



Sex Trafficking Needs Assessment Grant Program Details and Instructions Attachment A

Section 1: Introduction

Introduction: The Texas Health and Human Services Commission (“HHSC”) seeks to implement the Matching Grant Program for Municipal Sex Trafficking Prevention Programs, as directed by Senate Bill (S.B.) 20, Sec. 50.0051, 86th Legislature, Regular Session, 2019. The purpose of the grant program is to provide matching grants to support a local municipality in collaboration with a local institution of higher education to develop a sex trafficking prevention needs assessment. Grant awards are to be used for developing a sex trafficking prevention needs assessment that outlines:

- The prevalence of sex trafficking crimes in the municipality;
- Strategies for reducing the number of sex trafficking crimes in the municipality; and
- The municipality’s need for additional funding for sex trafficking prevention programs and initiatives.

HHSC is seeking applications from local Texas municipalities (“Applicants”) for fiscal year 2021 to implement programs conducting eligible activities as described in Attachment A- Sex Trafficking Prevention Needs Assessment. To qualify for a grant, an Applicant must:

- Develop a media campaign and appoint a municipal employee to oversee the program; and
- Provide proof that the applicant can obtain or secure municipal money in an amount at least equal to the amount of the awarded grant.

Section 2: Scope of Program

Respondent Eligibility: To apply for grant funds through this funding opportunity, applications must be submitted by a local Texas municipality.

Grant Term: Effective upon executed contract through August 31, 2021. Options to renew the contract will be at the sole discretion of HHSC and contingent upon available funding.

Match Requirements: Awards are contingent upon Applicants demonstrating committed matching funds, which may include cash or in-kind contributions, including gifts, grants or donations, from any person or organization, but may not include state or federal funds. An awarded municipality must match the grant equal to 100 percent of the award amount (*example: if a municipality receives an award of \$100,000, the funding match will be 100 percent of \$100,000, or \$100,000*).



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Eligible Activities: Per S.B. 20, awards must be used for:

Developing a sex trafficking prevention needs assessment that outlines:

- The prevalence of sex trafficking crimes in the municipality;
- Strategies for reducing the number of sex trafficking crimes in the municipality; and
- The municipality's need for additional funding for sex trafficking prevention programs and initiatives.

Section 3: Submission Requirements:

Submission Requirements: Attachment B: Sex Trafficking Prevention Needs Assessment Grant Program Proposal is limited to 25 pages sized 8½" x 11", double-spaced in 12-point, Times New Roman font. Supporting documents, including forms, position descriptions, letters of commitment, or written agreements developed and provided as part of this submission, will not be counted as part of this 25-page narrative limit.

Please respond to all questions in **Attachment B: Sex Trafficking Prevention Needs Assessment Grant Program Proposal**. The proposal must also make appropriate use of the headings listed in Attachment B. Rows may be added to tables as needed.

Proposal Submission Deadline: The deadline for submission is 1/11/2021, 5:00 p.m., Central Standard Time (CST). Documents submitted must include:

- Attachment B: Sex Trafficking Prevention Needs Assessment Grant Program Proposal;
- Attachment C: Budget Proposal;
- One Letter of Support from a community partner for the proposed project; and
- Evidence of a plan to obtain matching funds as outlined in the Uniform Grant Management Standards (UGMS) (Attachment VI), Texas Comptroller of Public Accounts, June 2004. UGMS may be found at <https://comptroller.texas.gov/purchasing/docs/ugms.pdf>

Please submit the proposal to the following email addresses:

To: Human_Trafficking@hhsc.state.tx.us



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Subject: Sex Trafficking Prevention Needs Assessment Submission

Upon submission of the proposal, Applicants will receive an email confirmation of receipt. If Applicants do not receive confirmation within one business day of submission, please contact Human.Trafficking@hsc.state.tx.us with a courtesy copy to Brandi Soules at Brandi.Soules@hhs.texas.gov.

Section 4: Evaluation Criteria and Selection

Review Criteria: HHSC intends to award one grant to an eligible municipality based on appropriated funding and the degree to which proposals meet the intent of S.B. 20 and associated criteria outlined in this grant funding opportunity. Decisions for award are at the sole discretion of HHSC. As part of the evaluation and selection process, HHSC may seek the input of external stakeholders.

Per S.B. 20, applications submitted in response to this funding opportunity will be evaluated based upon the following:

- Program effectiveness as demonstrated by the strength of the program design;
- Fiscal controls for the program;
- Proposed plan for tracking and reporting data, and for providing supervision and oversight;
- Description of Applicant's plan to obtain or secure matching funds from non-state and non-federal sources in cash or in-kind match;
- Applicant's previous experience with grants and contracts; and
- Detailed description of the Applicant's need for the proposed program.

Section 5: Narrative Plan and Budget

Narrative Plan: The narrative plan will consist of the responses provided in **Attachment B: Sex Trafficking Prevention Needs Assessment Grant Program Proposal**. Applicants will complete Attachment B by providing responses to the questions directly into the template provided. Applicants must describe proposed services, processes, and methodologies for implementing program activities.

Applicants must work in collaboration with a local institution of higher education to develop a sex trafficking prevention needs assessment that outlines:

- The prevalence of sex trafficking crimes in the municipality;



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- Strategies for reducing the number of sex trafficking crimes in the municipality; and
- The municipality's need for additional funding for sex trafficking prevention programs and initiatives.

To qualify for a grant, a local municipality must:

- Develop a media campaign and appoint a municipal employee to oversee the program; and
- Provide proof that the applicant can obtain or secure municipal money in an amount at least equal to the amount of the awarded grant.

Budget: Per S.B. 20, Applicants must demonstrate how requested state dollars and matching funds will be used to support grant program activities using **Attachment C**. Throughout the grant period, grantee must report how state dollars and matching funds are used and, in addition, provide applicable required letter as described in Section 3. listed below.

Matching funds may be:

- Cash provided through unrestricted funding by local philanthropic, private, city, or county funds;
- In-kind contributions of goods or services committed specifically for the program;
- Donated resources; or
- Volunteer time to accomplish activities specifically for the grant program.

State and federal funds may not be used as match. This includes contracts, grants, goods, services, and any other funding allocated by, awarded to, or passed-through from state or federal governmental entities.

Applicants chosen to receive grant funding will be responsible for reporting all cash and in-kind match used to support the grant program.

Applicants must demonstrate evidence of committed match and provide documentation of all match funding in their submitted budget. Determination of the value of donated materials, professional services, and volunteer time is to be calculated in accordance with Section 24, Subpart C, UGMS.