



FY 2015 Application Guidance for Invitations to Apply for Victim Assistance Discretionary Grant Training Program for VOCA Victim Assistance Grantees

Contact Information

For technical assistance with submitting the application, contact the Grants Management System Support Hotline at 1-888-549-9901, option 3, or by e-mail to GMS.HelpDesk@usdoj.gov. The [GMS](#) Support Hotline hours of operation are Monday – Friday from 6:00 a.m. to midnight eastern time, except federal holidays.

Applicants that experience unforeseen GMS technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the OVC contact identified in the cover letter **within 24 hours after the application deadline** and request approval to submit their application. Additional information on reporting technical issues is found under “Experiencing Unforeseen GMS Technical Issues” in the [How to Apply](#) section.

For assistance with any other requirements of this guidance, contact the OJP staff member identified in the cover letter.

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Application Guidance for Invitations to Apply

I. Program Description

Overview

Under this solicitation, the Office for Victims of Crime (OVC) will make up to \$25 million available to eligible state victim assistance programs to apply for noncompetitive funding to support training and technical assistance for victim assistance service providers and others who work with crime victims. This grant is funded through the Victims of Crime Act of 1984, Public Law 98-473, 42 U.S.C. §§ 10603(a) and (b) and 42 U.S.C. § 10603(c)(1)(A).

Program-Specific Information

This year, there was a substantial increase in the Federal Fiscal Year 2015 Crime Victims Fund appropriation level to \$2.361 billion. This increase will result in a quadrupling of VOCA victim assistance formula grants. The increase in funding will drive a greatly increased need for training and technical assistance for VOCA victim assistance grantees.

The purpose of this program is to provide each state and territory with funding to support training and technical assistance for victim assistance grantees and others who work with crime victims. As discretionary funding, a great deal of flexibility exists. We encourage the use of these additional funds to enhance existing State Victim Assistance Academies (SVAAs) or to establish new ones. There will be comprehensive training and technical assistance available for implementing or enhancing SVAAs. These funds also could support statewide training initiatives, crime victim related conferences, basic training for new programs for underserved victims, and scholarships to service providers and others who work with crime victims. As with all VOCA awards, states would have the year of award plus three years to expend these funds.

Under this solicitation, OVC will award each eligible state agency a noncompetitive discretionary grant. Each state, the District of Columbia, the U.S. Virgin Islands, and Puerto Rico will receive a base amount of \$50,000. The territories of Northern Mariana Islands, Guam, and American Samoa each will receive a base amount of \$20,000. Additional funds will be distributed based on population. The allocation table is attached.

Goals, Objectives, and Deliverables

The goal of this program is to provide training and technical assistance to VOCA victim assistance service providers and others who work with crime victims.

The State Administering Agency will be expected to –

- Conduct a comprehensive training needs assessment in consultation with key stakeholders.
- Develop a strategic plan for training state victim assistance service providers and others who work with crime victims.
- Provide training and technical assistance, either directly, or via a subaward to victim assistance service providers and other eligible grantees who work with crime victims.
- Develop a system for receiving, tracking, and responding to requests for training and technical assistance, including an evaluation process that allows OVC to assess user satisfaction of services.

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 the following:

- Improving the quantity and quality of evidence OJP generates
- Integrating evidence into program, practice, and policy decisions within OJP and the field
- Improving the translation of evidence into practice

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. The [OJP CrimeSolutions.gov](http://OJP.CrimeSolutions.gov) Web site is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

II. Federal Award Information

OVC estimates that it will make up to 56 awards for an estimated total of \$25 million. Grantees will have the year of award, plus three years to operate this program in accordance with VOCA.

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 Award¹

OVC expects that it will make any award from this Invitation to Apply in the form of a grant.

Financial Management and System of Internal Controls

If selected for funding, the award recipient must:

(a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the non-Federal entity 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.

¹ See *generally* 31 U.S.C. §§ 6301-6305 (defines and describes various forms of federal assistance relationships, including grants and cooperative agreements (a type of grant)).

