

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



---

## OVC FY 2021 Building State Technology Capacity

Assistance Listing Number #	16.582
Grants.gov Opportunity Number:	O-OVC-2021-92006
Solicitation Release Date:	May 03, 2021 3:00 PM
Version:	3
Grants.gov Deadline:	June 17, 2021 11:59 PM
Application JustGrants Deadline:	July 01, 2021 11:59 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 Building State Technology Capacity program. This program furthers the Department's mission by awarding funds to Victims of Crime Act (VOCA) Formula Assistance and Compensation Program State Administering Agencies (SAAs) to enhance states' use of technology for the purpose of providing improved service to crime victims.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance to applicants for the preparation and submission to OJP of applications for funding. **If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.**

### Solicitation Categories

This solicitation does not include Solicitation Categories.

### Eligible Applicants:

State governments, Other

### Other

Territories and possessions of the United States

Other organizations are also eligible to apply for funding when such an application is in partnership with the SAA for the applicant's state.

For purposes of this solicitation, "state" means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

To advance Executive Order 13929 Safe Policing for Safe Communities, as of October 28, 2020, the Attorney General determined that all state, local, and university or college law enforcement agencies must be certified by an approved independent credentialing body or have started the certification process to be allocated FY 2021 DOJ discretionary grant funding, as either a recipient or a subrecipient. For detailed information on this new certification requirement, please visit <https://cops.usdoj.gov/SafePolicingEO>.

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

OVC may elect to fund applications submitted under this FY 2021 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

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). For additional information on subawards, see the [OJP Grant Application Resource Guide](#).

## 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) or 833-872-5175. The JustGrants Service Desk operates 5 a.m. – 9 p.m., ET, Monday – Friday; and 9 a.m. – 5 p.m., ET, 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 the Response Center by telephone at 800-851-3420 or TTY 301-240-6310 (hearing impaired only), or by email at [grants@ncjrs.gov](mailto:grants@ncjrs.gov). Response Center hours of operation are 10:00 a.m.–6:00 p.m. ET, Monday through Friday, and 10:00 a.m.–8:00 p.m. ET on the solicitation closing date.

### 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://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](#).

### Pre-Application Webinar

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>.

# Contents

Contact Information	2
Program Description	5
Overview	5
Statutory Authority	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
Priority Areas	6
Federal Award Information	6
Awards, Amounts and Durations	6
Continuation Funding Intent	7
Availability of Funds	7
Types of Awards	7
Financial Management and System of Internal Controls	7
Budget Information	7
Cost Sharing or Matching Requirement	7
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	8
Application and Submission Information	8
Information to Complete the Application for Federal Assistance (SF-424)	8
Standard Applicant Information (JustGrants 424 and General Agency Information)	8
Proposal Abstract	8
Proposal Narrative	8
Goals, Objectives, Deliverables, and Timeline	10
Budget and Associated Documentation	10
Budget Worksheet and Budget Narrative (Web-based Form)	10
Indirect Cost Rate Agreement (if applicable)	10
Financial Management Questionnaire (including applicant disclosure of high-risk status)	10
Disclosure of Process Related to Executive Compensation	10
Additional Application Components	10
Tribal Authorizing Resolution	10
Research and Evaluation Independence and Integrity Statement	10
Documentation of Advancing DOJ Priorities (if applicable)	10
Documentation of High-Poverty Areas or Persistent-Poverty Counties (if applicable)	11
Disclosures and Assurances	11
Disclosure of Lobbying Activities	11
DOJ Certified Standard Assurances	11
Applicant Disclosure of Duplication in Cost Items	11
DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements	11
Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)	11
How to Apply	11
Submission Dates and Time	11

Application Review Information	11
Review Criteria	11
Review Process	12
Federal Award Administration Information	12
Federal Award Notices	12
Administrative, National Policy, and Other Legal Requirements	12
Information Technology (IT) Security Clauses	13
General Information about Post-Federal Award Reporting Requirements	13
Federal Awarding Agency Contact(s)	13
Other Information	13
Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)	13
Provide Feedback to OJP	13
Performance Measures	13
Application Checklist	13
	15

# Program Description

## Overview

The Department of Justice is committed to advancing work that promotes civil rights, increases access to justice, supports crime victims, protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

This solicitation is seeking applications from Victims of Crime Act (VOCA) Formula Assistance and Compensation Program State Administering Agencies (SAA) to implement statewide technology programs to enhance victims' access to services, foster innovation and efficiency in the provision of services, improve the quality of services, and improve the accessibility and responsiveness of victim service organizations.

