



**Please note:** [FY 2019 Coordinated Tribal Assistance Solicitation \(CTAS\)](#) Purpose Area #6 and Purpose Area #7 applicants **ARE** eligible to apply under this solicitation. However, the applicant may not request duplicative activities and budget items.

**IMPORTANT WARNING!**

***Each tribe may submit only one application, although a tribe may submit their own application and ALSO be among the members of a consortium submitting another application for a DIFFERENT activity. This solicitation is intended to support the ability of a tribal community to fully address the comprehensive needs of crime victims—all victims of all types of crime, if possible.***

***The applicant should establish a lead contact to work across tribal programs and partners to develop this application. The application may include multiple projects and partners to address the tribe’s overarching crime victim needs (for example, a tribe may propose to hire a crime victim services coordinator, a victim advocate in their police department, a child forensic interviewer in their child advocacy center, and provide a subaward to a health clinic to fund specialized medical services, such as forensic medical exams for victims).***

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). The applicant must be the entity that would have primary responsibility for carrying out the award, including administering the funding and managing the entire project. For additional information on subawards, see the [OJP Grant Application Resource Guide](#).

OVC may elect to fund applications submitted under this FY 2019 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

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

**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** contact the NCJRS Response Center (see contact information 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 (Grants.gov) section in the [OJP Grant Application Resource Guide](#).





# OVC FY 2019 Tribal Victim Services Set-Aside Program CFDA # 16.841

## A. Program Description

### Overview

OVC's mission is to enhance the nation's capacity to assist crime victims and provide leadership in changing policies and practices to promote justice and healing for all victims of crime. OVC achieves this mission, in part, by administering award programs supported by the federal Crime Victims Fund (CVF) to develop innovative training and technical assistance, and to provide direct services to improve the overall quality of victim assistance.

In February 2019, for the second year, Congress authorized a tribal set-aside from the CVF to provide funding to improve services for victims of crime in tribal communities. This solicitation builds upon OVC's FY 2018 Tribal Victim Services Set-Aside Program, which directly funded 154 tribal applicants totaling an estimated \$88 million (in addition to another \$20 million in FY 2018 to fund other tribal victim services programs). The FY 2019 Tribal Victim Services Set-Aside (VSSA) Program provides two purpose areas, so that applicants will have the guidance of various objectives and activities that may be relevant to their specific community's victim service needs.

*Note: This solicitation is separate from the DOJ Coordinated Tribal Assistance Solicitation (CTAS) to maximize the reach of the FY 2019 tribal victim service set-aside funding, which was enacted into law after the release of the FY 2019 CTAS.*

**Statutory Authority:** Commerce, Justice, Science, and Related Agencies Appropriation Act, 2019, Public Law 116-6, section 510.

### Program-Specific Information

DOJ and OVC have long recognized the critical need to more effectively support American Indian and Alaska Native (AI/AN) victims of crime. In recent years, DOJ has conducted numerous tribal consultations and listening sessions to learn more about the needs and resources associated with supporting AI/AN crime victims. As a result of these sessions, OVC has used available funding to improve programs, develop resources and publications, and support training and technical assistance efforts. This year, for the second time, Congress authorized set-aside funds from the CVF to be used to create a tribal set-aside program for Indian tribes to improve services to crime victims.

Every tribe is unique in that it possesses its own culture, distinct strengths and resources, and its own set of challenges. When applying for funding, applicants should consider their tribe's unique circumstances and work with partners to develop a plan to assist crime victims in overcoming the adverse effects of victimization and the associated burdens; depending on the tribe's needs and ability to implement the program, the proposal may be comprehensive to serve victims of all crimes, or more narrowly defined to address a specific need.

*Note: Funding authorizations for this program limit allowable expenses to those associated with serving crime victims. Examples include activities and services that provide awareness about*

victimization and the resources available to victims, direct services that meet the needs of crime victims, and assist in navigating the complex systems often associated with victimization (e.g., criminal justice, child welfare). **Primary prevention programs are not permissible and are not an allowable cost under this solicitation. Additional activities and items that are allowable and not allowable can be found in the Examples of Allowable and Unallowable Costs in [Appendix A](#) on page 20.**

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

The overall goal of this program is to provide support to tribal communities to improve services for victims of crime. Under this program, OVC is soliciting applications for funding to support a comprehensive range of activities including needs assessment, strategic planning, program development and implementation, program expansion, and other activities needed to address the needs of a wide variety of crime victims in tribal communities.

Applicants should select ONE purpose area—

**Purpose Area 1: Establishment of a New Victim Service Program (OVC-2019-16610), or Purpose Area 2: Coordination and Expansion of Existing Victim Service Program (OVC-2019-16611)**

The proposal should describe specifically how the applicant will successfully undertake and complete the proposed objectives(s) in a 3-year timeframe, and the application should be based on how well equipped the applicant is to accomplish these objectives and the readiness of the community to participate in the activities. Proposed activities should also be based on the current needs of the community, existing resources available (e.g., other federal, tribal, state, local funding), and gaps in those resources. Applicants CANNOT request funding that will duplicate other efforts underway and are required to list all pending applications. Instead, applicants should propose objectives and activities that will develop new programs, better coordinate existing efforts, or expand and enhance existing programs.

### **Purpose Area 1: Establishment of a New Victim Service Program (OVC-2019-16610)**

Applicants that have no existing victim services program should apply under this purpose area and incorporate the following activities into their application. New applicants for OVC funding are strongly encouraged to apply under this purpose area.

Suggested activities to be outlined in the application may include but are not limited to:

- 1) **Establish partnerships.** Identify partners that will play a role in reaching and serving crime victims (e.g., first responders, courts, health care providers, cultural leaders, faith-based groups, survivors of violence).
- 2) **Convene and mobilize partners.** Bring partners together to gain buy-in, discuss and define roles, and determine a plan to coordinate and convene regularly throughout the life of the grant. Describe in the application who these partners are and how you will periodically engage with them in the development of this program.
- 3) **Assess community needs.** Work with partners and/or consultants to select an appropriate format and then conduct a comprehensive victim services needs assessment to determine community readiness, strengths, challenges, resources,

and opportunities. This assessment should inform the planning, development, implementation of the victim services program. Funds may be requested to hire a consultant to assist with development and execution of the needs assessment.

- 4) **Develop a strategic/implementation plan.** Work with partners to develop a strategic plan for the development of the proposed victim services program and an implementation plan that is based on the findings of the community needs assessment, which is consistent with this program's overarching goal—to comprehensively serve tribal crime victims. The plan should also track progress, and be re-visited periodically to make adjustments as needed. This plan should include the development of policy and procedures, including confidentiality and privacy plans. Funds may be requested to hire a consultant to assist with development of the strategic and implementation plan, and to establish policies and procedures.
- 5) **Implementation.** Implement the plan, continue to build upon what is working, and adjust what is not working. Include a timeline in your proposal if you will be using these grant funds to implement this new program (e.g., personnel costs, outreach expenses, travel to assist victims, etc.).
- 6) **Provide victim services.** Begin providing victim services. In your application, be descriptive of what services you will be providing and how. All activities under this objective must be explained in the Budget Detail Worksheet.
- 7) **Provide community outreach and education.** Develop and share outreach and educational materials with the community to develop awareness about crime victimization, available resources and the new program's services.

Deliverables for these activities may include: formal partnership agreements (such as MOUs or letters of support), a completed community needs assessment report, completed implementation plan (including any amendments to the plan that occur over time), and documentation of victims served and services provided.

