

Arizona Department of Public Safety

Anti-Human Trafficking Grant Fund



This document is developed and maintained by the Arizona Department of Public Safety

For more information, contact:

Mike Dodd
Budget Officer
(w) (602) 223-2463
MDodd@azdps.gov

Daniele Casper
Grant Project Manager
(w) 602-203-8104
DCasper@azdps.gov

Group email: grants@azdps.gov

CONTENTS

Maximum Award Amount	4
Review and Selection	5
Allowable/Prioritized Costs	5
Disallowed Costs	5
Award Conditions	6
Issuance of Recipient Agreement	6
Quarterly Reporting Requirements	6
Final Quarter Programmatic Reporting	8
Audits	8
Availability of Public Records; Victim Privacy	8
Record Retention	8
Programmatic Compliance	9
Travel	9
Contractual Services	9
Supplies	9
Procurement Process	9
Maintenance and Sustainment	10
Fiscal Compliance	10
Source Documentation	10
Frequently Asked Questions	13

For Fiscal Year (FY) 2027, the Anti-Human Trafficking Program did not receive any new appropriated funding. Accordingly, grant awards under this Notice of Funding Opportunity (NOFO) will be made only from the limited funds currently available. Submission of an application does not guarantee funding. Additionally, the total funding available under this NOFO is subject to change based on the availability of deobligated funds.

The Arizona Department of Public Safety (AZDPS) will decide funding awards to applicants based upon an evaluation that is in accordance with established guidance and in coordination with an established review panel's assessment of the funding request based on prior year review of proposals for funds appropriated through Arizona Revised Statute § 41-1736.

A.R.S. § 41-1736 establishes the Anti-Human Trafficking Fund/ The fund consists of monies appropriated by the Legislature and assessments collected under A.R.S. § 12-116.13. Monies in the fund are continuously appropriated. AZDPS Administers the fund and distributes monies to programs that reduce human trafficking in this State.

To be eligible for grant monies, an anti-human trafficking program shall do one of the following:

- Work to reduce human trafficking by providing assistance and analytical services to law enforcement agencies.
- Provide services to victims of human trafficking.
- Provide training to law enforcement agencies, prosecutorial agencies and the public on preventing and identifying human trafficking.

A program that meets one of the categories above may use award monies for personnel (full or partial funding of new or existing positions for investigation, prosecution, program coordination, or direct victim services), equipment, software and program licenses, training, and victim services including forensic interviewing and victim advocacy.

Maximum Award Amount and Application Submittal:

- Current available funding: \$783,423.92.
- Restricted monies. Monies deposited in the fund under A.R.S. § 12-116.13 – assessments imposed on persons convicted under A.R.S. § 13-3214(A)(2) – may be used exclusively to provide services to victims of sex trafficking. A.R.S. § 41-1736(B). The available funding stated above does not include those monies. Any award or supplemental award made from § 12-116.113 monies will carry a special condition limiting use to sex trafficking victim services.
- Awards are subject to the availability of monies in the fund. AZDPS may reduce, suspend, deobligate, or terminate an award in whole or in part if monies are not available. AZDPS incurs no obligation until a recipient agreement is fully executed and incurs no obligation beyond monies available in the fund. A.R.S. § 35-154.
- Eligible applicants may request up to \$75,000 under this funding opportunity. Requests exceeding

the maximum award amount will not be considered. This is the maximum total award per agency for the entire 12-month period of performance.

- Applications can be submitted at azdps.gov/grants. Applicants shall submit an application with a project summary, objectives, a detailed scope of work outlining the priorities in alignment with the information below, and a detailed budget. Applications for the FY27 award will be accepted until October 9, 2026. There is an option to upload supporting materials (i.e., Memorandums of Understanding, quotes, data, research, letters of support and position descriptions as appropriate). *Please note that non-profit organizations are sub-recipients of an agency and may not apply without an agency sponsor.*
- The FY27 grant period of performance will be 12 months, running January 1, 2027, through December 31, 2027. Costs incurred before the recipient agreement is fully executed are not reimbursable.

