

**\*See pages 15–16 for updated applicant eligibility information for Purpose Areas 2A and 3A, and page 22 for updated performance measures for Purpose Area 3A [all also in red].**

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Approval Expires 12/31/2018

**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 Fiscal Year (FY) 2017 Vision 21 Integrated Services for Victims Program: Increasing Access to Mental Health Services for Victims of Crime. This program furthers the Department's mission by promoting practices that will assist in decreasing the effects of violence, trauma, and grief on victims of crime.

## **FY 2017 Vision 21 Integrated Services for Victims Program: Increasing Access to Mental Health Services for Victims of Crime**

**Applications Due: August 10, 2017**

### **Eligibility**

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

### **Deadline**

Applicants must register with [Grants.gov](#) prior to submitting an application. All applications are due by 11:59 p.m. eastern time on August 10, 2017.

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

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

## Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, or via email to [support@grants.gov](mailto:support@grants.gov). The [Grants.gov](http://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** in order 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 other requirements of this solicitation, contact Kimberly Woodard, Senior Tribal Affairs Specialist, by telephone at 202-307-2952 or by email at [kimberly.woodard@usdoj.gov](mailto:kimberly.woodard@usdoj.gov).

Grants.gov number assigned to this solicitation: OVC-2017-12280

Release date: June 27, 2017

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# FY 2017 Vision 21 Integrated Services for Victims Program: Increasing Access to Mental Health Services for Victims of Crime

## CFDA # 16.582

### A. Program Description

#### Overview

OVC is committed to enhancing the Nation's capacity to assist crime victims and, in furtherance of this mission, provides leadership in changing attitudes, policies, and practices to promote justice and healing for all victims of crime. The projects funded under this solicitation will bridge the divide between crime victim services and mental health services by: (1) enhancing national efforts to prevent suicide by training crime victim advocates to recognize and respond to warning signs of suicidal thinking and behaviors among victims of crime; (2) promoting closer coordination between domestic violence and rape crisis programs and mental health services organizations to ensure that victims of intimate partner violence and/or sexual assault can successfully access crime victim services; and (3) ensuring that victims of crime who are members of traditionally underserved populations can access mental health services.

**Statutory Authority:** This project is authorized by 42 U.S.C. § 10603(c)(1)(A).

#### Program-Specific Information

In 2015, an estimated 3.8 million Americans age 12 and older experienced at least one form of violent victimization, including 1.1 million individuals who were the victims of rape/sexual assault, robbery, and aggravated assault.<sup>1</sup> A recent study of help-seeking behaviors among victims of crime found that while almost half of all crime victims surveyed reported their victimization to law enforcement, the percentage of respondents who sought help from mental health professionals in the wake of their victimization ranged between just 12–16%.<sup>2</sup> Many mental health services providers do not screen individuals for recent victimization as part of their intake/assessment process, and most victim services providers are not equipped to identify or treat victims of crime who may have a mental illness.<sup>3</sup> OVC's [Vision 21: Transforming Victim Services Final Report](#) recognizes that collaboration between traditional crime victim services programs and mental health services providers is a major gap in the systemic response to crime victimization in many communities.

The primary aim of OVC's *FY 2017 Vision 21 Integrated Services for Victims Program: Increasing Access to Mental Health Services for Victims of Crime (Vision 21 ISV Program)* is to bridge the divide between crime victims, victim services providers, and mental health services providers so that communities are able to create a seamless network of services to assist crime victims to recover, heal, and thrive. The *Vision 21 ISV Program* includes three goals that will: (1) help victim services providers to properly identify crime victims who may be exhibiting signs of

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<sup>1</sup> Truman, J.L., & Morgan, R.E. (October, 2016). *Crime Victimization, 2015*, Bureau of Justice Statistics, U.S. Department of Justice, <http://www.bjs.gov/content/pub/pdf/cv15.pdf>.

<sup>2</sup> McCart, M.R., Smith, D.W., & Sawyer, G.K. (2010). Help seeking among victims of crime: a review of the empirical literature. *Journal of Traumatic Stress*, 23, 198-206. doi: 10.1002/jts.20509.

<sup>3</sup> *Violence Against Women with Mental Illness* (2014), Council of State Governments.

suicidality, refer them to appropriate mental health services, and support their access to such services; (2) increase the capacity of both victim services providers and mental health service providers to provide mental health services to victims of domestic violence and sexual assault who also have a severe mental illness; and (3) increase access to mental health services for traditionally underserved victims of crime. The five *Vision 21 ISV Program* purpose areas are described in greater detail below.

### **(1) Purpose Area 1: Suicide Prevention Gatekeeper Training for Crime Victim Advocates**

A “gatekeeper” is an individual who routinely has personal contact with community members and who, with proper training and education, has the ability to identify community members at risk for suicide and refer them to appropriate services.<sup>4</sup> While many victims of crime may struggle to cope with grief/loss and trauma, some (e.g., adolescents, victims of intimate partner violence, victims of rape/sexual assault) may be more susceptible to depression and intense feelings of hopelessness that place them at higher risk for suicidal ideation, attempts, and completions.<sup>5</sup> Crime victim advocates, including both systems- and community-based advocates, have frequent contact with victims of crime, and may be in the best position to notice symptoms of suicidality among members of this population and refer individuals in crisis to much needed psychiatric care.

The *Vision 21 ISV Program* will increase the capacity of crime victim advocates to identify, refer, and support crime victims’ access to emergency/crisis mental health services to help prevent suicide among this vulnerable population by making one, 36-month award to a qualified organization to: (a) develop a specialized gatekeeper training curriculum for crime victim advocates; (b) conduct a series of regional training events to train crime advocates on how to use the curriculum; and (c) provide ongoing post-training technical assistance and support to advocates.

### **(2) Purpose Area 2: Increasing Access to Victim Services for Victims of Domestic Violence and Sexual Assault Who Have a Serious Mental Illness (SMI)**

**Purpose Area 2A: Funding for Direct Services:** For purposes of this program, an individual who has an SMI includes anyone: (i) age 18 or older, (ii) who is currently experiencing/or has experienced in the past 12 months, (iii) a diagnosable mental, behavioral, or emotional disorder that has lasted long enough to meet the diagnostic criteria in the *Diagnostic and Statistical Manual of Mental Disorders*, and (iv) the disorder “...substantially interferes with or limits one or more major life activities.”<sup>6</sup> While individuals with an SMI are as much as 11 times more likely than people without an SMI

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<sup>4</sup> Office of the Surgeon General & National Action Alliance for Suicide Prevention. *National Strategy for Suicide Prevention: Goals and Objectives for Action, 2012: A Report of the U.S. Surgeon General and of the National Action Alliance for Suicide Prevention* (September, 2012), [www.surgeongeneral.gov/library/reports/national-strategy-suicide-prevention/](http://www.surgeongeneral.gov/library/reports/national-strategy-suicide-prevention/).