## Statutory Authority

34 U.S.C. § 20103(c)(1)(A)

## Specific Information

The Building State Technology Capacity program serves victims by allowing SAAs to leverage and enhance technology. Victim service providers and VOCA State Administering Agencies need to develop organizational capacity to support their organizations' data collection needs, and support victims of crime in new and innovative ways that protect victims' rights, and enhance their safety and confidentiality.

## Goals, Objectives, Deliverables, and Timeline

### Goals

The primary goal of this program is to implement statewide technology programs to enhance victims' access to services, foster innovation and efficiency in the provision of services, improve the quality of services, and improve the accessibility and responsiveness of victim service organizations.

### Objectives

Successful applicants will achieve this goal through the following objectives:

1. Conduct strategic planning to identify gaps in technology and implement the strategic plan to enhance statewide technological capacities.
2. Implement technological enhancements to improve the state's technological capacity as relevant to victim services.
3. Collaborate with community stakeholders, victim service providers, subrecipient organizations, and other allied professionals on the technology needs of the state.
4. Conduct a comprehensive assessment to evaluate the effectiveness of the program.
5. Perform data collection and participate in evaluation activities to determine if the program is meeting stated goals and objectives.
6. Other objectives as identified by OVC.

### Deliverables

The project will produce the following deliverables:

1. Strategic planning that should include, but is not limited to, the following:
  - a. Preparing a statewide needs assessment, which includes stakeholder collaboration, unless the applicant conducted a statewide needs assessment in 2019 or later;
  - b. Developing criteria to best determine strategies and effective collaborative models for planning, implementing, and evaluating the proposed innovations in the state and/or communities;
  - c. Preparing a plan to implement the proposed technological innovations;
  - d. Preparing an assessment plan to measure project effectiveness in achieving the identified outcomes;and
  - e. Letters of intent or Memoranda of Understanding (MOU) with key implementation partners.

- f. Summary report of all strategic planning committee meetings and strategic planning sessions with community stakeholders.
2. A final implementation plan based on the strategic planning process.
3. Execution of the implementation plan, including technological innovations that will improve administration of VOCA programs and victim access to services.
4. Comprehensive assessment of the project, which should include, but is not limited to, an analysis of outputs.
5. Detailed final report that: (1) describes the project goals, challenges, successes, and strategies; (2) includes the implementation plan, any needs assessments, surveys, or other assessment devices completed during the project; and (3) discusses the comprehensive assessment of the project, including output analysis.
6. Other deliverables as identified by OVC.

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

### **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."

### **Priority Areas**

The Department of Justice is committed to advancing work that promotes civil rights, increases access to justice, supports crime victims, protects the public from crime and evolving threats, and builds trust between law enforcement and the community. In FY 2021, OJP will give priority consideration in award decisions to applications that demonstrate ways in which their projects will advance one or more of these areas.

To receive priority consideration for advancing one or more of the Department's priorities, the applicant must provide a sufficient narrative explanation as an attachment, that specifies how the project will advance the promotion of civil rights, access to justice, support to crime victims, protecting the public from crime and evolving threats, or building trust between law enforcement and the community.

In addition, OJP will give priority consideration, if applicable, to applicants that demonstrate that the individuals who are intended to benefit from the requested grant reside in high-poverty areas or persistent-poverty counties.

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 American Community Survey of the Census Bureau (applicants may search by census tract at <https://www.census.gov/acs/www/data/data-tables-and-tools/narrative-profiles/2017/>) and 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 at <https://www.census.gov/programs-surveys/saipe.html>).

Priority consideration is one of many factors that OJP considers in making funding decisions and is not a guarantee of an award.

## **Federal Award Information**

### **Awards, Amounts and Durations**

#### **Anticipated Number of Awards**

6

#### **Anticipated Maximum Dollar Amount of Awards**

\$600,000.00

**Period of Performance Start Date**

10/1/21 12:00 AM

**Period of Performance Duration (Months)**

36

**Anticipated Total Amount to be Awarded Under Solicitation**

\$3,600,000.00

**Additional Information**

Duration is between 12-36 months

**Continuation Funding Intent**

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.