Review and Selection

This is a single competitive cycle. All applications received by September 18, 2026, will be reviewed together by the review panel. AZDPS will make awards in rank order until available monies are exhausted. Awards are discretionary. This is a grant opportunity, not procurement, and it is not subject to the protest and appeal procedures in A.R.S. § 41-2611 through 41-2616.

Applications will be evaluated based on the demonstrated need for funding, alignment of the proposed project with the purpose of the Anti-Human Trafficking grant and applicable statutes, the extent to which requested funds will directly support efforts to combat human trafficking, the applicant's capacity and approach to successfully implement the proposed project, and the consistency and justification of the proposed budget with the activities described in the application.

Preference may be given to agencies that have not been previously awarded.

Allowable/Prioritized Cost:

Eligible applicants are encouraged to develop multi-disciplinary victim-centered approaches. Agencies are further encouraged to develop programs that enhance our ability to prevent or respond and impact trafficking in a regional or state-wide way. Agencies may work with state and local partners to provide training, analytical services, and develop or deploy additional tools to support prevention and response to trafficking. Programs can also focus on victim/survivor services, victim advocates, detective/forensic interviews, and data and research gathering/development.

Disallowed Costs:

The purchase of any type of drone or license plate reader (LPR) is strictly prohibited. This prohibition covers unmanned aircraft, unmanned aircraft systems, and automated license plate recognition systems, together with their accessories, software, data subscriptions, and maintenance. It applies to purchases by recipients and to any subcontract or subgrant funded by this award. In the event a package is purchased that includes either of those items, an itemized invoice will be required and only the allowable items within the package will be reimbursable.

The following are also disallowed:

- Indirect costs and overhead for the direct recipients of the Fund. For contracts with a university, 501(c)(3), or non-profit organization, indirect costs and overhead are limited to 10 percent of the contract.
- Costs that supplant existing state or local funding.
- Lobbying.
- Any cost not identified in the approved application.
- Costs incurred before the recipient agreement is fully executed.

Award Conditions

The recipient agreement will include the following conditions:

- Cancellation and non-obligation for lack of available monies. A.R.S. § 35-154.
- Cancellation for conflict of interest. A.R.S. § 38-511.
- Compliance with federal immigration laws and E-Verify. A.R.S. § 41-4401, 23-214(A).
- Retention of and access to books and records for audit and inspection. A.R.S. § 35-214, 35-215.
- Conflict of interest disclosure by recipient officers and employees. A.R.S. § 38-503.
- Non-supplanting.
- For awards made from A.R.S. § 12-116.113 monies, use restricted to services for victims of sex trafficking, A.R.S. § 41-1736(B).

Issuance of Recipient Agreement

Upon final review and approval of the recipient application, AZDPS will generate a fund agreement, which will be sent to the recipient along with any special conditions. When the agreement has been signed and returned, the agreement will be signed and dated by the AZDPS Director, or an approved designee. A fully executed copy will then be forwarded to the recipient for their records. Receipt of the agreement conveys authorization for the recipient to initiate their project(s) as identified in the approved application. A fully signed and executed agreement must be on file with AZDPS prior to any issuance of reimbursement for eligible costs incurred. This NOFO, including its Frequently Asked Questions, is incorporated into the recipient agreement by reference.

Quarterly Reporting Requirements

As the administering agency under A.R.S. § 41-1736, AZDPS tracks quarterly progress of these funds. Recipients will be monitored periodically by AZDPS, both programmatically and financially, to ensure that the project goals, objectives, timelines, budgets [as stated by the applicant/recipient and approved by AZDPS] and other related program criteria are being met. The priorities, initiatives, and other projects outlined and submitted within the application are the mechanism that allows this tracking. **As such, regardless of whether the recipient is requesting quarterly reimbursement and providing financial**

reports and supporting documentation, submission of quarterly report updates to indicate what progress has been made during each quarter is required. This process shall be repeated throughout the period of performance.

Programmatic and financial reports are required for each reporting period. Due dates are:

Quarter	Due Date	Performance Period
1	April 15	January 1 - March 31
2	July 15	April 1 - June 30
3	October 15	July 1 - September 30
4	January 30	October 1 – December 31

Final reimbursement request is due with the close out documentation 30 days after the end of the period of performance or the completion of the project.

