

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



---

## OVC FY 2021 Invited to Apply Tribal Victim Services Set-Aside Formula Grant Program

**Grants.gov Opportunity Number:** O-OVC-2021-90001  
**Solicitation Release Date:** April 12, 2021 4:01 PM  
**Grants.gov Deadline:** May 12, 2021 3:00 PM  
**Application JustGrants Deadline:** June 14, 2021 3:00 PM

---

### Overview

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 Fiscal Year (FY) 2021 Tribal Victim Services Set-Aside Formula Grant Program. This program furthers the Department's mission by supporting the provision of victim services in American Indian/Alaska Native communities.

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.**

### Solicitation Categories

This solicitation does not include Solicitation Categories.

### Eligible Applicants:

Other

### Other

Under this program, OVC allocates funding to participating tribes through a discretionary administrative formula based on the Population Certifications submitted by Federally recognized Indian tribes, Alaska Native Claims Settlement Act ("ANCSA") Regional Corporations, and designees. Eligible applicants are entities that submitted Population Certifications by March 5, 2021 and have been notified by OVC of their formula allocation.

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

## Contact Information

For technical assistance with submitting the **SF-424 and SF- LLL** in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, at [Grants.gov customer support webpage](#), or email at [support@grants.gov](mailto:support@grants.gov). The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

For technical assistance with submitting the **full application** in DOJ's Justice Grants System (JustGrants), contact the JustGrants Service Desk at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov), 833-872-5175. The JustGrants Service Desk operates 5 a.m. – 9 p.m. EST Monday - Friday and 9 a.m. to 5 p.m. Saturday, Sunday, and Federal holidays.

An applicant that experiences unforeseen Grants.gov or JustGrants 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.

For assistance with any other requirements of this solicitation, contact *either your assigned OVC grant manager or OVC TribalSetAside@ojp.usdoj.gov if you do not have an assigned OVC grant manager.*

OVC will conduct one pre-application webinar during which OVC staff will review the solicitation requirements and conduct a question and answer session with interested potential applicants. Participation is optional. When the webinar has been scheduled, the details and registration information will be available at <https://ovc.ojp.gov/funding/funding-webinars>.

### **Submission Information**

In FY 2021, applications will be submitted to DOJ in a **NEW** two-step process.

**Step 1:** Applicants will submit an **SF-424 and an SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html>. To register in Grants.gov, applicants will need to obtain a Data Universal Numbering System (DUNS) and System for Award Management (SAM) registration or renewal.

**Step 2:** Applicants will submit the **full application** including attachments in JustGrants at [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov). To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline.

OJP encourages applicants to review, the “How to Apply” section in the [OJP Grant Application Resource Guide](#).

# Contents

Contact Information	1
Program Description	5
Overview	5
Specific Information	5
Goals, Objectives, Deliverables, and Timeline	5
Evidence-Based Programs or Practices	6
Information Regarding Potential Evaluation of Programs and Activities	6
Federal Award Information	6
General Guidance for Federal Award	6
Types of Awards	6
Financial Management and System of Internal Controls	6
Cost Sharing or Matching Requirement	6
Pre-agreement Costs (also known as Pre-award Costs)	7
Limitation on Use of Award Funds for Employee Compensation: Waiver	7
Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs	7
Costs Associated with Language Assistance (if applicable)	7
Eligibility Information	7
Application and Submission Information	7
Information to Complete the Application for Federal Assistance (SF-424)	7
Standard Applicant Information (JustGrants 424 and General Agency Information)	7
Proposal Narrative	8
Budget and Associated Documentation	12
Budget Worksheet and Budget Narrative (Web-based Form)	13
Indirect Cost Rate Agreement (if applicable)	13
Financial Management Questionnaire (including applicant disclosure of high-risk status)	13
Additional Application Components	13
Disclosures and Assurances	13
Disclosure of Lobbying Activities	13
DOJ Certified Standard Assurances	13
Applicant Disclosure of Duplication in Cost Items	14
DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements	14
How to Apply	14
Submission Dates and Time	14
Application Review Information	14
Review Process	14
Federal Award Administration Information	14
Federal Award Notices	14
Administrative, National Policy, and Other Legal Requirements	14
Information Technology (IT) Security Clauses	15
General Information about Post-Federal Award Reporting Requirements	15
Federal Awarding Agency Contact(s)	15
Other Information	15
Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)	15

See the OJP Grant Application Resource Guide for information on Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a) .	15
Provide Feedback to OJP	15
Allowable/Unallowable Cost Chart	15
A. Personnel	16
C. Travel	18
D. Equipment	19
I. Other Costs	23
Application Checklist	27
OVC FY 2021 Invited to Apply Tribal Victim Services Set-Aside Formula Grant Program	27

# Program Description

## Overview

This solicitation supports the provision of services to crime victims in American Indian/Alaska Native communities through an administrative formula program funded through a set-aside designated by law from the Crime Victims Fund. The program is not competitive, and is open only to federally recognized Indian tribes (applying individually or as consortia), ANSCA regional corporations, and their designees.

**Statutory Authority:** Commerce, Justice, Science and Related Agencies Appropriation Act, 2021, section 510.

## Specific Information

Eligible entities that submitted a Population Certification and were notified of their formula allocation by OVC are eligible to participate in this program.

In FY 2020 Congress authorized over \$132.5 million for the tribal set-aside program. In FY 2021 Congress authorized \$100.75 million for the tribal set-aside program. As a result, formula awards may be smaller in FY 2021 than in previous years.

The authorizing statute for the tribal set-aside program does not create a statutory formula program. Based on the information gathered from tribal leaders and stakeholders, OVC established an administrative formula to administer the tribal set-aside program as a noncompetitive program. The formula was created with significant input from tribal leaders and stakeholders. Due to differences in statutory authority and scope, this *administrative* formula program differs in certain requirements and flexibilities, from the *statutory* formula Victim Assistance Program that funds state and territories.

## Tribal Set-Aside Program Background

A 1988 amendment to the Victims of Crime Act of 1984 (VOCA) created the Office for Victims of Crime as part of the Department's Office of Justice Programs. An important part of OVC's mission is to administer grant award programs that are funded by the Crime Victims Fund (CVF), which primarily includes criminal fines paid by convicted federal offenders. Each year Congress, in the appropriation law, sets the amount that OVC may use from the CVF to support grant programs for victim services.

In the FY 2018 appropriation, Congress created a tribal victim services set-aside from the CVF for the first time. The amount of the first set-aside was 3 percent of the amount available for obligation from the CVF for that year, and accordingly, the set-aside totaled about \$133 million, "available to the Office for Victims of Crime for grants, consistent with the requirements of the Victims of Crime Act, to Indian tribes to improve services for victims of crime." In the FY 2019 budget, Congress authorized a tribal set-aside of \$167.65 million (5 percent), for the same purposes. The tribal set-aside was again authorized in the FY 2020 budget at 5 percent of the CVF, for a total of \$132.5 million.

