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The Criminal Justice Coordinating Council (CJCC) and the Safe Harbor for Sexually Exploited Children Commission are seeking applications for the development, enhancement and coordination of programs and activities purposed to strengthen the state of Georgia's response against the sexual exploitation of youth. This grant program aims to increase awareness, improve coordination and multidisciplinary collaboration, and support services for sexually exploited children in the State of Georgia.

Safe Harbor for Sexually Exploited Children Grant Program FY2021 Competitive Grant Solicitation

Application Deadline:
Friday, April 30, 2021 at 5pm EST

Eligibility

Eligible applicants can include a person, entity, or program within the state of Georgia that provides care, rehabilitative services, residential housing, health services, and social services, and are devoted to awareness and prevention of becoming a sexually exploited child. For further details regarding eligibility requirements, see page 7.

Award Period

July 1, 2021- June 30, 2022

Total Award Amount

Maximum of \$300,000 in total awards;
depending on the number of applications received, the Safe Harbor Commission reserves the right to cap awards at \$100,000 per award.

Contact Information

For assistance with the requirements of this solicitation, contact:
Erica Mortonson at 404-387-0459 or Erica.Mortonson@cjcc.ga.gov;
Michelle Smith at 404-657-2083 or Michelle.Smith@cjcc.ga.gov

In accordance with the Americans with Disabilities Act, the State will provide reasonable accommodation for persons with disabilities. If you need a reasonable accommodation, please contact CJCC at 404-657-1956 or email Kristy.carter@cjcc.ga.gov.

Release Date: April 1, 2021

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FY 2021 Safe Harbor for Sexually Exploited Children Grant

Overview The Safe Harbor for Sexually Exploited Children Fund (“the Fund”) is enacted pursuant to Article III, Section IX, Paragraph VI(o) of the Georgia Constitution, which provision authorizes additional penalty assessments for violations relating to certain sexual crimes, authorizes assessments on certain businesses, and provides that the proceeds derived therefrom may be used for the purpose of meeting the costs of care and rehabilitative and social services for certain citizens of this state who have been sexually exploited. The Fund shall be managed by the Safe Harbor for Sexually Exploited Children Fund Commission (“the Commission”) which is assigned to the Division of Family and Children Services of the Department of Human Resources for administrative purposes only, as prescribed in Code Section 50-4-3.

The Commission may authorize the disbursement of available money from the fund, after appropriation thereof, for purposes of providing care, rehabilitative services, residential housing, health services, and social services, including establishing safe houses, to sexually exploited children and to a person, entity, or program eligible pursuant to criteria to be set by the commission. The commission shall also consider disbursement of available money from the fund to a person, entity, or program devoted to awareness and prevention of becoming a sexually exploited child.

On behalf of the Commission, CJCC will accept applications from human trafficking programs purpose to provide care, rehabilitative services, residential housing, health services, and social services, including establishing safe houses to sexually exploited children. Education, awareness, and prevention activities must be trauma informed, culturally appropriate, and victim centered, and will be accomplished through the provision of trainings, presentations, technical assistance, community outreach, direct service, and collaboration.

Statutory Authority: O.C.G.A. § 15-21-200; O.C.G.A. § 15-21-205

I. The Criminal Justice Coordinating Council

The Criminal Justice Coordinating Council (CJCC) is designated by the Governor of Georgia as the State Administering Agency for criminal justice and victims’ assistance programs. Created by the General Assembly (O.C.G.A. § 35-6A-2), the Council is comprised of twenty-seven members representing various components of the criminal justice system. On behalf of the Safe Harbor Commission, CJCC will provide fiscal and programmatic oversight of Safe Harbor funds.

CJCC is soliciting applications for the Safe Harbor Grant Program. Agencies must submit an application to be considered for funding. Agencies are encouraged to read the entire Request for Applications thoroughly before preparing and submitting their grant

application. This solicitation is open to all agencies meeting eligibility guidelines for the Safe Harbor Grant Programs. Decisions of grant awards will be determined through a competitive process.

II. Target Population

The target population of this solicitation is sexually exploited children. A sexually exploited child, as defined in [O.C.G.A. § 15-21-201](#), means a person younger than 18 years of age who:

- A. Has been the victim of trafficking of persons for sexual servitude in violation of [O.C.G.A. § 16-5-46](#);
- B. Has engaged in sodomy, prostitution, solicitation of sodomy or masturbation for hire; or
- C. Has been the victim of sexually explicit conduct for the purpose of producing any print or visual medium.

III. Priority Areas

The Safe Harbor Commission is interested in supporting programs that focus on one or more of the three priority areas as identified:

1. Residential Treatment Facility/Safe Home Support
 - a. A range of housing options may be addressed to include, but not limited to emergency shelter, short-term housing assistance, long-term housing assistance and transitional housing. Applicants that propose any specialized housing and shelter programs must be able to demonstrate experience or a history of providing housing, shelter services, and other supportive services. Proposals may include new construction or renovation costs for a residential facility.
 - b. Funding to support residential services for youth who are not in state custody, which means no funding stream is available to cover their comprehensive residential, academic, medical, and therapeutic care.
2. Secured Transport
 - a. Services include secured transportation to the provider and/or facility for an assessment of victims' needs, immediate medical attention, secure shelter, education, mental health and ongoing needs assessment. Transportation should be provided in a trauma-informed, victim-centered, and safe/secure manner.
3. Community Based Services and Underserved Populations
 - a. Services targeting confirmed runaway/homeless youth victims
 - b. Services targeting confirmed male victims
 - c. Services targeting confirmed LBGTQI+ victims
 - d. Services addressing the medical needs of confirmed victims

If applicant submits an application under priority area 1 and/or priority area 3, each applicant must demonstrate how the listed services will be provided and made available to the target

population using a coordinated, collaborative approach, either in house or by referrals made to identified community partners. For further details, Appendix D.

