

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



Emergency and Transitional Pet Shelter and Housing Assistance Grant Program

OVC FY 2020 Competitive Grant Solicitation

CFDA #16.582

Grants.gov Solicitation Number: OVC-2020-18473

Solicitation Release Date: March 30, 2020

Application Deadline: 11:59 p.m. eastern time on May 29, 2020

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) is seeking applications to support shelter and transitional housing services for victims of domestic violence and their companion animals. This program furthers the Department's mission by enhancing the field's response to victims of crime.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance to applicants on how to prepare and submit applications for funding to OJP. 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.

Eligibility

Pursuant to 34 U.S.C. 20127 (Public Law 115-334 section 12502(b)) the following entities are eligible to apply:

- 1) States and territories
- 2) Units of local government
- 3) Indian tribes
- 4) Any other organization that has a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking, including—
 - a. A domestic violence and sexual assault victim service provider;
 - b. Domestic violence and sexual assault coalition;
 - c. A community-based and culturally specific organization; and
 - d. Any other nonprofit, nongovernmental organization
- 5) Any organization that works directly with pets, service animals, emotional support animals, or horses and collaborates with any organization referred to in 1–4 above, including—
 - a. An animal shelter; and
 - b. An animal welfare organization

OVC may make more than one award to a single organization if proposed projects are in distinct geographic areas. OVC will consider applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients ("subgrantees"). The applicant must be the entity that would have primary responsibility for carrying out the award, including administering the funding and managing the entire program. For additional information on subawards, see the [OJP Grant Application Resource Guide](#).

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.

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

For assistance with any other requirements of this solicitation, contact the National Criminal Justice Reference Service (NCJRS) Response Center: toll free at 800-851-3420; via TTY at 301-240-6310 (hearing impaired only); email to 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.–6:00 p.m., eastern time, Monday through Friday, and from 10:00 a.m.–8:00 p.m., eastern time, on the solicitation closing date.

Pre-Application Webinar

OVC will conduct one pre-application webinar on April 14, 2020, from 3:30 p.m. to 5:00 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 May 29, 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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OVC FY 2020 Emergency and Transitional Pet Shelter and Housing Assistance Grant Program (CFDA # 16.582)

A. Program Description

Overview

This program will provide funding for shelter and transitional housing and other assistance to victims of domestic violence¹ and their companion animals, which under this program means pets, service animals, emotional support animals, and horses.²

Statutory Authority: This program is authorized by 34 U.S.C. 20127 (Public Law 115-334 section 12502(b)).

Program-Specific Information

The purpose of this program, per 34 U.S.C. 20127(b)(3), is to support projects that provide the following:

- (A) emergency and transitional shelter and housing assistance for domestic violence victims with companion animals, including modifications to existing structures to provide for housing of animals;³ operating expenses of newly developed or existing emergency and transitional companion animal shelters for companion animals, regardless of whether such shelter is co-located at a victim housing service provider or is elsewhere within the community.
- (B) short-term shelter and housing assistance for domestic violence victims with companion animals, including expenses incurred for the temporary shelter, housing, boarding, or

¹ The term “domestic violence victim” means a victim of domestic violence, dating violence, sexual assault, or stalking, as established in Public Law 115-334.

² The following definitions, set out in 34 U.S.C. 20127(b)(9), apply to this solicitation:

DOMESTIC VIOLENCE VICTIM. The term “domestic violence victim” means a victim of domestic violence, dating violence, sexual assault, or stalking.

EMOTIONAL SUPPORT ANIMAL. The term “emotional support animal” means an animal that is covered by the exclusion specified in 24 C.F.R. section 5.303 (or a successor regulation), and that is not a service animal.

PET. The term “pet” means a domesticated animal, such as a dog, cat, bird, rodent, fish, turtle, or other animal that is kept for pleasure rather than for commercial purposes.

SERVICE ANIMAL. The term “service animal” has the meaning given the term in 28 C.F.R. section 36.104 (or a successor regulation).

OTHER TERMS. Except as otherwise provided, terms have the meaning given such terms in section 40002(a) of the Violence Against Women Act of 1994 (34 U.S.C. 12291(a)).