The Department implemented an interim formula grant program to disburse tribal set-aside funds in 2020. Under this noncompetitive formula program, federally recognized Indian tribes, tribal designees, and tribal consortia consisting of two or more federally recognized Indian tribes, were eligible to apply for tribal set-aside funding. OVC used an administrative formula to make 133 noncompetitive awards totaling \$112.6 million in FY 2020. These funds will provide victim services to over 200 tribes.

In November, 2020 OVC held a consultation with tribal leaders and their designees to collect feedback about the 2020 interim formula process. Based on feedback received at the consultation, some changes were made to the process for FY 2021:

- Applicants will have 60 days to respond to this solicitation
- Applicants are not required to submit a formal narrative project description, as in previous years, but may opt to submit a checklist describing project activities or complete an interview with OVC staff so that OVC staff can complete the checklist based on information from the tribe (or designee)

As agreed to in OVC's November, 2020 Tribal Consultation, OVC again used an administrative formula to determine allocations for each eligible applicant based on the Population Certification submitted earlier this year.

## Goals, Objectives, Deliverables, and Timeline

### Goals

The goal of this program is to provide support to tribal communities to improve services for victims of crime.

### Objectives

The objective of this program is to use an administrative formula to make grant awards to tribes to support activities such as:

- community needs assessment;
- strategic planning;
- victim service program development and implementation;
- victim service program expansion;
- community outreach and education;
- purchasing or procuring tangible items related to victim services; and
- other activities needed to address the needs of a wide variety of crime victims in tribal communities. (See chart at the end of this document for guidance about allowable and unallowable expenses.)

### **Deliverables**

Deliverables should align with the activities proposed. All awardees will submit quarterly performance measure data and financial reports and semiannual progress reports.

Note: If funded, grantees will be able to access training and technical assistance (TTA) through an OVC-designated TTA providers to help tribes to successfully implement grant activities. Grantees are also permitted to budget a portion of their award funds to secure their own TTA in consultation with their OVC Program Manager.

The Goals, Objectives, and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed under Content of Application Submission.

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

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

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

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.”

## **Federal Award Information**

### **General Guidance for Federal Award**

Total number of awards OVC expects to make: 173

Estimated dollar amount for each award:

Dollar amounts of awards made under this program will vary, and will be determined by a formula (described above in the Program-Specific Information section).

Total amount anticipated to be awarded under solicitation: Estimated \$91 million

Period of Performance start date: January 1, 2022 for most applicants, though some applicants (those with funding expiring 9/30/2021) may be permitted to start performance on 10/1/2021 to avoid interruption of services.

Period of Performance duration 12 to 60 months, as determined by the applicant

### **Types of Awards**

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 a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants (and cooperative agreements).

### **Financial Management and System of Internal Controls**

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

### **Cost Sharing or Matching Requirement**

This solicitation does not require a match.

### **Pre-agreement Costs (also known as Pre-award Costs)**

See the [OJP Grant Application Resource Guide](#) for information on Pre-agreement Costs (also known as Pre-award Costs).

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

See the [OJP Grant Application Resource Guide](#) for information on Limitation on Use of Award Funds for Employee Compensation; Waiver.

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

See the [OJP Grant Application Resource Guide](#) for information on Prior Approval, Planning and Reporting of Conference/Meeting/Training Costs.

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

See the [OJP Grant Application Resource Guide](#) for information on Limitation on Use of Costs Associated with Language Assistance.

## **Eligibility Information**

For eligibility information, see the title page.

For information on cost sharing or matching requirements, see Federal Award Information.

## **Application and Submission Information**

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.

### **Information to Complete the Application for Federal Assistance (SF-424)**

The SF-424 will be submitted in Grants.gov. 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.

In Section F of the SF-424, please include the name and contact information of the individual who will complete application materials in JustGrants. JustGrants will use this information (*email address*) to assign the application to this user in JustGrants.

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.”)

### **Standard Applicant Information (JustGrants 424 and General Agency Information)**

The Standard Applicant Information section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. Applicants will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, applicants will need to add: zip codes for areas affected by the project; confirm their Authorized Representative; and verify the organizations legal name and address.

## Proposal Narrative

The Program Description may be submitted in any one of three formats: (1) as a traditional project narrative; (2) as checklist (which follows below); (3) or may be created via an interview with OVC staff who will document the information required about the planned program. If you wish to complete your Program Description via interview, please contact [OVCTribalSetAside@ojp.usdoj.gov](mailto:OVCTribalSetAside@ojp.usdoj.gov) no later than April 29, 2021. After this date, OVC may not be able to accommodate requests for interviews and the applicant will need to use either the project narrative or checklist option.

An applicant who decides to submit a traditional project narrative should ensure it addresses the items below.

An applicant may enter text into the checklist below and submit the completed checklist in lieu of a narrative. The checklist is also available online at <https://ovc.ojp.gov/program/tribal/tribal-victim-services-set-aside>

An applicant who prefers to have an interview with OVC staff to document their program plans will be interviewed using the checklist below as the interview guide.

<b>Name of the tribe applying (or, if a consortia, the names of all tribes included in the consortia; if applicant is a designee, identify the name(s) of each tribe(s) on whose behalf the designee has been authorized to submit an application for funding)</b>			
<b>How will this project improve services to victims in your community?</b>			
<b>Is this a new project?</b>			
<b>Is this a continuation of an ongoing project?</b>			
<b>What are the objectives for this project and how will you know if they are being achieved?</b>			
How will performance measurement data be collected?			
What data will be collected to show that you are meeting the goals and objectives of this award?			
How will progress be measured?			
Who will be responsible for tracking/collecting performance measurement data for this project?			
<b>What victim services will be provided?</b>			
<i>All costs associated with project-funded services must be reasonable in context and necessary to address the consequences of crime victimization. (As reasonable under the circumstances, grantees are expected to take existing service resources and other available sources of funding for services – e.g., health insurance, tribal/state health programs, state victim compensation – into account when providing services to specific clients.) Such services may include, but are not limited to:</i>	YES, WILL BE PROVIDED	NO, WILL NOT BE PRO VID ED	IS THIS A <b>N</b> SER VIC E TO BE PRO VID ED? (YE S/N O)
Assistance with filing for Crime Victim Compensation.			