## **Purpose Area 2: Coordination and Expansion of Existing Victim Service Program (OVC-2019-16611)**

The goal is to become more victim-centered, culturally competent, more comprehensive, and improve coordination with likely partners.

Suggested activities to be outlined in the application may include but are not limited to:

- 1) **Establish or fine-tune the role of a Project Coordinator.** If the victim assistance program does not have a Coordinator, determine the appropriate tribal entity to employ a Coordinator (and any other key staff), define the role of the Coordinator (and any other key staff), and hire a dedicated individual(s) to fulfill this role. If a Coordinator already exist, re-examine the role to determine if additional or different tasks should be considered. The Coordinator is essential to ensure tribal decision-makers can be routinely apprised of status updates.
- 2) **Conduct a program scan and identify gaps in services to fill.** Determine what services are currently available to crime victims. Create strategies to fill any

identified gaps in services. Depending on a tribe's needs and ability to implement a program, the proposal may be comprehensive to serve all victims of all crimes, or the application may be more narrowly defined to address a specific need.

- 3) **Expand populations served and types of crime addressed.** In an effort to reach additional crime victims who have not previously been served, consider expanding your program to assist children, youth, older adults, individuals with disabilities, male victims, and/or adults who were victimized as children/adolescents. Further, determine if it is possible to include victims who have experienced other types of crime, for example: human trafficking; elder abuse, financial crimes; child abuse and neglect, physical and sexual abuse and exploitation; sexual and physical assault; homicide; cybercrimes; victimization as a result of opioid or other drug-related crisis; and/or polyvictimization (i.e., multiple types of crime experienced by one person). Examples of Allowable and Unallowable Costs are listed in [Appendix A](#) on page 20.
- 4) **Purchase or procure tangible items** that will be used to enhance or expand victim services. Examples may include: vehicles to transport victims, trailers and furnishings to provide emergency and/or transitional housing for crime victims, computer equipment, office supplies, accounting software, etc.
- 5) **Expand and provide direct victim services.** Meeting the short-term and long-term needs of victims can help in the healing process. Examples of types of services to offer include but are not limited to: shelter/transitional housing, crisis intervention, civil legal assistance, forensic medical services, court-based advocacy, law enforcement- or prosecution-based victim services, bilingual/multilingual advocacy, healing/cultural practices, mental health services, substance abuse treatment needed as a result of victimization, victim advocacy, forensic interviewing of children, and/or transportation services for victims of crime. (See Examples of Allowable and Unallowable Costs listed in [Appendix A](#) on page 20.)
- 6) **Provide community outreach and education.** Develop a plan to coordinate existing programs, communicate what services exist, and collaborate across programs to ensure crime victims are able to quickly and easily access services. Create and distribute outreach materials within the community to develop awareness about crime victimization, available resources and your expanded services.
- 7) **Continuous quality improvement.** Routinely assess the overall functioning of programs and make improvements to ensure programs are effectively meeting the needs of crime victims.

Deliverables for these activities may include: formal partnership agreements (such as MOUs or letters of support), completed assessment/scan of available services, completed coordination plan, and documentation of victims served and services provided. Reporting on all of the activities funded under this program.

If funded, grantees will be able to access training and technical assistance (TTA) through an OVC-designated national TTA provider to help support tribes to successfully carry out aspects of their OVC-funded programs. The TTA provider will also work with tribes and OVC to share information and practices across tribes to help tribes support and learn from one another's successful practices.



**A comprehensive list of Allowable and Unallowable Costs and tangible items that can be purchased with funding under this solicitation can be found in [Appendix A](#) at the end of this document.**

Proposals must supplement existing victim services (if any), and may not include costs that supplant (or replace) existing funding for victim services.

Certain costs and activities are unallowable: Funding must be used to improve victim services and may NOT be used for activities that are NOT related to victim services— for example, activities that are centered on crime prevention, investigation, prosecution, offender services or corrections. New construction costs also are unallowable.

## **Required Reporting**

All recipients must fulfill requirements to report on programmatic activities and the program's financial progress throughout the 3-year period of performance. A performance measurement tool will be provided to successful applicants to ensure consistent data collection and reporting about project accomplishments (no personally identifiable information will be requested). This data will be rolled into OVC-wide program reports and shared publicly for accountability and transparency purposes, and to grow the field's knowledge and expertise in this area.

- All grantees funded under this solicitation are required to complete the following programmatic reporting:
  - Quarterly data reporting in the Performance Measurement Tool (PMT). Detailed information can be found on page 14.
  - Semiannual progress reporting in the Grants Management System (GMS). Every 6 months, grantees must generate a PDF report in the PMT and upload it to GMS.
  - Final progress reports at the conclusion of the award. Final progress reports will include the regular PMT generated progress report and other closeout information as requested by your grant manager.
  
- All grantees funded under this solicitation are required to complete the following financial reporting:
  - Quarterly financial reporting in the Grants Management System (GMS).
  - Final financial report at the conclusion of the award.

The Goals, Objectives, Activities, and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed under [What an Application Should Include](#).

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

OJP strongly emphasizes the use of data and evidence in policymaking and program development in criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices, see the [OJP Grant Application Resource Guide](#).

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

Applicants should note OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. For additional information, see the [OJP Grant Application Resource Guide](#) section, entitled, “Information Regarding Potential Evaluation of Programs and Activities.”

## **B. Federal Award Information**

OVC intends to fund as many applicants as possible, but applications must clearly propose viable victim service programs and cannot include unallowable costs/activities (see [Appendix A](#) at end of document).

Estimated dollar amount for each award:

OJP anticipates funding awards in the range of \$500,000 to \$720,000. Applicants can request funding higher than \$720,000 with additional thorough justification that includes details of any exceptional need, large population, significant emergent victimization, other unique factors, etc.

Total amount anticipated to be awarded under solicitation:

Estimated \$90 million

Period of Performance start date:

January 1, 2020 (anticipated)

Period of Performance:

Duration 36 months

OVC may, in certain cases, provide additional funding in future years to awards made under this solicitation, through continuation awards. In making decisions regarding continuation awards, OJP will consider, among other factors, the availability of appropriations, when the program or project was last competed, OJP’s strategic priorities, and OJP’s assessment of both the management of the award (for example, timeliness and quality of progress reports), and the progress of the work funded under the award.

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 any award under this solicitation in the form of a grant. See the “Administrative, National Policy, and Other Legal Requirements” section of the [OJP Grant Application Resource Guide](#) for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants (and cooperative agreements).

## Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements<sup>1</sup> as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See [OJP Grant Application Resource Guide](#) for additional information.

## Budget Information

A comprehensive list of Allowable and Unallowable Costs and tangibles are listed in [Appendix A](#) at the end of this document.

*Note: Certain costs and activities are unallowable under this solicitation.* Proposals must create new services or supplement existing victim services (if any), and may not include costs that supplant (or replace) existing funding for victim services. Applicants cannot request funding for the same cost items that were funded with an FY 2018 CTAS grant award or funding under the OVC FY 2018 Tribal Victim Services Set-Aside Program. Nor should an applicant include activities or costs that were included in an FY 2019 CTAS application. Also, funding must be used to improve victim services and may not be used for activities that are not related to victim services (for example, this funding cannot be directed to activities that are centered on crime prevention, investigation, prosecution, offender services or corrections).

**Travel budget requirement:** Applicants from the lower 48 states should budget at least \$15,000, and applicants from Alaska should budget at least \$20,000, in travel expenses over the course of the 3-year project to attend OVC training and technical assistance events, which include the three required DOJ-sponsored trainings identified below.

