

**U.S. Department of Justice**  
Office of Justice Programs  
*Office for Victims of Crime*



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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) is seeking applications for the OVC Fiscal Year (FY) 2018 Law Enforcement-Based Direct Victim Services and Technical Assistance (TA) Program (LEV Program) in two purpose areas. This program furthers the Department's mission by supporting the development of direct victim services to strengthen the capacity of the victim services field to better serve and support victims of crime.

## **OVC FY 2018 Law Enforcement-Based Direct Victim Services and Technical Assistance Program (LEV Program)**

**Applications Due: July 2, 2018**

### **Eligibility**

This solicitation seeks applications in two purpose areas.

- Purpose Area 1 – Law Enforcement-Based Direct Victim Services Program, and
- Purpose Area 2 – Law Enforcement-Based Direct Victim Services Technical Assistance Program

Eligible applicants for Purpose Area 1 (Law Enforcement-Based Direct Victim Services Program) are limited to public law enforcement agencies or federally recognized Indian tribal governments with arrest powers that perform law enforcement functions (as determined by the Secretary of the Interior) from small, mid-sized or large jurisdictions. Viable sites within the [Public Safety Partnership](#), [Project Safe Neighborhoods](#) and [Enhancing Law Enforcement Response to Victims \(ELERV\)](#) are particularly invited to apply.

Eligible applicants for Purpose Area 2 (Law Enforcement-Based Direct Victim Services Technical Assistance Program) are limited to nonprofit organizations (including tribal nonprofit organizations); for-profit organizations; colleges or universities (including tribal institutions of higher education); and tribal governments, or tribal organizations. Applicants must have the staff resources and capability to develop or enhance a model for delivery of these technical assistance services. A nonprofit organization does not need to have 501(c)(3) status to apply for grant funding under this solicitation. All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

OVC welcomes applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients

(subgrantees).<sup>1</sup> The applicant must be the entity that would have primary responsibility for carrying out the award, including administering the funding and managing the entire program. Under this solicitation, only one application by any particular applicant entity will be considered. An entity may, however, be proposed as a subrecipient (subgrantee) in more than one application.

OVC may elect to fund applications submitted under this FY 2018 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

For information on eligibility, see “[Section C. Eligibility Information](#).”

## Deadline

Applicants must register with Grants.gov at <https://www.grants.gov/web/grants/register.html> prior to submitting an application. All applications are due by 11:59 p.m. eastern time on July 2, 2018.

To be considered timely, an application must be submitted by the application deadline using Grants.gov, and the applicant must have received a validation message from Grants.gov that indicates successful and timely submission. OJP urges applicants to submit applications at least 72 hours prior to the application due date, to allow time for the applicant to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

OJP encourages all applicants to read this [Important Notice: Applying for Grants in Grants.gov](#).

For additional information, see [How To Apply](#) in [Section DD](#). Application and Submission Information.

## Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, at <https://www.grants.gov/web/grants/support.html>, or at [support@grants.gov](mailto:support@grants.gov). The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must email the OVC contact identified below **within 24 hours after the application deadline** to request approval to submit its application after the deadline. Additional information on reporting technical issues appears under “Experiencing Unforeseen Grants.gov Technical Issues” in the [How To Apply](#) section.

For assistance with any programmatic requirements of this solicitation, contact Laura Ivkovich, OVC Policy Analyst, by telephone at 202-616-3576, or by email at [Laura.Ivkovich@ojp.usdoj.gov](mailto:Laura.Ivkovich@ojp.usdoj.gov). For assistance with any other requirements of this solicitation, please contact OVC’s National Criminal Justice Reference Service (NCJRS) Response Center: toll free at 800-851-3420; via TTY at 301-240-6310 (hearing impaired only); email to

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<sup>1</sup> For additional information on subawards, see "Budget and Associated Documentation" under [Section D. Application and Submission Information](#).

[grants@ncjrs.gov](mailto:grants@ncjrs.gov); fax to 301–240–5830; or web chat at <https://webcontact.ncjrs.gov/ncjchat/chat.jsp>. The NCJRS Response Center operates from 10:00 a.m. to 6:00 p.m., eastern time, Monday through Friday, and from 10:00 a.m. to 8:00 p.m., eastern time on the solicitation closing date.

**Pre-Application Webinar**

OVC will conduct one pre-application webinar on June 13, from 3:00 p.m. to 4:00 p.m. eastern time. Participation in the webinar is optional. OVC staff will review the solicitation requirements and conduct a question and answer session with interested potential applicants. You may register for the webinar at:

<https://ojp.webex.com/ojp/onstage/g.php?MTID=e26917682bb7a7485efa3a6fcc7f4658e>.

Grants.gov number assigned to this solicitation: OVC-2018-14540  
Release date: May 31, 2018

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# OVC FY 2018 Law Enforcement-Based Direct Victim Services and Technical Assistance Program (LEV Program) CFDA # 16.582

## A. Program Description

### Overview

This program will develop or enhance and sustain direct victim assistance service programs within law enforcement-based systems and better coordinate partnerships with community-based programs to serve the broader needs and rights of all crime victims. Funding under Purpose Area 1 of this program will support direct victim assistance service grants to state, tribal, and local law enforcement agencies in small, mid-sized, and large jurisdictions to hire staff to develop new or enhance existing law enforcement-based victim service programs—with a strong focus on reaching victims in high-crime areas and improving services to these crime victims. Funding under Purpose Area 2 will support a technical assistance program to help build the capacity of the Purpose Area 1 sites to prioritize the rights and needs of all victims of crime.

Under Purpose Area 1 funds have been set aside for awards to 10 tribal sites, defined as federally recognized Indian tribal governments that perform law enforcement functions (as determined by the Secretary of the Interior). Under Purpose Area 2 there are funds designated specifically to provide technical assistance to support the 10 tribal sites.

**Statutory Authority:** This project is authorized by 34 U.S.C. § 20103(c)(1)(A).

### Program-Specific Information:

Through the Victims of Crime Act (VOCA), OVC supports a variety of efforts to improve the response to victims of crime including programs that provide direct assistance to help victims rebuild their lives. OVC has funded partnerships with law enforcement agencies at the state, tribal, and local levels to combat crime, promote safer neighborhoods, and establish collaborations between police and the communities they protect. Through discretionary grant programs (e.g., the [Enhancing Law Enforcement Response to Victims \(ELERV\)](#) initiative), OVC grantees help agencies provide effective, trauma-informed law enforcement practices to better serve victims. OVC also funds national-scope discretionary programs to demonstrate the provision of comprehensive services to victims and family members in the aftermath of crimes, such as homicide, domestic violence, sexual assault and child/elder abuse. These national-scope initiatives help to demonstrate the benefits of law enforcement efforts in addressing the needs and rights of victims of crime. However, of the thousands of VOCA victim assistance programs funded annually at the state and local levels, less than 10 percent were reported as law enforcement-based.<sup>2</sup>

The 2013 Law Enforcement Management Analysis Statistics (LEMAS) report, produced by the Bureau of Justice Statistics (BJS), gathered responses from more than 3,000 state and local law enforcement agencies, including all those that employ 100 or more sworn officers, and a representative sample of smaller agencies in the United States. The 2013 LEMAS report found

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<sup>2</sup> Data from OVC's online Performance Measurement Tool (PMT).

that only 13 percent of U.S. law enforcement agencies reported having a specialized unit with full- or part-time personnel dedicated to victim assistance; and only an additional 12 percent reported having any dedicated victim assistance personnel. More than half of the agencies reported having no dedicated personnel, but indicated having some form of policies, procedures, or training related to victim assistance. The remaining 20 percent of agencies reported that crime victim services were not formally addressed.<sup>3</sup>

Victim assistance programs differ from jurisdiction to jurisdiction, but generally offer services that ensure victims of crimes are treated with fairness and respect, are notified of their rights, and provided with the information and referrals they need to address the often traumatic impact of victimization. These programs provide an array of services, such as case management; direct advocacy and counseling services; emergency shelter; mental health services; legal advocacy; transportation; safety planning; assistance with crime victim compensation claims, information and referrals; and routine follow up to ensure the victim's needs are being addressed.

A 2011 Special Report from BJS—addressing the use of victim service programs by survivors of serious violent crime—revealed that from 2000 to 2009, an annual average of 193,000 persons age 12 or older were victims of serious violent crime. A greater percentage of these victims received direct assistance from a victim service agency when the crime was reported to the police (14 percent), compared to when the victimization was not reported (4 percent). These victims were more likely to see an arrest made in their case.<sup>4</sup>

An international study of police-based victim services in the United States, Canada, and Australia looked at three broad models – law enforcement-based “unit services,” dedicated liaison officer services, and referral services. While each model had strengths and weaknesses in terms of service delivery and police organization, it was determined that unit services may be optimal in delivering services to victims. The study also found that unit services can be resource-intensive and “may be beyond the financial scope of some police organizations.”<sup>5</sup> With this FY18 solicitation, OVC is taking steps to invest in the development and growth of law enforcement-based direct victim services at the state, tribal, and local levels nationwide.

### **Goals, Objectives, and Deliverables**

The goal of the FY18 Law Enforcement-Based Direct Victim Services & Technical Assistance Program is to assist state, tribal, and local law enforcement agencies (small, mid-sized, large, and tribal) to develop or enhance, and sustain a comprehensive victim assistance program that provides services to all identifiable victims of crime, their families, and the community that are coordinated, collaborative, multidisciplinary, and trauma-informed.

The purpose of this program is to develop or enhance and sustain direct victim assistance programs within law enforcement agencies and to better coordinate partnerships with community-based programs to serve the broader needs and rights of all crime victims. These coordinated efforts will help to link resources and connect the law enforcement-based victim services providers to other community-based providers so that a comprehensive service

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<sup>3</sup> DOJ, OJP, BJS, Law Enforcement Management and Administrative Statistics (LEMAS), 2013 (Ann Arbor, MI: Inter-university Consortium for Political and Social Research, 2015).