If additional documentation is needed to support the final reimbursement, contact will be made to the recipient agency. If all documentation to support final reimbursement is not received within 30 days from the period of performance, final reimbursement will be based on documentation received. Documentation received after the deadline date will not be accepted.

Quarterly Programmatic Reports document all the anti-human trafficking related activities undertaken by the jurisdiction during the reporting period. The quarterly programmatic reports shall be e-mailed to the AZDPS Grants Program Coordinator at grants@azdps.gov. Jurisdictions are expected to complete, and report progress of the overall set of tasks, priorities, and initiatives outlined in their approved application during each quarter of the fiscal year.

Each quarter that shows progress towards completion of recipient's stated and AZDPS approved anti-human trafficking funded activities must be documented with new information in a quarterly report. Failure to update programmatic activities outline reports for each quarter will result in delayed reimbursement. Additionally, lack of progressive progress could result in de-obligation of funds. Any de-obligated funds will be reprogrammed by the state to projects that can be completed within the period of performance. If a "supplemental" funding opportunity becomes available, only the anti-human trafficking fund recipients that have met the quarterly requirements will be notified and eligible to apply.

A **Quarterly Financial Expenditure Reports** document requests for reimbursement and all related expenditures. Quarterly financial reports shall be emailed to grants@azdps.gov and contain proper signatures. Please email or mail them to allow for time to arrive by the due date as indicated above. If financial reports cannot be submitted by the due date, please make notification to AZDPS via email, and include circumstances which have prevented the report from being submitted on time.

The recipient has 14 days from the date contacted by AZDPS regarding missing documentation, or clarification of documentation. If no action is taken by the recipient to remedy the missing or clarification of documents, AZDPS will move forward with the reimbursement request as is. If documentation is

submitted after the date due, AZDPS will, at their discretion, add the amount eligible for reimbursement to either the next quarter's reimbursement, or the final reimbursement at the end of the period of performance.

Final Quarter Programmatic Reporting

All recipients of funding must submit a Final Quarter Report to include a summary narrative of annual accomplishments corresponding with the respective approved fiscal year application.

Audits

The recipients are accountable for the use of funds under this program. The recipients must maintain records that adequately identify the sources and application of funds provided for financially assisted activities. Actual expenditures or outlays will be compared with budgeted amounts to determine if the expenditures qualify as a reimbursable expense under this program. This documentation is subject to be reviewed at any given time through the record retention period by the Auditor General, the Attorney General, state auditors as well as AZDPS officials.

Availability of Public Records; Victim Privacy

Records submitted to AZDPS under this award are public records subject to disclosure under A.R.S. §§ 39-121 through 39-128 unless an exception applies.

Recipients must not submit victim-identifying or victim-locating information to AZDPS in any application, quarterly report, reimbursement request, or supporting document. Report victim services in aggregate, deidentified form. Victims have the right to have identifying and locating information withheld. Ariz. Const. art. II, § 2.1; A.R.S. § 13-4434.

Recipients must not submit criminal justice information governed by A.R.S. § 41-1750 or 28 C.F.R. Part 20. Redact named, dates of birth, addresses, and case numbers before submission.

Recipients should consult their own legal counsel regarding records in their custody.

Record Retention

Recipients must retain all documentation relating to this award for five years after completion of the award and must make it available to AZDPS, the Auditor General, and the Attorney General for inspection and audit at all reasonable times. A.R.S. §§ 35-214, 35-215. If any audit, claim, litigation, or investigation begins before the end of the five-year period, records must be retained until it is fully resolved. Recipients remain subject to their own records retention schedules approved under A.R.S. § 41-151.14. AZDPS will provide notification of the closure date along with final reimbursement of the funds.

Programmatic Compliance

Travel

Travel is eligible for meetings, conferences, training, and exercises*. Reimbursements require complete documentation.

Prior approval is required for international travel. Recipients must submit a narrative in the application as to why international travel is needed.