<sup>5</sup> Turner, H.A., Finkelhor, D., Shattuck, A., & Hamby, S. (2012). Recent victimization exposure and suicidal ideation in adolescents. *Archives of Pediatrics and Adolescent Medicine*, 166 (12), pp. 1149–1154; Clay, R.A. (2014). *Suicide and intimate partner violence*, American Psychological Association’s Monitor on Psychology, 45 (10), p. 30; Kilpatrick, D.G. (2000) *The mental health impact of rape*, National Violence Against Women Prevention Research Center, Medical University of South Carolina, <https://mainweb-v.musc.edu/vawprevention/research/mentalimpact.shtml>.

<sup>6</sup> Federal Register, Vol. 58, No. 96, May 20, 1993).

to become the victim of a crime, they are highly unlikely to be identified as a victim of crime or receive services due to a number of personal, systemic, and institutional barriers, including: misperceptions/stereotypes about individuals with SMI among service providers; the high likelihood that such victims will have a co-occurring substance abuse disorder; and the untreated symptoms of their SMI.<sup>7</sup>

Overcoming barriers to access services can be particularly difficult for victims of domestic violence and sexual assault<sup>8</sup> who have an SMI. The prevalence of domestic violence and sexual assault histories among women with SMI, for example, may be as high as 30%; however, these victims are more likely to be referred to a psychiatric facility when they contact traditional domestic violence or sexual assault services programs because their reports are often misinterpreted as being a symptom of their mental illness.<sup>9</sup> Under this purpose area, OVC will award up to three, 36-month cooperative agreements to: (a) aid domestic violence and sexual assault services providers with properly identifying victims who have an SMI, referring them to mental health services treatment, and adapt their operational policies and procedures to ensure that victims with SMI have full and equal access to the services offered by their programs; and (b) assist mental health services providers with revising their intake/assessment procedures to include screening for domestic violence or sexual assault victimization, and referring clients to specialized domestic violence or sexual assault resources. Applicants must demonstrate that the proposed project has been developed through a collaborative partnership between a state, local, tribal, or nonprofit domestic violence or sexual assault services provider program, and a state, local, tribal, or nonprofit mental health services provider program.

**Purpose Area 2B: Training and Technical Assistance (TTA):** As part of the Vision 21 ISV Program, OVC will award a 36-month cooperative agreement to a qualified organization to provide TTA to up to three grantees who would receive funding under Purpose Area 2A. Any proposed strategy for delivering TTA to grant award recipients funded under Purpose Area 2A should include a comprehensive plan to increase the capacity of organizations participating in the funded project to meet the needs of victims of domestic violence or sexual assault who have an SMI.

### **(3) Purpose Area 3: Increasing Access to Mental Health Services to Traditionally Underserved Victims of Crime**

**Purpose Area 3A: Funding for Direct Services:** For purposes of this program, the term “traditionally underserved” refers to individuals who are members of any of the following populations of victims of crime: deaf and hard-of-hearing; lesbian, gay,

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<sup>7</sup> Teplin, L.A., McClelland, G.M., Abram, K.M., and Weiner, D.A. (2005). Crime victimization in adults with severe mental illness: A comparison with the national crime victimization survey. *Arch Gen Psychiatry*; 62(8): 911–921; Desmaris, S.L. et al. (2013). Community violence perpetration and victimization among adults with mental illness. *American Journal of Public Health*; 104(12): 2342–2349.

<sup>8</sup> For purposes of this solicitation, “domestic violence” is defined as “[v]iolent acts involving a current or former spouse or domestic partner,” and “sexual assault” refers to “[f]orcible rape, statutory rape... or other unlawful sexual contact...” (OVC Directory of Crime Victim Services, <https://ovc.ncjrs.gov/findvictimservices/glossary.html>).

<sup>9</sup> Council of State Governments (2014); White, M.C., Chafetz, L., Collins-Bride, G., Nickens, J. History of arrest, incarceration and victimization in community-based severely mentally ill. *Journal of Community Health*, 31, 123–135.

bisexual, transgender (LGBT); American Indians/Alaska Natives<sup>10</sup>; older adults<sup>11</sup>; Limited English Proficient (LEP) individuals<sup>12</sup>; and those who reside in rural communities<sup>13</sup>. Crime victims from traditionally underserved communities may have difficulty accessing mental health services due to a variety of factors, including: geographic isolation; a lack of local mental health professionals; higher rates of unemployment and poverty; language barriers; and a lack of culturally competent services<sup>14</sup>.

OVC proposes to increase access to mental health services for crime victims from traditionally underserved populations by awarding up to three, 36-month cooperative agreements to eligible applicants to develop and implement projects that propose to use technology and other innovative practices to reach these populations. Applicants under this purpose area must demonstrate that their proposed project has been developed through a collaborative partnership between: (a) a state, local, tribal, or nonprofit mental health services provider program; (b) a state, local, tribal, or nonprofit crime victim services provider program; and (c) a nonprofit and/or community-based organization whose primary mission is to meet the specific health, safety, or general welfare needs of the underserved population that would be the recipient of the proposed services if neither (a) nor (b) has expertise in meeting the cultural needs of the target population to be served.

**Purpose Area 3B: Training and Technical Assistance:** As part of the Vision 21 ISV Program, OVC will award a 36-month cooperative agreement to a qualified organization to provide TTA to up to three grantees who would receive funding under Purpose Area 3A. Any proposed strategy for delivering TTA to grant award recipients funded under Purpose Area 3A should include a comprehensive plan to increase the capacity of organizations participating in the funded project to increase access to mental health services to members of traditionally underserved populations.

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

The overarching goal of this program is to bridge the divide between crime victims and mental health services so that local communities can develop service delivery systems that close current gaps in their systemic response to victims of crime. All mental health services delivered as part of this program must adhere to generally accepted standards of professional responsibility for licensed mental health professionals, and must comply with the 1996 Health

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<sup>10</sup> For purposes of this solicitation, “American Indian and Alaska Native” refers to an individual who is an enrolled member of a federally recognized Indian tribe (25 U.S.C. § 479).

<sup>11</sup> For purposes of this program the term “older adults” refers to individuals age 60 or older as defined by the Older Americans Act of 1965 (42 U.S.C. § 3001 et. seq.).

<sup>12</sup> For purposes of this program, “LEP individuals” include, “[i]ndividuals who do not speak English as their primary language and who have a limited ability to read, speak, write, or understand English...” ([www.lep.gov](http://www.lep.gov)).

<sup>13</sup> For purposes of this program a community is considered “rural” if it is located within a [Rural-Urban Commuting Area \(RCA\)](#). Please see p. 32 for information on how to document that the geographic area to be served as part of a proposed project satisfies the definition of rural for this program.

<sup>14</sup> American Psychological Association. (2013). *Working With Immigrant-Origin Clients: An Update for Mental Health Professionals*; American Psychological Association (2012) *The Mental and Behavioral Health Needs of Rural Communities*; American Psychiatric Association (2010) *Mental Health Disparities: American Indians and Alaska Natives*; Veltman & Chaimowitz (2014) *Mental Health Care for People Who Identify as Lesbian, Gay, Bisexual, Transgender, and (or) Queer*. *Canadian Journal of Psychiatry*, 59(11): 1–7.