<sup>4</sup> Lynn Langton, Use of Victim Service Agencies by Victims of Serious Violent Crime, 1993–2009 (Washington, DC: DOJ, OJP, BJS, 2011).

<sup>5</sup> Dean Wilson, Marie Segrave, (2011). "Police-based victim services: Australian and international models," Policing: An International Journal of Police Strategies & Management, Vol. 34 Issue: 3, pp. 479-496, available at: <https://doi.org/10.1108/13639511111157528>.

delivery approach can be offered to victims entering the criminal justice system. Funding will also support efforts to increase the capacity of communities to respond to the needs of victims through the development of collaborative partnerships.

Funds under this program are intended to be used for direct services for victims of crime (as defined by VOCA 34 U.S.C. § 20103(d)). OVC will provide direct victim assistance service grants to state, tribal, and/or local law enforcement agencies to hire and sustain victim service providers to improve the overall response to victims of crime—with a strong focus on reaching and serving victims in high-crime areas.

The Goals, Objectives and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed in [Section D. Application and Submission Information](#), under Program Narrative.

### **Purpose Area 1 – Law Enforcement-Based Direct Victim Services Program**

OVC expects to fund up to 40 grant awards of varying size (including up to 10 grants to tribal sites) under Purpose Area 1. Grantees will use program funds to hire victim service providers with demonstrated or professional experience in responding to the rights and needs of victims of crime. Successful applicants will ensure that the development or enhancement of their law enforcement-based victim service program adheres to the [Model Program Standards for Victim Services](#) by using grant funds, as necessary, to develop written guidelines describing:

- Victim-service program mission, goals, and objectives,
- Timing, availability and duration of services, including addressing victim/survivor crisis situations; procedures for addressing imminent danger, stalking, and intimidation of victims/survivors; and information for victim/survivors on initial contact and throughout service delivery,
- Methods for maintaining geographic accessibility of services and accessibility over time, including accessibility of services to people with disabilities,
- Policy on nondiscrimination in service provision,
- Procedures for assessing safety, security, and maintenance of service premises, and
- Procedures for communication and collaboration with other providers.

Purpose Area 1 objective is to support law enforcement agencies in building partnerships with community programs to deliver victim services that:

- Respond to the emotional, psychological, and/or physical needs of crime victims, and offer referrals to other community resources to help meet these needs,
- Assist victims as they stabilize their lives after victimization,
- Assist victims to understand and participate in the criminal justice system, and be aware of their rights as a victim of crime, and how to exercise those rights,
- Restore a measure of security and safety for the victim, and/or
- Address other allowable victim needs identified by the grantee.

Purpose Area 1 deliverables include, but are not limited to:

- Victim support services such as (and/or referrals for) crisis intervention services, emergency transportation to court, short-term child care services, temporary housing and security measures, assistance in participating in criminal justice proceedings,



payment of all reasonable costs for a forensic medical examination of a crime victim (to the extent that such costs are otherwise not reimbursed or paid), and other services for crime victims identified by the grantee, and

- A plan for how the victim service program will be developed or enhanced, implemented, and sustained at the conclusion of FY18 funding (which can be a 36-month program).

Applicants, especially those who propose collaborative partnerships as part of their activities, must also clearly document support and engagement from their proposed and/or existing partners.

Applicants must demonstrate that a coordinated, community-wide approach will be used to leverage existing local, state, and federal resources for the provision of a comprehensive array of services for all victims. Applicants that fail to dedicate adequate funding to support direct services, and program plans that do not demonstrate collaboration with other community-based agencies, will not be considered as responsive to the solicitation.

This funding should not supplant or duplicate currently funded initiatives in this area, but applicants may propose activities that demonstrate how current initiatives can be enhanced or expanded, as well as launch new initiatives.

OVC grant funds intended for Purpose Area 1 (Law Enforcement-Based Direct Services Program) must follow the [Victims of Crime Act Victim Assistance Program Rules](#) (28 C.F.R. 94), regarding allowable costs (i.e., allowable direct service costs, allowable costs for activities supporting direct services, allowable administrative costs, expressly unallowable costs, etc.).

## **Purpose Area 2 -- Law Enforcement-Based Direct Victim Services Technical Assistance**

OVC intends to fund one national-scope training and technical assistance award under Purpose Area 2. The goal of this TA project is to strengthen the capacity of law enforcement victim services to establish sustainable changes in practices, protocols, and policies, as they relate to implementing, enhancing or expanding direct LEV Program victim services and forming effective community-based partnerships to better address the rights and needs of all victims of crime. Funding under Purpose Area 2 will support the provision of technical assistance for Purpose Area 1-funded grantees, including up to 10 tribal sites (e.g., through the use of webinars, publications, videos, in-service training modules, toolkits, best practice materials, and sample policies), to enhance trauma-informed, victim-centered services. The TA component is also intended to assist grantees with the development or enhancement of LEV Program protocols and guidelines. The ultimate aim is to enhance the provision of high-quality services that address the individualized needs of crime victims and ensure that victims are afforded the rights, services, and responses they need. Proposals that address needs for which there currently are no technical assistance resources, or where resources are limited or insufficient, are encouraged. Proposals should not duplicate existing efforts, but rather should fill gaps in technical assistance needs.

Purpose Area 2 objectives to be completed in the first 12 months of the project include:

- Assess the needs of the LEV Program grantees funded under Purpose Area 1;
- Collect sample policies, practices, and innovative strategies of system-based victim services and community-based services working in partnership with law enforcement on behalf of victims of crime;



- Identify and examine existing approaches to training system-based LEV Program victim service providers;
- Identify content and innovative delivery strategies; and
- Determine suitability of these materials for the small, medium, and large LEV Program victim services agencies, as well as tribal police agencies.

Purpose Area 2 deliverables to be completed in the first 12 months of the project are:

- An assessment of successful policies, program materials, and strategies that can be used by LEV Program grantees to enhance their program efforts;
- Identification of existing resources that a law enforcement-based victim service program could utilize to assist service providers and survivors of crime, including but not limited to: specifics on victims' rights by state, an overview of the criminal justice system, training/educational programs, and tools/resources to aid citizens in their recovery following homicide, driver-impaired crashes, sexual assault, domestic violence, trafficking, assault, burglary, etc.;
- A detailed plan describing an innovative and comprehensive LEV Program training series, with supporting and ancillary products;
- A strategy for proactively providing TA; and
- A timeline for making these products and services available to the LEV Programs over the 3 years of the project.

Purpose Area 2 objectives to be completed throughout the 3 years of the project are to:

- Offer proactive TA to the LEV Program grantees funded under Purpose Area 1, including assistance with collecting appropriate performance data and reporting out key findings;
- Conduct site visits for agencies interested in advancing their LEV Program to help model how such agencies can develop new skills, use new tools, and embrace new strategies unique to their jurisdictions;
- Provide guidance to communities wishing to replicate effective law enforcement-based practices to build their existing capacities to assist victims;
- Participate in conferences, roundtables, and other events as faculty presenters, as needed; and maintain sample policies, practices, and exemplary program materials, including in-service training material adaptable by the LEV Program grantees to their unique sites;
- Solicit feedback from LEV Program grantees to track how they implemented new policies or practices as a result of TA;
- Coordinate with other OVC-funded TA providers to avoid duplication of efforts through regular communication.

Purpose Area 2 deliverables to be completed throughout the 3 years of the project are:

- Training and TA for Purpose Area 1 sites;
- Assessment of TA provided;
- Three case studies of how TA was used to implement or support LEV Program grantees in providing effective services to victims; and
- Document sample position descriptions for law enforcement-based victim service providers and sample agency policies for staffing and leveraging community resources.

Purpose Area 2 applicants must have the staff resources and capability to develop or enhance a model for delivery of these technical assistance services. Additionally, applicants must demonstrate that they have the staff capacity and expertise to provide technical assistance to the 10 tribal sites funded under Purpose Area 1. Joint applications from partnering organizations (where one serves as the prime awardee) and/or prime / sub-award arrangements, may be employed to address this requirement.

### **Evidence-Based Programs or Practices**

OJP strongly emphasizes the use of data and evidence in policy making and program development in criminal justice, juvenile justice, and crime victim services. OJP is committed to:

- improving the quantity and quality of evidence OJP generates;
- integrating evidence into program, practice, and policy decisions within OJP and the field;
- improving the translation of evidence into practice.

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based.

The OJP CrimeSolutions.gov website at <https://www.crimesolutions.gov> is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

### **Information Regarding Potential Evaluation of Programs and Activities**

DOJ has prioritized the use of evidence-based programming and deems it critical to continue to build and expand the evidence informing criminal and juvenile justice programs to reach the highest level of rigor possible. Therefore, applicants should note that OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. Recipients and subrecipients will be expected to cooperate with program-related assessments or evaluation efforts, including through the collection and provision of information or data requested by OJP (or its designee) for the assessment or evaluation of any activities and/or outcomes of those activities funded under this solicitation. The information or data requested may be in addition to any other financial or performance data already required under this program.

## **B. Federal Award Information**

**For Purpose Area 1** (Law Enforcement-Based Direct Victim Services Program), OVC expects to make up to 40 grant awards across four categories according to the following:

**Small** (Less than 50,000 residents, non-federal departments employing less than 100 full-time sworn officers) – Awards of up to \$92,000 per year over 3 years with a maximum of up to \$276,000.

**Medium** (50,000 – 500,000 residents, non-federal departments employing less than 100 full-time sworn officers) – Awards of up to \$150,000 per year over 3 years with a maximum of up to \$450,000.