**As a condition of this award, per diem is reimbursed at the rates in the State of Arizona Accounting Manual (SAAM) section 5095 in effect on the travel date, or at the recipient's own written travel policy rate, whichever is lower. Per diem is reimbursable only for travel occurring within the period of performance.*

Contractual Services

Professional & Consultant Services Projects that entail more than one task, i.e., different plan revisions, should be identified as separate projects. Contracts that are to be worked in phases must include the details on all documentation (contracts, purchase orders, invoices, etc.) such as the scope for each phase, start & end dates, cost or price, and other documentation as needed.

Please note that the State only allows purchase of a 12-month subscription service at a time. A second 12-month term may be reimbursed if it begins within the period of performance and ends on or before December 31, 2027.

Supplies

As defined as tangible personal property other than "equipment" as utilized in this guidance have a disposition requirement when the residual value of the combined unused inventory exceeds \$5,000. In cases where this may occur, the awarding agency is entitled to its share of the value of the remaining inventory.

Procurement Process

The procurement process is one of, if not the most, scrutinized aspect of these programs. Recipients must procure goods and services under their own governing procurement code, charter, or written procurement policy, and under any other state law applicable to their procurements. A recipient with no written procurement policy must obtain and document at least three competitive quotes for any purchase exceeding \$10,000. Recipients must document compliance and produce that documentation to AZDPS on request. All recipients are strongly urged to consult their own procurement department for guidance before making any purchase funded under this program.

Recipients will maintain a contract administration system that ensures contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase order.

Recipients should note that the following situations are restrictive of competition and should be avoided:

- Placing unreasonable requirements on firms for them to qualify to do business
- Requiring unnecessary experience and excessive bonding

- Noncompetitive pricing practices between firms or between affiliated companies.
- Noncompetitive awards to consultants that are on retainer contracts.
- Organizational conflicts of interest.
- Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance of other relevant requirements of the procurement, and.
- Any arbitrary action in the procurement process.

Recipients will maintain records to sufficiently detail the significant history of any procurement. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price. Recipients alone will be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements.

Maintenance and Sustainment

Use of funds for maintenance contracts, warranties, repair or replacement costs, upgrades, and user fees are allowable under all active awards, unless otherwise noted. Recipients should explain how they will maintain and sustain equipment purchased with funds throughout its useful life.

Fiscal Compliance

Source Documentation

AZDPS requires that accounting records be supported by source documentation such as canceled checks, invoices, payroll reports, time and attendance records, contracts, and purchase orders. AZDPS requires that the recipients have source documentation available prior to requesting reimbursement. Proper documentation for select items is as follows:

- Travel costs
 - Copy of the government unit travel policy
 - Receipts/documentation as required by travel policy justification and/or approval from government entities for overage in per diem rates, etc.
 - International travel must be submitted to AZDPS 45 days in advance for pre- approval and must be included in the approved application budget.
 - Meeting or conference agenda
 - Refer to the State of Arizona Accounting Manual for Travel Policy Topic 50
- Out of State Travel
 - Hotel invoice/receipt
 - Flight invoice/receipt
 - Shuttle receipt
 - Meal receipts are not required, keep copies for auditing purposes

- In State Travel
 - Hotel invoice/receipt if overnight stay is required
 - Mileage: Personal vehicles – provide a point-to-point mileage log or printed mapping-service detail
 - Meal receipts are not required, keep copies for auditing purposes
- Payroll Reports
 - Documentation from an official accounting system which documents the payee, date, amount paid, and warrant or EFT number
 - Payroll records for personnel expenditures (including, Employee Related Expenditures)
- Professional and Contractual costs
 - The type of service to be rendered must be described
 - Backup documentation such as bids and quotes
 - Cost price analysis on file for review by AZDPS personnel, if applicable
- AZDPS requires the recipient to maintain the following documentation for purchases which may be requested by AZDPS any time:
 - Specifications
 - Solicitations
 - Competitive quotes or proposals
 - Basis for selection decision
 - Contracts
 - Invoices
 - Canceled Checks
 - Note: recipient should keep detailed records of all transactions involving the anti-human trafficking program
- For individual consultants, a scope of work is required and must detail the following:
 - Must describe the hourly, daily, or weekly base rate given
 - Are rates allowable, justified, reasonable, and comparable to market
 - The procurement method must be described
 - Maintenance costs are allowable and must support the program accordingly
- Equipment costs
 - Equipment purchases must be outlined in the approved application
 - Equipment items must be specified by unit and costs
 - Procurement method must be described