³ Minor modifications or renovations to existing structures are permissible under this program. Construction involving the breaking of new ground is not permissible under OVC’s authorizing statute.

fostering of the companion animals of victims of domestic violence and other expenses that are incidental to securing the safety of such a companion animal during the sheltering, housing, or relocation of such victims.

- (C) support services designed to enable persons who are fleeing a situation of domestic violence to locate and secure safe housing with the victim's companion animal; safe accommodations for the victim's companion animal; or provide the victim with companion animal-related services, such as transportation, care services, and other assistance.
- (D) training for relevant stakeholders on the link between domestic violence and the abuse and neglect of companion animals; the needs of victims of domestic violence; best practices for providing support services to such victims; best practices for providing such victims with referrals to victims' services; and the importance of confidentiality.

Grantees will make the housing and supportive services described above available to a victim for a period of not more than 24 months, which may be extended an additional 6 months in the case of a victim who has made a good faith effort to acquire permanent housing for themselves and the victim's companion animal during that 24-month period and has been unable to acquire permanent housing within that period. See 34 U.S.C. 20127(b)(5).

Under this program, grantees will be bound by the nondisclosure of confidential information requirements of section 40002(b)(2) of the Violence Against Women Act of 1994 (34 U.S.C. 12291(b)(2)). Nothing in this solicitation shall be construed to require grantees to breach client confidentiality. See 34 U.S.C. 20127(b)(2)(C).

Nothing in this solicitation shall be construed to require domestic violence victims to participate in the criminal justice system to receive services. See 34 U.S.C. 20127(b)(2)(C).

An entity receiving funding must certify in its application that the entity, before engaging with any individual domestic violence victim, will disclose to the victim any mandatory duty of the entity to report instances of abuse and neglect (including instances of abuse and neglect of companion animals).

Unallowable Costs

The costs of the following activities cannot be supported with grant funds:

Holding Beds

Grantees may not "hold beds" in a housing facility by charging their cost to the grant and keeping them empty until a victim needs the bed when other victims need access to the beds, as this would be considered an unallowable contingency payment (see 2 C.F.R. 200.433(c)).

Stipends/Incentives to Participate in Services

Neither cash nor non-cash stipends nor incentives may be paid to victims to encourage their participation in services.⁴

⁴ Nominal cash or non-cash stipends (e.g., taxi or ride share vouchers, public transportation tickets or tokens; money to pay for childcare or gift cards for meals that are necessary when participants receive services) are allowable.

Primary Prevention Activities

The purpose of this funding is to support victim service programs; therefore, applicants should not propose primary prevention activities under this program.

Activities Prohibited by 34 U.S.C. 20127(2)(B)

Applicants shall not propose—

- a. any activities that may compromise the safety of a domestic violence victim, including:
 - i. background checks of domestic violence victims; or
 - ii. clinical evaluations to determine the eligibility of such a victim for support services.
- b. to require mandatory services for victims or that a victim obtain a protective order to receive proposed services.

Goals, Objectives, and Deliverables

The primary goal of this program is to provide shelter and transitional housing to victims of domestic violence and their companion animals.

Objectives are to:

- (1) Increase the number of shelter beds and transitional housing options to meet the needs of victims of domestic violence who need shelter or housing for them and their companion animals.
- (2) Provide training on (1) the link between domestic violence and the abuse and neglect of companion animals; (2) the needs of victims of domestic violence; (3) best practices for providing, or referring, support services to such victims; and (4) best practices in designing and delivering services that protect victims' confidentiality.

Deliverables under this program include the following services for victims of domestic violence with companion animals:

1. Emergency, short-term, and transitional shelter and housing assistance.
2. Assistance with expenses incurred for the relocation or temporary shelter, housing, boarding, or fostering of the companion animals that are incidental to securing the safety of the companion animal.
3. Support services designed to enable a victim who is fleeing a situation of domestic violence to locate and secure safe housing for the victim and the victim's companion animal(s).
4. Delivery of training for relevant stakeholders on the link between domestic violence and the abuse and neglect of animals; the needs of victims of domestic violence; best practices for providing support services to such victims; best practices for providing such victims with referrals to victim services; and the importance of confidentiality.