**Large** (More than 500,000 residents, non-federal departments employing 100 or more full-time sworn officers) – Awards of up to \$275,000 per year over 3 years with the maximum of up to \$825,000.

**Tribal** (defined as federally recognized Indian tribal governments that perform law enforcement functions (as determined by the Secretary of the Interior) – 10 awards of up to \$200,000 per year over 3 years with the maximum of up to \$600,000.

**Under Purpose Area 1**, OVC expects to make an estimated total amount of awards across all jurisdictional categories (small, medium, large, and tribal) of up to \$21.51 million. OVC expects to make awards for a 36-month period of performance, to begin on October 1, 2018.

OVC invites applications from any state, tribal, or local law enforcement agency, including [Public Safety Partnership \(PSP\)](#) sites, [Project Safe Neighborhoods \(PSN\)](#) sites, and [Enhancing Law Enforcement Response to Victims \(ELERV\)](#) sites.

**For Purpose Area 2** (Law Enforcement-Based Direct Victim Services Technical Assistance Program), OVC expects to make one cooperative agreement award to a successful applicant that can demonstrate experience providing TA to victim-serving organizations. OVC expects to make an estimated total award up to \$2.25 million, for a 36-month period of performance, to begin on October 1, 2018. Of the total \$2.25 million award, \$750,000 should be dedicated to providing technical assistance to tribal grantees under Purpose Area 1.

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

### **Type of Award**

OVC expects to make awards under Purpose Area 1 of this solicitation in the form of a grant. OVC expects to make an award under Purpose Area 2 in the form of a cooperative agreement, which is a type of award that provides for OJP to have substantial involvement in carrying out award activities. See [Administrative, National Policy, and Other Legal Requirements](#), under [Section F. Federal Award Administration Information](#), for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants, and for information on what may constitute substantial federal involvement.

## Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities<sup>6</sup>) must, as described in the Part 200 Uniform Requirements<sup>7</sup> as set out at 2 C.F.R. 200.303:

- (a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that [the recipient (and any subrecipient)] is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- (b) Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards.
- (c) Evaluate and monitor [the recipient’s (and any subrecipient’s)] compliance with statutes, regulations, and the terms and conditions of Federal awards.
- (d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- (e) Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive or [the recipient (or any subrecipient)] considers sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

To help ensure that applicants understand the applicable administrative requirements and cost principles, OJP encourages prospective applicants to enroll, at no charge, in the DOJ Grants Financial Management Online Training, available at <https://ojpfgm.webfirst.com/>. (This training is required for all OJP award recipients.)

Also, applicants should be aware that OJP collects information from applicants on their financial management and systems of internal controls (among other information) which is used to make award decisions. Under [Section D. Application and Submission Information](#), applicants may access and review a questionnaire—the [OJP Financial Management and System of Internal Controls Questionnaire](#)—that OJP requires **all** applicants (other than an individual applying in his/her personal capacity) to download, complete, and submit as part of the application.

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<sup>6</sup> For purposes of this solicitation, the phrase “pass-through entity” includes any recipient or subrecipient that provides a subaward (“subgrant”) to a subrecipient (subgrantee) to carry out part of the funded award or program. Additional information on proposed subawards is listed under [What an Application Should Include](#), Section D of this solicitation.

<sup>7</sup> The “Part 200 Uniform Requirements” means the DOJ regulation at 2 C.F.R Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200.

## Budget Information

### Cost Sharing or Match Requirement

This solicitation does not require a match. However, if a successful application proposes a voluntary match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

For additional information on cost sharing and match, see the DOJ Grants Financial Guide at <https://ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.3b.htm>.

### Pre-Agreement Costs (also known as Pre-Award Costs)

Pre-Agreement costs are costs incurred by the applicant prior to the start date of the period of performance of the federal award.

OJP does **not** typically approve pre-agreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. All such costs incurred prior to award and prior to approval of the costs are incurred at the sole risk of the applicant. (Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs.) Should there be extenuating circumstances that make it appropriate for OJP to consider approving pre-agreement costs, the applicant may contact the point of contact listed on the title page of this solicitation for the requirements concerning written requests for approval. If approved in advance by OJP, award funds may be used for pre-agreement costs, consistent with the recipient's approved budget and applicable cost principles. See the section on Costs Requiring Prior Approval in the DOJ Grants Financial Guide at <https://ojp.gov/financialguide/DOJ/index.htm> for more information.

### Limitation on Use of Award Funds for Employee Compensation; Waiver

With respect to any award of more than \$250,000 made under this solicitation, a recipient may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year.<sup>8</sup> The 2018 salary table for SES employees is available on the Office of Personnel Management website at <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/18Tables/exec/html/ES.aspx>. Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Non-federal funds used for any such additional compensation will not be considered matching funds, where match requirements apply.) If only a portion of an employee's time is charged to an OJP award, the maximum allowable compensation is equal to the percentage of time worked times the maximum salary limitation.

The Assistant Attorney General for OJP may exercise discretion to waive, on an individual basis, this limitation on compensation rates allowable under an award. An applicant that requests a waiver should include a detailed justification in the budget narrative of its application. An applicant that does not submit a waiver request and justification with its application should anticipate that OJP will require the applicant to adjust and resubmit the budget.

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<sup>8</sup> OJP does not apply this limitation on the use of award funds to the nonprofit organizations listed in Appendix VIII to 2 C.F.R. Part 200.

The justification should address, in the context of the work the individual would do under the award, the particular qualifications and expertise of the individual, the uniqueness of a service the individual will provide, the individual's specific knowledge of the proposed program or project, and a statement that explains whether and how the individual's salary under the award would be commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work he/she would do under the award.

### **Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs**

OJP strongly encourages every applicant that proposes to use award funds for any conference-, meeting-, or training-related activity (or similar event) to review carefully—before submitting an application—the OJP and DOJ policy and guidance on approval, planning, and reporting of such events, available at

<https://www.ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm>. OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most conference, meeting, and training costs for cooperative agreement recipients, and some conference, meeting, and training costs for grant recipients; and (3) set cost limits, which include a general prohibition of all food and beverage costs.

### **Costs Associated with Language Assistance (if applicable)**

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services, where appropriate.

For additional information, see the "Civil Rights Compliance" section under "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards](#)" in the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>.

## **C. Eligibility Information**

**Eligible applicants for Purpose Area 1** (Law Enforcement-Based Direct Victim Services Program) are limited to public law enforcement agencies or federally recognized Indian tribal governments (as determined by the Secretary of the Interior) that have arrest powers and perform law enforcement functions in small, mid-sized, or large jurisdictions. [Public Safety Partnership \(PSP\)](#) sites, [Project Safe Neighborhoods \(PSN\)](#) sites, and [Enhancing Law Enforcement Response to Victims \(ELERV\)](#) sites are encouraged to apply.

**Eligible applicants for Purpose Area 2** (Law Enforcement-Based Direct Victim Services Technical Assistance Program) are limited to nonprofit organizations (including tribal nonprofit organizations); for-profit organizations (including tribal nonprofits); colleges or universities (including tribal institutions of higher education); and tribal governments, or tribal organizations. A nonprofit organization does not need to have 501(c)(3) status to apply for grant funding under this solicitation.

### **Tribal Authority to Apply for Grants under the OVC FY 2018 Law Enforcement-Based Direct Victim Services Program (LEV Program)**

Applicants will be asked to submit documentation reflective of their legal authority to apply for funds under the OVC FY 2018 LEV Program on behalf of their tribes. Recognizing that tribes

have different forms of tribal governance and tribal laws vary, no prescribed form of documentation will be required. Applicants may submit a resolution, letter, affidavit, or other documentation as appropriate for that tribe certifying that the applicant has the legal authority to apply for LEV Program grants on behalf of the tribe. If selected for an award and in order to access funds, the grantee will need to provide documentation sufficient to demonstrate authority for the application submission and must contain authorized signature(s).

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

For information on cost sharing or match requirements, see [Section B. Federal Award Information](#).

## D. Application and Submission Information

### What an Application Should Include

This section describes in detail what an application should include. An applicant should anticipate that if it fails to submit an application that contains all of the specified elements, it may negatively affect the review of its application; and, should a decision be made to make an award, it may result in the inclusion of award conditions that preclude the recipient from accessing or using award funds until the recipient satisfies the conditions and OJP makes the funds available.

Moreover, an applicant should anticipate that an application that OJP determines is nonresponsive to the scope of the solicitation, or that OJP determines does not include the application elements that OVC has designated to be critical, will neither proceed to peer review, nor receive further consideration.

For Purpose Area 1 under this solicitation, OVC has designated the following application elements as critical: Program Narrative (including documentation of the size of the jurisdiction served, the number of sworn officers, and indication of whether the agency is part of a PSP, PSN, or ELERV site), Budget Detail Worksheet and Budget Narrative. All eligible law enforcement agencies, regardless of whether they are part of a PSP, PSN, or ELERV site, are invited to apply.

For Purpose Area 2 under this solicitation, OVC has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet and Budget Narrative, and Resumes of Key Personnel.

**NOTE:** OJP has combined the Budget Detail Worksheet and Budget Narrative in a single document collectively referred to as the Budget Detail Worksheet. See “Budget Information and Associated Documentation” below for more information about the Budget Detail Worksheet and where it can be accessed.

*OJP strongly recommends that applicants use appropriately descriptive file names (e.g., “Program Narrative,” “Budget Detail Worksheet,” “Timelines,” “Memoranda of Understanding,” “Resumes”) for all attachments. Also, OJP recommends that applicants include resumes in a single file.*



Please review the “Note on File Names and File Types” under [How To Apply](#) to be sure applications are submitted in permitted formats.