- **Year 1—New Grantee Orientation:** All grantees must send two appropriate staff to participate in the mandatory New Grantee Orientation.
- **Year 2—National Indian Nations Conference:** All grantees must send two appropriate staff to participate in the National Indian Nations Conference scheduled for December 2020.
- **Year 2—OVC Mandatory Training:** All grantees must send two appropriate staff to participate in one mandatory training event.

Please use Washington, D.C., as the destination when calculating the estimated costs for required travel. The actual locations will be determined at a future date. Please include the cost of round-trip airfare, lodging, and per diem in your travel calculations. See the GSA website for information on the FY 2019 Federal per diem rates that should be used in calculating lodging and per diem costs: [www.gsa.gov/portal/category/21287](http://www.gsa.gov/portal/category/21287).

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<sup>1</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.

### **Cost Sharing or Matching 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.

### **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. Requests for approval of pre-agreement costs will not be considered under this solicitation.

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

For applicants seeking the waiver, see [OJP Grant Application Resource Guide](#) for information.

### **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. See [OJP Grant Application Resource Guide](#) for information.

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

See the [OJP Grant Application Resource Guide](#) for information on costs associated with language assistance that may be allowable.

## **C. Eligibility Information**

For eligibility information, see the title page.

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.

For this solicitation, OVC has designated the following application elements as critical:

- Program Narrative
- Budget Detail Worksheet (including Budget Narrative); and
- Applicant Disclosure of Pending Applications

See the “Application Elements and Formatting Instructions” section of the [OJP Grant Application Resource Guide](#) for information on, among other things, what happens to an application that does not contain all the specified elements, or that is nonresponsive to the scope of the solicitation.

## 1. Complete the Application for Federal Assistance (Standard Form (SF)-424)

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. See the [OJP Grant Application Resource Guide](#) for additional information on completing the SF-424.

**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 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. 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.

The following sections should be included as part of the Program Narrative:

- a. Description of the Issue.** Applicants should include details about the geographic area, population of area being served, current crime statistics (if available), insights on the community they will be serving and relevant issues/gaps, and specific crime victim needs that the application will be addressing.
- b. Project Design and Implementation**  
Applicants should select the relevant Purpose Area and activities from pages 6–8 and then provide detailed plans to describe specifically how the applicant will successfully undertake and complete the proposed activities in a 3-year timeframe.
- c. Capabilities and Competencies**  
Applications must include a description of the applicant's management structure and the current and proposed professional staff members' qualifications that will enable them to fulfill the program's objectives. Applicants must describe how the program will be managed and include an organizational chart or information describing the roles of key personnel responsible for managing and implementing the major stages of the project. If additional staff will be hired to complete the project, the application

should outline the selection criteria. The Project Coordinator must have the expertise and experience to perform leadership functions and sufficient time to devote to the project to provide the needed guidance and supervision. Job descriptions and copies of resumes for proposed key staff positions should be included.

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

OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award. The performance data directly relate to the goals, objectives, and deliverables identified under "[Goals, Objectives, Activities, and Deliverables](#)" in [Section A. Program Description](#).

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. Award recipients will be required to provide the relevant data by submitting quarterly performance data through the Transforming Victim Services module in OVC's online Performance Measurement Tool (PMT) located at <https://ovcpmt.ojp.gov/>. Applicants should review the applicable performance measures at <https://www.ovc.gov/grants/pdfxt/TVS-questionnaire.pdf>. Award recipients under this solicitation will be required to complete the following sections, if applicable to the award, including any relevant shared measures.

- VI. Strategic Planning
- VII. Victim Services

Reports generated from OVC's PMT system must be uploaded to the Grants Management System (GMS) every 6 months.

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 follow the guidance under Note on Project Evaluations in the [OJP Grant Application Resource Guide](#).

**4. Budget Information and Associated Documentation**

Applicants must submit a 3-year budget using the current DOJ Budget Detail Worksheet. Applicants must use this form to show calculations for requested funding, as well as narrative descriptions for all proposed expenses.

See the Budget Preparation and Submission Information section of the [OJP Grant Application Resource Guide](#) for details on the Budget Detail Worksheet, and on budget

information and associated documentation, such as information on proposed subawards, proposed procurement contracts under awards, and pre-agreement costs.

**5. Indirect Cost Rate Agreement**

See the Budget Preparation and Submission Information section of the [OJP Grant Application Resource Guide](#) for information.

**6. Tribal Authorizing Resolution (if applicable)**

An application in response to this solicitation may require inclusion of information related to a tribal authorizing resolution. See the [OJP Grant Application Resource Guide](#) for information on tribal authorizing resolutions.

**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. See the [OJP Grant Application Resource Guide](#) for additional information and submission instructions for this Questionnaire.

**8. Disclosure of Lobbying Activities**

Each applicant must complete and submit this information. See the [OJP Grant Application Resource Guide](#) for additional information and submission instructions for this disclosure.

**9. 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. For additional information on the submission requirements for this disclosure, see the [OJP Grant Application Resource Guide](#).

DOJ recognizes that tribes may have multiple federally funded grants to support their various crime victim service programs. Tribes should identify ways to leverage existing funding sources and must ensure there is no duplication of services or activities occurring across grants. Applicants CANNOT request funding that will duplicate other efforts underway or proposed in another pending federally funded grant. Instead, applicants should propose objectives and activities that will develop new programs, better coordinate existing efforts, or expand and enhance existing programs.

**10. Applicant Disclosure and Justification – DOJ High Risk Grantees<sup>2</sup> (if applicable)**

An applicant that is designated as a DOJ High Risk Grantee is to submit, as a separate attachment to its application, information that OJP will use, among other pertinent information, to determine whether it will consider or select the application for an award under

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<sup>2</sup> A “DOJ High Risk Grantee” is a recipient that has received a DOJ High-Risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible.

this solicitation. The file should be named “DOJ High Risk Grantee Applicant Disclosure and Justification.” (See, also, “Review Process,” below, under Section E. Application Review Information, for a brief discussion of how such information may be considered in the application review process.) See the [OJP Grant Application Resource Guide](#) for additional information and submission instructions for this disclosure.

#### **11. Research and Evaluation Independence and Integrity**

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. For additional information regarding demonstrating research/evaluation independence and integrity, including appropriate safeguards, see the [OJP Grant Application Resource Guide](#).

#### **12. 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 (Grants.gov)**

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 information on how to apply in response to this solicitation in the [OJP Grant Application Resource Guide](#).

### **Registration and Submission Steps**

Applicants will need the following identifying information when searching for the funding opportunity on Grants.gov.

- 16.841, titled Tribal Victim Services Set-Aside Program

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:

- OVC-2019-16610 – Purpose Area 1: Establishment of a New Victim Service Program
- OVC-2019-16611 – Purpose Area 2: Coordination and Expansion of Existing Victim Service Program

For information on each registration and submission step, see the [OJP Grant Application Resource Guide](#).

## **E. Application Review Information**

### **Review Criteria**

Applications that meet basic minimum requirements will be evaluated by reviewers using the following criteria:

1. Description of the Issue (25%)
2. Project Design and Implementation (30%)
3. Capabilities and Competencies (20%)
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%)
5. Budget (20%): complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget Detail Worksheets and Budget Narratives should demonstrate generally how applicants will maximize cost effectiveness of grant

expenditures. The Budget Detail Worksheet should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.<sup>3</sup>

## **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, and achievable, as well as consistent with the solicitation. See the [OJP Grant Application Resource Guide](#) for information on the application review process for this solicitation.