- Intake and assessment
- Intensive case management
- Shelter and sustenance
- Medical/ dental Care
- Mental health treatment/ therapy
- Substance abuse treatment
- Interpretation and translation
- Education and life skills training
- Employment assistance
- Transportation assistance
- Legal services
- 24/7 response

Services and activities supported under this grant program must be trauma-informed and culturally, linguistically, and developmentally appropriate. Applicants and any partners must have policies and procedures in place that promote cultural competence, and culturally and linguistically relevant services. This includes the accessibility of services for program participants with limited English proficiency.

IV. Eligibility

Eligible applicants can include a person, entity or program within the state of Georgia that provides care, rehabilitative services, residential housing, health services, and social services, and are devoted to awareness and prevention of becoming a sexually exploited child.

Where applicable, applicant agencies should be certified and eligible to receive Local Victim Assistance (LVAP 5%) funds and be certified to provide trauma-informed services to trafficking victims by CJCC. Agencies without certification may apply for funding; however, if funding is awarded, the agency will have to complete certification requirements prior to disbursement of awarded funds. For further details, see Appendix B.

If an applicant is a residential provider, the applicant must be in compliance with the state of Georgia Domestic Minor Sex Trafficking Standards of Care. For further details, see Appendix C.

An eligible applicant must meet all the following criteria:

1. Serve as the fiscal agent for the grant and the point of contact to CJCC;
2. Be responsible, liable, and oversee financial, program, and post-award reporting requirements.

A. Additional Specific Eligibility Requirements

Each applicant organization shall meet the following requirements:

- **Religion** - Grantee programs may not promote, discuss, or teach religion. Program activities and services are required to be accessible to any interested participant, regardless of religious affiliation.
- **Criminal Background Checks** - All Grantees must conduct criminal history checks including GCIC and NCIC finger printing on all direct service and outreach personnel who have contact with victims of human trafficking. Grantees must repeat background checks on all direct service and outreach personnel and outcomes be documented once every five years.
- **Internet Security Policy** - CJCC requires all subgrantees to establish and enforce an Internet Security Policy when minor participants and/or staff have access (supervised or unsupervised) to the Internet. This includes any technology provided by CJCC funding and technology utilized by participants during a CJCC funded program component.
- **Comply with CJCC grant requirements** – Agencies must adhere to financial and programmatic guidelines; comply with deadlines; and provide all information to CJCC as requested in a timely fashion.
- **Fiscal Accountability - Commingling of funds on either a program-by-program or project-by-project basis is prohibited.** The subrecipient’s accounting system must maintain a clear audit trail for each source of funding for each fiscal budget period and include the following:
 - a. Separate accountability of receipts, expenditures, disbursements, and balances. CJCC recommends creating an account in your accounting system for each grant using the grant number provided by CJCC.
 - b. Itemized records supporting all grant receipts and expenditures in sufficient detail to show exact nature of activity.
 - c. Data and information for each expenditure with proper reference to a supporting voucher or bill properly approved.
 - d. Hourly timesheets describing work activity, signed by the employee and supervisor, to document hours personnel worked on grant related activities.
 - e. Maintenance of payroll authorizations and vouchers.
 - f. Maintenance of records supporting charges for fringe benefits.
 - g. Maintenance of inventory records for equipment purchased, rented, and contributed.
 - h. Maintenance of billing records for consumable supplies (i.e., paper, printing) purchased.
 - i. Provisions for payment by check.
 - j. Maintenance of travel records (i.e., mileage logs, gas receipts).
 - k. Lease Agreements, contracts services, and purchases of equipment that adhere to established procurement processes.

- **Office of Civil Rights** - Pursuant to 28 C.F.R. Section 42.302 all recipients of federal funds must be in compliance with EEO and Civil Rights requirements. Information on required Civil Rights trainings can be found at <https://ojp.gov/about/ocr/assistance.htm>.
- **Nondiscrimination** - Federal laws prohibit recipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, or disability in funded programs or activities, not only in respect to employment practices but also in the delivery of services or benefits. Federal law also prohibits funded programs or activities from discriminating on the basis of age in the delivery of services or benefits. Findings of discrimination must be submitted to the Office for Civil Rights and to CJCC.
- **Limited English Proficiency (LEP) Individuals** - In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, recipients of federal assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with limited English proficiency. For more information access <https://www.lep.gov/>.
- **Equal Employment Opportunity Plans** - The applicant agency must meet the requirements of 28 CFR 42.301 et seq., Equal Employment Opportunity Plans (EEO). The plan must cover the grant period specified in the application. If your agency needs technical assistance in preparing an Equal Employment Opportunity Plan, please contact the Office for Civil Rights Compliance Specialist, Office of Justice Programs, Washington, D.C., (202) 307-0690.
- **Nondisclosure of Confidential or Private Information** - Eligible agencies must have policies and procedures in place that safeguard the confidentiality of all victim records, contact information, personally identifying information, and other information considered sensitive. Personally identifiable information collected in connection with services requested shall not be disclosed. Personally identifiable information shall not be revealed without informed written reasonably time-limited consent. These measures must be consistent with applicable federal, state, and local laws regarding privacy and confidentiality.
- **Help victims apply for compensation benefits**- Such assistance may include identifying and notifying crime victims of the availability of compensation, assisting them with the application forms and procedures, obtaining necessary documentation, and/or checking on claim status.
- **Grant Acceptance/Request for Funds** - To accept the grant award, each applicant must return all award documents and all required forms with original signatures within 45 calendar days of the award date. The applicant will be unable to request funds until all required documents are returned to the CJCC office.
- **Special Conditions** - CJCC will assign special conditions for each approved project. Each subgrantee should refer to their award packet for their special conditions. Applicants agree to comply with all the guidelines set forth by the Criminal Justice Coordinating Council. Any programmatic and fiscal non-compliance may result in a reduction of the award.
- **Other** - Applicants must comply with all forms, assurances, and certifications attached to this RFA. This includes maintaining a DUNS number, EIN, active registration with the

System for Award Management (SAM), and other federal forms as requested by CJCC in the award packet.

