

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



Crime Victim Compensation Program Assessment FY 2020 Competitive Grant Solicitation

CFDA #16.582

Grants.gov Solicitation Number: OVC-2020-17574

Solicitation Release Date: February 19, 2020

Application Deadline: 11:59 p.m., eastern time, on April 20, 2020

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) is seeking applications for funding for the Crime Victim Compensation Program Assessment to support six compensation programs as they conduct critical assessments of victims' access to states' compensation programs and implement recommendations to enhance crime victim access to compensation funding.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The Resource Guide provides guidance to applicants for the preparation and submission to OJP of applications for funding. If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision. This solicitation expressly modifies the Resource Guide by not incorporating the "Disclosure of Process Related to Executive Compensation" and the "Tribal Authorizing Resolution" provisions in the "Application Attachments" section.

Eligibility (Who may apply):

The following entities are eligible to apply:

- state victim compensation programs¹ that are eligible to administer the Victims of Crime Act (VOCA) Victim Compensation grants.

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

Contact Information

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

¹ For purposes of this program, the term "state" includes the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, and any other possession or territory of the United States. 34 U.S.C. 20102(d)(4).

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 National Criminal Justice Reference Service (NCJRS) Response Center contact identified below **within 24 hours after the application deadline** to request approval to submit its application after the deadline. Additional information on reporting technical issues appears under “Experiencing Unforeseen Grants.gov Technical Issues” in the How To Apply (Grants.gov) section in the [OJP Grant Application Resource Guide](#).

For assistance with any other requirements of this solicitation, contact the NCJRS Response Center: toll free at 800–851–3420; via TTY at 301–240–6310 (hearing impaired only); email to grants@ncjrs.gov; fax to 301–240–5830; or web chat at <https://webcontact.ncjrs.gov/ncjchat/chat.jsp>. The NCJRS Response Center operates from 10:00 a.m. to 6:00 p.m., eastern time, Monday through Friday, and from 10:00 a.m. to 8:00 p.m., eastern time, on the solicitation closing date.

Pre-Application Webinar

OVC will conduct one pre-application webinar on March 5, 2020, from 1:00 p.m. to 2:00 p.m., eastern time. Participation in the webinar is optional. OVC staff will review the solicitation requirements and conduct a question and answer session with interested potential applicants. You may register for the webinar at <https://www.ovc.gov/grants/webinars.html>.

Deadline Details

Applicants must register with Grants.gov at <https://www.grants.gov/web/grants/register.html> prior to submitting an application. All applications are due by 11:59 p.m., eastern time, on April 20, 2020.

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

An applicant must use the **Add Attachment** button to attach a file to its application. Do not click the paperclip icon to attach files. This action will not attach the files to the application. After adding an attachment, select the **View Attachment** button to confirm you attached the correct file. To remove the file, select the **Delete Attachment** button.

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

For additional information, see the “How to Apply (Grants.gov)” section in the [OJP Grant Application Resource Guide](#).

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Crime Victim Compensation Program Assessment CFDA # 16.582

A. Program Description

Overview

This solicitation is seeking applications to assess state compensation programs, develop an implementation plan based on the assessment, and execute the implementation plan. This project will support selected states in assessing victims' access to compensation programs and implementing recommendations with the goal of increasing the number of victims aware of this vital resource and interested in seeking victim compensation.

Statutory Authority: This program is authorized by VOCA, 34 U.S.C. § 20103(c)(1)(a).

Project-Specific Information

Under the Crime Victim Compensation Program Assessment project, funding will be provided to conduct three phases of this program. First, each selected state will assess its compensation program. Selected applicants will conduct an assessment to identify gaps in a state's compensation program, policies, and procedures regarding victims' access to compensation. This should include an analysis of applicable rules, regulations, statutes, and other relevant standards or policies providing guidance for the state's compensation program. The assessment will include recommendations about how to enhance state compensation programs, including evidence-based strategies and recommended organizational practices and policies in the administration of crime victim compensation programs at the state level.