## 1. Information to Complete the Application for Federal Assistance (SF-424)

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and the OJP Grants Management System (GMS) take information from the applicant’s profile to populate the fields on this form. When selecting “type of applicant,” if the applicant is a for-profit entity, select “For-Profit Organization” or “Small Business” (as applicable).

To avoid processing delays, an applicant must include an accurate legal name on its SF-424. On the SF-424, current OJP award recipients, when completing the field for “Legal Name” (box 8a), should use the same legal name that appears on the prior year award document (which is also the legal name stored in OJP’s financial system.) Also, these recipients should enter the Employer Identification Number (EIN) in box 8b exactly as it appears on the prior year award document. An applicant with a current, active award(s) must ensure that its GMS profile is current. If the profile is not current, the applicant should submit a Grant Adjustment Notice (GAN) updating the information on its GMS profile prior to applying under this solicitation.

A new applicant entity should enter its official legal name in box 8a, its address in box 8d, its EIN in box 8b, and its Data Universal Numbering System (DUNS) number in box 8c of the SF-424. A new applicant entity should attach official legal documents to its application (e.g., articles of incorporation, 501(c)(3) status documentation, organizational letterhead) to confirm the legal name, address, and EIN entered into the SF-424. OJP will use the System for Award Management (SAM) to confirm the legal name and DUNS number entered in the SF-424; therefore, an applicant should ensure that the information entered in the SF-424 matches its current registration in SAM. See the [How To Apply](#) section for more information on SAM and DUNS numbers.

**Intergovernmental Review:** This solicitation (“funding opportunity”) **is not** subject to [Executive Order 12372](#). (In completing the SF-424, an applicant is to answer question 19 by selecting the response that the “Program is not covered by E.O. 12372.”)

## 2. Project Abstract

Applications for both Purpose Areas 1 and 2 should include a high-quality project abstract that summarizes the proposed project in 400 words or less. Project abstracts should be—

- Written for a general public audience.
- Submitted as a separate attachment with “Project Abstract” as part of its file name.
- Single-spaced, using a standard 12-point font (such as Times New Roman) with 1-inch margins.

As a separate attachment, the project abstract will **not** count against the page limit for the program narrative.

### 3. Program Narrative

The program narrative should be double-spaced, using a standard 12-point font (Times New Roman preferred); have no less than 1-inch margins; and should not exceed 25 pages. The narrative should begin by stating in which of the 4 jurisdictional categories the applicant fits (small, medium, large or tribal). Pages should be numbered. If the program narrative fails to comply with these length-related restrictions, OVC may consider such noncompliance in peer review and in final award decisions.

Unless otherwise noted, the following sections should be included for both purpose areas as part of the program narrative<sup>9</sup>:

- a. **Description of the Issue** - This section must describe the need for the project and provide a clear statement of how funding will support the project's value to the victims' field by meeting a stated goal. Applicants should briefly describe any previous or current attempts to develop or expand direct victim services (for Purpose Area 1) or any technical assistance issues they expect to address and the relevance of the issues to law enforcement-based victim services (for Purpose Area 2), and any related research or evaluation studies that contribute to the applicants' understanding of potential solutions. They should identify the challenges (e.g., resources, policy and system barriers, training gaps, etc.) to improving outcomes for victims and provide a clear statement of how funding will allow them to address these unique challenges in collaborative ways. Applicants must also make a convincing case that the project addresses a gap in existing efforts and does not duplicate existing resources. The project narrative should include documentation of the size of the jurisdiction served; the number of sworn officers; identification as a tribal applicant; and/or an indication of whether the agency is a PSP, PSN, or ELERV site, as appropriate.
- b. **Project Design and Implementation** - The project design and implementation plan must describe the project strategy and discuss how the strategy will address the identified problems and support the goals and objectives.

This section must include the following:

- The strategy, tasks, and time-task plan for project implementation.
- A description of project phases, tasks, activities, staff responsibilities, interim deliverables, and final products.
- A time-task plan that clearly identifies objectives, major activities, and products for the duration of the project period. (The time-task plan presented in chart form will not be included as part of the 25-page narrative limit.)
- The designation of organizational responsibility and a schedule for completion of activities and submission of finished products. (In preparing the time-task plan, Gantt chart, or schedule, applicants should make certain that all project activities will occur within the proposed project period.)
- A plan for how the project deliverables will be developed.
- A plan for submitting financial and progress reports. (All recipients are required to submit semiannual progress reports and quarterly financial reports.)

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<sup>9</sup> For information on subawards (including the details on proposed subawards that should be included in the application), see "Budget and Associated Documentation" under [Section D. Application and Submission Information](#).

Note: If the organization selected under Purpose Area 2 proposes to work with a video production company, OVC approval must be granted post-award before a subaward or procurement contract (as applicable) is awarded. Various deliverables must be submitted for the approval of the OVC Communications Team no later than three months prior to the grant end date, unless the grant manager is satisfied with the progress on draft deliverables and agrees to a different date by which the final deliverables must be produced and released. For further guidance on the publication process, please refer to OVC's Publishing Guidelines for Print and Web Media, available online at <http://www.ovc.gov/publications/infores/pubguidelines/welcome.html>.

For Purpose Area 2 - The strategy should clearly describe—

- the project's intended services and deliverables.
  - a dissemination plan for any training products or awareness materials that will be disseminated as a result of the proposed project. Products should be provided in accessible formats. Applicants should provide recommendations for dissemination by OVC. If those recommendations include nontraditional groups, such as organizations or agencies not likely to be included in a victim assistance or criminal justice mailing list, then applicants should be prepared to provide specific names and contact information. In most instances, publications that have been reviewed, revised by the grantee, and subsequently approved for publication by OVC will be printed by OVC and disseminated through the OVC Resource Center at the expense of OVC. Most publications also will be uploaded to the OVC website. However, product and/or publication dissemination may be limited to the organization alone. In this case, both a plan and line item for funding organization-wide dissemination should be included in the application.
  - A plan for designing and delivering technical assistance specifically to tribal grantees.
- c. **Capabilities and Competencies** - Organizational capability will be assessed on the basis of the applicant's described management structure and financial capability; and the applicant's project management plan and documentation of the professional staff members' unique qualifications to perform their assigned tasks.

Applications must also include the following:

- A clear description of the management structure and the current and proposed professional staff members' unique qualifications that will enable them to fulfill the grant responsibilities.
- A description of how the program will be managed, including an organizational chart or information describing the roles and responsibilities of key organizational and functional components and personnel.
- A list of personnel responsible for managing and implementing the major stages of the project. If additional staff will be hired to complete the project, the applicant should identify the selection criteria.
- Resumes for key staff, submitted as a separate attachment to the application.
- Detailed information about staff who have committed to work on the project contingent upon receipt of funding.
- For Purpose Area 2 -- A descriptive statement about the applicant's (1) knowledge and understanding of the needs and rights of victims of crime; (2) staff resources and

capability to carry out all activities required by the funded project; and (3) a description of the applicant's expertise in designing and delivering technical assistance to tribal communities.

For Purpose Area 2 -- The project director overseeing the TA must have both the substantive expertise and experience to perform crucial leadership functions and sufficient time to devote to the project to provide the needed guidance and supervision.

d. **Plan for Collecting the Data Required for this Solicitation's Performance Measures**

It is critical to ensure that each OVC project is operating as designed and achieving its goals and objectives. Accordingly, each application must—

- provide a plan to assess the project's effectiveness and accomplishments of project goals and objectives.
- include clearly stated goals and objectives.
- establish links between program activities and objectives.
- outline the project's performance.

OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award (see "[General Information about Post-Federal Award Reporting Requirements](#)" in [Section F. Federal Award Administration Information](#)). The performance data directly relate to the goals, objectives, and deliverables identified under "Goals, Objectives, and Deliverables" in [Section A. Program Description](#).

Award recipients will be required to provide the relevant data by submitting quarterly performance metrics through OVC's online Performance Measurement Tool (PMT) located at <https://ovcpmt.ojp.gov/>. Performance measures for this solicitation are listed in [Appendix A: Performance Measures Table](#).

Applicants should visit OJP's performance measurement page at [www.ojp.gov/performance](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP. The application should demonstrate the applicant's understanding of the performance data reporting requirements for this grant program and detail how the applicant will gather the required data should it receive funding.

Please note that applicants are **not** required to submit performance data with the application. Performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award.

**Note on Project Evaluations**

An applicant that proposes to use award funds through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute "research" for purposes of applicable DOJ human subjects' protection regulations. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP's performance measure data reporting requirements, likely do not constitute "research." Each applicant should provide sufficient information for OJP to determine whether the particular project it proposes would either intentionally or unintentionally

collect and/or use information in such a way that it meets the DOJ definition of research that appears at 28 C.F.R. Part 46 (“Protection of Human Subjects”).

“Research,” for purposes of human subjects’ protection for OJP-funded programs, is defined as “a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge.” 28 C.F.R. 46.102(d).

For additional information on determining whether a proposed activity would constitute research for purposes of human subjects protection, applicants should consult the decision tree in the “Research and the protection of human subjects” section of the “[Requirements related to Research](#)” webpage of the “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards](#),” available through the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>.

Every prospective applicant whose application may propose a research or statistical component also should review the “Data Privacy and Confidentiality Requirements” section on that webpage.

- e. Other - Purpose Area 2 applicants must include:

**Resumes of Key Personnel or Job Descriptions.** For positions that are vacant, provide job descriptions outlining roles and responsibilities and provide the selection criteria for the proposed new position(s) (required). OVC must approve all personnel for key positions that are filled on the basis of a job description submitted with the application (required).