Insurance Portability and Accountability Act (Pub. L. 104-191, 110 Stat. 1936). All victim services delivered as part of this program must: be delivered in a manner that is culturally appropriate; respects the decisionmaking autonomy of crime victims; supports victim self-sufficiency; and promotes victims' feelings of increased safety and well-being.

**Purpose Area 1: Suicide Prevention Gatekeeper Training for Crime Victim Advocates**

**Goal #1:** The award recipient will spend the first 12 months of the award period developing products necessary to provide training. The following objectives support this goal:

- Develop the gatekeeper training curriculum designed to develop the capacity of crime victim advocates to appropriately identify symptoms of suicidality in crime victims, appropriately intervene, and refer the victims for mental health services;
- Develop a train-the-trainer curriculum designed to provide workshop participants with the knowledge and skills necessary to deliver the gatekeeper training course themselves;
- Cooperate with OVC in vetting both curricula with appropriate federal agencies and private organizations as appropriate, and finalizing the curricula so that they comply with OVC's publication guidelines;
- Publishing/reproducing electronic and hard copies of both curricula for dissemination.

**Goal #2:** Once the curricula have been finalized and approved by OVC, the award recipient will deliver the train-the-trainer curriculum in a series of six regional workshops. The following objectives support this goal:

- Budget \$50,000 of award funds to provide travel scholarship assistance to workshop participants as necessary;
- Cooperate with OVC in planning the dates and locations of the training workshops;
- Developing and implementing a plan to market the workshops to the target audience in collaboration with OVC;
- Manage all logistical aspects of planning and conducting the workshops, including: cooperating with OVC and other relevant DOJ components in obtaining approval for costs associated with planning and conducting the workshops; procuring event space, audio-visual equipment, and support; administering travel scholarships; and managing advance and onsite participant registration.

**Goal #3:** The award recipient will provide ongoing guidance and support to participants who have completed the workshop and are delivering the gatekeeper training curriculum. The following objectives support this goal:

- Devise and implement a strategy to provide post-training coaching and mentoring to participants;
- Develop a plan to facilitate post-training peer support for workshop participants; and
- Develop a plan to sustain the project once federal funding is no longer available.

**Purpose Area 2A: Increasing Access to Victim Services for Victims of Domestic Violence and Sexual Assault Who Have an SMI – Direct Services**

**Goal #1:** Award recipients who receive funding to support the delivery of direct services under Purpose Area 2 will be required to spend the first 9 months of the 36-month award period devising a plan to deliver services to members of the target population. The following objectives support this goal:

- Conduct a community needs assessment to identify gaps in services and barriers to accessing services for the target population; and
- Develop a strategic plan to remedy the systemic problems identified through the assessment, including the adoption of new or revised standard operating procedures



and policies, and training for organizational staff members, and the staff of partnering agencies and organizations designed to increase their ability to properly identify and respond to victims of domestic violence or sexual assault who have an SMI.

**Goal #2:** Grantees will refer or link victims of domestic violence and sexual assault with an SMI to appropriate services to comprehensively address issues related to their SMI, any co-occurring substance abuse or alcohol abuse disorder, and their violent victimization. All victims served by an award funded under this purpose area must have the opportunity to participate in: individual/group counseling, as appropriate; psychiatric rehabilitation services; case management services; psychiatric care, including psychiatric assessment and medication management services; and drug/alcohol counseling. The following objectives support this goal:

- Hire qualified, licensed mental health professionals and/or certified substance abuse counselors to deliver individual or group counseling, and/or psychiatric rehabilitation and case management services for members of the target population;
- Identify additional collaborative partners and referral resources to ensure that the full complement of the victim's issues can be adequately and appropriately addressed through cross-referrals for services not available through the partnering agencies;
- Provide training to organizational staff and the staff of partnering agencies and organizations on how to screen for symptoms of SMI, and personal histories of domestic violence or sexual assault during intake and assessment processes; and
- Develop and implement response protocols that ensure that victims of domestic violence and sexual assault who have an SMI are appropriately identified and linked to necessary services.

Applicants to Purpose Area 2A must demonstrate that their proposed project was developed as a collaborative partnership between: (1) a state, local, tribal, or mental health services program; and (2) a nonprofit domestic violence or sexual assault services provider program. Applicants must also demonstrate that the required partners will work collaboratively to develop and implement the grant-funded project. Applicants must satisfy these requirements by submitting a memorandum of understanding (MOU) as part of an application for funding under Purpose Area 2A. See page 26 for additional information on the MOU requirement.

**Purpose Area 2B: Increasing Access to Victim Services for Victims of Domestic Violence and Sexual Assault Who Have an SMI: – Training and Technical Assistance**

**Goal:** The award recipient under this purpose area will be required to devise a plan to deliver TTA to the grantees who receive funding under Purpose Area 2A. The following objectives support this goal:

- Work with OVC to plan and conduct a 2-day in-person, grantee orientation meeting including: cooperating with OVC in identifying the location and dates for the meeting; cooperating with OVC and other DOJ components in obtaining approval for the costs associated with conducting the meeting; seeking OVC review and approval of the agenda and all presentation materials; procuring audio-visual equipment and support services; and managing all onsite logistics for the meeting;
- Cooperate with OVC in devising a plan for ongoing TTA for all grantees through a combination of: periodic webinars and/or conference calls; annual, 2-day in-person meetings in years 2 and 3 of the award period; and annual onsite visits to each of the three grantees;
- Provide technical guidance to grantees on completing the required community needs assessment and strategic plan;

- Conduct individual assessment of each grantee's TTA needs and provide a written report to OVC and the grantee;
- Develop and implement a customized plan for the delivery of TTA to each grantee through a combination of remote and onsite methods; and
- Devise a strategy to develop peer-to-peer mentoring and support among grant award recipients.

**Purpose Area 3A: Increasing Access to Mental Health Services to Traditionally Underserved Victims of Crime – Direct Services**

**Goal #1:** Award recipients who receive funding to support the delivery of direct services under Purpose Area 3 will be required to spend the first 9 months of the 36-month award period devising a plan to deliver services to members of the target population. The following objectives support this goal:

- Conduct a community needs assessment to identify gaps in services and barriers to accessing services for the target population; and
- Develop a strategic plan to remedy the systemic problems identified through the assessment, including the adoption of new or revised standard operating procedures and policies, and training for organizational staff members and the staff of partnering agencies and organizations designed to increase their ability to provide culturally competent services to members of the underserved population to be served in the proposed project.