V. Grant Award Agreement

Grant Award Amount: Any award made pursuant to this solicitation is dependent upon the receipt and availability of grant awards and any requirements/conditions attached thereto. If the funds appropriated are reduced or eliminated by the Georgia State Treasury, CJCC may immediately terminate or reduce the grant award by written notice to the grantee. Termination or reduction will not apply to allowable costs already incurred by the grantee to the extent that funds are available for payment of such costs.

Grant Award Period: The grant award period covers July 1, 2021 through June 30, 2022. The funding source is the State of Georgia Treasury Department.

Modification of Funds: CJCC reserves the right to make changes to the application budget at the time of the grant award and will communicate any changes to the applicant. CJCC may negotiate all or part of any proposed budget after announcing the grant award agreement due to funding or program provisions.

VI. Reporting Requirements

CJCC requires that subgrantees comply with and fully participate in the financial and programmatic reporting requirements for this grant program.

A. Financial Reporting Requirements

1. *Monthly or Quarterly Subgrant Expenditure Requests:* Upon accepting the award, each agency is required to indicate whether it agrees to submitting monthly or quarterly SERs to CJCC. Monthly SERs are due on the 30th day of the month immediately following the month in which expenses were incurred, i.e., a SER for expenses incurred in July is due by August 30. Quarterly SERs are due on the following dates for the corresponding financial reporting periods:

Quarterly Subgrant Expenditure Request (SERS)

<i>FINANCIAL REPORTING PERIOD</i>	<i>DUE DATES</i>
July 1 – September 30	October 30
October 1 – December 31	January 30
January 1 – March 31	April 30

April 1 - June 30	July 30
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Failure to submit these financial reports in a timely manner will significantly delay any SERs submitted within the grant period. Continued delays will result in a staff recommendation to reduce noncompliant agencies' award amounts.

2. Grantees are required to maintain expenditure documentation such as signed timesheets, equipment purchases, travel logs, supply purchases, inventory records, and consultant contracts. This documentation may be requested at any time.
3. Grantees must attend any scheduled grant management workshop (if required), mandatory meetings, or required trainings prior to the release of grant funds.

B. Program Reporting Requirements

CJCC requires that grantees comply with and fully participate in the main components of evaluation and program reporting:

1. Human Trafficking Victim Assistance Organization Quarterly Report
 - Report requirements include but are not limited to the following:
 - Narrative of Program Summary
 - Number of Participants Served
 - Deliverable Progress Report
 - Outcome Surveys and Evaluations

Programmatic Reporting Schedule

<i>PROGRAMMATIC REPORTING PERIOD</i>	<i>DUE DATES</i>
FIRST PERIOD July 1 – September 30	October 15th
SECOND PERIOD October 1 – December 31	January 15th
THIRD PERIOD January 1- March 30	April 15th
FOURTH PERIOD April 1 – June 30	July 15th

C. Post-Award Requirements

1. **Compliance Monitoring** – CJCC staff and/or Safe Harbor Commission Members may

conduct site visits or desk reviews during the grant period. Additional monitoring activities may also be conducted during the grant year. Site visits and desk reviews will be conducted to monitor the program for implementation and to view program documentation.

2. **Additional Training, Technical Assistance, and Events** - CJCC may offer a number of non-mandatory, post-award training and technical assistance opportunities and special events. Grantees will be informed of events via e-mail, and the events will be posted on the CJCC website. CJCC staff also will give ongoing, individual technical assistance, and other support activities to sub-grantees as needed or requested throughout the year.

VII. Application Submission Instructions

Applications must be submitted online via Formstack. The link is included below:

https://cjcc.formstack.com/forms/fy21_safe_harbor_competitive_application

Applicants who experience technical difficulties or emergency circumstances should contact Erica Mortonson at 404-387-0459 or Erica.Mortson@cjcc.ga.gov or Michelle Smith at 404-657-2083 or email Michelle.Smith@cjcc.ga.gov to request an extension or alternate method of applying.

Applications must be submitted by 5:00 pm on Friday, April 30, 2021. There is no commitment on the part of the Safe Harbor Commission and CJCC to fund an application or to fund the application for the amount requested.

All line items within the budget are subject to review and approval. Decisions related to these budget line items are based on allowability, justification, and reasonableness.

The application must be completed and submitted in accordance with RFA guidelines for submission or the proposal may be disqualified. Applications for funding will undergo reviews by CJCC staff, and/or external reviewers selected by the Safe Harbor Commission and/or the Safe Harbor Commission. At any point during these reviews, a decision not to fund a project or any part thereof may be made. These decisions are within the complete discretion of the Safe Harbor Commission.

A. Applicant Agency

The first form includes basic information about the applicant agency. Applicant will need to add information if the Applicant Agency is not the same as the Implementing Agency.