Services provided will be measured quarterly by service-hour or units delivered, type of service, number of new and continuing victims served, and other key data points. Grantees will provide

data to OVC on the number of victims of domestic violence, dating violence, sexual assault, or stalking with companion animals provided with grant-funded assistance; and the purpose, amount, type of, and duration of such assistance.

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](#).

OJP Priority Areas

In FY 2020, in addition to executing any statutory prioritization that may be applicable, OJP will give priority consideration to—

- applications that address specific challenges that rural communities face.
- applications that demonstrate that the individuals who are intended to benefit from the requested grant reside in high-poverty areas or persistent poverty counties.
- applications that offer enhancements to public safety in economically distressed communities (Qualified Opportunity Zones).

To receive priority consideration under the rural priority, applicants must describe what makes the geographic service area rural, using U.S. Census or other appropriate government data (for assistance, applicants may want to refer to <https://www.census.gov/programs-surveys/geography/guidance/geo-areas/urban-rural.html>); how isolated the area is from needed services; and how they will address specific challenges in rural communities.

To receive priority consideration under the poverty priority, the applicant must provide information to demonstrate that the individuals who are intended to benefit from the requested grant reside in high-poverty areas or persistent poverty counties. For purposes of this priority consideration, the term “high-poverty area” means any census tract with a poverty rate of at least 20 percent, as measured by the 2013–2017 5-year data series available from the U.S. Census Bureau’s American Community Survey (applicants may search by census tract at <https://www.census.gov/acs/www/data/data-tables-and-tools/narrative-profiles/2017/>). The term “persistent poverty counties” means any county that has had 20 percent or more of its population living in poverty over the past 30 years, as measured by the 1990 and 2000 decennial censuses and the most recent Small Area Income and Poverty Estimates (applicants may search by county at <https://www.census.gov/data/tables/time-series/dec/census-poverty.html> and <https://www.census.gov/programs-surveys/saipe.html>).

To receive priority consideration under the Qualified Opportunity Zones (QOZ) priority, applicants must include information that specifies how the project will enhance public safety in the specified QOZs. For resources on QOZs and a current list of designated QOZs, see the U.S. Department of the Treasury’s resource webpage, accessible at <https://www.cdfifund.gov/pages/opportunity-zones.aspx>.

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:	5
Estimated maximum dollar amount for each award:	\$400,000
Total amount anticipated to be awarded under solicitation:	\$2 million
Period of Performance start date:	October 1, 2020
Period of Performance duration:	36 months

OVC may, in certain cases, provide additional funding in future years to awards made under this solicitation, through continuation awards. 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 grants. 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 Requirements⁵ 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.

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](#).

⁵ 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.

D. Application and Submission Information

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 Budget Detail Worksheet and Budget 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.

This solicitation expressly modifies the OJP Grant Application Resource Guide by not including the section address Disclosure of Process Related to Executive Compensation, which is not applicable to this 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 and include:

- Legal name of applicant (the agency, not the individual)
- Description of services to be provided under the proposed project
- Geographic area to be served
- List of project partners and their roles in the proposed project
- Federal amount requested for the 36-month project period. This amount **MUST** match the total in the Budget Detail Worksheet, including the Narrative, and the federal amount requested on the SF-424.

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 12-point Times New Roman font with 1-inch margins.

3. Program Narrative

The Program Narrative may not exceed 15 pages, and should be double-spaced, using 12-point Times New Roman font with 1-inch margins. 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 Program Narrative must include the following four sections:

a. Statement of the Problem

This section must:

1. Reflect the eligible entity's understanding of the dynamics of domestic violence, dating violence, sexual assault, and stalking.
2. Specify how the proposed project will address any identified gaps in available emergency or transitional shelter or housing services.

b. Project Design and Implementation

The application must provide a clear link between the proposed activities and the need identified in the "Statement of the Problem" section above.