Victim advocacy / case management including assessment of client needs, development of individualized service plans, assessment of eligibility for other public or community-based programs, assistance in accessing publicly funded programs, safety planning conducted at intake or at the news of a new threat or concern, assistance with crime victim compensation claims when possible, information and referrals, documentation of services provided, and routine follow up to ensure that the victim's needs are being addressed across multiple systems			
Childcare costs for the victim's minor dependent(s)			
Client intake interviews and eligibility screening or assessment, to determine eligibility for programs and services			
Court accompaniment to court or other appointments related to victim service/victimization			
Culturally-appropriate services for victims			
Emergency assistance to victims, such as, clothing, food, personal hygiene products, household goods, etc.			
Crisis intervention or 24-hour response for crime victims			
Education literacy education, job training, and/or education/GED assistance; employment readiness and assistance			
Interpreter/translator services			
Legal services, (e.g., screening and assessment to determine the type of legal assistance needed); explanation of legal rights; and legal representation including assistance in obtaining restitution and enforcing victims' rights and assistance with family law cases, and other civil matters directly related to the crime victimization			
Medical and dental care directly related to the victimization –e.g., referrals or making appointments on behalf of a client; accompanying a client to an appointment; paying for prescriptions, vision, medical or dental care that is not otherwise covered (upon reasonable inquiry) by public or private health insurance or some other source			
Forensic medical exams for victims of domestic violence and sexual assault			
Mental health counseling for individual adults and children, as well as families, including, emergency mental health assessments; or group therapy, including the self-help groups; and outpatient psychiatric care and medication management			
Shelter and housing to include emergency shelter, including crisis stays at hotels/motels, establishing and operating safe houses, transitional housing programs, and group and independent living options			
Substance abuse evaluation and treatment for crime victims, including inpatient and outpatient treatment programs, and support for self-help groups			

<p>Transportation assistance for victims of crime, so that they can participate in program activities, meet with law enforcement or prosecution personnel about a criminal investigation/prosecution, attend court hearings, and access healthcare, job training/education programs, social services, or other complementary resources necessary to address issues directly related to their victimization.</p>			
<p>Other Services (Describe):</p>			
<p><b>What kinds of victimization will be addressed?</b></p>	<p>Identify the specific forms of victimization that the project will address. The table below includes some, but not all, of the types of crime victimization that an applicant may use the funds to address:</p>		
	YES	NO	
Arson			
Assault			
Burglary			
Child Abuse (physical and/or sexual)			
Dating violence			
Domestic violence			
Elder Abuse			
Fraud			
Homicide			
Identity Theft			
Missing Persons / Kidnapping			
Labor Trafficking			
Rape/Sexual Assault			
Robbery			
Sex Trafficking			
Stalking			
Other Crimes	Describe:		
<p><b>What Other Project Activities Will be Undertaken?</b></p>	<p>YES, WILL BE PROVIDED</p>	<p>NO, WILL NOT BE PROVIDED</p>	<p>IS THIS AN ACTIVITY? (YES/NO)</p>
<p>Community needs assessment</p>			

Development of policies and procedures			
Training for community partners			
Professional development for project staff			
Outreach and public awareness activities			
Other:			
<b>Who will be served?</b>			
Estimated number of victims to be served			
Basis for estimating of number of victims to be served			
Geographic Area to be served (for example, described by county, zip code, reservation, village, region)			
Population characteristics of anticipated clients if services will be targeted to specific types of victims (e.g., gender, age, tribal membership)			
<b>What is the applicant's capacity to implement these activities?</b>			
Has the applicant provided these services before? When, how, to whom?			
Are current OVC funds used to support this project (e.g., FY 2018 or 2019 Tribal Set-Aside or the DOJ Coordinated Tribal Assistance Solicitation grant or and/or an FY 2020 Tribal Victim Services Set-Aside Formula grant)?			
Are federal funds from other sources being used to support this project?			
Does the applicant have current, written policies and procedures in place to guide these activities?			
<b>What is the staffing plan for this project?</b>			
Who will lead the project?			
What are their qualifications to serve as a project director?			
Who will staff the project (list by position/title and specify whether or not the position will be a full-time or part-time employee)?			
What are their qualifications (relevant education, training, or previous work experience)?			
Will any of the staff positions be new hires? If so, which positions?			
What will the knowledge, skill, education and experience requirements be for new staff position(s)?			
<b>Are there partner organizations that will assist with delivering activities under this project?</b>			
What other organizations will play a role in developing and implementing this project?			
What will their roles be?			
Who will be the representatives for each partner organization (identify name(s), organization(s), and position(s)/title(s))?			
What role will each representative play in developing and implementing the project?			
<b>What is the timeline for this project?</b>			
How many months will the project be (up to 60 months)?			
What are the significant project milestones?			
When will these milestones be accomplished?			
Who will be responsible (identify name(s) and position(s)/title(s)) for achieving each milestone?			
<b>Any other information you would like provide about your project?</b>			

OJP will require each applicant to submit a project timeline, indicating project activities and major milestones on a timeline reflecting the length of the proposed project in months.

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](#).

Note: applicants are **not** required to submit performance data with the application. Rather, 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.

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/>, or in a new information technology system being developed for all DOJ grant-making components. Applicants should review the applicable performance measures at <https://www.ovc.gov/grants/pdfxt/TVS-questionnaire.pdf>.

Grantees under this solicitation will be required to complete the following sections, if applicable to the award, including any relevant shared measures.

- V. Collaborative Partnerships (for consortia)
- VI. Strategic Planning
- VII. Victim Services

Reports generated from OVC's PMT system must be uploaded to JustGrants every 6 months as an attachment to the semiannual progress report.

Applicants can also visit OJP's performance measurement page at [www.ojp.gov/performance](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP.

Award recipients will be required to submit performance measure data in OVC's Performance Measurement Tool (PMT), and separately submit a semiannual, annual performance report in JustGrants. Further guidance on the post-award submission process will be provided, if selected for award.

#### **Note on Project Evaluations**

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

## **Budget and Associated Documentation**

Applicants will complete the JustGrants web-based budget form.

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

### **Indirect Cost Rate Agreement**

Applicants will submit their indirect cost rate agreement by uploading the agreement as an attachment in JustGrants. See the [OJP Grant Application Resource Guide for additional](#) information.

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

Applicants will download the questionnaire in JustGrants and submit by uploading the completed questionnaire as an attachment in JustGrants. See the [OJP Grant Application Resource Guide for additional](#) information.

### **Travel Budget Requirement**

Applicants should budget funding for a minimum of two key personnel to travel to at least one DOJ-sponsored training or convening per year for the duration of their project period, for example, the National Indian Nations Conference (winter or spring 2022). Please use Washington, D.C., as the destination when calculating the estimated costs of round-trip airfare, lodging, and per diem. The actual locations will be determined at a future date.

## **Allowable and Unallowable Costs**

Funding authorizations for this program limit allowable expenses to those associated with serving crime victims. Examples include costs of direct services (e.g., staff, equipment, supplies) that meet the needs of crime victims; assistance in navigating the complex systems often associated with victimization (e.g., criminal justice, child welfare); and activities and services that provide awareness about victimization and the resources available to victims.

Funding cannot be used for activities that are NOT related to victim services – for example, activities that are centered on crime prevention, investigation, prosecution, offender services, or corrections. Primary prevention programs are also unallowable under this solicitation. A comprehensive list of Allowable and Unallowable Costs can be found in the Allowable / Unallowable Cost Chart at the end of this document. Proposed budgets may not include costs that duplicate costs supported under other federal or state grants, or that supplant (i.e., replace) existing funding for victim services.

**Note:** This solicitation expressly modifies the OJP Grant Application Resource Guide: The “Disclosure of Process Related to Executive Compensation” provisions in the “Application Attachments” section of the Guide, do not apply to this solicitation.