Please indicate whether or not your agency is registered in the federal System for Award Management (SAM), 5% LVAP certified, and Human Trafficking Victim Assistance Organization certified. Your agency must be registered in SAM and certified to receive 5% funds and certified as HTVAO before drawing down funds. (LVAP Certification – CJCC Agency Rules)

B. Designation of Grant Officials

Please include the name, address, phone, fax, and email for the following officials:

1. Project Director- This official must be an employee of the applicant agency or from a contractor organization, at the applicant's option, who will be directly responsible for operation of the project. This person will be the primary contact for the application and the post-award phase.
2. Financial Officer- This official must be the chief financial officer of the applicant agency such as the county auditor, city treasurer, or comptroller.
3. Authorized Official- This official is authorized to apply for, accept, decline or cancel the grant for the applicant agency. This person must be the executive director of a state agency, chairperson of the county Board of Commissioners, mayor, or chairperson of the City Council. All official correspondence regarding the grant and the application (assurances, disclosures, certifications, award documentation, subgrant expenditure reports, subgrant adjustment reports) must be signed by the authorized official.
4. Executive Director, if not listed as the Project Director.

C. Primary Service Area

Select from the list, the counties in the project primary service area and the congressional districts to be served. Service area is defined as counties in which you actively perform outreach and have relationships with victim service providers, prosecution, law enforcement and/or the courts (i.e. MDTs, SART protocols, MOUs, etc).

D. Project Narrative

The project narrative should be submitted as an attachment in Formstack. The attached document should be double-spaced, using a standard 12-point Times New Roman font; have no less than 1-inch margins; and the pages should be numbered not exceed 12 pages.

The narrative should include an agency description and address the following selection criteria: (1) description of the issue, (2) program design and implementation, (3) timeline, (4) capabilities and competencies, (4) plan for evaluation and (5) sustainability.

Agency Description

The agency description should answer the following questions and refers to the entire agency, not just the project the agency is applying for.

1. Identify priority area(s) that your agency plans to address.
2. Provide a statement of need for the services. Please use local data to illustrate need.
3. Describe how your agency provides support services to the targeted population.
4. Please list any multi-disciplinary teams (MDT) or human trafficking task forces that the agency's staff participates on or leads for each county within the proposed service area. If a formal MDT does not exist, describe the applicant's collaboration with community partners within the proposed area. If serving more than one county, please provide the information for each county.

Statement of the Problem

1. Applicants should provide a brief description of the nature and scope of the problem the program will address. Applicants must also demonstrate the problem of human trafficking within the county or counties that the applicant is proposing to serve. Applicants should use data to provide evidence that the problem exists, demonstrate the size and scope of problem, and document the effects of the problem on the target population and the larger community. Any data or research referenced in the narrative should include information about the source of the data and/or a citation.
1. Within the target population, provide relevant characteristics of the target population such as race, age, and socioeconomic status. Include the number of victims that have been served in the past year. If there are any special populations that are located in the proposed service area, describe how the applicant is currently serving them and/or will serve them through this project. Include how the agency provides culturally and linguistically appropriate services.
2. Illustrate the needs in the proposed service area. Describe any challenges the applicant previously or currently experiences with providing human trafficking services in the proposed service area (i.e. obstacles, gaps in service, barriers to providing service). Please state how your agency will mitigate the challenges identified.

Project Design and Implementation Plan

1. Clearly state the goals and objectives of the proposed project. Identify how each goal and objective addresses the needs identified in the previous section.
2. Applicants should detail how the project will operate throughout the funding period and describe the strategies that they will use to achieve the goals and objectives identified.

Project Activities and Services

The application must provide a clear link between the proposed activities and the need identified in the "Statement of the problem" section. This section must:

1. Provide a detailed description of the proposed activities necessary to implement this project and meet the stated goals and objectives.
2. Identify the specific services (See Appendix D) that will be provided with grant funds and describe how and where the services will be provided.
3. List any project partners that will be used to make the project activities effective and sustainable.

4. Include a timeline that identifies a timeframe for all the tasks and activities to be completed.
5. Describe how the applicant plans to ensure project activities are trauma-informed and protect the safety and confidentiality needs of victims.
6. Describe how the applicant will meet the individualized service needs of victims and support victim-informed decisions and autonomy within the delivery of services.
7. Outline who will conduct the activities and/or provides the services for each objective.
8. Provide a brief description of the community outreach and awareness activities that will be conducted in the proposed service area in relation to this project.

Evaluation Plan

1. Describe the applicant agency's process for qualitative and quantitative data collection (i.e. intake forms, surveys, focus groups etc.). Include specific examples of data points collected.
2. What methods of evaluation will be used to measure the outcomes of your project?
3. How will your agency utilize the data collected to guide the direction of program services?

Sustainability

1. What other sources of funding will be used to support and sustain the proposed project?
2. Please describe your ability to maintain adequate cash flow for this project for at least 90 days.
3. How many fundraising activities did your agency complete during the State Fiscal Year 2020 (July 1, 2019 – June 30, 2020)? Please include details about each fundraising event such as date of event, number of attendees, event theme, amount raised, etc.
4. Did your agency submit grant applications for other funding sources? If so, please list any submissions in FY20 and if any applications were awarded.

E. Budget Forms

Applicants must complete a [budget detail worksheet](#). Staff will review the budget and provide feedback on whether line items are allowable, reasonable, and justifiable. Please complete both the budget and narrative section for each category.