(c) Evaluate and monitor the non-Federal entity's compliance with statute, 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 non-Federal entity considers sensitive consistent with applicable Federal, state and local laws regarding privacy and obligations of confidentiality.

In order to better understand administrative requirements and cost principles, award applicants are encouraged to enroll, at no charge, in the Department of Justice Grants Financial Management Online Training available [here](#).

Budget Information

Grantees are not required to submit a budget and budget narrative.

Cost Sharing or Match Requirement

This Invitation to Apply 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 Cost Approvals

OJP does not typically approve pre-agreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. If approved, pre-agreement costs could be paid from grant funds consistent with a grantee's approved budget, and under applicable cost standards. However, all such costs prior to award and prior to approval of the costs are incurred at the sole risk of an applicant. Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs. Should there be extenuating circumstances that appear to be appropriate for OJP's consideration as pre-agreement costs, the applicant should contact the point of contact listed on the title page of this announcement for details on the requirements for submitting a written request for approval. See the section on Costs Requiring Prior Approval in the [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 invitation to apply, recipients may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the award 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 year². The 2015 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. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The Assistant Attorney General for OJP may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. An applicant requesting

² This limitation on use of award funds does not apply to the non-profit organizations specifically named at Appendix VIII to 2 C.F.R. part 200.

a waiver should include a detailed justification in the budget narrative of the application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit the budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service the individual will provide, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work to be done.

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

OJP strongly encourages applicants that propose to use award funds for any conference-, meeting-, or training-related activity to review carefully – before submitting an application – the OJP policy and guidance on conference approval, planning, and reporting available at www.ojp.gov/financialguide/PostawardRequirements/chapter15page1.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 such costs for cooperative agreement recipients and of some such costs for grant recipients; and (3) set cost limits, including 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 "Solicitation Requirements" in the [OJP Funding Resource Center](#).

III. Application and Submission Information

What an Application Should Include

Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of the application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

OVC requires the applicant to provide a detailed Program Narrative describing the State's plan to provide training and technical assistance to victim service providers and others who work with crime victims. Please review the "Note on File Names and File Types" under "How to Apply" 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," "Memoranda 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. GMS takes 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).

Intergovernmental Review: This funding opportunity (program) **is not** subject to [Executive Order 12372](#). (In completing the SF-424, applicants are to make the appropriate selection in response to question 19 to indicate that the "Program is not covered by E.O. 12372.")

2. Program Narrative

The following sections should be included as part of the program narrative (not to exceed 5 pages).

- a. Statement of the Problem
- b. Project Design and Implementation
- c. Capabilities and Competencies
- d. Plan for Collecting the Data Required for this Invitation to Apply's Performance Measures - Award recipients will be required to provide the relevant performance measure data to show the effectiveness or training and technical assistance provided.

To assist the Department with 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, applicants that receive funding under this program must provide data that measure the results of their work done under this program. OJP will require any award recipient, post award, to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. Performance measures for this Invitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides
To provide training and technical assistance to victim service providers and others who work with crime victims	Number of technical assistance requests received.	Number of technical assistance requests received.
	Number of trainings provided to service providers and others who work with crime victims	Number of trainings provided to service providers and others who work with crime victims
	Number of training events held.	Number of training events held.
	Number of participants who successfully completed the training.	Number of participants who successfully completed the training.
		Number of people trained.
		Number of organizations that receive training and technical assistance.

	Number of people trained.	Number of state academies supported with training funds.
	Number of organizations that receive training and technical assistance.	Number of scholarships provided to service providers and others who work with crime victims.
	Number of state academies supported with training funds.	
	Number of scholarships provided to service providers and others who work with crime victims.	