In addition, if OJP anticipates that an award will exceed \$250,000 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, FAPIIS).

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

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**

See the [OJP Grant Application Resource Guide](#) for information on award notifications and instructions.

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

OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application. See the [OJP Grant Application Resource Guide](#) for additional information on administrative, national policy, and other legal requirements.

### **Information Technology (IT) Security Clauses**

An application in response to this solicitation may require inclusion of information related to information technology security. See the [OJP Grant Application Resource Guide](#) for information on information technology security.

### **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 certain reports and data.

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<sup>3</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.

Required reports. Recipients typically must submit quarterly financial reports, quarterly performance measurement reports, and 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.)

See the [OJP Grant Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measures data.

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

For OJP contact(s), see page 3.

For contact information for Grants.gov, see page 2.

## **H. Other Information**

### **Freedom of Information and Privacy Act (5 U.S.C. 552 and U.S.C. 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. See the [OJP Grant Application Resource Guide](#) for information on DOJ and OJP processes with regard to application information requested pursuant to FOIA.

### **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. See the [OJP Grant Application Resource Guide](#) for information on providing solicitation feedback to OJP.

## Appendix A: Allowable and Unallowable Costs Chart

### Office for Victims of Crime FY 2019 Tribal Victim Services Set-Aside Program Examples of Allowable and Unallowable Costs

*This document provides examples of activities, services, and items for which Office for Victims of Crime (OVC) Tribal Victim Services Set-Aside (VSSA) Program grant funds can and cannot be used. This is not an exhaustive list, and OVC will review all proposed costs in the context of each grant proposal.*

*Notice: OVC grant funds must supplement, not supplant, existing funding. In other words, you may not substitute OVC grant funds in place of tribal, state, or local funding that is otherwise available for victim services. See [DOJ Financial Guide, section 2.3](#). [For example, if your tribe spends \$100,000 per year on victim services, you may not decrease this funding to \$50,000 because you receive a \$50,000 OVC grant. (Changes in spending due to considerations other than receipt of OJP grant funds – e.g., jurisdiction-wide budget reductions across all programs – are not considered supplanting.)]*

Funding under this solicitation may be used for a wide-range of victim service related activities. These allowable activities, which can be broken down into various costs in the budget categories below, include, but are not limited to:

- Needs assessment – assessing the victim service needs of the community to inform the planning, development, implementation, and expansion of victim service programs;
- Strategic planning – developing a strategic plan that will guide the development, implementation, and expansion of victim service programs;
- Program development – developing victim service programs *based on the documented victim assistance needs of the community (Note: For example Applicants should include, a community needs assessment relevant to the request, statistics, etc.)*;
- Program implementation – implementing victim service programs *based on the documented victim assistance needs of the community*;
- Program expansion – including:
  - expanding *types of services* provided to victims (such as crisis intervention, allowable legal support, forensic medical services, court-based advocacy, law enforcement- or prosecution-based victim services, bilingual/multilingual advocacy, healing/cultural practices, mental health services, victim advocacy, forensic interviewing of children, transportation services for victims of crime, emergency services, substance abuse treatment for victims when related to their underlying victimization, etc.);
  - expanding *populations served* (such as children, older adults, individuals with disabilities, male victims, adults who were victimized as children/adolescents); and/or
  - expanding the *types of crime* addressed (such as human trafficking; victimization as a result of opioid/drug-related crisis; financial crimes; child abuse and neglect, including physical and sexual abuse and exploitation; sexual and physical assault; homicide; cyber-crimes; etc.).

## HOW TO USE THIS DOCUMENT

- Determine the victim service activities that will be undertaken through this grant.
- Use the chart below as a guide to breakdown these activities into specific costs and assign them to the appropriate cost categories in the required budget detail worksheet.
- Use your tribe or organization’s policies and procedures to determine parameters of specific costs (e.g., how to determine appropriate market rates in your area).
- Use [DOJ’s Grants Financial Guide](#) as a resource for your budget-related questions.
- The cost categories provided in this chart reflect [DOJ’s Budget Detail Worksheet](#) categories. The [Budget Detail Worksheet](#) can be found online in two formats—Excel and PDF—and provides additional information, including a sample budget that may further assist you in developing your preliminary budget.
- When considering whether costs are allowable through this grant program, use these two questions as a guide:
  - ***Is this cost related to supporting or assisting crime victims?***
  - ***How does this expense help crime victims?***

A. Personnel		
<p><b>Personnel Costs:</b> Award funds may be used to pay the salary for full- and part-time employees who will spend their time and effort providing services to victims of crime. Applicants must follow provisions included in the DOJ Grants Financial Guide (<a href="#">3.9 Allowable Costs, Compensation for Personal Services</a>) and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (“Part 200 Uniform Requirements,” <a href="#">2 C.F.R. § 200.428</a>).</p>		
Cost Category	Allowable Cost Examples	
<b>Personnel</b>	<p style="text-align: center;"><u>Types of Costs</u></p> <ul style="list-style-type: none"> <li>• <b>Salary</b> – Compensation paid must be reasonable and consistent with that paid for similar work in the organization.</li> <li>• <b>Annual cost of living increases.</b></li> </ul> <p style="text-align: center;"><u>Types of Positions</u></p> <ul style="list-style-type: none"> <li>• <b>Victim advocates, coordinators, specialists, etc.</b> – professionals trained to support crime victims (e.g., counsel victims, offer emotional support, provide information, accompany victims, staff crisis hotlines, run support groups).</li> <li>• <b>Case managers</b> – provide follow-up care and identify, coordinate, and link victims to services.</li> <li>• <b>Program coordinators</b> – personnel that lead multidisciplinary team efforts, for example Sexual Assault Nurse Examiner-Sexual Assault Response Teams (SANE-SART), and child protection teams (for cases involving child abuse and neglect).</li> <li>• <b>Outreach coordinators</b> – personnel who work to increase public awareness of the victim services available.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Time not allocable to grant activities.</b> Recipients must track staff time spent on grant activities. Time not spent on grant-related activities (i.e., not allocable to the grant) may not be charged to grant funds.                             <ul style="list-style-type: none"> <li>• For example, if the Executive Director is expected to spend only 30% of their time on grant activities, salary for the position should be budgeted at 30% of annual salary.</li> <li>• The recipient must keep documentation (e.g., timesheets) that show the Executive Director’s time spent on grant activities, and this documentation must be consistent with the amount of grant funds obligated, expended, and drawn down for those activities.</li> </ul> </li> </ul>