The budget narrative should be completed for clarity of expenses requested in the different budget categories. Applicants must provide details on each cost item in the budgets. For example, applicants may not just include a cost item for "Speaker Contracts," the applicant must describe what the event is and its purpose, a brief bio of the speaker, and a justification of including this cost and value added to the grant. Grantees are responsible for obtaining and executing necessary agreements with partners or contractors providing services under this agreement. Documentation and copies of agreements can be requested by CJCC at any time during the contract period.

F. Required Attachments

- Budget Narrative **(required)**
- Detailed Budget Worksheet **(required)**
- Organizational Chart **(required)**
- Operational Budget **(required)**
- Supporting Documentation for Budgeted Items (job descriptions, etc) **(required)**
- Other Documents (MOUs, Letters of Support, MDT membership, etc.) **(required)**

G. Use of Funds

Funds may be used for the purposes of providing care, rehabilitative services, residential housing, medical services, and social services, including establishing safe houses and programs.

See Appendix A for a comprehensive but nonexclusive listing of allowable and unallowable costs.

Supplantation

Funds must be used to supplement existing funds for program activities and cannot replace or supplant funds that have been appropriated for the same purpose.

Application Completion and Submission

Before you submit, review your application from start to finish to ensure you submit complete and accurate information. To finalize the application, please have the Authorized Official select the checkbox and change the status to application submitted. **Remember to submit the application** when you are finished with this section. If more than one application is submitted for the same agency, CJCC will only accept the most recent application.

VIII. Appendix A- Allowable/Unallowable Costs

A. Allowed Costs

* Prorated share by program activity	
Budget Category	Description
A. Personnel / Fringe	Regular salaries, FICA, Employee Benefits; permanent hourly labor, temporary/casual labor

B. Travel	Funds must be budgeted in compliance with State of GA Statewide Travel Regulations (e.g. mileage, meals, lodging, incidentals and airfare) and for business purposes (e.g. training, meetings, etc.)	
C. Equipment	Office equipment required on agency inventory and/or exceed \$5,000	
D. Supplies	Supplies (e.g. office supplies, postage, copier usage, training supplies, publications, audio/video, office furniture, computer software, educational/therapeutic supplies)	
E. Printing	Printed Items (e.g. letterhead/envelopes, business cards, training materials.)	
F. (1) Other Costs	*Office space lease and utilities, telephone, internet charges, pagers, cell phones, repairs/maintenance, insurance and bonding, dues & subscriptions, advertising, registration fees, client assistance	
F. (2) Consultant Fee	Service to be provided by individual. (e.g. 1 hour of therapy)	
F. (3) Contracts	Service to be procured by a contract	
Type of Expense	Includes but not limited to	Category
Advertising	Cost to advertise, market program	Other Costs
Audit	*Fees associated with performance of an audit	Other Costs
Background Investigation	Background investigations on program staff and volunteers	Other Costs
Client Assistance/Transportation	Childcare services, cost to transport participants to direct service activities, etc.	Other Costs
Computer Software	Expense for prepackaged software	Supplies
Computers, Laptops, Printers	Purchase of computers, laptops, printers <\$1,000 each item	Supplies
Community Involvement/Support	Community meeting expenses for Program involvement and planning	Other Costs
Contracts	Agreements for delivery of services evidenced by a written agreement	Contracts
Equipment (office)	Purchase of copier, computer, etc. that does not exceed \$5,000 for each item	Supplies
Equipment Maintenance/Repairs	Contracts for maintenance of equipment and costs of repairs	Other Costs

Evaluation	Evaluation evidenced by written agreement	Contracts
Fringe Benefits	Benefits associated with employees, health insurance, FICA, etc	Personnel
Furniture	Purchase of office furniture > \$5,000 and required on agency inventory	Equipment
Furniture	Purchase of office furniture < \$5,000	Supplies
Insurance/Bonding	Fidelity bonds on employees and hazard coverage on property	Other Costs
Meetings	Room rental, refreshments, audio visual equipment	Other Costs
Consultant Fee	Fee services provided on an ongoing basis, direct service provider fees	Consultant Fee
Postage	Costs incurred in mailing materials	Supplies
Printing	Letterhead stationery, imprinted envelopes, material for participants	Printing
Salaries	Employee wages; hourly or salaried; permanent or temporary	Personnel
Scholarships	Educational assistance	Other Costs
Speaker Fee	One-time fee for speaking	Contracts
Subscriptions/Memberships	Subscription to job-related publications, memberships in organizations	Other Costs
Supplies (Operations)	All types of consumable materials used in operations	Supplies
Supplies (Program)	Curricula, workbooks, videos	Supplies
Telecommunications/Telephone	*Telephone, internet charges, pagers, cell phones	Other Costs
Training/Conferences	Registration fees or tuition	Other Costs
Travel	Lodging, meals, use of vehicle for job-related activities mileage	Travel
Rent and Utilities	*Real estate rental and utilities (rent cannot be reimbursed by CJCC if the building is owned by grantee/subgrantee or if grantee/subgrantee has substantial financial interest in property)	Other Costs