**Availability of Funds**

This solicitation, and awards (if any are made) under this solicitation, are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by the agency or by law. In addition, nothing in this solicitation is intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

**Types of Awards**

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

**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.

**Budget Information**

See below.

**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](#) 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](#) 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 Costs Associated with Language Assistance.

## Eligibility Information

For eligibility information, see the title page.

## Application and Submission Information

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:

- Proposal Abstract,
- Proposal Narrative, and
- Budget Worksheet and Budget Narrative (web-based form).

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 organization's legal name and address.

### Proposal Abstract

A proposal abstract (no more than 400 words) summarizing the proposed project including primary activities, products and deliverables, the service area, and who will benefit from the proposed project, will be completed in the JustGrants Web-based form.

### Proposal Narrative

The proposal narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point Times New Roman font; have no less than 1-inch margins; and should not exceed 20 pages. Pages should be numbered and submitted as an attachment. If the program narrative fails to comply with these length restrictions, OVC may negatively consider such noncompliance in peer review and in final award decisions.

The following sections must be included as part of the proposal narrative:

a. Description of the Issue

1. Describe the problem to be addressed.
2. Describe the current services and gaps.
3. Describe how funding will alleviate the problem.
4. Describe the technological innovations to be implemented that will address the problem.

b. Project Design and Implementation

The application must provide a clear link between the proposed activities and the need identified in the “Description of the Issue” section above.

This section must:

1. Describe in detail specific activities necessary for accomplishing each goal and objective of the proposed project.



2. Describe the project strategy and discuss how the strategy will address the identified problems and support the goals and objectives. The applicant's strategy or design must include a description of project phases (e.g. strategic planning, implementation, and program assessment), tasks, activities, and staff responsibilities; clear descriptions of interim deliverables and final products. This should include a description of the strategy for developing and implementing a needs assessment to assess technology gaps unless a needs assessment was conducted in 2019 or thereafter.
3. Describe how the applicant will collaborate with subrecipients, victim service providers, survivors, and other stakeholders.
4. Include a time-task plan that clearly identifies objectives, major activities, and products. The time-task plan presented in chart form will not be included as part of the 20-page program narrative limitation. The time task-plan should include the following:
  - a. The strategy, tasks, and timeline for developing technology-based projects that enhance services to victims of crime for the duration of the project period.
  - b. Schedule for completion of activities.
  - c. The submission of quarterly financial and semiannual progress reports. All awardees are required to submit semiannual progress reports and quarterly financial reports.
5. For those states that have already conducted a needs assessment or gap analysis (2019 to present), the application should describe that process and the need for the technology initiative.
6. Describe the development and implementation process over the course of the grant period, which can be from 1 to 3 years.

- a. Capabilities and Competencies

This section must:

1. Identify the key individuals and organizations involved in the proposed project;
2. Demonstrate that the individuals and organizations identified have the capacity to address the stated need, including the expertise necessary to conduct the strategic planning process, collaboration with stakeholders, develop and execute an implementation plan, and successfully implement the proposed project activities;
3. Describe specific roles and responsibilities of all project partners and key staff;
4. Demonstrate the capacity and expertise of the lead applicant and all project partners to implement the project and launch technology innovations;
5. Demonstrate that the applicant and/or its partners have expertise in using technology to implement the project; and
6. Clearly describe who will implement activities as described in the Project Design and Implementation section; and
7. Include descriptions and copies of resumes for proposed key staff positions.

- a. Plan for Collecting the Data Required for this Solicitation's Performance Measures

This section must include the following information:

1. A plan for collecting all of the performance measures data required by this solicitation.

2. A description of the qualifications of the key staff who will be responsible for collecting data and reporting performance measures in JustGrants.

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 the Program Description.

Award recipients will be required to submit performance measure data in the Performance Measurement Tool (PMT) and/or JustGrants. Examples of the performance measures questionnaire can be found at <https://ovc.ojp.gov/funding/performance-measures-overview>. Further guidance on the post-award submission process will be provided, if selected for award.

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.

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

Applicants will submit the program’s goals, objectives, deliverables and timelines in the JustGrants Web-based form. See the [OJP Grant Application Resource Guide](#) for additional information.

### **Budget and Associated Documentation**

#### **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.

#### **Disclosure of Process Related to Executive Compensation**

If applicable, applicants will submit a description of the process used to determine compensation by uploading the document as an attachment in JustGrants. See the “Application Attachments” section of the [OJP Grant Application Resource Guide](#) for information.