<ul style="list-style-type: none"> <li>• <b>Executive and administrative staff</b> (Note: These typically are budgeted as a percent of salary, if they will not work full-time on the grant): <ul style="list-style-type: none"> <li>• <b>Executive directors, administrators, or other senior management positions</b> to provide supervision for direct victim services staff.</li> <li>• <b>Administrative support personnel</b> who support grant-related activities such as: data entry/statistics, grant financial reporting, preparation of financial documents such as reimbursement claims, preparation and submission of required grant reports, etc.</li> </ul> </li> <li>• <b>Specialized on-staff professionals:</b> <ul style="list-style-type: none"> <li>• <b>Forensic interviewers</b> (e.g., for a child advocacy center);</li> <li>• <b>Mental health professionals</b> qualified to provide mental health services (e.g., psychologists, social workers, counselors);</li> <li>• <b>Medical providers</b> to provide medical services to crime victims directly related to the survivors victimization that are not covered by other sources.</li> <li>• <b>Attorneys</b> to provide legal services for victims of crime on issues related to the underlying victimization. For example, representing victims seeking a protective order, family law matters (e.g., divorce, custody, and child support), housing, employment, bankruptcy, and crime victims' rights enforcement.</li> </ul> </li> <li>• <b>Performance-based salary bonuses</b> to the extent that such salary increases are generally available to all personnel of the grantee organization and consistent with the organization's established policies and procedures.</li> </ul>	<p>providing services directed not to victims of crime, but rather, that are provided on the basis of a person's status as someone who has been accused or convicted of committing a crime. For example, prisoner re-entry services; offender drug and alcohol treatment, offender behavioral health or vocational counseling; sex offender management or treatment; batterer intervention; anger management.</p> <ul style="list-style-type: none"> <li>• investigation, prosecution, court, and corrections positions, such as law enforcement officers, criminal investigators, prosecutors, pre-trial services officers, probation officers, judges, clerks, and court administrators. (This does not preclude an investigative, prosecution, court, or corrections agency from using grant funds to employ personnel to provide victim services – for example, a victim advocate within a prosecutor's office.)</li> <li>• <b>Criminal defense or tort actions.</b></li> <li>• <b>Temporary personnel for vacant key positions under the grant,</b> <ul style="list-style-type: none"> <li>• <i>(unless prior approval has been given by OVC).</i></li> </ul> </li> </ul>
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## B. Fringe Benefits

**Fringe Benefits:** Allowances and services provided in compensation in addition to regular salaries and wages. Fringe benefits costs must be reasonable, and are allowable to the extent required by law, agreement, or established policy of the grantee. Applicants must follow provisions included in the DOJ Grants Financial Guide ([3.9 Allowable Costs, Compensation for Personal Services](#)) and the Part 200 Uniform Requirements ([2 C.F.R. § 200.431](#)).

Cost Category	Allowable Cost Examples	Unallowable Cost Examples
<b>Fringe Benefits</b>	<ul style="list-style-type: none"> <li>• Worker’s Compensation Insurance</li> <li>• Unemployment Insurance</li> <li>• Health Insurance (e.g., employee health plan contribution, dental, vision)</li> <li>• Federal Insurance Contributions Act (FICA) taxes (Employer share for Medicare and social security)</li> <li>• Retirement/Pension Contribution</li> <li>• Employee Support Program</li> <li>• Life Insurance</li> </ul>	<ul style="list-style-type: none"> <li>• Profit sharing</li> <li>• Fringe benefits associated with any unallowable salary costs.</li> </ul>

## C. Travel

**Travel:** Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the non-Federal entity. Grantees must reimburse travel expenses based on their agency travel policy, but at rates that do not exceed the federal per diem rates (found at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem)) and must follow provisions included in the DOJ Grants Financial Guide ([3.9 Allowable Costs, Travel](#)) and the Part 200 Uniform Requirements ([2 C.F.R. § 200.474](#)).

Cost Category	Allowable Cost Examples	Unallowable Cost Examples
<b>Travel</b>	<ul style="list-style-type: none"> <li>• <b>Mileage reimbursement</b> for program employees to use their personally owned vehicles to travel to participate in project-related meetings and events, to transport victims to access necessary services, and/or to participate in victimization-related meetings (e.g., with investigators and prosecutors). NOTE: Mileage reimbursement rates for direct services personnel must not exceed the current federal rate (<a href="http://www.irs.gov">www.irs.gov</a>).</li> <li>• <b>Air travel</b></li> <li>• <b>Lodging</b></li> <li>• <b>Per diem</b></li> <li>• <b>Ground transportation – e.g., rental cars, or rideshare fees</b> such as Uber, Lyft, Zipcar, associated with program activities (e.g., to transport victims to services, for staff to attend training).</li> </ul> <p>Travel costs typically are budgeted for project staff attendance at required OVC and OJP trainings, conferences, and meetings; project staff (and other relevant professionals that are part of victim-serving teams) attendance of victim-related training.</p>	<ul style="list-style-type: none"> <li>• Mileage reimbursement for non-grant-funded personnel or non-grant-related activities.</li> </ul>



## D. Equipment

**Equipment:** Award funds can be used to obtain equipment for program staff to use to carry out project activities. All equipment obtained with grant funds must be reasonable and necessary for project purposes. The DOJ Grants Financial Guide ([3.7 Property Standards, Equipment](#)) defines Equipment as tangible personal property (including information technology systems) having 1) a useful life of more than one year **and** 2) a per-unit acquisition cost of \$5,000 or greater (or the organization’s capitalization threshold, if it is less than \$5,000). See Part 200 Uniform Requirements ([2 C.F.R. § 200.33](#)). If the item **does not** meet those thresholds, categorize it under the *Supplies category*.

Cost Category	Allowable Cost Examples	Unallowable Cost Examples
<b>Equipment</b>	<ul style="list-style-type: none"> <li>• <b>Vehicles:</b> a <u>purchased</u> vehicle to transport victims to access necessary services, and/or to participate in meetings pertaining to the program.* (see Contracts section for Leasing)</li> <li>• <b>Other modes of transportation</b> (e.g., snowmobile, seaplane, motorized scooter, boat, hovercraft, motorcycle, etc.) necessary to transport victims to access necessary services.*</li> <li>• <b>Trailer or mobile homes</b> (purchased) to serve as a location for the provision of victim services.* (See Contracts section for Leasing)</li> </ul>	<ul style="list-style-type: none"> <li>• Equipment to support law enforcement activities (e.g., surveillance equipment, vehicles).</li> <li>• Playground equipment, picnic tables, or patio furniture.</li> <li>• Equipment to monitor perpetrators of a crime such as Breathalyzers, electronic/GPS monitoring systems, etc.</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>Equipment necessary to complete medical exams for victims</b> (e.g., forensic medical exams), including: an exam table; alternate light source; colposcope or high definition camera and related forensic photography supplies.</li> <li>• <b>Security system equipment</b> (cameras, monitors, door contacts, panic buttons, glass breakers, weapon scanners such as metal detectors, etc.) where reasonable and necessary for certain victim service facilities – for example, at a child advocacy center, domestic violence shelter program, transitional housing facility or units, etc.</li> <li>• <b>Remote access equipment</b> (cameras, monitors, etc.) that support the ability of victims of crime to participate remotely in court proceedings related to their victimization (e.g., protection order hearings, bond review hearings, trials, sentencing). A request for remote access equipment requires a judicial determination (legal authorization or policy or procedure) that such equipment may be used in a particular courthouse. Such authorization must be attached with the application.</li> <li>• <b>Accounting/financial management software</b> necessary to manage the financial aspects of the award.</li> </ul>	<ul style="list-style-type: none"> <li>• Drug testing/urinalysis equipment.</li> <li>• Medical equipment that is not directly tied to necessary medical services for victims of crime.</li> <li>• Security for Public Buildings (i.e., Courthouse, Police Stations and other facilities that serve the general public and are not specific to serving victims).</li> </ul>

\*Applicants may request to purchase or lease equipment (vehicles, other modes of transportation, trailer or mobile homes) for use by direct services personnel to transport victims of crime and carry out project-related activities; however, applicants are responsible for demonstrating to OJP that they have selected the most cost effective means of acquiring this equipment by conducting a purchase versus lease analysis.

Costs associated with the transportation of equipment is also an allowable expense, but these costs must be justified (reasonable, necessary, and allocable).