**Goal #2:** Grantees under this purpose area must develop and implement creative/innovative projects designed to help crime victims in the underserved population to be served by the proposed project to overcome barriers to accessing mental health services. The following objectives illustrate activities that *may be used* to support this goal (please note that this list is *not* comprehensive):

- Develop a partnership with primary medical care providers to increase screening for crime victimization histories in primary care facilities/settings, and facilitate referrals for appropriate mental health services;
- Create a community education and outreach campaign designed to increase understanding and awareness of the effect of crime victimization on the mental health and well-being of members of the target population;
- Support telebehavioral health or distance counseling options to increase access to mental health services for victims of crime in geographically isolated communities, and/or communities with few accessible mental health resources;
- Provide transportation to crime victims to help support their access to mental health services;
- Hire qualified, licensed mental health professionals to provide office-based and/or community-based individual counseling to victims of crime; and
- Increase victim access to psychiatric care, as necessary, including psychiatric evaluation and medication management services.

Applicants to Purpose Area 3A must demonstrate that their proposed project was developed as a collaborative partnership between: (1) a state, local, tribal, or nonprofit crime victim services program; and (2) a state, local, tribal, or nonprofit mental health services provider program. Additionally, either the lead applicant, or its partner agency, must demonstrate its capacity to provide culturally competent services to the specific population to be served by the proposed project, through its organizational mission statement and/or the expertise and experience of the individuals who would staff the proposed project. If neither the lead applicant nor its partner

possesses such expertise, then the collaborative partnership applying for the project should be expanded to include a nonprofit and/or community-based organization whose primary mission is to meet the specific health, safety, or general welfare needs of the underserved population that would be the recipient of the proposed services. Applicants must also demonstrate that the required partners will work collaboratively to develop and implement the grant-funded project. Applicants must satisfy these requirements by submitting an MOU as part of an application for funding under Purpose Area 3A. See page 26 for additional information on the MOU requirement.

### **Purpose Area 3B: Increasing Access to Mental Health Services to Traditionally**

**Underserved Victims of Crime – Training and Technical Assistance Goal:** The award recipient under this purpose area will be required to devise a plan to deliver TTA to the grantees who receive funding under Purpose Area 3A. The following objectives support this goal:

- Work with OVC to plan and conduct a 2-day in-person, grantee orientation conference, including: cooperating with OVC in identifying the location and dates for the meeting; cooperating with OVC and other DOJ components in obtaining approval for the costs associated with conducting the meeting; seeking OVC review and approval of the agenda and all presentation materials; procuring audio-visual equipment and support services; and managing all onsite logistics for the meeting;
- Cooperate with OVC in devising a plan for ongoing TTA for all grantees through a combination of: periodic webinars and/or conference calls; annual, 2-day in-person meetings in years 2 through 4 of the award period; and annual onsite visits to each of the three grantees;
- Provide training to grantees and their partner agencies designed to increase multicultural understanding and competency and strengthen their capacity to provide services that meet the needs of diverse populations;
- Provide technical guidance to grantees on completing the required community needs assessment and strategic plan;
- Conduct individual assessment of each grantee's TTA needs and provide written report to OVC and the grantee; and
- Develop and implement a customized plan for the delivery of TTA to each grantee through a combination of remote and onsite methods; and
- Devise a strategy to develop peer-to-peer mentoring and support among grant award recipients.

The Goals, Objectives, and Deliverables are directly related to the performance measures set out in the table in [Section D. Application and Submission Information](#), under "Program Narrative."

### **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; and
- 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](http://CrimeSolutions.gov) website is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services. Additional information about evidence-based programs or practices in the mental health field can be found at the Substance Abuse and Mental Health Services Administration's [National Registry of Evidence Based Programs and Practices](#).

## **B. Federal Award Information**

### **Purpose Area 1: Suicide Prevention Gatekeeper Training for Crime Victim Advocates**

OVC expects to make up one award of up to \$500,000 under this purpose area. OVC expects to make the award for a 36-month period of performance, to begin on October 1, 2017.

### **Increasing Access to Victim Services for Victims of Domestic Violence and Sexual Assault Who Have an SMI: Purpose Area 2A – Direct Services**

OVC expects to make up to three awards of up to \$350,000 each, for a total of up to \$1,050,000 under this purpose area. OVC expects to make the awards for a 36-month period of performance, to begin on October 1, 2017.

### **Increasing Access to Victim Services for Victims of Domestic Violence and Sexual Assault Who Have an SMI: Purpose Area 2B – Training and Technical Assistance**

OVC expects to make one award of up to \$400,000 under this purpose area. OVC expects to make the award for a 36-month period of performance, to begin on October 1, 2017.

### **Increasing Access to Mental Health Services to Traditionally Underserved Victims of Crime: Purpose Area 3A – Direct Services**

OVC expects to make up to three awards of up to \$450,000, for a total of up to \$1,350,000 under this purpose area. OVC expects to make the awards for a 36-month period of performance, to begin on October 1, 2017.

### **Increasing Access to Mental Health Services to Traditionally Underserved Victims of Crime: Purpose Area 3B – Training and Technical Assistance**

OVC expects to make one award of up to \$450,000 under this purpose area. OVC expects to make the award for a 36-month period of performance, to begin on October 1, 2017.

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 that any award under this solicitation will be made 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 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>15</sup>) must, as described in the Part 200 Uniform Requirements<sup>16</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 applicable administrative requirements and cost principles, OJP encourages prospective applicants to enroll, at no charge, in the DOJ Grants Financial Management Online Training, available [here](#).

## **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.

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

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<sup>15</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.

<sup>16</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.

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](#) 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% 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>17</sup> The 2017 salary table for SES employees is available at the Office of Personnel Management [website](#). 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.

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

[www.ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](http://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

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<sup>17</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.

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 2017 Awards](#)" in the [OJP Funding Resource Center](#).

## **C. Eligibility Information**

### **Purpose Area 1: Suicide Prevention Gatekeeper Training for Crime Victim Advocates**

Eligible applicants for this purpose area are limited to: nonprofit and for-profit organizations (including tribal nonprofit and for-profit organizations; and institutions of higher education (including tribal institutions of higher education). For-profit organizations (like other recipients) must forgo any profit or management fee. The successful applicant would be required to report any profits generated from the project as program income, and would also be required to reinvest any program income into the project. Applicants to this purpose area must have demonstrated experience and understanding of suicide and suicidality, including experience developing and implementing suicide prevention activities, implementing suicide screening and assessment activities, and providing training to lay persons and professionals on screening, assessment, and intervention.

### **Increasing Access to Victim Services for Victims of Domestic Violence and Sexual Assault Who Have an SMI: Purpose Area 2A- Direct Services**

Eligible applicants for this purpose area are limited to: (a) mental health services programs operated by state, local, or by federally recognized Indian tribal governments (as determined by the Secretary of the Interior), **or operated by a nonprofit organization**; and (b) nonprofit organizations (including tribal nonprofit organizations) that provide direct services to victims of domestic violence and sexual assault.

Applications developed in response to this purpose area must be developed through a collaborative partnership that includes both (a) and (b), and the application must be supported by an MOU signed by both partners as detailed on page 26. OVC will designate any applicant who fails to demonstrate that its application for funding was developed collaboratively, and/or who fails to submit the required MOU as ineligible for funding consideration.