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, the applicant should indicate an understanding of these requirements and discuss how the applicant will gather the required data, should they receive funding.

a. NonCompetitive Procurement Contracts In Excess of Simplified Acquisition Threshold

If an applicant proposes to make one or more noncompetitive procurements of products or services, where the noncompetitive procurement will exceed the simplified acquisition threshold (also known as the small purchase threshold), which is currently set at \$150,000, the application should address the considerations outlined in the [Financial Guide](#).

b. Pre-Agreement Cost Approvals

For information on pre-agreement costs, see “Pre-Agreement Cost Approvals” under section [V. Federal Award Administration Information](#).

3. Applicant Disclosure of High Risk Status

Applicants are to disclose whether they are currently designated high risk by another federal grant making agency. This includes any status requiring additional oversight by the federal agency due to past programmatic or financial concerns. If an applicant is designated high risk by another federal grant making agency, you must email the following information to OJPComplianceReporting@usdoj.gov at the time of application submission:

- The federal agency that currently designated the applicant as high risk
- Date the applicant was designated high risk
- The high risk point of contact name, phone number, and email address, from that federal agency
- Reasons for the high risk status

OJP seeks this information to ensure appropriate federal oversight of any grant award. Unlike the Excluded Parties List, this high risk information does not disqualify any

organization from receiving an OJP award. However, additional grant oversight may be included, if necessary, in award documentation.

4. Additional Attachments

a. Applicant Disclosure of Pending Applications

Applicants are to disclose whether they have pending applications for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this invitation to apply and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this invitation to apply. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to State agencies that will be subawarding 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.

Applicants that have pending applications as described above are 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 funding agency

Federal or State Funding Agency	Solicitation Name/Project Name	Name/Phone/E-mail for Point of Contact at Funding Agency
DOJ/COPS	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov
HHS/ Substance Abuse & Mental Health Services Administration	Drug Free Communities Mentoring Program/ North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

ould include the table as a separate attachment, with the file name “Disclosure of Pending Applications,” to their application. Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page (e.g., “[Applicant Name on SF-424] does not have pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed in response to this invitation to apply and will cover the identical cost items outlined in the budget narrative and worksheet in the application in response to this invitation to apply.”).

5. Disclosure of Lobbying Activities

All applicants must complete this information and submit the form in GMS with the application. Access to funds may be withheld if this form is not submitted. Applicants that expend any funds for lobbying activities are to provide the detailed information requested on the form, Disclosure of Lobbying Activities (SF-LLL). Applicants that do not expend any funds for lobbying activities are to enter "N/A" in the text boxes for item 10 ("a. Name and Address of Lobbying Registrant" and "b. Individuals Performing Services"). Access the form at www.ojp.gov/funding/Apply/Resources/Disclosure.pdf.

How to Apply

Applicants must submit applications through the [Grants Management System \(GMS\)](#), which provides support for the application, award, and management of awards at OJP. Applicants **must register in GMS for each specific funding opportunity** and should **register immediately** to meet the GMS registration deadline for this funding opportunity, especially if this is their first time using the system. Find complete instructions on how to register and submit an application in GMS at www.ojp.gov/gmscbt/. Applicants that experience technical difficulties during this process should e-mail GMS.HelpDesk@usdoj.gov or call 888-549-9901 (option 3), Monday – Friday from 6:00 a.m. to midnight Eastern Time, except Federal holidays. OJP recommends that applicants **register promptly** to prevent delays in submitting an application package by the deadline.

Note on File Types: 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."

OJP may not make a federal award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with the requirements by the time the federal awarding agency is ready to make a federal award, the federal awarding agency may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

All applicants should complete the following steps:

- 1. Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their application for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. 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. A DUNS number is usually received within 1-2 business days.
- 2. Acquire registration with the System for Award Management (SAM).** SAM is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires that all applicants (other than individuals) for

federal financial assistance maintain current registrations in the SAM database. Applicants must **update or renew their SAM registration annually** to maintain an active status.

Information about SAM registration procedures can be accessed at www.sam.gov.

