m. on September 18, 2024.**

### **Proposal Checklist**

- ☐ Submitted Online Application – *Please notify OGR immediately if applicant is unable to utilize the online application.*
- ☐ Budget Excel Worksheet (Attachment A) both the Summary and Detail sheets completed and uploaded to the online application.
- ☐ MOU (if applicable) uploaded to the online application.
- ☐ Additional Materials (if applicable, fringe rate agreement, charts, graphs and supporting data) uploaded to the online application.