B. Unallowed Costs/Activities

UNALLOWED COSTS
Acquisition of land
Bonus or commissions
Cost incurred outside the award period
Corporate formation
Federal employees' compensation and travel
Grant preparation fee
Imputed interest charges (late fees)
Mileage rate may not exceed the travel regulation as published by the State Accounting Office.
Military-type equipment
No income eligibility standard may be imposed upon individuals with respect to eligibility for assistance or service supported with funds provided by this grant. No fees may be levied for assistance or services provided with funds provided by this grant.
UNALLOWED ACTIVITIES
Direct services may not force religious practices
Supplanting funds: Funds must be used to supplement existing funds for direct service activities and must not replace those funds that have been appropriated for the same purpose.
Commingling of funds: Physical segregation of cash depositions are not required, however, the accounting system of all contractors and sub-contractors must ensure that agency funds are not commingled with funds from other federal agencies. Each award must be accounted for separately. Commingling of funds is prohibited on either a program-by-program or project-by-project basis.
Organized fundraising activities (e.g., campaigns, endowment drives, and solicitation of gifts), which includes salary of any individual(s) engaged in direct fundraising activity for the organization. An organization may engage in activity to "institutionalize" the CJCC-funded project for sustainability purposes; however, CJCC funds may used for the purpose of raising funds to finance non-related grant programs and/or complementary program activities.
Political activities including endorsement of any political candidate or party, use of machinery, equipment, postage, stationary, or personnel on behalf of any candidate or any question of public policy subject to referendum, in accordance with O.C.G.A. 50-20-3(f)

Address or location of any shelter facility assisted with funds provided through this grant must maintain a confidential location and shall not be made public.

No individual shall be excluded from participation in, denied benefits of, or otherwise be subject to discrimination under this program and shall provide equal provision of services to clients regardless of age, gender (teenage boys and men), sexual orientation, and legally emancipated clients.

IX. Appendix B. Certifications

A. Local Victims Assistance Program (LVAP 5%)

The CJCC is responsible for publicizing rules governing the certification of victim assistance programs in Georgia. These rules shall provide for the certification of programs which are designed to provide substantial assistance to victims of crime in understanding and dealing with the criminal justice system as it relates to the crimes committed against them. Certifications are designed to encourage local innovations in development of victim assistance and provide the minimum standards necessary for certification of these programs.

Certification permits local victim assistance programs to request funding through their County Board of Commissioners from a fund derived from a five percent penalty added to fines in all criminal and criminal ordinance cases specifically to fund direct victim assistance programs.

If the county where the fine was imposed does not operate any victim assistance programs certified by the Criminal Justice Coordinating Council funds shall be paid to the district attorney of the judicial circuit in which the county is located for the purpose of defraying the costs of victim assistance activities carried out by the district attorney's office.

Notes:

- *All CJCC subgrantees are required to maintain 5% certification regardless of receipt of such funds.*
- *CJCC is not involved in awarding 5% funds.*
- *Funding is not guaranteed.*

The 2020-2022 State of Georgia Certification Guidelines for Local Victim Assistance Programs (LVAP 5%) can be found [here](#).

To access the LVAP(5%) Application for Certification, [click here](#).

Five percent funds are tracked and reported in the following four steps:

1. The court officer charged with the duty of collecting monies arising from fines submits a monthly report of the collection and distribution of funds (to either the county's governing authority or the district attorney's office) to Georgia Superior Court Clerks' Cooperative Authority (GSCCCA). The GSCCCA then submits a monthly financial report to

CJCC stating the amounts collected and disbursed. Note: Court officers are not required to submit a monthly report to CJCC.

2. The county governing authority submits a financial report to CJCC semi-annually stating the recipients that directly received these funds as well as the amount. The county governing authority also reports any amount of 5% funds retained and how these retained funds were used.
3. Victim serving organizations certified as eligible to receive these funds submit a report annually to CJCC containing the total amount of funds received, how the money was used, and the total number of victims they served in each county where the funds were received.
4. CJCC is responsible for reporting annually to the General Assembly any county governing authorities that failed to submit semi-annual reports during the previous calendar year.

B. Human Trafficking Victims Assistance Organization

The Human Trafficking Victim Assistance Organization certification was developed to comply with Ga SB158 Anti-Human Trafficking Protective Act. Effective July 1, 2019,

“A law enforcement officer or agency or DFCS shall refer any child suspected of being a victim of sexual exploitation or trafficking to an available victim assistance organization, as certified by the Criminal Justice Coordinating Council. For an agency to be considered for certification it must provide comprehensive trauma-informed services designed to alleviate the adverse effects of trafficking victimization and to aid in the child's healing, including, but not limited to, assistance with case management, placement, access to educational and legal services, and mental health services.”

To complete a Certified Human Trafficking Victim Assistance Organization Application, click [here](#).

X. Appendix C. State of Georgia DMST Safe Home Standards of Care

State of Georgia Domestic Minor Sex Trafficking (DMST) Quality Elements

For use in Residential Treatment Facilities/Safe Homes

1. Existing Licensure

Guiding Principle: A DMST/CSEC residential program must maintain compliance with the rules and regulations for Child Caring Institutions (CCIs) in Georgia to ensure the program adheres to statewide standards for congregate care. It must also be designated as a Base with Maximum Watchful Oversight (MWO) provider to ensure it provides the appropriate level of supervision for DMST/CSEC youth.

1.1 The program adheres to statewide standards for congregate care in Georgia.

1.2 The program is designated as a Base with Maximum Watchful Oversight (MWO) provider.

2. Confidentiality

Guiding Principle: The program protects the confidentiality of its residents to promote safety and respects the rights of DMST/CSEC survivors to privacy surrounding their victimization.

- 2.1 Staff, contracted staff, volunteers, and board members protect the confidentiality of residents.
- 2.2 Staff, contracted staff and volunteers are empowered to internally report violations of the program's confidentiality policy and social media policy.
- 2.3 Youth are not used in connection with advertising or fundraising events for the program.
- 2.4 The program ensures published youth success stories do not violate confidentiality.
- 2.5 The program has a media reporting policy.
- 2.6 The program limits access to resident identifying information.
- 2.7 If appropriate, staff and volunteers keep the program location confidential.
- 2.8 The program has incident reporting policies that protect the confidentiality of residents and promote safety.
- 2.9 The program protects the confidentiality of youth who have been discharged.