This section must:

1. Clearly state the goals and objectives of this project. Goals and objectives must be in alignment with those stated on page 7 of this solicitation.
2. Provide a description of the victim services that will be provided through the proposed project, such as emergency and transitional housing assistance; assistance with expenses incurred for the relocation or temporary shelter, housing, boarding, or fostering of the companion animals that are incidental to securing the safety of the animal(s); and support services designed to enable a victim who is fleeing a situation of domestic violence to locate and secure safe housing. Describe how and where the services will be provided.
3. Describe planned training for relevant stakeholders on the link between domestic violence and the abuse and neglect of animals; the needs of victims of domestic violence; best practices for providing support services to such victims; best practices for providing such victims with referrals to victim services; and the importance of confidentiality.

c. Capabilities and Competencies

This section must:

1. Demonstrate the institutional experience and expertise of the applicant and any project partners to effectively implement the requirements of this solicitation.
2. Identify the key individuals and organizations, if applicable, involved in the proposed project.
3. Describe specific roles and responsibilities of all project partners and keystaff.
4. Demonstrate that the individuals who will staff the project are qualified to provide services to victims of domestic violence, dating violence, sexual assault, and stalking and can successfully implement the proposed project activities.
5. Document plans and position descriptions for any staff to be hired.
6. Demonstrate that the project design and staffing plan ensures that animals will be safely and adequately cared for.
7. Describe the applicant's administrative and financial capacity to manage federal grants.

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](#).

Your response to this section must include the following information:

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

- Section V. Collaborative Partnerships
- Section VI. Strategic Planning
- Section VII. Victim Services

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 the applicant's understanding of the performance data reporting requirements for this grant program and detail how the applicant will gather the required data should it receive funding.

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

Note on Project Evaluations

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

4. Budget Information and Associated Documentation

See the Budget Preparation and Submission Information section of the [OJP Grant Application Resource Guide](#) for details on the Budget Detail Worksheet, and on budget information and associated documentation, such as information on proposed subawards, proposed procurement contracts under awards, and pre-agreement costs.

In preparing its budget, the applicant is to review carefully the following information that details elements that the application is to address and/or include in the Budget Detail Worksheet (and its accompanying narrative information):

- i. Required trainings (including associated travel, if necessary): Required trainings for OVC grantees include:
 - The Regional Financial Management Training Seminar sponsored by OJP's Office of the Chief Financial Officer (OCFO), unless the applicant has previously attended this

seminar or plans to take the training online. Specific information about the dates and locations of upcoming OCFO events and information about the DOJ Grants Financial Management Online Training can be found at www.ojp.usdoj.gov/training/training.htm. The Programmatic Point of Contact and Financial Point of Contact are required to complete this training.

- ii. Required Grantee Meetings (including associated travel): Program grantees will attend a 2-day meeting in Washington, D.C., twice during the 36-month project period to share their findings, work with technical assistance providers, and network with grantee peers.

The narrative information included as part of the Budget Detail Worksheet should:

1. Display a clear link between the specific project activities and the proposed budget items and not contain items that are not supported by the Program Narrative.
2. Distinguish clearly between subawards and contracts in allocating any grant funds to other entities. Pursuant to 2 C.F.R. § 200.330, a subaward is for the purpose of carrying out a portion of the federal award, such as compensating a partner with which the grantee has a Memorandum of Understanding (MOU), and a contract is for the purpose of obtaining goods and services for the grantee's own use.

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

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 Grantees⁶](#) (if applicable)
10. [Tribal Authorizing Resolution](#) (if applicable)

11. Additional Attachments

a. Service Partner MOUs, Letters of Intent, and Subcontracts/Subgrants

For services to be provided by project partners, the applicant must name the project partner that will provide the specific service in the Program Narrative, and include, as an attachment to the application, a subcontract/subgrant, Letter of Intent, or MOU describing the commitment from that organization to perform a specific service, and a description of the fee for the service or cost to the grant for each service. MOUs and Letters of Intent should be submitted as one separate attachment to the application.

b. Position Descriptions and Resumes

Position descriptions and resumes for key positions should be tailored to the applicant to demonstrate the qualifications of the staff involved in the project.