3. **Acquire a GMS username and password.** New users must create a GMS profile by selecting the “First Time User” link under the sign-in box of the [GMS](#) home page. For more information on how to register in GMS, go to www.ojp.gov/gmscbt/.
4. **Verify the SAM (formerly CCR) registration in GMS.** OJP requests that all applicants verify their SAM registration in GMS. Once logged into GMS, click the “CCR Claim” link on the left side of the default screen. Click the submit button to verify the SAM (formerly CCR) registration.
5. **Search for the funding opportunity on GMS.** After logging into GMS or completing the GMS profile for username and password, go to the “Funding Opportunities” link on the left side of the page. Select OVC and the *FY 2015 Victim Assistance Discretionary Grant Training Program for VOCA Victim Assistance Grantees*.
6. **Register by selecting the “Apply Online” button associated with the funding opportunity title.** The search results from step 5 will display the funding opportunity title along with the registration and application deadlines for this funding opportunity. Select the “Apply Online” button in the “Action” column to register for this funding opportunity and create an application in the system.
7. **Follow the directions in GMS to submit an application consistent with this guidance.** Once submitted, GMS will display a confirmation screen stating the submission was successful. **Important:** In some instances, applicants must wait for GMS approval before submitting an application. OJP urges applicants to submit the application **at least 72 hours prior** to the application due date.

Note: Duplicate Applications

If an applicant submits multiple versions of the same application, OVC will review only the most recent system-validated version submitted. See Note on “File Names and File Types” under [How to Apply](#).

Experiencing Unforeseen GMS Technical Issues

Applicants that experience unforeseen GMS technical issues beyond their control that prevent them from submitting their application by the deadline must contact the [GMS Help Desk](#) or the [SAM Help Desk](#) to report the technical issue and receive a tracking number. Then the applicant must e-mail the OVC contact identified in the Contact Information section on the title page **within 24 hours after the application deadline** and request approval to submit their application. The e-mail must describe the technical difficulties and include a timeline of the applicant’s submission efforts, the complete grant application, the applicant’s DUNS number, and any GMS Help Desk or SAM tracking number(s). **Note: OVC does not approve requests automatically.** After the program office reviews the submission, and contacts the GMS Help Desk to validate 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 applicant

failed to follow all required procedures, which resulted in an untimely application submission, OJP will deny the applicant's request to submit their application.

The following conditions are generally insufficient to justify late submissions:

- Failure to register in SAM or GMS in sufficient time
- Failure to follow GMS instructions on how to register and apply as posted on the GMS Web site
- Failure to follow each instruction in the OJP invitation letter or guidance
- Technical issues with the applicant's computer or information technology environment, including firewalls

Notifications regarding known technical problems with GMS, if any, are posted at the top of the OJP funding Web page at www.ojp.gov/funding/Explore/CurrentFundingOpportunities.htm.

IV. Application Review Information

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. The Office for Victims of Crime reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the invitation to apply and any associated program(s).

OJP reviews applications for potential discretionary awards to evaluate the risks posed by applicants before they receive an award. This review may include but is not limited to the following:

1. Financial stability and fiscal integrity
2. Quality of management systems and ability to meet the management standards prescribed in the Financial Guide
3. History of performance
4. Reports and findings from audits
5. The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities
6. Proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and whether those costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations

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 consider factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

V. Federal Award Administration Information

Federal Award Notices

OJP award notification will be sent from GMS. Recipients will be required to login; accept any outstanding assurances and certifications on the award; designate a financial point of contact; and review, sign, and accept the award. The award acceptance process involves 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 agency-approved project proposal and budget, the recipient must comply with award terms and conditions, and other legal requirements, including but not limited to OMB, DOJ or other federal regulations which will be included in the award, incorporated into the award by reference, or are otherwise applicable to the award. OJP strongly encourages prospective applicants to review the information pertaining to these requirements **prior** to submitting an application. To assist applicants and recipients in accessing and reviewing this information, OJP has placed pertinent information on its [Solicitation Requirements](#) page of the [OJP Funding Resource Center](#) webpages.