Second, selected states will develop an implementation plan based on the needs identified in the assessment. This plan will set forth how states will respond to those needs and strategies for implementation. This should include identifying government and community-based partners necessary to improve victim access to compensation funding, and how states will include those partners. Selected applicants will generate model recommendations and promising practices for their states that may be replicated in other states or territories in the future.

Third, selected states will execute the implementation plan of recommendations identified during the first two phases that will result in enhanced victim access to compensation funding. During this final phase, states will be expected to act on the recommendations identified in the assessment and follow the strategies for execution identified in the implementation plan.

Goals, Objectives, and Deliverables

The goal of this project is to develop or enhance and implement evidence-based strategies, and organizational practices and policies, to increase program responsiveness, efficiency, and accessibility for all victims throughout the state.

Selected states will achieve this goal through the following objectives:

- Conduct an assessment of the state's current compensation program, including applicable rules, regulations, statutes, and other relevant standards impacting the ability of victims to access compensation, along with an analysis of the different federal, state,

local, and other funding streams and programs that support victims (this can include, but should not be limited to, restitution collection). This should also include an assessment of the compensation program's efforts to coordinate, collaborate, conduct outreach, and partner with other government agencies, nonprofit organizations, and other professional organizations;

- Generate model recommendations and promising practices that can be implemented within their own state, and, if rooted in evidence-based practices, possibly across the country;
- Develop analysis of the different federal, state, local, and other funding streams and programs that support victims;
- examine if and how restitution impacts state compensation programming, including the effectiveness of restitution collection efforts in their states;
- Develop an implementation plan based on the assessment that strives to produce a more efficient and responsive compensation program, while increasing crime victim access to compensation funding; and
- Implement the recommendations that will result in enhanced victim access to compensation funding.

Deliverables:

- A needs assessment conducted of the state's compensation program (as described in the goals, objectives, and deliverables). The needs assessment should include recommendations to address the issues identified in the needs assessment.
- An implementation plan to execute the recommendations identified in the needs assessment. The implementation plan should include model recommendations or promising practices that can be shared with other states that describe the policies, procedures, protocols, and resources (such as technology, staffing, and outreach activities) required for implementation. The implementation plan should also include a time-task plan for executing the recommendations.
- Execution of recommended activities that are allowable and can be accomplished during the award period.
- A report assessing the execution of the implementation plan, which should include, but not be limited to, a discussion of (a) successes and challenges of implementation; (b) the sustainability of newly implemented successful measures without federal funds; (c) partnerships and outreach efforts to expand victim access to compensation; (d) new or expanded initiatives to improve the compensation programs, and the effectiveness of these initiatives; and (e) recommendations for future efforts to improve or enhance compensation programming.

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

Evidence-Based Programs or Practices

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

Information Regarding Potential Evaluation of Programs and Activities

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

B. Federal Award Information

Maximum number of awards OVC expects to make:	6
Estimated maximum dollar amount for each award:	\$350,000
Total amount anticipated to be awarded under solicitation:	\$2,100,000
Period of Performance start date:	October 1, 2020
Period of Performance duration:	3 years

OVC may, in certain cases, provide additional funding in future years to awards made under this solicitation, through continuation awards. OJP will consider, among other factors, OJP’s strategic priorities, a recipient’s overall management of the award, and progress of award-funded work when making continuation-award decisions.

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

Type of Award

OVC expects to make awards under this solicitation as cooperative agreements, which provide for OJP to have substantial involvement in carrying out award activities. See the “Administrative, National Policy, and Other Legal Requirements” section of the [OJP Grant Application Resource Guide](#) for additional information.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements² as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See [OJP Grant Application Resource Guide](#) for additional information.

Budget Information

Cost Sharing or Matching Requirement

This solicitation does not require a match.

² 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.