⁶ 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.

c. Documentation of Rural Challenges (if applicable)

As mentioned above, OJP will give priority consideration in award decisions to applications that address specific challenges that rural communities face. Each applicant proposing to receive priority consideration under the rural priority should provide a sufficient narrative to include what makes the geographic service area rural (using U.S. Census or other appropriate government data), how isolated the area is from needed services, and how the applicant will address specific challenges in rural communities.

d. Documentation of High-Poverty Areas or Persistent Poverty Counties (if applicable)

As mentioned above, OJP will give priority consideration in award decisions to applications that demonstrate that the individuals who will benefit from the requested grant reside in high-poverty areas or persistent poverty counties, as defined above. Each applicant proposing to receive consideration under the high-poverty areas or persistent poverty counties priority should provide a sufficient narrative explanation to identify each specific High-Poverty Area (by census tract number(s)) and/or each specific Persistent-Poverty County where individuals are intended to benefit from the requested grant and how the requested grant will address specific challenges in each such identified area and/or county.

e. Documentation of Enhanced Public Safety in Qualified Opportunity Zones (if applicable)

As mentioned above, OJP will give priority consideration in award decisions to designated Qualified Opportunity Zones (QOZ). Each applicant proposing to receive priority consideration under the QOZ priority should provide a sufficient narrative explanation in order for OJP to identify clearly the public safety benefit the applicant anticipates that its project will have on a specified QOZ. The narrative and a list of affected QOZs (by census tract number) must be included as an attachment that is clearly labeled as addressing QOZs. The applicant may also include tables, charts, graphs, or other relevant illustrations that may be useful in comprehending the manner in which the proposed project is anticipated to benefit a QOZ.

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.

- CFDA 16.582, Crime Victim Assistance/Discretionary Grants
- OVC-2020-18473

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. 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 (10%)
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.⁷

Review Process

OVC reviews the application to make sure that the information presented is reasonable, understandable, measurable, achievable, and consistent with the solicitation.

The following five paragraphs in this solicitation expressly modify the "Application Review Information" provisions in the OJP Grant Application Resource Guide. An applicant is to follow the guidance in these five paragraphs instead of the guidance stated under the "Application Review Information" heading in the Guide.

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 necessary to meet the basic minimum requirements.

For a list of the application elements that **MUST** be included in the application submission in order for an application to meet the basic minimum requirements, 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

⁷ 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.

in the subject matter of this solicitation. Peer reviewers' ratings and any resulting recommendations are advisory only, but are considered carefully.

Other important considerations for OVC include geographic diversity, strategic priorities (specifically including, but not limited to, those mentioned above relating to addressing specific challenges that rural communities face, high-poverty areas or persistent-poverty counties, demonstrable potential enhancement to public safety in one or more federally designated Qualified Opportunity Zones), available funding, and the extent to which the Budget Detail Worksheet and Budget Narrative accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

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

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

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

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

F. Federal Award Administration Information

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 page 2.

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
OVC FY 2020 Emergency and Transitional
Pet Shelter and Housing Assistance Grant Program**

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

What an Applicant Should Do:

Prior to Registering in Grants.gov:

- Acquire a DUNS Number (see [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 2)

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 \$400,000.

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. 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 11)
 - Detail Budget Worksheet and Budget 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 10)
 - Program Narrative (see page 11)
 - Statement of the Problem* (see page 11)
 - Project Design and Implementation* (see page 11)
 - Capabilities and Competencies* (see page 11)
 - Plan for Collecting the Data Required for this Solicitation's Performance Measures* (see page 11)
 - 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](#))
 - Tribal Authorizing Resolution (if applicable) (see [OJP Grant Application Resource Guide](#))
- Additional Attachments
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))
 - Service Partner MOUs, Letters of Intent, and Subcontracts/Subgrants (see page 13)
 - Position Descriptions and Resumes (see page 13)
 - Documentation of Rural Challenges (if applicable) (see page 14)

- Documentation of High-Poverty Areas or Persistent Poverty Counties (if applicable) (see page 14)
- Documentation of Enhanced Public Safety in Federally Designated Qualified Opportunity Zones (if applicable) (see page 14)