3. Safety and Facility Management

Guiding Principle: DMST/CSEC residential programs must be secure facilities to ensure the safety of staff, residents, and visitors. A high level of security is especially beneficial for youth who are at high risk for flight, self-harm, and re-exploitation.

- 3.1 The program facility is secure.
- 3.2 Program policies promote safety and security.
- 3.3 Staff are prepared to respond to external and internal security threats.
- 3.4 The program minimizes youth access to the internet.
- 3.5 The program has a policy regarding staff and visitor use of electronic devices.
- 3.6 The program ensures that visitors have signed a confidentiality agreement before they come into contact with any residents.
- 3.7 The program monitors visitors while they are on-site to promote youth and staff safety.
- 3.8 The program limits visitation hours.

3.9 The program supervises facility maintenance services.

3.10 The program prohibits contact between youth and community members during facility tours.

4. Separation of DMST/CSEC Youth

Guiding Principle: DMST/CSEC youth must be housed in a different building when DMST/CSEC and non-DMST/CSEC youth are housed on the same program campus. DMST/CSEC youth pose a risk to the safety of non-DMST/CSEC youth due to the potential for internal recruitment, as well as vicarious traumatization. Additionally, the presence of non-DMST/CSEC youth may make DMST/CSEC youth feel less inclined to share their trafficking experiences with staff and peers due to confidentiality concerns.

4.1 The program minimizes contact between DMST/CSEC youth and non-DMST/CSEC youth.

5. Staff and Volunteer Management

Guiding Principle: The program employs motivated staff to aid DMST/CSEC youth on their journey to recovery. The program provides ongoing professional development opportunities to ensure staff members practice cultural competency and trauma-informed care.

5.1 Program policies are made available to staff.

5.2 Staff are provided initial and ongoing training opportunities.

5.3 Staff receive adequate support and supervision.

5.4 All staff, contracted staff, volunteers, and board members complete Mandated Reporter Training to ensure compliance with O.C.G.A. § 19-7-5(c)(1).

5.5 The program maintains up-to-date written records for all staff members.

5.6 Program staff receive drug testing to ensure they are not using illegal substances.

5.7 Direct service volunteers receive adequate training and supervision.

5.8 Staff, contracted staff, and direct service volunteers complete a criminal history background check and are approved by the Executive Director.

5.9 Staff and volunteers are made aware of the CJCC anonymous reporting line.

5.10 A representative group of direct service staff members must be available to meet with CJCC staff during the on-site certification process.

6. Intake, Length of Stay, and Discharge

Guiding Principle: The program has policies surrounding length of stay and discharge that promote a safe environment. The program clearly conveys behavioral expectations to residents.

6.1 The program has a formal application that collects only information that is relevant to the intake process.

6.2 If the program maintains a 24-hour hotline, they respond promptly to requests for emergency placement of youth.

6.3 The program has clear protocols regarding their emergency placement process.

6.4 The program only accepts youth who are confirmed victims of DMST/CSEC.

6.5 If needed, the program refers youth who are suspected or confirmed victims of DMST/CSEC to DFCS and Child Advocacy Centers of Georgia (CACGA).

6.6 The criteria for denial of admission into the residential program is clearly defined.

6.7 If the program accepts out of state referrals, they provide notification to appropriate partners and ensure out of state youth receive the appropriate level of care.

6.8 The program intake is completed in a timely manner and ensures youth are familiarized with program rules and policies.

6.9 The program has policies surrounding length of stay and discharge.

6.10 The program welcomes youth back into the program following a non-violent elopement.

6.11 The program has a support plan in place for youth who are successfully discharged.

6.12 If the program provides aftercare, it is a structured component facilitated by a designated staff member.

6.13 The program has a policy in place for handling a youth's personal belongings after they are discharged or deceased.

7. Programming

Guiding Principle: Programming must be strengths-based and assist youth with developing their inherent skills and abilities they may possess but not recognize.

7.1 Programming is strengths-based.

7.2 Program policies reflect cultural competency.

7.3 The program promotes engagement of non-offending, supportive family members in the youth's recovery.

7.4 As needed, the program makes referrals for substance abuse treatment.

7.5 The program provides on-site classes to promote healthy sexuality development.

7.6 The program holds pro bono services to the same quality standards as paid services.

8. Therapeutic Services

Guiding Principle: The program will provide residents with individual therapy and group therapy in a safe, supportive, non-judgmental environment to promote healing from trauma caused by DMST/CSEC.

8.1 Therapeutic services are provided on-site.

8.2 Therapy sessions occur on a regular basis to promote youth recovery from trauma.

8.3 Individual therapists are qualified to work with DMST/CSEC youth.

8.4 Group therapy facilitators are qualified to work with DMST/CSEC youth.

8.5 If necessary, the program conducts a standardized assessment for each youth.

8.6 The program develops an individualized treatment plan based on the results of each youth's standardized assessment.

8.7 The program provides on-site classes to enhance understanding of the consequences of substance abuse.

9. Educational Services

Guiding Principle: The program offers residents age-appropriate accredited educational services, either through an online learning program or an on-campus school. The program recognizes education as an important component of a youth's journey to self-sufficiency.

9.1 The program provides on-site accredited educational services.

9.2 The program provides educational services appropriate to the age and/or grade level of program residents.

9.3 Educators provide a trauma-informed response to DMST/CSEC youth.

9.4 Educators must complete Mandated Reporter Training.

10. Medical Care

Guiding Principle: The program provides youth with medical and dental care in a safe, confidential, and trauma-informed manner.

