

Victim Services State Human Trafficking (VSSHT) Solicitation Office Hours Training Summary (April 29, 2026)

Purpose of the Training

This training session provided detailed guidance for agencies interested in applying for the Victim Services State Human Trafficking (VSSHT) solicitation released on April 21, 2026. The session covered eligibility requirements, funding tiers, application components, and instructions for using the TN Grants Portal. The goal was to prepare applicants to submit accurate, complete, and competitive applications by the May 21, 2026 deadline.

Overview of the Funding Opportunity

- Funding Type: State funding to support services for victims of human trafficking (sex and/or labor).
- Application Deadline: May 21, 2026.
- Submission Method: TN Grants Portal.
- Competitive Process: All questions must be submitted through the portal for public posting.

Eligibility Requirements

- Agencies must serve victims of human trafficking and provide direct, trauma-informed, evidence-based services.
- Programs do not need to exclusively focus on trafficking but must include trafficking victims in their service population.
- Faith-based organizations must comply with 28 CFR Subpart 38.5.
- Tier 2 and Tier 3 applicants must have, or plan to obtain, an MOU with the Single Point of Contact (SPOC) for service coordination.

Tiered Funding Structure

- Tier 1 (Up to \$50,000, 1 year): For equipment and/or training needs such as laptops, office equipment, or iPads used for intakes or surveys.

- Tier 2 (2-year projects): For agencies offering basic wraparound services such as case management, transportation, advocacy, job training, and referrals through partner MOUs.
- Tier 3 (2-year projects): For agencies providing more comprehensive services, potentially including on-site shelter, transitional housing, and on-site therapy.

Application Components and Requirements

- General Information: Basic agency details; no supplemental questions.
- Problems & Needs: Applicants must paste relevant supplemental questions from the companion document into the portal and provide thorough responses.
- Project Purpose, Goals, Objectives, Activities: Tier 1 includes timelines for equipment/training. Tiers 2 and 3 require full narratives aligned with agency services.
- Outputs: Applicants include only the outputs relevant to their services (e.g., therapy sessions, case management hours).
- Outcomes: All required outcomes must be copied exactly as listed. Applicants then choose one additional outcome relevant to their project.
- Collaboration Activities: Applicants list partner agencies, describe collaboration, and upload MOUs when applicable.
- Data Collection: Complete required portal fields; no additional questions.
- Project Summary: A short, clear overview describing program purpose and services ("elevator pitch").
- Budget and Uploads: Budget must align with tier limits. All required documents must be uploaded for application completeness.

TN Grants Portal Process

Applicants must register in the TN Grants Portal. From there, they may submit applications, review FAQs, and submit questions via the Get Help function. All solicitation-specific questions must be submitted through the portal and will be posted publicly to ensure fairness. OCJP can assist with technical issues such as account access but cannot answer agency-specific content questions outside the portal.

Key Deadlines and Required Actions

- Review the solicitation and companion document thoroughly.
- Submit all questions through the TN Grants Portal.
- Complete and submit the full application by May 21, 2026.
- Ensure tier selection aligns with agency capacity and services.

Primary Takeaways for Subrecipients

- This is a competitive solicitation; accuracy and compliance are essential.
- Tiers must match actual agency service capacity.
- Supplemental questions, outcomes, and outputs must be copied exactly as instructed.
- Goals, outputs, and outcomes must be logically aligned.
- MOUs are required for Tier 2 and 3 applicants.
- Use the TN Grants Portal for all submissions and inquiries.