## E. Supplies

**Supplies:** Award funds can be used to purchase supplies necessary to carry out project activities. Supplies are all other items of tangible personal property that are not equipment. This includes computing devices that cost less than \$5,000 per unit (or the organization’s capitalization threshold, if that is less than \$5,000). Applicants must follow provisions included in the DOJ Grants Financial Guide under [3.7 Property Standards, Supplies](#) and the Part 200 Uniform Requirements ([2 C.F.R. § 200.474](#)).

Cost Category	Allowable Cost Examples	Unallowable Cost Examples
<b>Supplies</b>	<ul style="list-style-type: none"> <li>• Printers, scanners, fax machines.</li> <li>• Communication devices (land line, cell phone, and pager).</li> <li>• Shelter or transitional housing supplies [e.g., dishes, small appliances, refrigerator, stove, washer, dryer, cleaning supplies, toiletries, first aid kits, comfort supplies (bed-in-a-bag, bed linens, pillows, mattresses, cribs, towels, sleeping bags, etc.)].</li> <li>• Office supplies (pens, paper, and other consumable supplies).</li> <li>• Therapeutic supplies (figures, toys, sand trays/sand, art supplies, etc.).</li> <li>• Supplies necessary to support victim participation in traditional/culturaltherapeutic practices (sweat lodges, smudging and crafting supplies, etc.)</li> <li>• Outreach and awareness supplies (brochures, posters, etc.).</li> <li>• LCD projector, screen, and other equipment necessary to present information on crime victimization and available services to members of the community, and/or train other professionals on how to respond to victims of crime.</li> <li>• Basic meeting supplies (folders, name tags, etc.).</li> <li>• Computers, storage, and backup systems.</li> <li>• Furnishings (sofa, chairs, lamps, etc.) necessary to create a private waiting area for victims of crime in healthcare facilities, courthouses, and other facilities where the victims’ privacy might be compromised.</li> <li>• Cabinets and locks to secure program and client files.</li> <li>• Kits to support the completion of sexual assault forensic exams.</li> <li>• Postage to cover the cost of mailing correspondence related to program activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Supplies that support law enforcement-related activities (e.g., bulletproof vests).</li> <li>• Trinkets (hats, mugs, portfolios, t-shirts, coins, gift bags, etc.) to be given away at grant-funded training conferences/meetings.</li> </ul>

## F. Construction

**Construction: This a non-construction award program and construction costs are unallowable.** Costs incurred as an incidental and necessary part of a program for renovation, remodeling, maintenance, and repair costs that do not constitute capital expenditures (construction) are generally allowable under the *Other Category*, but may be subject to provisions, including restrictions or limitations, contained in program-authorizing legislation. Additionally, applicants must follow provisions included in the DOJ Grants Financial Guide under [3.8 Procurement under Awards of Federal Assistance](#).

Cost Category	Allowable Cost Examples	Unallowable Cost Examples
<b>Construction</b>	None.	All construction costs are unallowable.

## G. Subawards (Subgrants)

**Subawards (Subgrants):** This section should be used to describe subawards that the lead applicant will make to non-Federal entities (subrecipients) to carry out part of the required activities under the grant award (refer to p. 1 for examples of allowable victim service related activities). A non-Federal entity is acting as a subrecipient if it:

- Determines who is eligible to receive grant-funded services;
- Reports data on its activities carried out with grant funds to the grantee for inclusion in required program performance measurements;
- Bears responsibility for making decisions about programmatic activities;
- Bears responsibility for adhering to Federal program requirements; and
- Bears responsibility for providing services to members of the public, as opposed to providing goods or services for the benefit of the grantee.

An agreement that meets these criteria should be categorized as a subaward, not a procurement contract, even if your organization refers to the subaward agreement as a type of contract. Do **not** include procurement contracts in this section (there is a separate section below for those). Applicants must follow provisions included in the DOJ Grants Financial Guide under [3.14 Subrecipient Management and Monitoring](#) and the Part 200 Uniform Requirements ([2 C.F.R. § 200.92](#)).

Cost Category	Allowable Cost Examples	Unallowable Cost Examples
<b>Subawards (Subgrants)</b>	<ul style="list-style-type: none"> <li>• Subgrant awards can be useful where the recipient itself does not have the expertise or capacity to provide a type of victim service, but another organization does.</li> <li>• Most allowable activities and the costs that comprise them may be subawarded. See list of potential projects and activities above.</li> <li>• For example, a tribe may use grant funds to rent space and pay personnel to provide victim intake, case management, and referral services, or it could choose to subaward funds to an organization that could (or already does) do those things.</li> <li>• NOTE: Travel costs associated with subrecipient travel to carry out grant award activities should be included in the "Consultant Travel" subcategory.</li> </ul>	<ul style="list-style-type: none"> <li>• Costs that are unallowable in other categories are unallowable under subawards.</li> </ul>

## H. Procurement Contracts

**Procurement Contracts:** Award funds can be used to procure goods or services for the benefit of the grantee. Procurement transactions must be conducted using an organization’s established process. Sole source procurement contracts in excess of \$150,000 must receive the prior approval of OJP. Applicants must follow provisions included in the DOJ Grants Financial Guide under [3.8 Procurement under Awards of Federal Assistance, Procurement Standards](#) and the Part 200 Uniform Requirements at [2 C.F.R. § 200.317 through 2 C.F.R. § 200.326](#), which detail requirements and restrictions imposed on non-Federal entities (i.e., recipients and subrecipients) that use Federal assistance funds to procure property or services needed to carry out the grant-funded project.

Cost Category	Allowable Cost Examples	Unallowable Cost Examples
<b>Procurement Contracts</b>	<ul style="list-style-type: none"> <li>• <b>Telemedicine/Telemental Health Access:</b> Subscription fees for a HIPPA-compliant telemedicine platform to provide synchronous, remote behavioral health services, and medical/clinical consultation and supervision.</li> <li>• <b>Cell Phone Service:</b> Cell phone service for program staff to maintain communication with victims when they are in the field, and/or to support the operation of a 24/7 crisis hotline through cell phone rotation.</li> <li>• <b>Software Support:</b> Subscription and support fees for case management and other data collection software systems.</li> <li>• <b>Single Audit Compliance</b> (2 C.F.R. subpart F, or OMB-A-133 Audit) for: Costs associated with completing a required organizational audit for grantees who have satisfied the Subpart F/A-133 spending threshold.</li> <li>• <b>Equipment Leases:</b> Lease a vehicle, photocopier, or other equipment essential to the operation of the project for a period not to exceed 36 months.               <ul style="list-style-type: none"> <li>• <b>Vehicles</b> to transport victims to access necessary services, and/or to participate in meetings pertaining to the program.*</li> <li>• <b>Other modes of transportation</b> (e.g., snowmobile, seaplane, motorized scooter, boat, hovercraft, motorcycle, etc.) necessary to transport victims to access necessary services.*</li> <li>• <b>Trailer or mobile homes</b> to serve as a location for the provision of victim services.*</li> </ul> </li> <li>• <b>Maintenance:</b> Maintenance of shelters or transitional housing units, such as lawn mowing, snow removal, and janitorial/cleaning services.</li> <li>• <b>Renovation Costs:</b> Procuring services necessary to complete renovation, remodeling, maintenance, and repairs to a facility that will be used to house victim services program, child advocacy center, domestic violence shelter, or transitional housing services.</li> <li>• <b>Crime Scene Clean-up:</b> Cost of services provided by individuals who are properly licensed/certified to assist property owners with cleaning up the scene of a homicide, aggravated assault, or other violent assault.</li> <li>• <b>Website Creation/Maintenance:</b> Costs associated with creating and maintaining a website that increases the public’s awareness and understanding of the services</li> </ul>	<ul style="list-style-type: none"> <li>• Sole source contracts in excess of \$150,000 are unallowable without prior approval from OJP.</li> <li>• Audit costs not associated with completing an OMB-A-133 audit.</li> <li>• The cost of constructing, purchasing, or reconstructing a building.</li> <li>• The cost of purchasing unimproved real property.</li> <li>• The cost of remediating/rehabilitating a property that has been exposed to a biohazard, including property that has been used to manufacture controlled substances, such as methamphetamines.</li> <li>• The cost of gathering, analyzing, or publishing data for the purpose of contributing to the general body of knowledge about a particular subject (research). Consulting costs associated with negotiating an inter-jurisdictional law enforcement MOU/MOA, or other protocol and procedures for inter-jurisdictional cooperation in the investigation of crimes. Funds cannot be used for investigative or prosecutorial activities.</li> </ul>