#### 4. Budget and Associated Documentation

The Budget Detail Worksheet and the Budget Narrative are now combined in a single document collectively referred to as the Budget Detail Worksheet. The Budget Detail Worksheet is a user-friendly, fillable, Microsoft Excel-based document designed to calculate totals. Additionally, the Excel workbook contains worksheets for multiple budget years that can be completed as necessary. **All applicants should use the Excel version when completing the proposed budget in an application, except in cases where the applicant does not have access to Microsoft Excel or experiences technical difficulties.** If an applicant does not have access to Microsoft Excel or experiences technical difficulties with the Excel version, then the applicant should use the 508-compliant accessible Adobe Portable Document Format (PDF) version.

Both versions of the Budget Detail Worksheet can be accessed at <https://ojp.gov/funding/Apply/Forms/BudgetDetailWorksheet.htm>.

Under Purpose Area 2, \$750,000 must be designated for technical assistance to support tribal grantees over the 36-month project period.

##### a. Budget Detail Worksheet

The Budget Detail Worksheet should provide the detailed computation for each budget line item, listing the total cost of each and showing how it was calculated by the applicant. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee paid with grant funds. The Budget Detail Worksheet should present a complete itemization of all proposed costs.

For questions pertaining to budget and examples of allowable and unallowable costs, see the DOJ Grants Financial Guide at <https://ojp.gov/financialguide/DOJ/index.htm>.

**b. Budget Narrative**

The budget narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

An applicant should demonstrate in its budget narrative how it will maximize cost effectiveness of award expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

The budget narrative should be mathematically sound and correspond clearly with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs, and how those costs are necessary to the completion of the proposed project. The narrative may include tables for clarification purposes, but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the budget narrative should describe costs by year.

**c. Information on Proposed Subawards (if any), and on Proposed Procurement Contracts (if any)**

Applicants for OJP awards typically may propose to make *subawards*. Applicants also may propose to enter into procurement *contracts* under the award.

Whether an action—for federal grants administrative purposes—is a subaward or procurement contract is a critical distinction as significantly different rules apply to subawards and procurement contracts. If a recipient enters into an agreement that is a subaward of an OJP award, specific rules apply—many of which are set by federal statutes and DOJ regulations; others by award conditions. These rules place particular responsibilities on an OJP recipient for any subawards the OJP recipient may make. The rules determine much of what the written subaward agreement itself must require or provide. The rules also determine much of what an OJP recipient must do both before and after it makes a subaward. If a recipient enters into an agreement that is a procurement contract under an OJP award, a substantially different set of federal rules applies.

OJP has developed the following guidance documents to help clarify the differences between subawards and procurement contracts under an OJP award and outline the compliance and reporting requirements for each. This information can be accessed online at <https://ojp.gov/training/training.htm>.

- [Subawards under OJP Awards and Procurement Contracts under Awards: A Toolkit for OJP Recipients.](#)
- [Checklist to Determine Subrecipient or Contractor Classification.](#)
- [Sole Source Justification Fact Sheet and Sole Source Review Checklist.](#)

In general, the central question is the relationship between what the third-party will do under its agreement with the recipient and what the recipient has committed (to OJP) to do under its award to further a public purpose (e.g., services the recipient will provide, products it will develop or modify, research or evaluation it will conduct). If a third party



will provide some of the services the recipient has committed (to OJP) to provide, will develop or modify all or part of a product the recipient has committed (to OJP) to develop or modify, or will conduct part of the research or evaluation the recipient has committed (to OJP) to conduct, OJP will consider the agreement with the third party a *subaward* for purposes of federal grants administrative requirements.

This will be true **even if** the recipient, for internal or other non-federal purposes, labels or treats its agreement as a procurement, a contract, or a procurement contract. Neither the title nor the structure of an agreement determines whether the agreement—for purposes of federal grants administrative requirements—is a *subaward* or is instead a procurement *contract* under an award. The substance of the relationship should be given greater consideration than the form of agreement between the recipient and the outside entity.

## **1. Information on proposed subawards**

A recipient of an OJP award may not make subawards ("subgrants") unless the recipient has specific federal authorization to do so. Unless an applicable statute or DOJ regulation specifically authorizes (or requires) subawards, a recipient must have authorization from OJP before it may make a subaward.

A particular subaward may be authorized by OJP because the recipient included a sufficiently detailed description and justification of the proposed subaward in the Program Narrative, Budget Detail Worksheet, and Budget Narrative as approved by OJP. If, however, a particular subaward is not authorized by federal statute or regulation, and is not approved by OJP, the recipient will be required, post-award, to request and obtain written authorization from OJP before it may make the subaward.

If an applicant proposes to make one or more subawards to carry out the federal award and program, the applicant should— (1) identify (if known) the proposed subrecipient(s), (2) describe in detail what each subrecipient will do to carry out the federal award and federal program, and (3) provide a justification for the subaward(s), with details on pertinent matters such as special qualifications and areas of expertise. Pertinent information on subawards should appear not only in the Program Narrative, but also in the Budget Detail Worksheet and Budget Narrative.

## **2. Information on proposed procurement contracts (with specific justification for proposed noncompetitive contracts over \$150,000)**

Unlike a recipient contemplating a subaward, a recipient of an OJP award generally does not need specific prior federal authorization to enter into an agreement that—for purposes of federal grants administrative requirements—is considered a procurement contract, **provided that** (1) the recipient uses its own documented procurement procedures and (2) those procedures conform to applicable federal law, including the Procurement Standards of the (DOJ) Part 200 Uniform Requirements (as set out at 2 C.F.R. 200.317 - 200.326). The Budget Detail Worksheet and Budget Narrative should identify proposed procurement contracts. (As discussed above, subawards must be identified and described separately from procurement contracts.)

The Procurement Standards in the Part 200 Uniform Requirements, however, reflect a general expectation that agreements that (for purposes of federal grants administrative



requirements) constitute procurement “contracts” under awards will be entered into on the basis of full and open competition. All noncompetitive (sole source) procurement contracts must meet the OJP requirements outlined at <https://ojp.gov/training/subawards-procurement.htm>. If a proposed procurement contract would exceed the simplified acquisition threshold—currently, \$150,000—a recipient of an OJP award may not proceed without competition unless and until the recipient receives specific advance authorization from OJP to use a non-competitive approach for the procurement. An applicant that (at the time of its application) intends—without competition—to enter into a procurement contract that would exceed \$150,000 should include a detailed justification that explains to OJP why, in the particular circumstances, it is appropriate to proceed without competition.

If the applicant receives an award, sole source procurements that do not exceed the Simplified Acquisition Threshold (currently \$150,000) must have written justification for the noncompetitive procurement action maintained in the procurement file. If a procurement file does not have the documentation that meets the criteria outlined in 2 C.F.R. 200, the procurement expenditures may not be allowable. Sole source procurement over the \$150,000 Simplified Acquisition Threshold must have prior approval from OJP using a Sole Source GAN. Written documentation justifying the noncompetitive procurement must be submitted with the GAN and maintained in the procurement file.

**d. Pre-Agreement Costs**

For information on pre-agreement costs, see [Section B. Federal Award Information](#).

**5. Indirect Cost Rate Agreement (if applicable)**

Indirect costs may be charged to an award only if:

- (a) The recipient has a current (unexpired), federally approved indirect cost rate; or
- (b) The recipient is eligible to use, and elects to use, the “de minimis” indirect cost rate described in the Part 200 Uniform Requirements, as set out at 2 C.F.R. 200.414(f).

An applicant with a current (unexpired) federally approved indirect cost rate is to attach a copy of the indirect cost rate agreement to the application. An applicant that does not have a current federally approved rate may request one through its cognizant federal agency, which will review all documentation and approve a rate for the applicant entity, or, if the applicant’s accounting system permits, applicants may propose to allocate costs in the direct cost categories.

For assistance with identifying the appropriate cognizant federal agency for indirect costs, please contact the Office of the Chief Financial Officer (OCFO) Customer Service Center at 800-458-0786 or at [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov). If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at <https://www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf>.

Certain OJP recipients have the option of electing to use the “de minimis” indirect cost rate. An applicant that is eligible to use the “de minimis” rate that wishes to use the “de minimis” rate should attach written documentation to the application that advises OJP of both-- (1) the applicant’s eligibility to use the “de minimis” rate, and (2) its election to do so. If an eligible applicant elects the “de minimis” rate, costs must be consistently charged as either indirect

or direct costs, but may not be double charged or inconsistently charged as both. The "de minimis" rate may no longer be used once an approved federally negotiated indirect cost rate is in place. (No entity that ever has had a federally approved negotiated indirect cost rate is eligible to use the "de minimis" rate.) For the "de minimis" rate requirements (including information on eligibility to elect to use the rate), see the Part 200 Uniform Requirements, at 2 C.F.R. 200.414(f).

#### **6. Tribal Authorizing Resolution (Applicable for Purpose Area 1)**

A tribe, tribal organization, or third party that proposes to provide direct services or assistance to residents on tribal lands should include in its application a resolution, letter, affidavit, or other documentation, as appropriate, that demonstrates (as a legal matter) that the applicant has the requisite authorization from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for an award on behalf of a tribe or multiple specific tribes, the application should include appropriate legal documentation, as described above, from all tribes that would receive services or assistance under the award. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without an authorizing resolution or comparable legal documentation from each tribal governing body) may submit, instead, a copy of its consortium bylaws with the application.

An applicant unable to submit an application that includes a fully executed (i.e., signed) copy of legal appropriate documentation, as described above, consistent with the applicable tribe's governance structure, should, at a minimum, submit an unsigned, draft version of such legal documentation as part of its application (except for cases in which, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, OJP will make use of and access to award funds contingent on receipt of the fully executed legal documentation.

#### **7. Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)**

Every OJP applicant (other than an individual applying in his or her personal capacity) is required to download, complete, and submit the OJP Financial Management and System of Internal Controls Questionnaire (Questionnaire) at <https://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf> as part of its application. The Questionnaire helps OJP assess the financial management and internal control systems, and the associated potential risks of an applicant as part of the pre-award risk assessment process.