### **Increasing Access to Victim Services for Victims of Domestic Violence and Sexual Assault Who Have an SMI: Purpose Area 2B – Training and Technical Assistance**

Eligible applicants for this purpose area include institutions of higher education (including tribal institutions of higher education) and nonprofit organizations (including tribal nonprofit organizations). Applicants for this purpose area must demonstrate: an expert-level understanding of the etiology and treatment of SMI; experience in developing programs or strategies to increase access to mental health services for individuals with SMI; subject matter

expertise in issues related to domestic violence and sexual assault; prior experience in providing TTA on these topics to mental health professionals and victim advocates.

### **Increasing Access to Mental Health Services to Traditionally Underserved Victims of Crime: Purpose Area 3A – Direct Services**

Eligible applicants for this purpose area include: (a) mental health services programs operated by state, local, or by federally recognized Indian tribal governments (as determined by the Secretary of the Interior), **or by a nonprofit organization**; and (b) nonprofit organizations (including tribal nonprofit organizations) **with a demonstrated history of providing assistance to victims of crime.**

Applications developed in response to this purpose area must be developed through a collaborative partnership that includes both (a) and (b), and the application must be supported by an MOU signed by both partners as detailed on page 26. If neither (a) nor (b) has demonstrated expertise in providing culturally competent services to the target population that would be served in the application, then the collaborative partnership must be expanded to include a nonprofit and/or community-based organization whose primary mission is to meet the specific health, safety, or general welfare needs of the underserved population that would be the recipient of the proposed services. OVC will designate any applicant who fails to demonstrate that its application for funding was developed collaboratively, and/or who fails to submit the required MOU as ineligible for funding consideration.

### **Increasing Access to Mental Health Services to Traditionally Underserved Victims of Crime: Purpose Area 3B – Training and Technical Assistance**

Eligible applicants for this purpose area include institutions of higher education (including tribal institutions of higher education) and nonprofit organizations (including tribal nonprofit organizations). Applicants for this purpose area must demonstrate: subject matter expertise in understanding and treating the mental health needs of victims of crime; expertise in providing training on how to provide culturally competent services to members of multicultural populations; experience in using technology and other media to help communities develop innovative solutions to providing mental health services; and an expert level of understanding of the mental and emotional needs of victims of crime.

**Eligible applicants may apply to only one purpose area in this solicitation. OVC will not consider applicants that apply for more than one purpose area.**

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 this solicitation OVC has designated the following application elements as critical for all purpose areas: Program Narrative, Budget Detail Worksheet, and Budget Narrative. All applicants are also encouraged to submit resumes or *curriculum vitae* for key project personnel.

Applicants to Purpose Areas 2A and 3A must also submit a signed MOU as part of an application for funding. An applicant may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one budget document, it must contain **both** narrative and detail information. Please review the “Note on File Names and File Types” under [How to Apply](#) (below) to be sure applications are submitted in permitted formats.

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

## **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. Current OJP award recipients, when completing the field for “Legal Name” 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. On the SF-424, enter the Legal Name in box 5 and Employer Identification Number (EIN) in box 6 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 updating the information on its GMS profile prior to applying under this solicitation.

A new applicant entity should enter the Official Legal Name and address of the applicant entity in box 5 and the EIN in box 6 of the SF-424. An applicant must attach official legal documents to its application (e.g., articles of incorporation, 501(c)(3), etc.) to confirm the legal name, address, and EIN entered into 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; and
- 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.

**Applicants should clearly indicate in the Project Abstract to which purpose area the applicant is applying. Applications submitted for more than one purpose area will not be considered for funding.**

All project abstracts should follow the detailed template available at [ojp.gov/funding/Apply/Resources/ProjectAbstractTemplate.pdf](http://ojp.gov/funding/Apply/Resources/ProjectAbstractTemplate.pdf).

**Permission to Share Project Abstract with the Public:** It is unlikely that OJP will be able to fund all applications submitted under this solicitation, but it may have the opportunity to share information with the public regarding unfunded applications, for example, through a listing on a web page available to the public. The intent of this public posting would be to allow other possible funders to become aware of such applications.

In the project abstract template, each applicant is asked to indicate whether it gives OJP permission to share the applicant's project abstract (including contact information for individuals) with the public. Granting (or failing to grant) this permission will not affect OJP's funding decisions. Moreover, if the application is not funded, providing permission will not ensure that OJP will share the abstract information, nor will it assure funding from any other source.

**Note:** OJP may choose not to list a project that otherwise would have been included in a listing of unfunded applications, should the abstract fail to meet the format and content requirements noted above and outlined in the project abstract template.

### 3. Program Narrative

The program narrative must: be double-spaced; use a 12-point font such as Times New Roman; include page numbers; and be formatted using 1-inch margins all around. The program narrative should not exceed 20 pages total.

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<sup>18</sup>:

- a. **Statement of the Problem:** Applicants to all purpose areas should use this section to:
  - Identify the target population for the proposed project, and provide a clear statement of how the proposed project will meet the goals for the relevant purpose area listed on pages 8–11 of the solicitation;

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<sup>18</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](#).

- Use recent data from reliable sources to help define the nature and scope of the problem to be addressed, and to provide evidence to demonstrate the need for the project; and
- Make a convincing case that the proposed project will address an existing gap in services/resources, and does not duplicate existing efforts.

**b. Project Design and Implementation:** Applicants to all purpose areas should use this section to:

- State the overall goals and objectives for the proposed project. The goals should be directly related to the issues highlighted in the Statement of the Problem section, and they should be specific, measurable, and achievable;
- Articulate a time-task plan for achieving key project milestones. The time-task plan should identify specific project activities, identify the individual by name and position title who will be responsible for implementing the activity, and present the anticipated timeframe in which the activity will be completed. The time-task plan must cover the entire award period and may be submitted as a separate attachment; and
- Describe how the applicant and/or its partner(s) will develop and finalize all required products for OVC review and approval.

In addition to addressing the specific criteria included in the bulleted list above, applicants to specific purpose areas should use this section as follows:

**Purpose Area 1:** Applicants to purpose area 1 should use the Project Design and Implementation section to discuss how the applicant will:

- Develop the required training curricula with opportunity for meaningful collaboration, oversight, and input from OVC within the first 12 months of the award period; and
- Plan for the required 6 regional training workshops.

**Purpose Area 2A:** Applicants to purpose area 2A should use the Project Design and Implementation section to:

- Describe the strategy that will be employed to complete the required community needs assessment and strategic plan within the first 9 months of the award period; and
- Link the goals and objectives of the proposed project to the goals and objectives for this purpose area listed on pages 8–9 of the solicitation.

**Purpose Area 2B:** Applicants to purpose area 2B should use the Project Design and Implementation section to link the goals and objectives of the proposed project to the goal and objectives for this purpose area listed on pages 9–10 of the solicitation.

**Purpose Area 3A:** Applicants to purpose area 3A should use the Project Design and Implementation section to:

- Describe the strategy that will be employed to complete the required community needs assessment and strategic plan within the first 9 months of the award period; and
- Link the goals and objectives of the proposed project to the goals and objectives for this purpose area listed on pages 10–11 of the solicitation.