## **Budget Worksheet and Budget Narrative (Web-based Form)**

Applicants will complete the JustGrants web-based budget form. See the [OJP Grant Application Resource Guide](#) for additional information.

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

Applicants will submit their indirect cost rate agreement by uploading the agreement as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

## **Financial Management Questionnaire (including applicant disclosure of high-risk status)**

Applicants will download the questionnaire in JustGrants and submit by uploading the completed questionnaire as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

## **Additional Application Components**

The applicant will attach the requested documentation in JustGrants.

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

Tribes and ANCSA Regional Corporations submitting applications on their own behalf are not required to attach a tribal resolution. For consortia of tribes and any applicant authorized as the designee of a tribe to submit an application on the tribe’s behalf, an official, signed tribal resolution on tribal letterhead, or a legal equivalent is required. See the [OJP Grant Application Resource Guide](#) for information on tribal authorizing resolutions.

### **Project Timeline**

OJP will require each applicant to submit a project timeline, indicating project activities and major milestones on a timeline reflecting the length of the proposed project in months as an attachment in JustGrants.

## **Disclosures and Assurances**

Applications will complete the following disclosures and assurances.

### **Disclosure of Lobbying Activities**

Applicants will complete and submit the SF-LLL in Grants.gov. See the [OJP Grant Application Resource Guide](#) for additional information.

### **DOJ Certified Standard Assurances**

See DOJ Certified Standard Assurance on the [OJP Grant Application Resource Guide](#).

## **Applicant Disclosure of Duplication in Cost Items**

Applicants will complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [OJP Grant Application Resource Guide](#) for additional information.

## **DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements**

Applicants will review and accept the DOJ Certified Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements. See [OJP Grant Application Resource Guide](#).

## **How to Apply**

Applicants will submit an **SF-424** and an **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html>.

Applicants will submit the **full application** including attachments in JustGrants at [JustGrants.usdoj.gov](https://JustGrants.usdoj.gov).

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

## **Submission Dates and Time**

The SF-424 and the SF-LLL will be submitted in Grants.gov by 3:00 pm eastern time April 12, 2021. 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.

The full application will be submitted in JustGrants by 3 p.m. eastern time June 10, 2021 To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline.

## **Application Review Information**

### **Review Process**

OJP reviews each application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation. For invited applications, OJP reviews for consistency with the invitation letter and invited applicant guidance. See the [OJP Grant Application Resource Guide](#) for information on the application review process.

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, the Assistant Attorney General will make all final award decisions.

## **Federal Award Administration Information**

### **Federal Award Notices**

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

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

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

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

## General Information about Post-Federal Award Reporting Requirements

In addition to the deliverables described in 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, semi-annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

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

## Federal Awarding Agency Contact(s)

For OJP contact(s), see page 2.

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

## Other Information

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

See the [OJP Grant Application Resource Guide](#) for information on Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a).

### Provide Feedback to OJP

See the [OJP Grant Application Resource Guide](#) for information on how to provide feedback to OJP.

## Allowable/Unallowable Cost Chart

### FY 2021 Tribal Victim Services Set-Aside Program Examples of Allowable and Unallowable Costs

This document provides examples of program activities and specific costs for which Office for Victims of Crime (OVC) Tribal Victim Services Set-Aside (VSSA) Program grant funds may be used. Use this document when developing your Budget Detail Worksheet and Program Narrative (which should be consistent with each other) to describe the proposal for OVC review. Funding must be used to provide services to crime victims. OVC will review all proposed costs in the context of the grant proposal. To use this document:

- Use [DOJ's Grants Financial Guide](#) and [2 C.F.R. Part 200 \(Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, hereafter "Part 200 Uniform Requirements"\)](#) as a resource for your budget-related questions, and in conjunction with your tribe's or organization's policies and procedures, to determine the parameters of budgeted costs.
- When considering whether costs are allowable through this grant program, use these two questions as a guide:
  - ***Is this cost related to supporting or assisting crime victims?***
  - ***How does this expense help crime victims?***

**There are certain cost categories that are generally unallowable in grant project budgets. They include:**

- Activities or services not victim-service related, or otherwise not directed at assisting victims or improving victim services.

- Costs incurred outside of the project period.
- Activities focused primarily on crime prevention.
- Criminal justice activities (investigation, prosecution, court, and corrections work) that are not victim services. (This does not preclude criminal justice agencies from using grant funds to provide victim services – for example, a victim advocate within a prosecutor’s office.)
- Food/beverages/meals/refreshments at meetings, conferences, or trainings. (This does not preclude food and beverages provided as emergency supports for crime victims or food provided as part of cultural/traditional activities reasonably incorporated into victim services.)
- Lobbying.
- Fundraising activities.
- Legal services for criminal defense and tort actions.
- Research (i.e., the cost of gathering, analyzing, or publishing data for the purpose of contributing to the general body of knowledge about a particular subject).
- Audit costs not associated with the organizational audit requirements of OMB Circular A-133 or Subpart F of the Part 200 Uniform Requirements.
- Entertainment, including social, diversion, and amusement activities.
- Purchasing real property.

**Notice – Supplanting Prohibited:** OVC grant funds are to be used to enhance or expand services to victims, not to substitute (supplant) other existing funding sources. In other words, you may not deliberately substitute OVC grant funds in place of tribal government funding that is otherwise available for victim services. For example, if your tribe spends \$100,000 per year on victim services, you may not deliberately decrease this funding to \$50,000 because you receive a \$50,000 OVC grant. (Changes in spending due to considerations other than receipt of OJP grant funds – e.g., jurisdiction-wide budget reductions across all programs – are not considered supplanting.)

Examples of Allowable and Unallowable Costs

Cost Category	Allowable Cost Examples	Unallowable Cost Examples
<b>A. Personnel</b>		
<p><b>Personnel Costs:</b> Award funds may be used to pay the salary for full- and part-time employees who will spend their time and effort providing services to victims of crime. See DOJ Grants Financial Guide (<a href="#">3.9 Allowable Costs, Compensation for Personal Services</a>) and <a href="#">2 C.F.R. § 200.430</a>.</p>		
<p><b>Note:</b> Recipients must track staff time spent on grant activities. Time not spent on grant-related activities (i.e., not allocable to the grant) may not be charged to grant funds.</p>		
<p><b>Example:</b></p>		
<ul style="list-style-type: none"> <li>• If the Executive Director is expected to spend only 30% of their time on grant activities, salary for the position should be budgeted at 30% of annual salary.</li> <li>• The recipient must keep documentation (e.g., timesheets) that show the Executive Director’s time spent on grant activities, and this documentation must be consistent with the amount of grant funds obligated, expended, and drawn down for those activities.</li> <li>• If the Executive Director ends up spending only 20% of their time on grant activities, the grantee may only obligate, expend, and draw down funds commensurate with that, and not the full 30% budgeted.</li> </ul>		