Please note in particular the following two forms, which applicants must accept in GMS prior to the receipt of any award funds, as each details legal requirements with which applicants must provide specific assurances and certifications of compliance. Applicants may view these forms in the Apply section of the [OJP Funding Resource Center](#) and are strongly encouraged to review and consider them carefully prior to making an application for OJP grant funds.

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

Upon grant approval, OJP electronically transmits (via GMS) the award document to the prospective award recipient. In addition to other award information, the award document contains award terms and conditions that specify national policy requirements³ with which recipients of federal funding must comply; uniform administrative requirements, cost principles, and audit requirements; and program-specific terms and conditions required based on applicable program (statutory) authority or requirements set forth in OJP solicitations and program announcements, and other requirements which may be attached to appropriated funding. For example, certain efforts may call for special requirements, terms, or conditions relating to intellectual property, data/information-sharing or -access, or information security; or audit requirements, expenditures and milestones, or publications and/or press releases. OJP also may place additional terms and conditions on an award based on its risk assessment of the applicant, or for other reasons it determines necessary to fulfill the goals and objectives of the program.

Prospective applicants may access and review the text of mandatory conditions OJP includes in all OJP awards, as well as the text of certain other conditions, such as administrative conditions, via OJP's [Mandatory Award Terms and Conditions](#) page of the [OJP Funding Resource Center](#).

³ See *generally* 2 C.F.R. 200.300 (provides a general description of national policy requirements typically applicable to recipients of Federal awards, including the Federal Funding Accountability and Transparency Act of 2006 (FFATA)).

General Information about Post-Federal Award Reporting Requirements

Recipients must submit quarterly financial reports, quarterly performance metric reports and final financial and progress reports, and, if applicable, an annual audit report in accordance with 2 CFR Part 200. Future awards and fund drawdowns may be withheld if reports are delinquent.

Special Reporting requirements may be required by OJP depending on the statutory, legislative or administrative obligations of the recipient or the program.

VI. Federal Awarding Agency Contact(s)

For additional Federal Awarding Agency Contact(s), see the Title page.

For additional contact information for GMS, see the Title page.

VII. Other Information

Provide Feedback to OJP

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this guidance, the application submission process, and/or the application review/peer review process. Feedback may be provided to OJPSolicitationFeedback@usdoj.gov.

IMPORTANT: This email is for feedback and suggestions only. Replies are **not** sent from this mailbox. If you have specific questions on any program or technical aspect of this invitation or guidance, **you must** directly contact the appropriate number or e-mail listed on the invitation letter. These contacts are provided to help ensure that you can directly reach an individual who can address your specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please email your resume to ojppeerreview@lmbps.com. The OJP Solicitation Feedback email account will not forward your resume. **Note:** Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.

Application Checklist

OVC FY 15 Victim Assistance Discretionary Grant Training Program for VOCA Victim Assistance Grantees

This application checklist has been created to assist in developing an application.

What an Applicant Should Do:

Prior to Registering in GMS:

- _____ Acquire a DUNS Number (see page 12)
- _____ Acquire or renew registration with SAM (see page 13)

To Register with GMS:

- _____ For new users, acquire a GMS username and password* (see page 13)
- _____ For existing users, check GMS username and password*
to ensure account access (see page 13)
- _____ Verify SAM registration in GMS (see page 13)
- _____ Search for correct funding opportunity in GMS (see page 13)
- _____ Select correct funding opportunity in GMS (see page 13)
- _____ Register by selecting the “Apply Online” button associated with the funding opportunity
title (see page 13)
- _____ If experiencing technical difficulties in GMS, contact OVC (see page 3)

*Password Reset Notice – GMS users are reminded that while password reset capabilities exist, this function is only associated with points of contacts designated within GMS at the time the account was established. Neither OJP nor the GMS Help Desk will initiate a password reset unless requested by the authorized official nor a designated point of contact associated with an award or application.”

General Requirements:

- _____ Review [Solicitation Requirements](#) webpage in the [OJP Funding Resource Center](#).

Scope Requirement:

- _____ The federal amount requested is consistent with the allocation table.