**Purpose Area 3B:** Applicants to purpose area 3B should use the Project Design and Implementation section to link the goals and objectives of the proposed project to the goal and objectives for this purpose area listed on page 11 of the solicitation.

**c. Capabilities and Competencies:**

**Purpose Areas 1, 2B, and 3B:** Applicants to purpose areas 1, 2B, and 3B, should use this section to:

- Identify by name and position title the individual who will be the primary point of contact in coordinating the day-to-day programmatic activities of the proposed project, and describe that individual's relevant education, training, and work experience in the subject matter to be addressed by the proposed project;
- Identify by name and position title all existing staff members whose time and effort will be dedicated to developing and implementing the proposed project, including a description of the employee's relevant education, training, and work experience in the subject matter to be addressed by the proposed project;
- Describe the qualifications, roles, and responsibilities of any new positions that might be created to staff the proposed project;
- Identify by name, and describe the education, training, and work experience relevant to the subject matter to be addressed by the proposed project of any consultants who might be hired to help with project design and implementation; and
- Submit resumes and/or curriculum vitae for any key staff members as an attachment to the application.

**Purpose Areas 2A and 3A:** Applicants to purpose areas 2A and 3A should use this section to:

- Explain the roles and responsibilities of the applicant and (as required) its collaborative partner(s) in developing the application for funding;
- Identify by name, position title, and organization, the individual(s) who will be the primary point of contact in coordinating the day-to-day programmatic activities of the proposed project, and describe how the partnering organizations will help to support and empower the individual(s) to carry out the assigned responsibilities;
- Identify by name, position title, and organization, all existing staff members whose time and effort will be dedicated to developing and implementing this proposed project. Include a succinct summary of each individual's relevant education, training, or work experience in the subject matter to be addressed by the proposed project;
- Describe by position title and organization any new positions that will be created to staff the proposed project; and
- Identify by name and describe the relevant education, training, or work experience in the subject matter to be addressed by the proposed project of any consultants who might be invited to help with project development and implementation.

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

OJP will require each successful applicant to submit specific performance measures data as part of its reporting under the award (see "[General Information about Post-Federal Award Reporting Requirements](#)" in [Section F. Federal Award Administration Information](#)). The performance measures correlate to the goals, objectives, and deliverables identified under "Goals, Objectives, and Deliverables" in [Section A. Program Description](#).

The application should describe the applicant's plan for collection of all of the performance measures data listed in the table below under "Data Recipient Provides," should it receive funding.

Award recipients will be required to provide the relevant data by submitting quarterly performance metrics through OVC's online Performance Measurement Tool (PMT). Applicants should review the complete list of Vision 21 Program performance measures: [https://www.ovcpmt.org/documents/Vision21\\_Questionnaire121916\\_508.pdf](https://www.ovcpmt.org/documents/Vision21_Questionnaire121916_508.pdf).

OVC does not require applicants to submit performance measures data with their application. Performance measures are included as an alert that OVC will require successful applicants to submit specific data as part of their reporting requirements. For the application, applicants should indicate an understanding of these requirements and discuss how they will gather the required data, should they receive funding.

Objective	Performance Measure(s)	Description	Data Recipient Provides
<p><b>Purpose Area 1: Suicide Prevention Gatekeeper Training for Crime Victim Advocates</b> To develop and deliver a series of train-the-trainer workshops in order to increase the number of crime victim advocates who receive training on how to identify victims with symptoms of suicidality, intervene, and refer for further services.</p>	<p>Number of products developed.</p> <p>Number of training events/activities conducted.</p> <p>Number of participants who attend training.</p> <p>Number of participants who complete training.</p> <p>Number of TTA recipients who receive followup contact.</p>	<p>Total number of products developed.</p> <p>Total number of training events/activities conducted.</p> <p>Total number of participants who attend the training.</p> <p>Total number of participants who complete the training.</p> <p>Total number of participants who receive post-training contact.</p>	<p>Total number of training curricula developed.</p> <p>Total number of regional train-the-trainer workshops completed.</p> <p>Total number of train-the-trainer workshop participants.</p> <p>Total number of train-the-trainer workshop participants who complete the workshop.</p> <p>Total number of train-the-trainer workshop participants who receive ongoing support post-training.</p>
<p><b>Purpose Area 2A: Increasing Access to Victim Services for Victims of Domestic Violence and Sexual Assault Who Have an SMI – Direct Services</b> To increase the capacity of domestic violence and sexual assault services programs to provide services to victims who have an SMI,</p>	<p>Number of products developed.</p> <p>Percent of partnerships maintained.</p> <p>Number of victim services provided.</p>	<p>Total number of products developed.</p> <p>Total number of collaborative partners.</p> <p>Total number of members of the target population receiving victim services.</p>	<p>Completion of community needs assessment and strategic plan.</p> <p>Number of partnerships at the beginning of the reporting period.</p> <p>Number of new partnerships.</p>

<p>and to encourage collaborative partnerships between such organizations and mental health services providers to increase victims' access to mental health services.</p>	<p>Percent of target population assessed as needing mental health services.</p> <p>Percent of target population assessed as needing substance/alcohol abuse services</p> <p>Percent of target population who participate in mental health services.</p> <p>Percent of target population who participate in substance abuse services.</p>	<p>Total number of members of the target population referred for mental health services.</p> <p>Total number of members of the target population referred for substance/alcohol abuse services.</p> <p>Total number of members of target population who participate in mental health services.</p> <p>Total number of members of the target population who participate in substance abuse services.</p>	<p>Total number of victims with SMI receiving victim services.</p> <p>Total number of victims assessed as needing mental health services.</p> <p>Total number of victims with SMI referred for mental health services.</p> <p>Total number of victims referred for substance/alcohol abuse services.</p> <p>Total number of victims with SMI who participate in mental health services.</p> <p>Total number of victims with SMI who participate in substance abuse services.</p>
<p><b>Purpose Area 3A: Increasing Access to Mental Health Services to Traditionally Underserved Victims of Crime</b> To increase the capacity of mental health services providers and victim services providers to increase access to mental health services for crime victims from traditionally underserved populations.</p>	<p>Products developed.</p> <p>Partnerships maintained.</p> <p>Target population assessed as needing mental health services.</p> <p>Target population who participate in mental health services.</p>	<p>Total number of products developed.</p> <p>Total number of collaborative partners.</p> <p>Total number of members of the target population referred for mental health services.</p> <p>Total number of members of target population who participate in mental health services.</p>	<p>Completion of community needs assessment and strategic plan.</p> <p>Total number of meetings between collaborative partners.</p> <p>Total number of victims from underserved populations referred for mental health services.</p> <p>Total number of underserved victims who participate in mental health services.</p>