The Questionnaire should only be completed by financial staff most familiar with the applicant's systems, policies, and procedures in order to ensure that the correct responses are recorded and submitted to OJP. The responses on the Questionnaire directly impact the pre-award risk assessment and should accurately reflect the applicant's financial management and internal control system at the time of the application. The pre-award risk assessment is only one of multiple factors and criteria used in determining funding. However, a pre-award risk assessment that indicates that an applicant poses a higher risk to OJP may affect the funding decision and/or result in additional reporting requirements, monitoring, special conditions, withholding of award funds, or other additional award requirements.

Among other things, the form requires each applicant to disclose whether it currently is designated “high risk” by a federal grant-making agency outside of DOJ. For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the applicant’s past performance, or other programmatic or financial concerns with the applicant. If an applicant is designated high risk by another federal awarding agency, the applicant must provide the following information:

- The federal awarding agency that currently designates the applicant high risk
- The date the applicant was designated high risk
- The high-risk point of contact at that federal awarding agency (name, phone number, and email address)
- The reasons for the high-risk status, as set out by the federal awarding agency

OJP seeks this information to help ensure appropriate federal oversight of OJP awards. An applicant that is considered “high-risk” by another federal awarding agency is not automatically disqualified from receiving an OJP award. OJP may, however, consider the information in award decisions, and may impose additional OJP oversight of any award under this solicitation (including through the conditions that accompany the award document).

## **8. Disclosure of Lobbying Activities**

Each applicant must complete and submit this information. An applicant that expends any funds for lobbying activities is to provide all of the information requested on the form Disclosure of Lobbying Activities (SF-LLL) posted at <https://ojp.gov/funding/Apply/Resources/Disclosure.pdf>. An applicant that does not expend any funds for lobbying activities is to enter “N/A” in the text boxes for item 10 (“a. Name and Address of Lobbying Registrant” and “b. Individuals Performing Services”).

## **9. Additional Attachments**

### **a. Applicant Disclosure of Pending Applications**

Each applicant is to disclose whether it has (or is proposed as a subrecipient under) any pending applications for federally funded grants or cooperative agreements that (1) include requests for funding to support the same project being proposed in the application under this solicitation, and (2) would cover any identical cost items outlined in the budget submitted to OJP as part of the application under this solicitation. The applicant is to disclose applications made directly to federal awarding agencies, and also applications for subawards of federal funds (e.g., applications to State agencies that will subaward (“subgrant”) federal funds).

OJP seeks this information to help avoid inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Each applicant that has one or more pending applications as described above is to provide the following information about pending applications submitted within the last 12 months:

- The federal or State funding agency
- The solicitation name/project name

- The point of contact information at the applicable federal or State funding agency

Federal or State Funding Agency	Solicitation Name/Project Name	Name/Phone/Email for Point of Contact at Federal or State Funding Agency
DOJ/Office of Community Oriented Policing Services (COPS)	COPS Hiring Program	Jane Doe, 202/000-0000, jane.doe@usdoj.gov
Health and Human Services/Substance Abuse and Mental Health Services Administration	Drug-Free Communities Mentoring Program/ North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

Each applicant should include the table as a separate attachment to its application. The file should be named "Disclosure of Pending Applications." The applicant's Legal Name on the application must match the entity named on the disclosure of pending applications statement.

Any applicant that does not have any pending applications as described above is to submit, as a separate attachment, a statement to this effect: "[Applicant Name on SF-424] does not have (and is not proposed as a subrecipient under) any pending applications submitted within the last 12 months for federally funded grants or cooperative agreements (or for subawards under federal grants or cooperative agreements) that request funding to support the same project being proposed in this application to OJP and that would cover any identical cost items outlined in the budget submitted as part of this application."

**b. Disclosure of Process Related to Executive Compensation**

An applicant that is a nonprofit organization may be required to make certain disclosures relating to the processes it uses to determine the compensation of its officers, directors, trustees, and key employees.

Under certain circumstances, a nonprofit organization that provides unreasonably high compensation to certain persons may subject both the organization's managers and those who receive the compensation to additional federal taxes. A rebuttable presumption of the reasonableness of a nonprofit organization's compensation arrangements, however, may be available if the nonprofit organization satisfied certain rules set out in Internal Revenue Service (IRS) regulations with regard to its compensation decisions.

Each applicant nonprofit organization must state at the time of its application (question 9c in the "OJP Financial Management and System of Internal Controls Questionnaire" located at <https://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf> and mentioned earlier) whether or not the applicant entity believes (or asserts) that it currently satisfies the requirements of 26 C.F.R. 53.4958-6 (which relate to establishing or

invoking a rebuttable presumption of reasonableness of compensation of certain individuals and entities).

A nonprofit organization that states in the questionnaire that it believes (or asserts) that it has satisfied the requirements of 26 C.F.R. 53.4958-6 must then disclose, in an attachment to its application (to be titled "Disclosure of Process Related to Executive Compensation"), the process used by the applicant nonprofit organization to determine the compensation of its officers, directors, trustees, and key employees (together, "covered persons").

At a minimum, the disclosure must describe in pertinent detail: (1) the composition of the body that reviews and approves compensation arrangements for covered persons; (2) the methods and practices used by the applicant nonprofit organization to ensure that no individual with a conflict of interest participates as a member of the body that reviews and approves a compensation arrangement for a covered person; (3) the appropriate data as to comparability of compensation that is obtained in advance and relied upon by the body that reviews and approves compensation arrangements for covered persons; and (4) the written or electronic records that the applicant organization maintains as concurrent documentation of the decisions with respect to compensation of covered persons made by the body that reviews and approves such compensation arrangements, including records of deliberations and of the basis for decisions.

For purposes of the required disclosure, the following terms and phrases have the meanings set out by the IRS for use in connection with 26 C.F.R. 53.4958-6: officers, directors, trustees, key employees, compensation, conflict of interest, appropriate data as to comparability, adequate documentation, and concurrent documentation.

Applicant nonprofit organizations should note that following receipt of an appropriate request, OJP may be authorized or required by law to make information submitted to satisfy this requirement available for public inspection. Also, a recipient may be required to make a prompt supplemental disclosure after the award in certain circumstances (e.g., changes in the way the organization determines compensation).

### **How To Apply**

Applicants must register in and submit applications through [Grants.gov](https://www.grants.gov), a primary source to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at <https://www.grants.gov/web/grants/support.html>. Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, which operates 24 hours a day, 7 days a week, except on federal holidays.

**Important Grants.gov update.** Grants.gov has updated its application tool. The legacy PDF application package was retired on December 31, 2017. Grants.gov Workspace is now the standard application method for applying for grants. OJP applicants should familiarize themselves with the Workspace option now. For complete information and instructions on using Workspace (and other changes), go to the Workspace Overview page at <https://www.grants.gov/web/grants/applicants/workspace-overview.html>.

Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take several weeks** for first-time registrants to receive confirmation of registration

and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications at least 72 hours prior to the application due date, in order to allow time for the applicant to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

OJP strongly encourages all prospective applicants to sign up for Grants.gov email notifications regarding this solicitation at <https://www.grants.gov/web/grants/manage-subscriptions.html>. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for updates will be automatically notified.

**Browser Information:** Grants.gov was built to be compatible with Internet Explorer. For technical assistance with Google Chrome, or another browser, contact Grants.gov Customer Support.

**Note on Attachments:** Grants.gov has two categories of files for attachments: “mandatory” and “optional.” OJP receives all files attached in both categories. Attachments are also labeled to describe the file being attached (e.g., Project Narrative, Budget Narrative, Other). Please ensure that all required documents are attached in the correct Grants.gov category and are labeled correctly. Do not embed “mandatory” attachments within another file.

**Note on File Names and File Types:** Grants.gov only permits the use of certain specific characters in the file names of attachments. Valid file names may include only the characters shown in the table below. Grants.gov rejects any application that includes an attachment(s) with a file name that contains any characters not shown in the table below. Grants.gov forwards successfully submitted applications to the OJP Grants Management System (GMS).

Characters	Special Characters		
Upper case (A – Z)	Parenthesis ( )	Curly braces { }	Square brackets [ ]
Lower case (a – z)	Ampersand (&)*	Tilde (~)	Exclamation point (!)
Underscore ( _ )	Comma ( , )	Semicolon ( ; )	Apostrophe ( ' )
Hyphen ( - )	At sign ( @ )	Number sign ( # )	Dollar sign ( \$ )
Space	Percent sign ( % )	Plus sign ( + )	Equal sign ( = )
Period ( . )			

**\*When using the ampersand (&) in XML, applicants must use the “&amp;” format.**

**GMS does not accept executable file types as application attachments.** These disallowed file types include, but are not limited to, the following extensions: “.com,” “.bat,” “.exe,” “.vbs,” “.cfg,” “.dat,” “.db,” “.dbf,” “.dll,” “.ini,” “.log,” “.ora,” “.sys,” and “.zip.” GMS may reject applications with files that use these extensions. It is important to allow time to change the type of file(s) if the application is rejected.

All applicants are required to complete the following steps:

**Unique Entity Identifier (DUNS Number) and SAM**

Every applicant entity must comply with all applicable SAM and unique entity identifier (currently, a DUNS number) requirements. SAM is the repository for certain standard information about federal financial assistance applicants, recipients, and subrecipients. A DUNS number is a unique nine-digit identification number provided by the commercial company Dun



and Bradstreet. More detailed information about SAM and the DUNS number is in the numbered sections below.

If an applicant entity has not fully complied with the applicable SAM and unique identifier requirements by the time OJP makes award decisions, OJP may determine that the applicant is not qualified to receive an award and may use that determination as a basis for making the award to a different applicant.