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

[Pre-agreement Costs \(also known as Pre-award Costs\)](#)
[Limitation on Use of Award Funds for Employee Compensation; Waiver](#)
[Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs](#)
[Costs Associated with Language Assistance \(if applicable\)](#)

C. Eligibility Information

For eligibility information, see the title page.

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

D. Application and Submission Information

This solicitation expressly modifies the OJP Grant Application Resource Guide by not incorporating the “Disclosure of Process Related to Executive Compensation” provisions in the “Application Attachments” section of the [OJP Grant Application Resource Guide](#).

What an Application Should Include

The following application elements MUST be included in the application submission for an application to meet the basic minimum requirements (BMR) to advance to peer review and receive consideration for funding: Program Narrative and the Budget Detail Worksheet including the Narrative.

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

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

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

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

2. Project Abstract

Include a project abstract that summarizes the proposed project in 400 words or less. Project abstracts should be —

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

3. Program Narrative

The program narrative should not exceed 25 double-spaced pages, using 12-point Times New Roman font with 1-inch margins. Pages should be numbered. If the program narrative fails to comply with these length-related restrictions, OVC may negatively consider such noncompliance in peer review and in final award decisions.

The following sections should be included as part of the program narrative:

a. Description of the Issue

Describe the compensation issue(s) in the state that the applicant plans to address, why it is necessary to address those issues, and how addressing the issues will improve victim access to compensation in that state. Explain the project goals and objectives.

b. Project Design and Implementation

The project design and implementation plan must describe the project strategy and discuss how the strategy will address the identified problems and support the goals and objectives. The applicant's strategy or design must include a description of project tasks, activities, staff responsibilities, and clear descriptions of interim deliverables and final products. If applicable, include a description for developing materials and training that addresses the needs of educating the community, professionals, and others about enhancements to the state compensation program.

Applicants must include a time-task plan that clearly identifies objectives, major activities, products, and the timing of execution for the three different phases of the project: (1) assessment, (2) development of the implementation plan, and (3) implementation. This time-task plan should include the following:

- The designation of organizations responsible for completing each activity.
- A schedule for the completion of the activities, including conducting the assessment, developing an implementation plan, and executing implementation.
- The submission date to OVC of finished products.
- The submission of semiannual progress reports and quarterly financial reports.

The time-task plan, presented as a graphic or in chart form, will not be included as a part of the 25-page program narrative limitation.

c. Capabilities and Competencies

- Applicants must describe how the program will be managed.
- Applicants must demonstrate that the individuals and organizations identified have the capacity to address the stated need, including the expertise necessary to conduct a thorough compensation needs assessment, and can work with community partners to develop an implementation plan.
- Applicants must also include a list of personnel responsible for managing and implementing the major stages of the project.

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

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

Award recipients will be required to provide the relevant data by submitting semiannual performance metrics through OVC's online Performance Measurement Tool (PMT) located at <https://ovcpmt.ojp.gov>. Applicants should examine the complete list of performance indicators at <https://www.ovc.gov/grants/pdfxt/TVS-questionnaire.pdf>. Award recipients under this solicitation will be required to complete the following sections, including any relevant shared measures.

- IV. Data Gathering
- VI. Strategic Planning

Reports generated from OVC's PMT system must be uploaded to the Grants Management System (GMS) every 6 months. Applicants should visit OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

The application should demonstrate an understanding of the performance data reporting requirements for this grant program and detail how the applicant will gather the required data should it receive funding.

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

Note on Project Evaluations

An applicant that proposes to use award funds through this solicitation to conduct project evaluations should follow the guidance under Note on Project Evaluations in the [OJP Grant Application Resource Guide](#).

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

4. [Budget Information and Associated Documentation](#) in the "Budget Preparation and Submission Information" section
5. [Indirect Cost Rate Agreement](#)
6. [Financial Management and System of Internal Controls Questionnaire \(including applicant disclosure of high risk status\)](#)
7. [Disclosure of Lobbying Activities](#)
8. [Applicant Disclosure of Pending Applications](#)
9. [Applicant Disclosure and Justification – DOJ High Risk Grantees](#)³ (if applicable)
10. [Research and Evaluation Independence and Integrity](#)

11. Additional Attachments

a. Time-Task Plan

See page 8 for details on what this attachment should include.