	<p>available through the grant-funded project, and the needs of crime victims.</p> <ul style="list-style-type: none"> <li>• <b>Transportation Services:</b> Contracts for flights and other forms of transportation for victims to receive mental health, medical, or other services as a result of their victimization.</li> <li>• <b>Consultant Services:</b> Consultants are subject matter experts that guide or assist grantees in carrying out grant-funded activities. (Note: Some consultants may be more appropriately budgeted under the Subawards category, depending on how they fit within the project – particularly if they make decisions or have discretion with regard to key award activities. Please consult the list of criteria for subawards set out above for more information.) Allowable consultant costs include, but are not limited to: <ul style="list-style-type: none"> <li>• <b>Tribal Code Development:</b> Attorney or other qualified consultant to assist with writing tribal code that define specific forms of victimization as a criminal offense, or that define or enhance crime victims’ rights.</li> <li>• <b>Cultural Experts:</b> Compensate tribal elders or other subject experts to advise programs on how to incorporate traditional lifeways and practices into the services offered by the program.</li> <li>• <b>Trauma-Informed Care:</b> Support consultation services on developing and implementing a plan to ensure that victim program services are delivered using a trauma-informed approach by revising operating policies and procedures, adopting administrative practices, training program staff, etc.</li> <li>• <b>Trainers/Presenters:</b> Consultants to provide training or make presentations to victim services personnel as part of a grantee-sponsored training event.</li> <li>• <b>Medical/Dental/Vision Care:</b> Costs associated with treating injuries that a victim sustains as a direct result of a crime that is not otherwise covered by health insurance, crime victim compensation, or another form of reimbursement.</li> </ul> </li> <li>• Note: Travel costs necessary for consultants to carry out their grant-related activities should be included in the “Consultant Travel” subcategory. Additionally, the OJP consultant rate should be consistent with current market value for services, with a maximum limit of \$650 per day or \$81.25 per hour.</li> </ul>	
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## I. Other Costs

**Other costs:** Costs that do not fit into the other budget categories, but that are necessary for the victim services proposed in the project are set out in this category.

Cost Category	Allowable Cost Examples	Unallowable Cost Examples
<b>Other</b>	<p><b>Facility costs</b></p> <ul style="list-style-type: none"> <li>• Rental space for project activities (e.g., office space, shelter facility).</li> <li>• Utilities and maintenance</li> </ul> <p>*Note: These costs must be reasonably apportioned if they also support non-grant activities.</p> <ul style="list-style-type: none"> <li>• <b>Emergency or short-term needs of victims*: Emergency services must be justified in the narrative.</b></li> <li>• Emergency food/snacks for victims (e.g., child advocacy center, shelter).</li> <li>• Clothing and personnel hygiene products.</li> <li>• Cards or vouchers to be used to meet emergency or short-term victim needs such as: gasoline, groceries, clothing, cleaning supplies, toiletries, household supplies, etc., so long as the grantee is abiding by its established internal controls around the distribution and use of these items (e.g., eligibility, allowable purchases).</li> <li>• Cost of short-term, emergency lodging for victims.</li> <li>• Transportation assistance: Transportation tokens or vouchers, airfare, lodging, and per diem that victims may use to travel to access victim services or participate in proceedings related to their victimization.</li> <li>• Childcare assistance: Daycare or childcare assistance costs for child victims or the children of adult victims of crime, to facilitate victim services.</li> <li>• Short-term nursing home or convalescent care for elder abuse victims where no other short-term residence is available.</li> <li>• Housing assistance: Relocation costs, including, but not limited to: rental assistance, security deposits, utilities assistance, home furnishings, and other costs <i>incidental to the relocation</i> to transitional or permanent housing as needed as a result of the victimization.</li> <li>• Short-term (up to 45 days) in-home care and supervision services for children and adults who remain in their own homes when the offender/caregiver is removed.</li> <li>• Cost of transporting the body of a homicide victim for purposes of burial, and</li> </ul>	<ul style="list-style-type: none"> <li>• Cash payments to victims of crime.</li> <li>• Disbursing generic gift cards to victims of crime that do not limit the goods that can be acquired with the card to goods that are allowable under the grant program.</li> <li>• Disbursing gift cards for extended periods of time.</li> <li>• Mortgage payments for the grantee.</li> <li>• Transportation assistance to help victims travel to and from work.</li> <li>• Travel costs for an individual who is not a victim of crime to participate in criminal or civil proceedings in tribal, state, or Federal court.</li> <li>• Non-emergency or long-term child care or respite care.</li> <li>• Long-term housing costs.</li> <li>• Public awareness and community education activities that are not related to crime victimization, or that are focused primarily on crime prevention.</li> <li>• Rental fees for space or facilities that grantees own, and rental fees for storage units for grantees or victims of crime.</li> <li>• Meals, refreshments, and trinkets (hats, mugs, portfolios, t-shirts, coins, gift bags, etc.), for training conferences or meetings that are paid for with grant award funds.</li> <li>• Food and beverage costs in general, except for providing Direct/Emergency Services to victims of crime.</li> <li>• Court-imposed penalties, fines, or costs</li> </ul>

	<p>other burial costs that are not otherwise covered by the relevant state crime victims' compensation program.</p> <ul style="list-style-type: none"> <li>• Locksmith services, and the cost of repairing, replacing, or otherwise securing windows or doors to ensure a victim's safety.</li> <li>• Court-related filing fees and service of process fees for victims of crime, where victim is not eligible to seek a fee waiver.</li> </ul> <p>*Some of these costs may be covered by other sources. Time permitting, providers should use other existing resources (e.g., insurance, victim compensation) before using grant funds to cover gaps in services.</p> <p><b>Program Operating Costs:</b></p> <ul style="list-style-type: none"> <li>• Registration fees for grant-funded personnel and other personnel to attend approved professional development training events.</li> <li>• Membership fees associated with joining a tribal or state domestic violence and/or sexual assault coalition.</li> <li>• Reproduction/printing costs associated with producing community outreach and education materials (fliers, brochures, posters, wallet cards, etc.), and training materials (job aids, workbooks, etc.) for grant-funded training events.</li> <li>• Costs associated with meeting space/facility rental for grant activities (e.g., training event, support group, public awareness activity). Gasoline and routine vehicle maintenance costs for a vehicle that has been purchased with grant award funds.</li> <li>• Advertising costs: These costs include advertising in media outlets to recruit qualified applicants for grant-funded positions; publicize community awareness and education activities; and promote awareness of grant-funded activities.</li> <li>• Insurance: Renter's insurance, and insurance for vehicles purchased or leased with award funds are allowable. Grantees may also use award funds to pay premiums for property and general liability insurance for a facility or space that the grantee owns and that is being used as office space for grant-funded personnel, or as a child advocacy center, domestic violence shelter program, or transitional housing facility. The cost of property insurance must be properly apportioned to this award if the facility will be used for other personnel and/or for non-grant related activities.</li> <li>• Stipends: Stipends may be used to provide modest and reasonable compensation for interns and program advisory board members</li> </ul>	<p>for victims of crime.</p> <ul style="list-style-type: none"> <li>• Entertainment costs (e.g., movie tickets; sporting event fees; cost of admission to amusement parks, petting zoos, carnivals; etc.)</li> <li>• The cost of retreats for any personnel.</li> </ul>
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## J. Indirect Costs

**Indirect costs:** 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\(f\)](#) and [Section 3.11 Indirect Costs](#) of the DOJ Grants Financial Guide.