### **Additional Application Components**

Applicants will attach the additional requested documentation in JustGrants.

#### **Tribal Authorizing Resolution**

If applicable, applicants will submit the Tribal Authorizing Resolution by uploading the resolution as an attachment in JustGrants. An application in response to this solicitation may require inclusion of information related to a tribal authorizing resolution as an attachment. See the [OJP Grant Application Resource Guide](#) for information on tribal authorizing resolutions.

#### **Research and Evaluation Independence and Integrity Statement**

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. Applicants will submit a description of their research and evaluation independence and integrity by uploading the document as an attachment in JustGrants. For additional information regarding demonstrating research/evaluation independence and integrity, including appropriate safeguards, see the [OJP Grant Application Resource Guide](#).

#### **Documentation of Advancing DOJ Priorities (if applicable)**

As is mentioned above, OJP will give priority consideration in award decisions to applications that specify how the project will advance one or more of the following DOJ priorities: the promotion of civil rights, access to justice, support to crime

victims, protecting the public from crime and evolving threats, or building trust between law enforcement and the community. Applicants will submit the narrative by uploading the document as an attachment in JustGrants.

## **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 must 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. Applicants will submit the narrative by uploading the document as an attachment in JustGrants.

## **Disclosures and Assurances**

Applicants 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 the DOJ Certified Standard Assurances in 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](#).

## **Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)**

If applicable, applicants will submit as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information. A DOJ High Risk Grantee is a recipient that has received a DOJ High Risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible.

## **How to Apply**

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 11:59 p.m., eastern time (ET) on June 17, 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 on July 1, 2021 by 11:59 p.m., eastern time (ET).

To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline.

## **Application Review Information**

### **Review Criteria**

Applications that meet basic minimum requirements will be evaluated by peer reviewers. Applications will be evaluated on

how the proposed project/program addresses the following criteria:

1. Description of the Issue (20%) - evaluate the applicant's understanding of the program/issue to be addressed.
2. Project Design and Implementation (45%) - evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies (20%) - evaluate administrative and technical capacity of the applicant to successfully accomplish the goals and objectives.
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%) - evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
5. Budget (10%) - evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

#### **b. Other Criteria/Factors**

Other important considerations for OVC include geographic diversity, strategic priorities (specifically including, but not limited to, those mentioned above relating to priority areas), available funding, past performance, 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.

#### **Review Process**

Applications submitted under this solicitation that meet basic minimum requirements, will be evaluated for technical merit by a peer review panel(s) in accordance with OJP peer review policy and procedures using the stated review criteria above.

OJP screens applications to ensure they meet the basic minimum requirements prior to conducting peer review. 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.

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 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, 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's recommendations, but also other factors as indicated in this section.

## **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 the Program Description section, 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 1.

For contact information for Grants.gov, see page 1.

### **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.

#### **Performance Measures**

Sample performance measure questions for this program can be found on (<https://www.ovc.gov/grants/pdfxt/TVS-questionnaire.pdf>). Award recipients under this solicitation will be required to complete the following sections, including any relevant shared measures.

IV. Data Gathering  
VI. Strategic Planning

#### **Application Checklist**

##### **OVC FY 2021 Building State Technology Capacity**

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 (see [OJP Grant Application Resource Guide](#))
- Select the correct Competition ID [insert if applicable]
- 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, reporting available at [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 \$600,000.

*Eligibility Requirement:*

- 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](#))

*Receive email notification to complete application in JustGrants:*

- Complete Application in JustGrants

**Content of Application Submission:**

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

- Proposal Abstract
- Proposal Narrative
- Budget Worksheet and Budget Narrative (web-based form) (see [OJP Grant Application Resource Guide](#))

**Content of Application Submission**

- Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov
- Intergovernmental Review

- Standard Applicant Information (SF-424 info from Grants.gov)
- Proposal Abstract
- Proposal Narrative

#### Budget and Associated Documentation

- Budget Worksheet and Budget Narrative (Web-based form)
- 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 Process related to Executive Compensation

#### Additional Application Components

- Tribal Authorizing Resolution (if applicable) (see [OJP Grant Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))
- Documentation of high-poverty or persistent poverty counties (if applicable)
- Documentation of Advancing DOJ Priorities (if applicable)
- Time-Task Plan
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))

#### Disclosures and Assurances

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (Pending Applications) (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