³ A "DOJ High Risk Grantee" is a recipient that has received a DOJ High Risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible.

How To Apply (Grants.gov)

Applicants must register in and submit applications through [Grants.gov](https://www.grants.gov), a primary source to find federal funding opportunities and apply for funding. Find information on how to apply in response to this solicitation in the [OJP Grant Application Resource Guide](#).

Registration and Submission Steps

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

- 16.582, Crime Victim Discretionary Grants, and
- OVC-2020-17574.

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

E. Application Review Information

Review Criteria

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

1. Description of the Issue (20%)
2. Project Design and Implementation (45%)
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.⁴

Review Process

OVC reviews the application to make sure that the information presented is reasonable, understandable, measurable, achievable, and consistent with the solicitation. See the [OJP Grant Application Resource Guide](#) for information on the application review process for this solicitation.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

Important note on FAPIIS: An applicant, at its option, may review and comment on any information about itself that currently appears in FAPIIS and was entered by a federal awarding

⁴ 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.

agency. OJP will consider any such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant.

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

F. Federal Award Administration Information

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

Federal Award Notices

Administrative, National Policy, and Other Legal Requirements

OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application.

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions, and all applicable requirements of federal statutes and regulations (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance).

For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [OJP Grant Application Resource Guide](#).

Information Technology (IT) Security Clauses

General Information About Post-Federal Award Reporting Requirements

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

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

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

G. Federal Awarding Agency Contact(s)

For OJP contact(s), see page 2.

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

H. Other Information

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

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

[Provide Feedback to OJP](#)

Appendix A: Application Checklist Crime Victim Compensation Program Evaluation

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 [OJP Grant Application Resource Guide](#))
- Acquire or renew registration with SAM (see [OJP Grant Application Resource Guide](#))

To Register with Grants.gov:

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

To Find Funding Opportunity:

- Search for the Funding Opportunity on Grants.gov (see [OJP Grant Application Resource Guide](#))
- Access Funding Opportunity and Application Package (see [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional)
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, and reporting available at ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm (see [OJP Grant Application Resource Guide](#))

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 [OJP Grant Application Resource Guide](#))

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

- contact OVC regarding experiencing technical difficulties (see page 1)

Overview of Post-Award Legal Requirements:

- Review the [Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2020 Awards](#) in the [OJP Funding Resource Center](#).

Scope Requirement:

- The federal amount requested is within the allowable limit(s) of up to \$350,000.

Eligibility Requirement: For eligibility information, see the title page.

What an Application Should Include:

The following items are critical application elements required to pass Basic Minimum Requirements review. An application that OJP determines does not include the application elements that must be included in the application submission in order for the application to meet the basic minimum requirements, will neither proceed to peer review, nor receive further consideration.

- Program Narrative (see page 8)
 - Budget Detail Worksheet including the Narrative (see [OJP Grant Application Resource Guide](#))
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- Application for Federal Assistance (SF-424) (see [OJP Grant Application Resource Guide](#))
 - Project Abstract (see page 7)
 - Program Narrative (see page 8)
 - Description of the Issue* (see page 8)
 - Project Design and Implementation Plan* (see page 8)
 - Capabilities and Competencies* (see page 8)
 - Plan for Collecting the Data Required for this Solicitation's Performance Measures* (see page 8)
 - Budget Detail Worksheet (including Narrative) (see [OJP Grant Application Resource Guide](#))
 - Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
 - Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))
 - [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
 - Applicant Disclosure of Pending Applications (see [OJP Grant Application Resource Guide](#))
 - Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))
 - Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))
- Additional Attachments
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))
 - Time-Task Plan (see page 9)