Cost Category	Allowable Cost Examples	Unallowable Cost Examples
Personnel	<p><b>Types of Costs</b></p> <ul style="list-style-type: none"> <li>• <b>Salary</b> – Compensation paid must be reasonable and consistent with that paid for similar work in the organization.</li> <li>• <b>Annual cost-of-living increases.</b></li> <li>• <b>Performance-based bonuses (incentive compensation)</b> – to the extent that overall compensation is reasonable and bonuses are consistent with a pre-existing employment agreement or grantee policy. 2 C.F.R. 200.430 (f).</li> </ul> <p><b>Types of Positions</b></p> <ul style="list-style-type: none"> <li>• <b>Victim advocates, coordinators, specialists, etc.</b> – professionals trained to support crime victims (e.g., counsel victims, offer emotional support, provide information, accompany victims, staff crisis hotlines, run support groups).</li> <li>• <b>Case managers</b> – provide follow-up care and identify, coordinate, and link victims to services.</li> <li>• <b>Program coordinators</b> – personnel who lead multidisciplinary team efforts, for example Sexual Assault Nurse Examiner-Sexual Assault Response Teams (SANE-SART), and child protection teams (for cases involving child abuse and neglect).</li> <li>• <b>Outreach coordinators</b> – personnel who work to increase public awareness of the victim services available.</li> <li>• <b>Executive and administrative staff</b> – are typically budgeted as a percent of salary, if they will not work full time on the grant: <ul style="list-style-type: none"> <li>◦ <b>Executive directors, administrators, or other senior management positions</b> to provide supervision for direct victim services staff.</li> </ul> </li> </ul> <p><b>Administrative support personnel</b> who support grant-related activities such as data entry/statistics, grant financial reporting, preparation of financial documents such as reimbursement claims, preparation and submission of required grant reports, etc.</p> <ul style="list-style-type: none"> <li>• <b>Specialized on-staff professionals</b> <ul style="list-style-type: none"> <li>◦ <b>Forensic interviewers</b> (e.g., for a child advocacy center).</li> <li>◦ <b>Mental health professionals</b> qualified to provide mental health services (e.g., psychologists, social workers, counselors).</li> <li>◦ <b>Medical providers</b> to provide medical services to crime victims directly related to the survivors' victimization that are not covered by other sources.</li> </ul> </li> <li>• <b>Attorneys</b> to provide legal services for victims of crime on issues related to the underlying victimization. For example, representing victims seeking a protective order, family law matters (e.g., divorce, custody, and child support), housing, employment, bankruptcy, and crime victims' rights enforcement.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Time not allocable to grant activities.</b></li> <li>• <b>Personnel activities that include:</b> <ul style="list-style-type: none"> <li>◦ Fundraising. Grant-funded personnel performing fundraising activities may not charge time/effort spent on those fundraising activities (e.g., coordinating/organizing fundraising) to the award.</li> <li>◦ Lobbying or advocacy activities with respect to legislation or to administrative changes to regulations or administrative policy (<i>cf.</i> 18 U.S.C. 1913), whether conducted directly or indirectly.</li> <li>◦ Offender services not related to victimization.</li> <li>◦ Investigation, prosecution, court, and corrections personnel, such as law enforcement officers, criminal investigators, prosecutors, pre-trial services officers, probation officers, judges, clerks, and court administrators. (This does not preclude an investigative, prosecution, court, or corrections agency from using grant funds to employ personnel to provide victim services – for example, a victim advocate within a prosecutor's office.)</li> <li>◦ Criminal defense or tort actions.</li> <li>◦ Payment of temporary key personnel in vacant positions (unless prior approval has been given by OVC).</li> </ul> </li> </ul>

Cost Category	Allowable Cost Examples	Unallowable Cost Examples
<b>B. Fringe Benefits</b>		
<p><b>Fringe Benefits:</b> Allowances and services provided in compensation in addition to regular salaries and wages. Fringe benefits costs must be reasonable, and are allowable to the extent required by law, agreement, or established policy of the grantee. Applicants must follow provisions included in the DOJ Grants Financial Guide (<a href="#">3.9 Allowable Costs, Compensation for Personal Services</a>) and the Part 200 Uniform Requirements (<a href="#">2 C.F.R. § 200.431</a>).</p>		
<b>Fringe Benefits</b>	<ul style="list-style-type: none"> <li>• <b>Workers' compensation insurance</b></li> <li>• <b>Unemployment insurance</b></li> <li>• <b>Health insurance</b> (e.g., employee health plan contribution, dental, vision).</li> <li>• <b>Federal Insurance Contributions Act (FICA)</b> taxes (employer share for Medicare and Social Security).</li> <li>• <b>Retirement/pension contribution</b></li> <li>• <b>Employee support program</b></li> <li>• <b>Life insurance</b></li> <li>• <b>Leave</b> (e.g., vacation, family related, sick, military, administrative) – regular compensation paid to employees during periods of authorized absences from the job. Must be reasonable, provided under a written leave policy, equitably allocated (i.e., does not disproportionately charge the federal grant), and follow consistent accounting basis.</li> </ul>	<ul style="list-style-type: none"> <li>• Profit sharing.</li> <li>• Fringe benefits associated with any unallowable salary costs.</li> </ul>
<b>C. Travel</b>		
<p><b>Travel:</b> Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the nonfederal entity related to the award. Grantees must reimburse travel expenses based on their agency travel policy and must follow provisions included in the DOJ Grants Financial Guide (<a href="#">3.9 Allowable Costs, Travel</a>) and the Part 200 Uniform Requirements (<a href="#">2 C.F.R. § 200.475</a>). Any recipient or subrecipient that does not have an established travel policy must abide by the federal travel policy, including per diem rates (<a href="http://www.gsa.gov/perdiem">www.gsa.gov/perdiem</a>).</p>		
<b>Travel</b>	<ul style="list-style-type: none"> <li>• <b>Mileage reimbursement</b> for program employees to use their personally owned vehicles to travel to participate in project-related meetings and events, to transport victims to access necessary services, and/or to participate in victimization-related meetings (e.g., with investigators and prosecutors). NOTE: Mileage reimbursement rates for direct services personnel must not exceed the current federal rate (<a href="http://www.gsa.gov/perdiem">www.gsa.gov/perdiem</a>).</li> <li>• <b>Air travel</b></li> <li>• <b>Lodging</b></li> <li>• <b>Per diem</b></li> <li>• <b>Baggage fees</b></li> <li>• <b>Ground transportation – e.g., rental cars or rideshare fees</b> such as Uber, Lyft, Zipcar, associated with program activities (e.g., to transport victims to services, for staff to attend training).</li> <li>• <b>Taxes and fees associated with travel</b></li> </ul> <p><b>Note:</b> Travel costs typically are budgeted for project staff attendance at required OVC and OJP trainings, conferences, and meetings and project staff (and other relevant professionals who are part of victim-serving teams) attendance at victim-related training. Please see the solicitation for a list of required meetings. If an event location has yet to be determined, please use Washington, D.C., as the anticipated destination to estimate travel costs.</p>	<ul style="list-style-type: none"> <li>• Mileage reimbursement for non-grant-funded personnel or non-grant-related activities.</li> <li>• Expenses related to travel for unauthorized/unapproved conferences, meetings, or other events.</li> </ul>

Cost Category	Allowable Cost Examples	Unallowable Cost Examples
---------------	-------------------------	---------------------------

**D. Equipment**

**Equipment:** Award funds can be used to obtain equipment for program staff to use to carry out project activities. All equipment obtained with grant funds must be reasonable and necessary for project purposes. The DOJ Grants Financial Guide ([3.7 Property Standards, Equipment](#)) defines equipment as tangible personal property (including information technology systems) having (1) a useful life of more than 1 year **and** (2) a per-unit acquisition cost of \$5,000 or greater (or greater than the organization’s capitalization threshold, if it is less than \$5,000). See Part 200 Uniform Requirements ([2 C.F.R. § 200.1, def. of Equipment](#)). If the item **does not** meet those thresholds, categorize it under the *Supplies* category.