- Copy of procurement policy may be requested
- Must explain how the equipment relates to the programmatic goals, and supports the building or sustainment of the core capabilities as outlined in the goal
 - Detailed justification in the Work Plan required and/or will be requested
- Invoice (not quotes) for equipment purchased
- Documentation that equipment is received on site and installed as necessary

Equipment must also be necessary, reasonable, and applicable to the Anti-Human Trafficking Grant Fund, and must be inventoried and available for AZDPS inspection. AZDPS must be notified if any equipment is surplus and any equipment with a current per unit fair market value over \$5,000 must comply with state awarding agency disposition requirements.

- Supply costs
 - Supplies should be listed separately
 - Invoices (not quotes)
 - Copy of purchase order
 - Proof of payment such as a copy of a warrant or EFT/ACH payment. Credit

or purchasing card statements are not acceptable proof of payment.

Anti-Trafficking Program: Frequently Asked Questions

What should be included in the written and budget application?

Each proposal should include an overview, detailed scope of work - including what the funds will be used for - and a detailed budget. Please include any information - data, research, etc - used to identify the need that is being addressed. Please also include Memorandums of Understanding (MOUs) with any other agency or group identified as a partner in the proposal. You are also encouraged to submit letters of support and any additional materials you deem necessary.

How long should the written application be?

Each section of the application has a character limit. The budget should be separate from the scope of work and program narrative and uploaded as a PDF at the bottom of the application.

Is there a limit on the percent of funds that can be used for the administration of the funds (aka overhead)?

If an agency contracts with a university, 501C3 or non-profit organization, no more than 10% indirect costs or overhead is allowable for those contracts. Indirect/overhead costs are not eligible for direct recipients of the Fund. See Disallowed Costs.

Should specific personnel be identified as part of the proposal?

Yes. Name, title, salary, and brief position description of all positions/persons involved in the project should be included as part of the scope of work, except for undercover personnel. Do not include victim-identifying information. See Availability of Public Records; Victim Privacy.

What is the length or term of the grant?

Recommendation is for a period of 12 months for each proposal/project.

Are prevention and training activities required as part of the proposals?

Prevention activities should be included in each proposal to meet the intentions and requirements of the fund. If specialized training of personnel is needed and makes up a part of the proposal and budget, it should also be included as part of the scope of work and budget. If specialized software or database is being purchased, training of personnel should be listed as part of the contract. If hiring new personnel or using established personnel requires special training to complete their position description or duties, it is allowable.

Is an evaluation of the grant required? If yes, should an outside evaluator be used or can it be done internally?

Quarterly reporting is required on the grant funds expended. Internal evaluation is sufficient. An outside evaluator may be used and up to 5% of grant funds may be used to fund an outside evaluator.

Are there any exclusions to the grant budget?

Each proposal will be evaluated by a determined review panel. Drones and License Plate Readers (LPRs)

are excluded. See Disallowed Costs for the full list. AZDPS will review within the group for items that may not be eligible for funding.

Is there any in-kind required for this grant?

In-kind is not required for this grant. Matching funds are not required.

Does all of the funding have to be for human trafficking-related work?

Yes. All expenses must be for items that are outlined in the application and directly combat human trafficking. This includes training programs, additional personnel, communications equipment, software and licenses, research, data, etc. Awards made from monies collected under A.R.S. § 12-116.13 may be used only to provide services to victims of sex trafficking. A.R.S. § 41-1736(B).

Are there any restrictions regarding who the grantee can partner with for parts of the grant activities? What is the guidance on hiring subcontractors?

There are no specific restrictions regarding partnerships (including MOUs, vendors, sub-grantees, etc.). Each grantee must demonstrate procurement requirements have been met when identifying a vendor, contract, or subgrantee. If entering in subcontracts the grantee must have specific scope of work, budget, etc. for the vendor/contract/subgrantee specifying the anti-trafficking as outlined for these funds.