10.1 The program connects youth with appropriate medical and dental care.

11. Youth Satisfaction Policy

Guiding Principle: The program allows the youth the opportunity to meet with CACGA to complete a satisfaction survey in regard to their experience at the residential program. This helps CACGA work with residential programs to address their strengths and challenges.

11.1 The program allows youth to meet with CACGA and CJCC staff to complete a satisfaction survey during the on-site certification process.

XI. Appendix D. Comprehensive Wraparound Services

Service	Definitions
Case Management	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 conducted at intake or at the news of a new threat or concern, assistance with crime victim compensation claims when possible, information and referrals, documentation of services provided, and routine follow up to ensure that the victim's needs are being addressed across multiple systems.
Client Intake	Intake and eligibility screening or assessment in partnership with CACGA to determine if an individual meets the definition of a sexually exploited child as defined in the Official Georgia Code.
Client Orientation and Life Skills	Life skills training For example: <ul style="list-style-type: none">• Client orientation to new shelter setting, community, or access to services• Managing personal finances, self-care, parenting classes, and programs that help clients achieve self-sufficiency, as developmentally appropriate
Clothing, Food, and Basic Necessities	Provision of new or donated clothing, food items, personal supplies, housing supplies, etc.
Crisis Intervention and 24/7 Response	24-hour a day response, including evenings and weekends, to client emergencies and emergency calls from law enforcement. This may include:

	<ul style="list-style-type: none"> • hotline services, call-forwarding systems, or rotating on-call cell phones, and a protocol for responding to victim emergencies and emergency referrals after hours • Assistance or referrals provided for client emergencies. • Provision of intervention techniques aimed at alleviating emotional distress
Documentation Assistance	<p>Assistance in obtaining or replacing necessary documents. For example:</p> <ul style="list-style-type: none"> • Applications for birth certificate, ID card, social security card • Requesting certification as a victim of trafficking from the U.S. Department of Health and Human Services (HHS) for foreign national victims (HHS certification), including coordination with law enforcement and allied experts to obtain documentation necessary to achieve HHS certification • Assistance coordinating with federal law enforcement to request Continued Presence (CP)
Education	Literacy education, job training, and/or education/ GED assistance that is culturally and linguistically appropriate.
Employment Readiness and Assistance	<ul style="list-style-type: none"> • Assistance with needed paperwork for employment • Accompaniment to/from job fairs and interviews • Referrals to workforce development and job placement programs
Family Support and Reunification	<ul style="list-style-type: none"> • Relocation expenses related to family reunification • Meetings with client, family, and staff related to family reunification • Classes for parents and families on understanding trauma in children and youth
Interpreter/ translator Services	<ul style="list-style-type: none"> • Interpreter used for intake and initial social service assessment, or appointment with attorney or medical provider • Payment for use of Language Line or another phone interpretation
Legal Services	Legal services, including:

	<ul style="list-style-type: none"> • Assistance in screening each client to ensure they meet the definition of a victim of trafficking as described in O.C.G.A. § 16-5-46 • 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 Continued Presence • Assistance in achieving HHS certification or, for foreign national minors, an Eligibility Letter for eligibility of 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 on 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 • General advocacy and assistance on matters that arise as a result of the human trafficking victimization • Facilitation of representation of the victim by attorneys willing to provide pro bono legal services • Counseling on expungement or vacatur of any charge/conviction for a non-violent crime that is a direct result of being a trafficking victim
<p>Medical and Dental Care</p>	<ul style="list-style-type: none"> • Referrals or making appointments with medical or dental providers on behalf of a client • Accompaniment to a medical or dental appointment • Payment for bill or prescription-related to medical or dental care or assistance with filling a prescription
<p>Mental health treatment, emergency mental health assessments, and individual and/or group counseling</p>	<p>Mental health treatment, emergency mental health assessments, and individual and/or group counseling.</p> <p>Programs include, but are not limited to:</p> <ul style="list-style-type: none"> • Evidence-based treatment, trauma-informed and recovery support services

	<ul style="list-style-type: none"> • Services such as care coordination; peer support; integrated mental health and substance use as well as medical services must be included • All services and programs need to be person-centered, gender-responsive and specific; trauma-specific therapies; address disparities and have quality assurance practices for fidelity
Shelter and Housing	<ul style="list-style-type: none"> • Shelter and/or housing assistance to include referrals to a variety of emergency and transitional shelters, group and independent living facilities if bed space is not available. For example: Phone calls will be made to advocate for a participant to access safe and age-appropriate housing
Substance Abuse Treatment	<ul style="list-style-type: none"> • Programs include, but are not limited to evidence-based prevention, referrals for treatment, trauma-informed and recovery support services • All services and programs need to be person centered; gender responsive and specific; trauma specific therapies; address disparities and have quality assurance practices for fidelity
Systems-Based Advocacy	<p>Victim advocacy and information about crime victims’ rights and services typically done in coordination with the investigation or prosecution of a crime, including coordination with:</p> <ul style="list-style-type: none"> • the Federal Bureau of Investigation, Immigration and Customs Enforcement, and U.S. Attorney’s Office 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 • local Child Abuse MDT, CSEC MDT, Sexual Assault Response Teams, Sexual Assault Nurse Examiners, and Sexual Assault Forensic Examiner programs <p>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</p>

	information to help clients exercise their rights as crime victims within the criminal justice process.
Transportation Assistance	<ul style="list-style-type: none">• Provisions for public transportation• Payment of taxi fare• Case manager provides transportation for client to attend interviews or appointments