<p><b>Equipment</b></p>	<ul style="list-style-type: none"> <li>• <b>Vehicles:</b> a <u>purchased</u> vehicle to transport victims to access necessary services, and/or to participate in meetings pertaining to the program.* (See Contracts section for Leasing.) Costs related to vehicle maintenance should be itemized under the “Other Costs” category.</li> <li>• <b>Other modes of transportation</b> (e.g., snowmobile, seaplane, motorized scooter, boat, hovercraft, etc.) necessary to transport victims to access necessary services, and to carry out project activities.* (See Contracts section for Leasing.)</li> <li>• <b>Trailers or mobile homes</b> (purchased) to serve as a location for the provision of victim services.* (See Contracts section for Leasing.) Applicants proposing to use grant funds for site preparation or installation (i.e., construction-like activities) should expect that additional documentation and review requirements may apply.</li> <li>• <b>Accounting/financial management software</b> necessary to manage the financial aspects of the award.</li> <li>• <b>Equipment necessary to complete medical exams for victims</b> (e.g., forensic medical exams), including an exam table, alternate light source, colposcope, or high definition camera and related forensic photography supplies.</li> <li>• <b>Security system equipment</b> (cameras, monitors, door contacts, panic buttons, glass breakers, weapon scanners such as metal detectors, etc.) where reasonable and necessary for certain victim service facilities – for example, at a child advocacy center, domestic violence shelter program, transitional housing facility or units, etc.</li> <li>• <b>Remote access equipment</b> (cameras, monitors, etc.) that support the ability of victims of crime to participate remotely in court proceedings related to their victimization (e.g., protection order hearings, bond review hearings, trials, sentencing). A request for remote access equipment requires a judicial determination (legal authorization or policy or procedure) that such equipment may be used in a particular courthouse. Such authorization must be attached with the application.</li> </ul>	<ul style="list-style-type: none"> <li>• Equipment to support law enforcement activities (e.g., surveillance equipment, vehicles).</li> <li>• Equipment to monitor perpetrators of a crime such as breathalyzers, electronic/GPS monitoring systems, etc.</li> <li>• Drug testing/urinalysis equipment.</li> <li>• Security equipment for public buildings (i.e., courthouse, police stations, and other facilities that serve the general public and are not specific to serving victims).</li> </ul>
-------------------------	---	--

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

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

**E. Supplies**

Cost Category	Allowable Cost Examples	Unallowable Cost Examples
<p><b>Supplies:</b> Award funds can be used to purchase supplies necessary to carry out project activities. Supplies are all other items of tangible personal property that <u>are not equipment</u>. This includes computing devices that cost less than \$5,000 per unit (or the organization's capitalization threshold, if that is less than \$5,000). Applicants must follow provisions included in the DOJ Grants Financial Guide under <a href="#">3.7 Property Standards, Supplies</a> and the Part 200 Uniform Requirements (<a href="#">2 C.F.R. § 200.474</a>).</p>		
<p><b>Supplies</b></p>	<ul style="list-style-type: none"> <li>• <b>Printers, scanners, fax machines</b></li> <li>• <b>Communication devices</b> (land line, cell phone, and pager).</li> <li>• <b>Shelter or transitional housing supplies</b> [e.g., dishes, small appliances, refrigerator, stove, washer, dryer, cleaning supplies, toiletries, first aid kits, comfort supplies (bed-in-a-bag, bed linens, pillows, mattresses, cribs, towels, sleeping bags, etc.)].</li> <li>• <b>Office supplies</b> (pens, paper, and other consumable supplies).</li> <li>• <b>Therapeutic supplies</b> (figures, toys, sand trays/sand, art supplies, etc.).</li> <li>• <b>Supplies necessary to support victim participation in traditional/cultural therapeutic practices</b> (sweat lodges, smudging, and crafting supplies, etc.).</li> <li>• <b>Outreach and awareness supplies</b> (brochures, posters, etc.).</li> <li>• <b>Projector, screen,</b> and other equipment necessary to present information as necessary for project activities.</li> <li>• <b>Basic meeting supplies</b> (folders, name tags, etc.).</li> <li>• <b>Computers, storage, and backup systems</b></li> <li>• <b>Furnishings</b> (sofa, chairs, lamps, etc.) necessary to create a private waiting area for victims of crime in health care facilities, courthouses, and other facilities where the victims' privacy might be compromised.</li> <li>• <b>Cabinets and locks</b> to secure program and client files.</li> <li>• <b>Kits to support the completion of sexual assault forensic exams</b></li> <li>• <b>Food as part of cultural/traditional activities</b> reasonably incorporated into victim services.</li> <li>• <b>Postage</b> to cover the cost of mailing correspondence related to program activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Supplies that support law enforcement-related activities (e.g., bulletproof vests). <ul style="list-style-type: none"> <li>• Trinkets (hats, mugs, portfolios, t-shirts, coins, gift bags, etc.) to be given away at grant-funded training conferences/meetings.</li> </ul> </li> </ul>
<p><b>F. Construction</b></p>		
<p><b>Construction:</b> Costs incurred as an incidental and necessary part of a victim service program for renovation, remodeling, maintenance, and repair costs that do not constitute capital expenditures are generally allowable under the <i>Other</i> category. Applicants should consult with OVC to discuss environmental review requirements and timing associated with such activities. More significant construction activities are generally unallowable. Additionally, applicants must follow provisions included in the DOJ Grants Financial Guide under <a href="#">3.8 Procurement under Awards of Federal Assistance</a>.</p>		
<p><b>Construction</b></p>	<p>At the time of the publication of this solicitation, construction is an unallowable cost, except for relatively minor renovation, remodeling, maintenance, and repair, and site preparation and installation of mobile/modular buildings.</p>	
<p><b>G. Subawards (Subgrants)</b></p>		