Eligibility Requirement: Eligible applicants are limited to state agencies designated by the chief executive to administer VOCA Victim Assistance Formula Grants.

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 8)
- _____ Program Narrative (see page 9)
 - _____ Employee Compensation Waiver request and justification
(if applicable) (see page 7)
 - _____ Read OJP policy and guidance on conference approval, planning, and reporting
available at www.ojp.gov/financialguide/PostawardRequirements/chapter15page1.htm
(see page 8)
- _____ Disclosure of Lobbying Activities (SF-LLL) (see page 12)
- _____ Applicant Disclosure of High Risk Status (see page 10)
- _____ Additional Attachments
 - _____ Applicant Disclosure of Pending Applications (see page 11)
- _____ Financial Management and System of Internal Controls Questionnaire (if applicable)
(see page 6)

OVC State Discretionary Grant Allocation Chart

\$50,000/*\$20,000 Base

VICTIM ASSISTANCE

STATE/TERRITORIES	POPULATION		ALLOCATION
	2013 Estimate Number		
	NUMBER	PERCENT	
Alabama	4,833,722	0.01510	386,546
Alaska	735,132	0.00230	101,183
Arizona	6,626,624	0.02070	511,376
Arkansas	2,959,373	0.00924	256,045
California	38,332,521	0.11973	2,718,886
Colorado	5,268,367	0.01646	416,808
Connecticut	3,596,080	0.01123	300,376
Delaware	925,749	0.00289	114,455
District of Columbia	646,449	0.00202	95,009
Florida	19,552,860	0.06107	1,411,360
Georgia	9,992,167	0.03121	745,701
Hawaii	1,404,054	0.00439	147,757
Idaho	1,612,136	0.00504	162,244
Illinois	12,882,135	0.04024	946,913
Indiana	6,570,902	0.02052	507,496
Iowa	3,090,416	0.00965	265,169
Kansas	2,893,957	0.00904	251,491
Kentucky	4,395,295	0.01373	356,021
Louisiana	4,625,470	0.01445	372,046
Maine	1,328,302	0.00415	142,482
Maryland	5,928,814	0.01852	462,791
Massachusetts	6,692,824	0.02091	515,985
Michigan	9,895,622	0.03091	738,979
Minnesota	5,420,380	0.01693	427,392
Mississippi	2,991,207	0.00934	258,262
Missouri	6,044,171	0.01888	470,823
Montana	1,015,165	0.00317	120,680
Nebraska	1,868,516	0.00584	180,095
Nevada	2,790,136	0.00872	244,262
New Hampshire	1,323,459	0.00413	142,145
New Jersey	8,899,339	0.02780	669,613
New Mexico	2,085,287	0.00651	195,187
New York	19,651,127	0.06138	1,418,202
North Carolina	9,848,060	0.03076	735,667
North Dakota	723,393	0.00226	100,366
Ohio	11,570,808	0.03614	855,613
Oklahoma	3,850,568	0.01203	318,094
Oregon	3,930,065	0.01228	323,629
Pennsylvania	12,773,801	0.03990	939,371
Rhode Island	1,051,511	0.00328	123,211
South Carolina	4,774,839	0.01491	382,446
South Dakota	844,877	0.00264	108,824
Tennessee	6,495,978	0.02029	502,280
Texas	26,448,193	0.08261	1,891,445
Utah	2,900,872	0.00906	251,972
Vermont	626,630	0.00196	93,629
Virginia	8,260,405	0.02580	625,127
Washington	6,971,406	0.02178	535,381
West Virginia	1,854,304	0.00579	179,105
Wisconsin	5,742,713	0.01794	449,834
Wyoming	582,658	0.00182	90,567
American Samoa *	54,719	0.00017	23,810
Guam *	160,378	0.00050	31,166
N. Mariana Is. *	51,170	0.00016	23,563
Puerto Rico	3,645,648	0.01139	303,827
Virgin Islands	104,737	0.00033	57,292
TOTAL	320,145,491	1.00000	25,000,000