<p><b>Purpose Area 2B: Increasing Access to Victim Services for Victims of Domestic Violence and Sexual Assault Who Have an SMI – Training and Technical Assistance</b> To provide TTA designed to increase the capacity of grantees under Purpose Area 2A to provide direct services and cross-referrals to increase access to comprehensive services for victims of domestic violence and sexual assault who have an SMI.</p> <p><b>Purpose Area 3B: Increasing Access to Mental Health Services to Traditionally Underserved Victims of Crime-Training and Technical Assistance</b> To provide TTA designed to increase the capacity of grantees under Purpose Area 3A to provide direct services and cross-referrals to increase access mental health services for members of underserved populations.</p>	<p>Percent of agencies/ organizations reporting improvements to operations due to TTA.</p> <p>Percent of TTA recipients who reported the information on policies and practices was useful in addressing their needs.</p> <p>Number of technical assistance contacts.</p>	<p>Total number of grantees who report improvement to operations due to TTA.</p> <p>Total number of grantees who report information received on policies and practices was useful in addressing their needs.</p> <p>Total number of technical assistance contacts.</p>	<p>Total number of grantees who report improvement in operations post-receipt of TTA.</p> <p>Total number of organizations that received TTA services.</p> <p>Total number of grantees who report post-receipt of technical assistance that information received on policies and practices was useful in addressing their needs.</p> <p>Total number of recorded technical assistance contacts with grantees.</p>
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**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”](#) web page of the [“Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2017 Awards,”](#) available through the [OJP Funding Resource Center](#). Every prospective applicant whose application may propose a research or statistical component also should review the “Data Privacy and Confidentiality Requirements” section on that web page.

#### **4. Budget and Associated Documentation**

##### **a. Budget Detail Worksheet**

A sample Budget Detail Worksheet can be found at [www.ojp.gov/funding/Apply/Resources/BudgetDetailWorksheet.pdf](http://www.ojp.gov/funding/Apply/Resources/BudgetDetailWorksheet.pdf). An applicant that submits its budget in a different format should use the budget categories listed in the sample budget worksheet. The Budget Detail Worksheet should break out costs by year.

For questions pertaining to budget and examples of allowable and unallowable costs, see the [DOJ Grants Financial Guide](#).

##### **Purpose Area 1**

Applicants must:

- Budget sufficient funds to cover costs associated with conducting six, 2-day regional training workshops;
- Budget \$50,000 to provide travel assistance scholarships to support the participation of qualified individuals in the 6 regional training workshops; and
- Budget sufficient funds to pay for the costs associated with publishing and disseminating electronic and hard copies of the curricula developed with award funds.

##### **Purpose Areas 2A and 3A**

Applicants must:

- Budget sufficient funds to cover travel costs for (i.e., airfare, lodging, and per diem) associated with sending two staff members to one, 2-day, in-person meeting in each year of the award period; and
- Provide reasonable and adequate compensation to project partners that is commensurate with the level of time and effort required from the partner’s staff



and other resources to support the development and implementation of the proposed project.

### **Purpose Areas 2B and 3B**

Applicants must:

- Budget sufficient funds to pay for costs associated with conducting an annual, 2-day, in-person meeting for each year of the award period; and
- Budget sufficient funds to pay for costs associated with conducting annual, 2-day, onsite TTA for each grantee.

#### **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—for purposes of federal grants administrative requirements—a particular agreement between a recipient and a third party will be considered a "subaward" or instead considered a procurement "contract" under the award is determined by federal rules and applicable OJP guidance. It is an important distinction, in part because the federal administrative rules and requirements that apply to "subawards" and to procurement "contracts" under awards differ markedly.

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.

Additional guidance on the circumstances under which (for purposes of federal grants administrative requirements) an agreement constitutes a subaward as opposed to a procurement contract under an award, is available (along with other resources) on the [OJP Part 200 Uniform Requirements](#) web page.

## **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 application as approved by OJP. If, however, a particular subaward is not authorized by federal statute or regulation, and is not sufficiently described and justified in the application as 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. 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 noncompetitive 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. Various considerations that may be pertinent to the justification are outlined in the [DOJ Grants Financial Guide](#).

**d. Pre-Agreement Costs**

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

**5. Memorandum of Understanding (Purpose Areas 2A and 3A Only)**

Applicants under these two purpose areas must submit a memorandum of understanding (MOU) to help illustrate: (a) that the application for funding was developed through the collaborative efforts of all required project partners; and (b) how the partners will continue to collaborate after the receipt of the award to develop and implement the project.

The MOU must include the following sections:

- A brief description of the partner agencies, including each agency’s mission and work directed towards the target population to be served by the proposed project;
- A brief description of the history of the collaborative partnership, including when it was formed and for what purpose, with a succinct summary of any previous collaborative efforts between the required partners;
- A description of how the partners developed the application for funding, with specific details about each partner’s contribution to the development of the application;
- A description of the roles and responsibilities of each partner in developing and implementing the proposed project, including identifying individuals by name, position title, and organization, who will dedicate their time/effort to the development and implementation of the project;
- A description of how the two agencies will collaborate, including a commitment from each partner agency to and ensure that its staff members assigned to work on this project will have the full support of the organization;
- A statement affirming the commitment of each partner to work together to achieve the goals and objectives of the proposed project;
- A statement affirming that each partner has reviewed and approved the time-task plan for the project; and
- A statement affirming that each partner has reviewed the budget for the project and is satisfied that it will be fairly and reasonably compensated for its time/effort and resources that it will dedicate to the project.

The MOU must be signed by an authorized representative (e.g., Executive Director, President of the Board of Directors), and must be dated in 2017.

## **6. Indirect Cost Rate Agreement (if applicable)**

Indirect costs may be charged to an award only if:

- (a) The recipient has a current (that is, 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 (that is, 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 OCFO Customer Service Center at 1-800-458-0786 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 <http://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.)

## **7. Tribal Authorizing Resolution (if applicable)**

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.

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

**Every** applicant (other than an individual applying in his/her personal capacity) is to download, complete, and submit the [OJP Financial Management and System of Internal Controls Questionnaire](#), as part of its application.

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).

## **9. 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 \(SF-LLL\)](#). 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”).

## **10. 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 any 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 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 in 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 regulations with regard to its compensation decisions.

Each applicant nonprofit organization must state at the time of its application (in the "OJP Financial Management and System of Internal Controls Questionnaire" 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 Internal Revenue Service 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).

- c. Determination of Rural Status – Purpose Area 2A** Applicants who are submitting an application in response to Purpose Area 2A, and who are proposing to serve a rural community, must submit documentation to demonstrate that the proposed service area

has been designated as “rural” by the Health Resources and Services Administration (HRSA). Please follow the directions below to obtain the necessary documentation:

1. Identify the county(ies) to be served by this project.
2. Visit the link: <http://datawarehouse.hrsa.gov/RuralAdvisor/RuralHealthAdvisor.aspx>
3. Select the State or Territory in the drop down menu.
4. Select the county in the drop down menu.
5. One of three messages will appear (Example 1: Yes! All locations in this county are eligible, Example 2: Some parts of this county are eligible, or Example 3: No location in this county is eligible).
6. Print the page from the HRSA website, and submit it as an attachment to your application for funding.