### **Applying as an Individual**

An individual who wishes to apply in his/her personal capacity should search Grants.gov for funding opportunities for which individuals are eligible to apply. Use the Funding Opportunity Number (FON) to register. (An applicant applying as an individual must comply with all applicable Grants.gov individual registration requirements.)

Enter the FON at <https://apply07.grants.gov/apply/IndCPRRegister> to complete the registration form and create a username and password for Grants.gov. (An applicant applying as an individual should complete all steps below except 1, 2 and 4.)

### **Registration and Submission Steps**

- 1. Acquire a unique entity identifier (currently, a DUNS number).** In general, the Office of Management and Budget requires every applicant for a federal award (other than an individual) to include a "unique entity identifier" in each application, including an application for a supplemental award. Currently, a DUNS number is the required unique entity identifier.

This unique entity identifier is used for tracking purposes, and to validate address and point of contact information for applicants, recipients, and subrecipients. It will be used throughout the life cycle of an OJP award. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866-705-5711 to obtain a DUNS number or apply online at <https://www.dnb.com/>. A DUNS number is usually received within 2 business days.

- 2. Acquire or maintain registration with SAM.** Any applicant for an OJP award creating a **new** entity registration in SAM.gov must provide an original, signed notarized letter stating that the applicant is the authorized Entity Administrator before the registration will be activated. To learn more about this process change, read the FAQs at <https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/sam-update>. Information about the notarized letter is posted at [https://www.fsd.gov/fsd.gov/answer.do?sysparm\\_kbid=d2e67885db0d5f00b3257d321f96194b&sysparm\\_search=kb0013183](https://www.fsd.gov/fsd.gov/answer.do?sysparm_kbid=d2e67885db0d5f00b3257d321f96194b&sysparm_search=kb0013183).

All applicants for OJP awards (other than individuals) with current registration in SAM must maintain current registrations in the SAM database. Applicants will need the authorizing official of the organization and an Employer Identification Number (EIN). An applicant must be registered in SAM to successfully register in Grants.gov. Each applicant must **update or renew its SAM registration at least annually** to maintain an active status. SAM registration and renewal can take as long as 10 business days to complete (2 more weeks to acquire an EIN).

An application cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. Once the SAM registration/renewal is complete, **the**



**information transfer from SAM to Grants.gov can take as long as 48 hours.** OJP recommends that the applicant register or renew registration with SAM as early as possible.

Information about SAM registration procedures can be accessed at [www.SAM.gov](http://www.SAM.gov).

- 3. Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. An applicant entity's "unique entity identifier" (DUNS number) must be used to complete this step. For more information about the registration process for organizations and other entities, go to <https://www.grants.gov/web/grants/applicants/organization-registration.html>. Individuals registering with Grants.gov should go to <https://www.grants.gov/web/grants/applicants/registration.html>.
- 4. Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. The E-Biz POC will need the Marketing Partner Identification Number (MPIN) password obtained when registering with SAM to complete this step. Note that an organization can have more than one AOR.
- 5. Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.582, titled "Crime Victim Assistance/Discretionary Grants," and the funding opportunity number is OVC-2018-14540.
- 6. Select the correct Competition ID.** Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If applying to a solicitation with multiple Competition IDs, select the appropriate Competition ID for the intended purpose area of the application.

**Purpose Area 1 (Victim Services Program) Competition ID: OVC-2018-14560**

**Purpose Area 2 (Technical Assistance Program) Competition ID: OVC-2018-14561**

- 7. Access Funding Opportunity and Application Package from Grants.gov.** Select "Apply for Grants" under the "Applicants" column. Enter your email address to be notified of any changes to the opportunity package before the closing date. Click the Workspace icon to use Grants.gov Workspace.
- 8. Submit a valid application consistent with this solicitation by following the directions in Grants.gov.** Within 24-48 hours after submitting the electronic application, the applicant should receive two notifications from Grants.gov. The first will confirm the receipt of the application. The second will state whether the application has been validated and successfully submitted, or whether it has been rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received, and then receive a rejection notice a few minutes or hours later. Submitting an application well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges each applicant to submit its application **at least 72 hours prior** to the application due date, to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification. Applications must be successfully submitted through Grants.gov by 11:59 p.m. eastern time on July 2, 2018.

Go to <https://www.grants.gov/web/grants/applicants/organization-registration.html> for further details on DUNS numbers, SAM, and Grants.gov registration steps and timeframes.

### **Note: Application Versions**

If an applicant submits multiple versions of the same application, OJP will review only the most recent system-validated version submitted.

### **Experiencing Unforeseen Grants.gov Technical Issues**

An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must contact the Grants.gov Customer Support Hotline at <https://www.grants.gov/web/grants/support.html> or the SAM Help Desk (Federal Service Desk) at <https://www.fsd.gov/fsd-gov/home.do> to report the technical issue and receive a tracking number. The applicant must email the OVC contact identified in the Contact Information section on the title page **within 24 hours after the application deadline** to request approval to submit its application after the deadline. The applicant's email must describe the technical difficulties, and must include a timeline of the applicant's submission efforts, the complete grant application, the applicant's DUNS number, and any Grants.gov Help Desk or SAM tracking number(s).

**Note: OJP does not automatically approve requests to submit a late application.** After OJP reviews the applicant's request, and contacts the Grants.gov or SAM Help Desks to verify the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the untimely application submission was due to the applicant's failure to follow all required procedures, OJP will deny the applicant's request to submit its application.

The following conditions generally are insufficient to justify late submissions:

- Failure to register in SAM or Grants.gov in sufficient time. (SAM registration and renewal can take as long as 10 business days to complete. The information transfer from SAM to Grants.gov can take up to 48 hours.)
- Failure to follow Grants.gov instructions on how to register and apply as posted on its website.
- Failure to follow each instruction in the OJP solicitation.
- Technical issues with the applicant's computer or information technology environment, such as issues with firewalls or browser incompatibility.

**Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>.**

## **E. Application Review Information**

### **Review Criteria**

**For Purpose Area 1** - Applications that meet basic minimum requirements will be evaluated by peer reviewers using the following review criteria.

1. Statement of the Problem (15%)

2. Project Design and Implementation (30%)
3. Capabilities and Competencies (30%)
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (10%)
5. Budget (15%): complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should demonstrate generally how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.<sup>10</sup>

**For Purpose Area 2** - Applications that meet basic minimum requirements will be evaluated by peer reviewers using the following review criteria.

1. Statement of the Problem (5%)
2. Project Design and Implementation (30%)
3. Capabilities and Competencies (30%)
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (10%)
5. Budget (15%): complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should demonstrate generally how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.<sup>11</sup>
6. Other - Resumes of Key Personnel or Job Descriptions (10%)

### **Review Process**

OJP is committed to ensuring a fair and open process for making awards. OVC reviews the application to make sure that the information presented is reasonable, understandable, measurable, achievable, and consistent with the solicitation.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. For purposes of assessing whether an application meets basic minimum requirements and should proceed to further consideration, OJP screens applications for compliance with those requirements. Although specific requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP programs:

- The application must be submitted by an eligible type of applicant.
- The application must request funding within programmatic funding constraints (if applicable).
- The application must be responsive to the scope of the solicitation.
- The application must include all items designated as "critical elements."
- The applicant must not be identified in SAM as excluded from receiving federal awards.

For a list of the critical elements for this solicitation, see "What an Application Should Include" under [Section D. Application and Submission Information](#).

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<sup>10</sup> Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

<sup>11</sup> See previous.

Peer review panels will evaluate, score, and rate applications that meet basic minimum requirements. OVC may use internal peer reviewers, external peer reviewers, or a combination, to assess applications on technical merit using the solicitation's review criteria. An external peer reviewer is an expert in the subject matter of a given solicitation who is not a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. Peer reviewers' ratings and any resulting recommendations are advisory only, although reviewer views are considered carefully. Other important considerations for OVC include geographic diversity, strategic priorities, available funding, and the extent to which the Budget Detail Worksheet and Budget Narrative accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant. Among other things to help assess whether an applicant that has one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM as excluded from receiving a federal award.

In addition, if OJP anticipates that an award will exceed \$150,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, (FAPIS)).

**Important note on FAPIS:** An applicant, at its option, may review and comment on any information about itself that currently appears in FAPIS and was entered by a federal awarding agency. OJP will consider any such comments by the applicant, in addition to the other information in FAPIS, in its assessment of the risk posed by the applicant.

The evaluation of risks goes beyond information in SAM, however. OJP itself has in place a framework for evaluating risks posed by applicants for competitive awards. OJP takes into account information pertinent to matters such as—

1. Applicant financial stability and fiscal integrity,
2. Quality of the applicant's management systems, and the applicant's ability to meet prescribed management standards, including those outlined in the DOJ Grants Financial Guide,
3. Applicant's history of performance under OJP and other DOJ awards (including compliance with reporting requirements and award conditions), and awards from other federal agencies,
4. Reports and findings from audits of the applicant, including audits under the Part 200 Uniform Requirements, and
5. Applicant's ability to comply with statutory and regulatory requirements, and to effectively implement other award requirements.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may take into account not only peer review ratings and OVC recommendations, but also other factors as indicated in this section.

## F. Federal Award Administration Information

### Federal Award Notices

Award notifications will be made by September 30, 2018. OJP sends award notifications by email through GMS to the individuals listed in the application as the point of contact and the authorizing official (E-Biz POC and AOR). The email notification includes detailed instructions on how to access and view the award documents, and steps to take in GMS to start the award acceptance process. GMS automatically issues the notifications at 9:00 p.m. eastern time on the award date.