Cost Category	Allowable Cost Examples	Unallowable Cost Examples
<p><b>Subawards (Subgrants):</b> This section should be used to describe subawards that the lead applicant will make to nonfederal entities (subrecipients) to carry out part of the required activities under the grant award (refer to page 1 for examples of allowable victim service related activities). A nonfederal entity is acting as a subrecipient if it:</p> <ul style="list-style-type: none"> <li>• Determines who is eligible to receive grant-funded services;</li> <li>• Has its performance measured in relation to whether objectives of the federal program were met;</li> <li>• Bears responsibility for making decisions about programmatic activities;</li> <li>• Bears responsibility for adhering to federal program requirements; and</li> <li>• Uses award funds to carry out a program for a public purpose specified in the program statute (here, victim services), as opposed to providing goods or services for the benefit of the pass-through entity.</li> </ul> <p>An agreement that meets these criteria should be categorized as a subaward, not a procurement contract, even if your organization refers to the subaward agreement as a type of contract. Do <b>not</b> include procurement contracts in this section (there is a separate section below for those). Applicants must follow provisions included in the DOJ Grants Financial Guide under <a href="#">3.14 Subrecipient Management and Monitoring</a> and the Part 200 Uniform Requirements (<a href="#">2 C.F.R. § 200.92</a>).</p>		
<p><b>Subawards (Subgrants)</b></p>	<ul style="list-style-type: none"> <li>• Subgrant awards can be useful where the recipient itself does not have the expertise or capacity to provide a type of victim service, but another organization does.</li> <li>• Most allowable activities and the costs that comprise them may be subawarded. (See list of potential projects and activities above.)</li> <li>• For example, a tribe may use grant funds to rent space and pay personnel to provide victim intake, case management, and referral services, or it could choose to subaward funds to an organization that could (or already does) do those things.</li> </ul> <p>NOTE: Travel costs associated with subrecipient travel to carry out grant award activities should be included in the "Consultant Travel" subcategory.</p>	<p>Costs that are unallowable in other categories are unallowable under subawards.</p>
<p><b>H. Procurement Contracts</b></p>		
<p><b>Procurement Contracts:</b> Award funds can be used to procure goods or services for the benefit of the grantee. Procurement transactions must be conducted using an organization's established process. Sole-source procurement contracts in excess of \$250,000 must receive the prior approval of OJP. Applicants must follow provisions included in the DOJ Grants Financial Guide under <a href="#">3.8 Procurement under Awards of Federal Assistance, Procurement Standards</a> and the Part 200 Uniform Requirements at <a href="#">2 C.F.R. § 200.317 through 2 C.F.R. § 200.326</a>, which detail requirements and restrictions imposed on nonfederal entities (i.e., recipients and subrecipients) that use federal assistance funds to procure property or services needed to carry out the grant-funded project.</p>		

Cost Category	Allowable Cost Examples	Unallowable Cost Examples
<p><b>Procurement Contracts</b></p>	<ul style="list-style-type: none"> <li>• <b>Telemedicine/telemental health access:</b> Subscription fees for a HIPPA-compliant telemedicine platform to provide synchronous, remote behavioral health services and medical/clinical consultation and supervision.</li> <li>• <b>Cell phone service:</b> Cell phone service for program staff to maintain communication with victims when they are in the field, and/or to support the operation of a 24/7 crisis hotline through cell phone rotation.</li> <li>• <b>Software support:</b> Subscription and support fees for case management and other data collection software systems.</li> <li>• <b>Single audit compliance</b> (2 C.F.R. Subpart F) for costs associated with completing a required organizational audit for grantees that have satisfied the Subpart F spending threshold.</li> <li>• <b>Equipment leases:</b> Lease of a vehicle, photocopier, or other equipment essential to the operation of the project for a period not to exceed the award period. (See examples under <i>Equipment</i> above.)</li> <li>• <b>Maintenance:</b> Maintenance of shelters or transitional housing units, such as lawn mowing, snow removal, and janitorial/cleaning services.</li> <li>• <b>Renovation costs:</b> Minor renovation, remodeling, maintenance, and repairs to a facility that will be used for a victim services program.</li> <li>• <b>Crime scene cleanup:</b> Cost of services provided by individuals who are properly licensed/certified to assist property owners with cleaning up the scene of a homicide, aggravated assault, or other violent assault.</li> </ul> <p><b>Website creation/maintenance:</b> Costs associated with creating and maintaining a website necessary for the victim service project.</p> <ul style="list-style-type: none"> <li>• <b>Transportation services:</b> Contracts for flights and other forms of transportation for victims to receive mental health, medical, or other services as a result of their victimization.</li> <li>• <b>Consultant services:</b> Consultants are subject matter experts who guide or assist grantees in carrying out grant-funded activities. (Note: Some consultants may be more appropriately budgeted under the <i>Subawards</i> category, depending on how they fit within the project – particularly if they make decisions or have discretion with regard to key award activities. Please consult the list of criteria for subawards set out above for more information.) Allowable consultant costs include, but are not limited to: <ul style="list-style-type: none"> <li>◦ <b>Tribal code development:</b> Attorney or other qualified consultant to assist with writing tribal codes addressing specific forms of victimization and related criminal offenses, or that define or enhance crime victims' rights.</li> <li>◦ <b>Cultural experts:</b> Compensate tribal elders or other subject matter experts to advise programs on how to incorporate traditional lifeways and practices into the</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Sole-source contracts in excess of \$250,000 are unallowable without prior approval from OJP.</li> <li>• Audit costs not associated with a Subpart F audit.</li> <li>• The cost of purchasing real property.</li> <li>• The cost of remediating/rehabilitating a property that has been exposed to a biohazard, including property that has been used to manufacture controlled substances, such as methamphetamines.</li> <li>• The cost of gathering, analyzing, or publishing data for the purpose of contributing to the general body of knowledge about a particular subject (research).</li> <li>• Consulting costs associated with negotiating an inter-jurisdictional law enforcement MOU/MOA, or other protocol and procedures for inter-jurisdictional cooperation in the investigation of crimes. Funds cannot be used for investigative or prosecutorial activities.</li> </ul>

- services offered by the program.
- **Trauma-informed care:** Support consultation services on developing and implementing a plan to ensure that victim program services are delivered using a trauma-informed approach by revising operating policies and procedures, adopting administrative practices, training program staff, etc.
  - **Trainers/presenters:** Consultants to provide training or make presentations to victim services personnel as part of a grantee-sponsored training event.
  - **Medical/dental/vision care:** Costs associated with treating injuries that a victim sustains as a direct result of a crime that is not otherwise covered by health insurance, crime victim compensation, or another form of reimbursement.

**Note:** Travel costs necessary for consultants to carry out their grant-related activities should be included in the “Consultant Travel” subcategory. Additionally, the OJP consultant rate should be consistent with current market value for services, with a maximum limit of \$650 per day or \$81.25 per hour (see DOJ Financial Guide, sec. 3.6, under *Consultant Rates*).