An applicant may propose to serve an entire county only if the county has been fully designated as rural by HRSA. An applicant may also propose to serve one or more HRSA-designated rural tracts located in a county that is partially rural. An applicant who is proposing to serve a county that is partially rural must visit the [Census Factfinder](#) website and print out the rural and nonrural tracts for the entire county and indicate which rural tract(s) would be served by the proposed project.

**OVC will not accept any documentation to support an applicant’s determination of rural status other than that which is described above.**

### **How to Apply**

Applicants must register in, and submit applications through 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 [www.Grants.gov](http://www.Grants.gov). 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.

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. 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. Please ensure that all required documents are attached in either Grants.gov category.



**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 (.)	<b>Applicants must use the “&amp;” format in place of the ampersand (&amp;) when using XML format for documents.</b>		

**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:

Every applicant entity must comply with all applicable System for Award Management (SAM) and unique entity identifier (currently, a Data Universal Numbering System [DUNS] number) requirements. If an applicant entity has not fully complied with 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.

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.)

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

- 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.

A DUNS number is a unique nine-digit identification number provided by the commercial company Dun and Bradstreet. 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 [www.dnb.com](http://www.dnb.com). A DUNS number is usually received within 1–2 business days.

- 2. Acquire registration with the SAM.** SAM is the repository for certain standard information about federal financial assistance applicants, recipients, and subrecipients. All applicants for OJP awards (other than individuals) must maintain current registrations in the SAM database. 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.

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://apply07.grants.gov/apply/OrcRegister>. Individuals registering with Grants.gov should go to <http://www.grants.gov/web/grants/applicants/individual-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 "Vision 21," and the funding opportunity number is OVC-2017-12280.
- 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.

**OVC-2017-13200** - Purpose Area 1: Suicide Prevention Gatekeeper Training for Crime Victim Advocates

**OVC-2017-13201** - Purpose Area 2A: Increasing Access to Victim Services for Victims of Domestic Violence and Sexual Assault Who Have an SMI – Direct Services

**OVC-2017-13202** - Purpose Area 2B: Increasing Access to Victim Services for Victims of Domestic Violence and Sexual Assault Who Have an SMI: – Training and Technical Assistance

**OVC-2017-13203** - Purpose Area 3A: Increasing Access to Mental Health Services to Traditionally Underserved Victims of Crime – Direct Services

**OVC-2017-13220** - Purpose Area 3B: Increasing Access to Mental Health Services to Traditionally Underserved Victims of Crime – Training and Technical Assistance

- 7. 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 August 10, 2017.

Click [here](#) 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](#) or the [SAM Help Desk](#) (Federal Service Desk) 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](#) web page.**

## **E. Application Review Information**

### **Review Criteria**

Applications that meet basic minimum requirements will be evaluated by peer reviewers using the following review criteria.

#### **Purpose Areas 1, 2B, and 3B**

1. Statement of the Problem (20%)
2. Project Design and Implementation (40%)
3. Capabilities and Competencies (20%)
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%)
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>19</sup>

#### **Purpose Areas 2A and 3A**

1. Statement of the Problem (20%)
2. Project Design and Implementation (35%)
3. Capabilities and Competencies (20%)
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%)
5. Budget (10%): 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>20</sup>
6. Memorandum of Understanding (10%)

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<sup>19</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>20</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.

## 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](#).

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 OJP include underserved populations, geographic diversity, strategic priorities, and 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 applicants. 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. 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 applicants.

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 management systems of the applicant, 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.
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, 2017. 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 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, regulations, and executive orders (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 2017 Awards](#),” available in the [OJP Funding Resource Center](#). 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.

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

Applicants may view these documents in the Apply section of the [OJP Funding Resource Center](#).

The web pages accessible through the “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2017 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 2017. Individual OJP awards typically also will include additional award conditions. Those additional conditions may relate to the particular statute or 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 that any award under this solicitation to be a cooperative agreement. A cooperative agreement will include a condition in the award document that sets out the “substantial federal involvement” in carrying out the award and program. Generally speaking, under cooperative agreements with OJP, 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 coordination efforts and site selection, as well as review and approval of work plans, research designs, data collection instruments, and major project-generated materials. In addition, OJP often indicates in the award condition that it may redirect the project if necessary.

In addition to a condition that sets out the “substantial federal involvement” in the award, cooperative agreements awarded by OJP include a 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, semi-annual 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 website at <http://ojp.gov/funding/FAPIS.htm>.

Data on performance measures. In addition to required reports, an 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 recipient, post award, to provide the data listed as "Data Recipient Provides" in the performance measures table in [Section D. Application and Submission Information](#), under "Program Narrative," so that OJP can calculate values for this solicitation's performance measures.

## **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 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 [ojpeerreview@lmsolas.com](mailto:ojpeerreview@lmsolas.com). (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.

**Application Checklist**  
**Vision 21: Increasing Access to Mental Health Services for Victims of Crime**

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 33)
- \_\_\_\_\_ Acquire or renew registration with SAM (see page 34)

*To Register with Grants.gov:*

- \_\_\_\_\_ Acquire AOR and Grants.gov username/password (see page 34)
- \_\_\_\_\_ Acquire AOR confirmation from the E-Biz POC (see page 34)

*To Find Funding Opportunity:*

- \_\_\_\_\_ Search for the Funding Opportunity on Grants.gov (see page 34)
- \_\_\_\_\_ Download Funding Opportunity and Application Package (see page 34)
- \_\_\_\_\_ Sign up for Grants.gov email [notifications](#) (optional) (see page 32)
- \_\_\_\_\_ 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 14)

*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 35)

*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 2017 Awards](#)" in the OJP Funding Resource Center.

**Scope Requirement:**

- \_\_\_\_\_ The federal amount requested is within the allowable limit(s) of indicated in [Section B. Federal Award Information](#).

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

**What an Application Should Include:**

- \_\_\_\_\_ Application for Federal Assistance (SF-424) (see page 17)
- \_\_\_\_\_ Project Abstract (see page 17)
- \_\_\_\_\_ Program Narrative (see page 18)
- \_\_\_\_\_ Budget Detail Worksheet (see page 24)
- \_\_\_\_\_ Budget Narrative (see page 25)
- \_\_\_\_\_ Memorandum of Understanding (if applicable) (see page 27)
- \_\_\_\_\_ Indirect Cost Rate Agreement (if applicable) (see page 28)
- \_\_\_\_\_ Tribal Authorizing Resolution (if applicable) (see page 28)
- \_\_\_\_\_ Financial Management and System of Internal Controls Questionnaire (see page 29)

_____	Disclosure of Lobbying Activities (SF-LLL)	(see page 29)
_____	Additional Attachments	
_____	Applicant Disclosure of Pending Applications	(see page 29)
_____	Disclosure of Process Related to Executive Compensation	(see page 30)
_____	Determination of Rural Status (purpose area 2A, if applicable)	(see page 31)
_____	Request and Justification for Employee Compensation; Waiver (if applicable)	(see page 14)