Cost Category	Allowable Cost Examples	Unallowable Cost Examples
<b>Indirect Costs</b>	<ul style="list-style-type: none"> <li>Current Federal Indirect Cost Rate or “de minimis” indirect costs rate that is applied using one of the allowable Indirect Cost Distribution Bases outlined in the DOJ Financial Guide.</li> </ul>	<ul style="list-style-type: none"> <li>Expired Indirect Cost rate.</li> <li>Rate applied to unallowable costs.</li> </ul>

## GENERALLY UNALLOWABLE ACTIVITIES AND COSTS

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| <ul style="list-style-type: none"> <li>Activities or services not victim-service related, or otherwise not directed at assisting victims or improving victim services.</li> <li>Costs incurred outside of the project period</li> <li>Activities focused primarily on crime prevention</li> <li>Criminal justice activities (investigation, prosecution, court, and corrections work) that are not victim services. (This does not preclude services criminal justice agencies from using grant funds to provide victim – for example, a victim advocate within a prosecutor’s office.)</li> <li>Perpetrator rehabilitation (i.e., services provided to a person on the basis of that person’s status as someone who has been accused or convicted of committing a crime). For example, prisoner re-entry services; offender drug and alcohol, behavioral health or vocational counseling; sex offender management or treatment. (This does not preclude services to a victim who has been accused or convicted of a crime.)</li> <li>Capital expenses.</li> <li>Services (e.g., medical, legal, mental health) not reasonably related to needs due to crime victimization</li> <li>Entertainment, including social, diversion, and amusement activities</li> <li>Equipment purchases for another organization to perform victim-related services</li> <li>Research (i.e., the cost of gathering, analyzing, or publishing data for the purpose of contributing to the general body of knowledge about a particular subject.)</li> </ul> | <ul style="list-style-type: none"> <li>Food/beverages/meals/refreshments at meetings, conferences, or trainings. (This does not preclude food and beverages provided as direct services to victims – e.g., emergency meals for a domestic violence victim.)</li> <li>Fundraising activities</li> <li>Home office workspace and related utilities</li> <li>Lobbying</li> <li>Payment of temporary key personnel in vacant positions (unless prior approval has been given by OVC)</li> <li>Grant writing</li> <li>Public presentations NOT directed at identifying crime victims and providing referrals and services</li> <li>Research and studies</li> <li>Salaries and expenses for non-grant-related staff and activities</li> <li>Legal services for criminal defense and tort actions</li> <li>Audit costs not associated with the organizational audit requirements of OMB Circular A-133 or subpart F of the Part 200 Uniform Requirements.</li> <li>Construction, purchase, or reconstruction of a building</li> <li>Purchasing real property</li> <li>Remediating/rehabilitating a property exposed to a biohazard (e.g., property used to manufacture controlled substances, such as methamphetamines.)</li> <li>Negotiating an inter-jurisdictional law enforcement MOU/MOA, or other protocol and procedures for inter-jurisdictional cooperation unrelated to crime victim services.</li> </ul> |
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***Additional unallowable costs or activities*** can be found in [Subpart E – Cost Principles](#) of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and in [Section 3.13 Unallowable Costs](#) of the DOJ Grants Financial Guide.

**Appendix B: Application Checklist  
OVC FY 2019 Tribal Victim Services Set-Aside Program**

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

**What an Applicant Should Do:**

- \_\_\_\_\_ Acquire a DUNS Number (see the [OJP Grant Application Resource Guide](#))
- \_\_\_\_\_ Acquire or renew registration with SAM (see the [OJP Grant Application Resource Guide](#))

*To Register with Grants.gov:*

- \_\_\_\_\_ Acquire AOR and Grants.gov username/password (see the [OJP Grant Application Resource Guide](#))
- \_\_\_\_\_ Acquire AOR confirmation from the E-Biz POC (see the [OJP Grant Application Resource Guide](#))

*To Find Funding Opportunity:*

- \_\_\_\_\_ Search for the Funding Opportunity on Grants.gov (see the [OJP Grant Application Resource Guide](#))
- \_\_\_\_\_ Select the correct Competition ID (see the [OJP Grant Application Resource Guide](#))
  - \_\_\_\_\_ OVC-2019-16610 – Purpose Area 1: Establishment of a New Victim Service Program
  - \_\_\_\_\_ OVC-2019-16611 – Purpose Area 2: Coordination and Expansion of Existing Victim Service Program
- \_\_\_\_\_ Access Funding Opportunity and Application Package (see the [OJP Grant Application Resource Guide](#))
- \_\_\_\_\_ Sign up for Grants.gov email [notifications](#) (optional)
- \_\_\_\_\_ 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](https://ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm)

*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 the [OJP Grant Application Resource Guide](#))

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

- \_\_\_\_\_ contact OVC's NCJRS Response Center 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 2019 Awards](#)" in the OJP Funding Resource Center at <https://ojp.gov/funding/Explore/LegalOverview2019/index.htm>.

**Scope Requirement:**

\_\_\_\_\_ The federal amount requested is within the allowable range of \$500,000 to \$720,000. OJP anticipates funding awards in the range of \$500,000 to \$720,000. However, applicants can request funding higher than \$720,000 with additional thorough justification that includes details of any exceptional need, large population, significant emergent victimization, other unique factors, etc.

**Eligibility Requirement:** For eligibility information, see page 1.

**What an Application Should Include:**

The following items with an asterisk (\*) are critical application elements required to pass basic minimum requirements. An application that OJP determines does not include the application elements designated to be critical, will neither proceed to peer review, nor receive further consideration.

- Application for Federal Assistance (SF-424) (see page 13)
- Project Abstract (see page 13)
- Program Narrative\* (see page 13)
  - Description of the Issue* (see page 13)
  - Project Design and Implementation Plan* (see page 13)
  - Capabilities and Competencies* (see page 13)
  - Plan for Collecting the Data Required for this Solicitation's Performance Measures* (see page 14)
- Budget Detail Worksheet (including Budget Narrative)\* (see page 14)
- Indirect Cost Rate Agreement (if applicable) (see page 15)
- Tribal Authorizing Resolution (if applicable) (see page 15)
- Financial Management and System of Internal Controls Questionnaire (see page 15)
- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see page 15)
- Applicant Disclosure of Pending Applications\* (see page 15)
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see page 15)
- Research and Evaluation Independence and Integrity (see page 16)
- Disclosure of Process Related to Executive Compensation (see page 16)

**Additional Attachments**

- Request and Justification for Employee Compensation; Waiver (if applicable) (see page 12)