## I. Other Costs

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



Cost Category	Allowable Cost Examples	Unallowable Cost Examples
Other	<p><b>Emergency or Short-Term Victim Needs:</b> These must be justified in the budget narrative in the context of the proposed program.</p> <ul style="list-style-type: none"> <li>• <b>Emergency/short-term needs of victims:</b> e.g., food, gasoline, groceries, clothing, personal hygiene products, cleaning supplies, toiletries, household supplies.</li> <li>• <b>Lodging</b></li> <li>• <b>Transportation assistance:</b> Transportation tokens or vouchers, airfare, lodging, and per diem that victims may use for travel to access victim services or participate in proceedings related to victimization.</li> <li>• <b>Childcare assistance:</b> Daycare or childcare assistance costs for child victims or the children of adult victims of crime, to facilitate victim services.</li> <li>• <b>Short-term nursing home or convalescent care</b> for elder abuse victims where no other short-term residence is available.</li> <li>• <b>Housing assistance:</b> Rental assistance; relocation costs including, but not limited to security deposits, utilities assistance, home furnishings, and other costs <i>incidental to relocation</i> to transitional or permanent housing as needed as a result of the victimization.</li> <li>• <b>In-home care and supervision services</b> for children and adults who remain in their own homes when the offender/caregiver is removed.</li> <li>• <b>Cost of transporting the body</b> of a homicide victim for purposes of burial, and other burial costs that are not otherwise covered by the relevant state crime victims' compensation program.</li> <li>• <b>Court-related filing fees and service of process fees</b> for victims of crime, where victim is not eligible to seek a fee waiver.</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• Some of these costs may be covered by other sources. Providers should make reasonable efforts (time permitting) to use other existing resources (e.g., insurance, victim compensation) before using grant funds to cover gaps in services.</li> <li>• Applicants that budget flexible funding (e.g., emergency credit card that staff can use, or gift cards or vouchers for victims) to meet emergency/short-term victim needs must have written eligibility/use policies and appropriate internal controls to monitor and account for the funding.</li> </ul> <p><b>Facility Costs:</b></p> <ul style="list-style-type: none"> <li>• <b>Rental space</b> for project activities (e.g., office space, shelter facility).</li> <li>• <b>Utilities and maintenance</b></li> </ul> <p><b>Note:</b> These costs must be reasonably apportioned if</p>	<ul style="list-style-type: none"> <li>• Cash payments to victims of crime.</li> <li>• Disbursing gift cards to victims of crime for extended periods of time, or without sufficient assurances that the cards will be used only for expenses that are allowable under the grant program.</li> <li>• Transportation costs unrelated to a victim's needs arising from the victimization.</li> <li>• Non-emergency or long-term childcare or respite care.</li> <li>• Public awareness and community education activities that are not related to crime victimization, or that are focused primarily on crime prevention.</li> <li>• Expenses not permitted under OJP's Conference Policy, including meals, refreshments, and trinkets (hats, mugs, portfolios, t-shirts, coins, gift bags, etc.), for grant-funded training conferences or meetings.</li> <li>• Mortgage payments for the grantee.</li> <li>• Rental fees for space or facilities that grantees own. The cost of ownership may be allowable – see DOJ Financial Guide, sec. 3.9 under <i>Project Site</i> for addition details.</li> <li>• Court-imposed penalties, fines, or costs.</li> </ul>



they also support non-grant activities, and may not be charged directly if charged indirectly.

**Program Operating Costs:**

- **Registration fees** for grant-funded personnel and other personnel to attend approved professional development training events.
- **Membership fees** associated with joining a tribal or state domestic violence and/or sexual assault coalition.
- **Reproduction/printing costs** associated with producing community outreach and education materials (fliers, brochures, posters, wallet cards, etc.), and training materials (job aids, workbooks, etc.) for grant-funded training events.
- **Meeting space/facility rental** for grant activities (e.g., training event, support group, public awareness activity).
- **Gasoline and routine vehicle maintenance** costs for a vehicle that has been purchased with grant award funds.
- **Advertising costs:** These costs include advertising in media outlets to recruit qualified applicants for grant-funded positions; publicize community awareness and education activities; and promote awareness of grant-funded activities.
- **Insurance:** Renter's insurance and insurance for vehicles purchased or leased with award funds are allowable. Grantees may also use award funds to pay premiums for property and general liability insurance for a facility or space that the grantee owns and that is being used as office space for grant-funded personnel, or as a child advocacy center, domestic violence shelter program, or transitional housing facility. The cost of property insurance must be properly apportioned if the facility will be used for other personnel and/or for non-grant-related activities. See 2 C.F.R. 200.447.
- **Stipends:** Stipends may be used to provide modest and reasonable compensation for interns and program advisory board members.

**J. Indirect Costs**

**Indirect costs:** Indirect costs may be charged to an award only if (a) The recipient has a current (unexpired), federally approved indirect cost rate; or (b) the recipient is eligible to use, and elects to use, the “de minimis” indirect cost rate described in the [Part 200 Uniform Requirements, as set out at 2 C.F.R. 200.414\(f\)](#) and [Section 3.11 Indirect Costs](#) of the DOJ Grants Financial Guide.

<p><b>Indirect Costs</b></p>	<p>See the DOJ Financial Guide, sec. 3.11 for details. Organizations with a current federal indirect cost rate should charge that rate to the appropriate indirect cost distribution base, and should reference the approved indirect cost rate agreement in the Budget Detail Worksheet. Organizations that do not have a current approved, negotiated federal indirect cost rate may elect to use the “de minimis” indirect costs rate of 10% of modified total direct costs.</p>	
------------------------------	---	--



## Application Checklist

### OVC FY 2021 Invited to Apply Tribal Victim Services Set-Aside Formula Grant Program

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

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

*Overview of Post-Award Legal Requirements:*

- Review the “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2021 Awards](#)” in the [OJP Funding Resource Center](#).

*Scope Requirement:*

- The federal amount requested is within the allowable limit(s) of your formula allocation.

*Eligibility Requirement: See cover page.*

Submit SF-424 and SF-LLL in Grants.gov

*After SF-424 and SF-LLL submission in Grants.gov, Receive Grants.gov Email Notifications That:*

- Submission has been received in Grants.gov
- Submission 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 Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, at [Grants.gov customer support webpage](#), or email at [support@grants.gov](mailto:support@grants.gov) regarding technical difficulties(see [OJP Grant Application Resource Guide](#))

#### Content of Application Submission

- Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov
- Standard Applicant Information (SF-424 info from Grants.gov)
- Proposal Narrative
- Budget and Associated Documentation
  - Budget Worksheet and Budget Narrative
  - 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](#))
- Additional Application Components
  - Tribal Authorizing Resolution (only required for designees and consortia, not required for tribes applying on their own behalf) (see [OJP Grant Application Resource Guide](#))
  - Timeline for Project Activities
- Disclosures and Assurances
  - [Disclosure of Lobbying Activities \(SF-LLL\)](#)(see [OJP Grant Application Resource Guide](#))

- Applicant Disclosure of Duplication in Cost Items (see [OJP Grant Application Resource Guide](#))
- DOJ Certified Standard Assurance (see [OJP Grant Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))

*Submit Application in JustGrants:*

- Application has been successfully submitted in JustGrants

*If No JustGrants Application Submission, Validation, or Error Notifications are Received:*

- Contact [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175 regarding technical difficulties