For each successful applicant, an individual with the necessary authority to bind the applicant will be required to log in; execute a set of legal certifications and a set of legal assurances; designate a financial point of contact; thoroughly review the award, including all award conditions; and sign and accept the award. The award acceptance process requires physical signature of the award document by the authorized representative and the scanning and submission of the fully executed award document to OJP.

### Administrative, National Policy, and Other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions, and all applicable requirements of federal statutes and regulations (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance). OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application.

Applicants should consult the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards](#)," available in the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>. In addition, applicants should examine the following two legal documents, as each successful applicant must execute both documents before it may receive any award funds. (An applicant is not required to submit these documents as part of an application.)

- [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)
- [Certified Standard Assurances](#)

The webpages accessible through the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards](#)" are intended to give applicants for OJP awards a general overview of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants and cooperative agreements awarded in FY 2018. Individual OJP awards typically also will include additional award conditions. Those additional conditions may relate to the particular statute, program, or solicitation under which the award is made; to the substance of the funded application; to the recipient's performance under other federal awards; to the recipient's legal status (e.g., as a for-profit entity); or to other pertinent considerations.

As stated above, OVC expects to make an award for Purpose Area 2 under this solicitation in the form of a cooperative agreement. Cooperative agreements include a condition in the award document that sets out the nature of the “substantial federal involvement” in carrying out the award and program. Generally stated, under OJP cooperative agreement awards, responsibility for the day-to-day conduct of the funded project rests with the recipient. OJP, however, may have substantial involvement in matters such as substantive coordination of technical efforts and site selection, as well as review and approval of project work plans, research designs, data collection instruments, and major project-generated materials. In addition, OJP often indicates in the award terms and conditions that it may redirect the project if necessary.

In addition to an award condition that sets out the nature of the anticipated “substantial federal involvement” in the award, cooperative agreements awarded by OJP include an award condition that requires specific reporting in connection with conferences, meetings, retreats, seminars, symposia, training activities, or similar events funded under the award.

### **General Information about Post-Federal Award Reporting Requirements**

In addition to the deliverables described in [Section A. Program Description](#), any recipient of an award under this solicitation will be required to submit the following reports and data.

Required reports. Recipients typically must submit quarterly financial reports, semiannual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

Awards that exceed \$500,000 will include an additional condition that, under specific circumstances, will require the recipient to report (to FAPIIS) information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either the OJP award or any other grant, cooperative agreement, or procurement contract from the federal government. Additional information on this reporting requirement appears in the text of the award condition posted on the OJP webpage at <https://ojp.gov/funding/FAPIIS.htm>.

Data on performance measures. In addition to required reports, each award recipient also must provide data that measure the results of the work done under the award. To demonstrate program progress and success, and to assist DOJ in fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, OJP will require any award recipient, post award, to provide performance data as part of regular progress reporting. Successful applicants will be required to access OJP’s performance measurement page at <https://ojp.gov/performance/> for an overview of performance measurement activities at OJP. Performance measures for this program are listed as [Appendix A](#).

## **G. Federal Awarding Agency Contact(s)**

For OJP contact(s), see the title page.

For contact information for Grants.gov, see the title page.



## H. Other Information

### Freedom of Information Act and Privacy Act (5 U.S.C. §§ 552 and 552a)

All applications submitted to OJP (including all attachments to applications) are subject to the federal Freedom of Information Act (FOIA) and to the Privacy Act. By law, DOJ may withhold information that is responsive to a request pursuant to FOIA if DOJ determines that the responsive information either is protected under the Privacy Act or falls within the scope of one of nine statutory exemptions under FOIA. DOJ cannot agree in advance of a request pursuant to FOIA not to release some or all portions of an application.

In its review of records that are responsive to a FOIA request, OJP will withhold information in those records that plainly falls within the scope of the Privacy Act or one of the statutory exemptions under FOIA. (Some examples include certain types of information in budgets, and names and contact information for project staff other than certain key personnel.) In appropriate circumstances, OJP will request the views of the applicant/recipient that submitted a responsive document.

For example, if OJP receives a request pursuant to FOIA for an application submitted by a nonprofit or for-profit organization or an institution of higher education, or for an application that involves research, OJP typically will contact the applicant/recipient that submitted the application and ask it to identify—quite precisely—any particular information in the application that the applicant/recipient believes falls under a FOIA exemption, the specific exemption it believes applies, and why. After considering the submission by the applicant/recipient, OJP makes an independent assessment regarding withholding information. OJP generally follows a similar process for requests pursuant to FOIA for applications that may contain law-enforcement sensitive information.

### Provide Feedback to OJP

To assist OJP in improving its application and award processes, OJP encourages applicants to provide feedback on this solicitation, the application submission process, and/or the application review process. Provide feedback to [OJPSolicitationFeedback@usdoj.gov](mailto:OJPSolicitationFeedback@usdoj.gov).

**IMPORTANT:** This email is for feedback and suggestions only. OJP does **not** reply from this mailbox to messages it receives in this mailbox. Any prospective applicant that has specific questions on any program or technical aspect of the solicitation **must** use the appropriate telephone number or email listed on the front of this document to obtain information. These contacts are provided to help ensure that prospective applicants can directly reach an individual who can address specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please email your resume to [ojpprsupport@usdoj.gov](mailto:ojpprsupport@usdoj.gov). (Do not send your resume to the OJP Solicitation Feedback email account.) **Note:** Neither you nor anyone else from your organization or entity can be a peer reviewer in a competition in which you or your organization/entity has submitted an application.





		<p>Baseline: Number of project deliverables planned.</p> <p>Number of project deliverables completed.</p>
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Purpose Area 2 Performance Measures

<b>Objective</b>	<b>Performance Measures</b>	<b>Data Recipient Provides</b>
To strengthen the capacity of law enforcement-based victim services to establish sustainable changes in practices, protocols, and policies, as they relate to implementing, enhancing or expanding direct LEV victim services and forming effective community-based partnerships to better address the rights and needs of all victims of crime.	<p>Percent of scheduled trainings that were conducted.</p> <p>Percent of registrants who attended or completed training.</p>	<p>Number of trainings scheduled.</p>
	<p>Percent of TTA recipients implementing changes due to TTA.</p> <p>Percent of participants satisfied with the assistance delivered.</p>	<p>Number of TA requests received.</p> <p>Number of TA requests completed.</p> <p>Number of recipients indicating they will implement changes.</p> <p>Number of recipients implementing changes.</p> <p>Number of participants completing a survey.</p> <p>Number of participants reporting satisfaction with the assistance.</p>

**Appendix B: Application Checklist**  
**OVC FY 2018 Law Enforcement-Based Direct Victim Services and**  
**Technical Assistance Program**

This application checklist has been created as an aid in developing an application.

**What an Applicant Should Do:**

*Prior to Registering in Grants.gov:*

- \_\_\_\_\_ Acquire a DUNS Number (see page 29)
- \_\_\_\_\_ Acquire or renew registration with SAM (see page 29)

*To Register with Grants.gov:*

- \_\_\_\_\_ Acquire AOR and Grants.gov username/password (see page 30)
- \_\_\_\_\_ Acquire AOR confirmation from the E-Biz POC (see page 30)

*To Find Funding Opportunity:*

- \_\_\_\_\_ Search for the Funding Opportunity on Grants.gov (see page 30)
- \_\_\_\_\_ Select the correct Competition ID (see page 30)
- \_\_\_\_\_ Access Funding Opportunity and Application Package (see page 30)
- \_\_\_\_\_ Sign up for Grants.gov email [notifications](#) (optional) (see page 28)
- \_\_\_\_\_ Read [Important Notice: Applying for Grants in Grants.gov](#)
- \_\_\_\_\_ Read OJP policy and guidance on conference approval, planning, and reporting available at [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](http://ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm) (see page 12)

*After Application Submission, Receive Grants.gov Email Notifications That:*

- \_\_\_\_\_ (1) application has been received,
- \_\_\_\_\_ (2) application has either been successfully validated or rejected with errors (see page 28)

*If No Grants.gov Receipt, and Validation or Error Notifications are Received:*

- \_\_\_\_\_ contact OVC regarding experiencing technical difficulties (see page 2)

**Overview of Post-Award Legal Requirements:**

- \_\_\_\_\_ Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards](#)" in the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>.

**Scope Requirement:**

- \_\_\_\_\_ The federal amount requested is within the allowable limit(s) based on purpose area as defined in [Section B. Federal Award Information](#).

**Eligibility Requirement:** For eligibility information, see "[Section C. Eligibility Information](#)."

**What an Application Should Include:**

- \_\_\_\_\_ Application for Federal Assistance (SF-424) (see page 16)
- \_\_\_\_\_ Project Abstract (see page 16)
- \_\_\_\_\_ Program Narrative (indicate which jurisdictional category applies)\* (see page 15)
- \_\_\_\_\_ Resumes of Key Personnel or Job Descriptions \* (see page 20)
- \_\_\_\_\_ Budget Detail Worksheet \* (see page 20)

_____	Budget Narrative *	(see page 21)
_____	Information on Proposed Subawards and/or Proposed Procurement Contracts (if applicable)	(see page 22)
_____	Indirect Cost Rate Agreement (if applicable)	(see page 23)
_____	Tribal Authorizing Resolution (if applicable)	(see page 24)
_____	Financial Management and System of Internal Controls Questionnaire	(see page 24)
_____	<a href="#">Disclosure of Lobbying Activities (SF-LLL)</a>	(see page 25)
_____	Additional Attachments	
_____	_____ Applicant Disclosure of Pending Applications	(see page 25)
_____	_____ Disclosure of Process Related to Executive Compensation	(see page 26)
_____	Request and Justification for Employee Compensation; Waiver (if applicable)	(see page 13)

\* Denotes critical elements, as indicated in “What an Application Should Include” under [Section D. Application and Submission Information](#).