

Updates regarding the OVC FY 2022 Advancing Hospital-Based Victim Services solicitation.

June 1, 2022: Updated deadlines on page 1.

On page 1, the deadlines stated for Grants.gov and JustGrants submission have been changed, as shown below.

OVC FY 2022 Advancing Hospital-Based Victim Services

Assistance Listing Number # 16.582

Grants.gov Opportunity Number: O-OVC-2022-171238

Solicitation Release Date: April 04, 2022 3:30 PM

Version: 6

Grants.gov Deadline: June 22, 2022 11:59 PM

Application JustGrants Deadline: June 29, 2022 8:59 PM

However, on page 15, the deadlines have not been changed. Please observe the new deadlines posted on page 1.

April 22, 2022: Updated the “Eligibility” section on page 1 and the “Timeline Form” section on page 13.

The following text on page 1 was updated to reflect new instructions about for-profit organizations:

Eligible Applicants

Other

For-profit organizations (including Tribal for-profit organizations) that agree to forgo any profit or management fees.

The following text on page 13 was updated to reflect new instructions about the Timeline Form:

Timeline Form

The time-task plan will not be included as part of the 25-page narrative limitation. Applicants must submit a time-task plan that clearly identifies organizational responsibility for the activities to be completed and a schedule for the completion of activities and the submission of finished products. In preparing the time-task plan, Gantt chart, or schedule, applicants should make certain that all project activities will occur within the 24-month project period.

April 13, 2022: Updated the “Application and Submission Information/Proposal Abstract” section of checklist on page 10.

The following text on page 10 was updated to include information about indicating the priority area you are applying under:

Project Abstract:

A proposal abstract (no more than 400 words) summarizing the proposed project, including the purpose of the project, primary activities, expected outcomes, the service area, intended beneficiaries and subrecipients (if known), will be completed in the JustGrants web-based form. This abstract should be written in the third person and will be made publicly available on the OJP

website if the project is awarded. If you are requesting priority consideration, please indicate the priority area (A and/or B) you are applying under.

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



OVC FY 2022 Advancing Hospital-Based Victim Services

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Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC), seeks applications for funding to improve linkages between the victim services field and hospitals that increase support for victims of crime. This program furthers the DOJ's mission by supporting victims of crime.

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

This solicitation expressly modifies the OJP Grant Application Resource Guide by not incorporating the "Disclosure of Process Related to Executive Compensation" provisions in the "Application Attachments" section.

Solicitation Categories

This solicitation does not include Solicitation Categories.

Eligible Applicants:

City or township governments, County governments, Native American tribal governments (Federally recognized), Native American tribal organizations (other than Federally recognized tribal governments), Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education, Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education, Public and State controlled institutions of higher education, Public housing authorities/Indian housing authorities, State governments, Other

Other

For-profit organizations (including Tribal for-profit organizations) that agree to forgo any profit or management fees.

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, 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 eligible for FY 2022 DOJ discretionary grant funding. To become certified, the law enforcement agency must meet two mandatory conditions: (1) the agency's

use-of-force policies adhere to all applicable federal, state, and local laws and (2) the agency's use-of-force policies prohibit chokeholds except in situations where use of deadly force is allowed by law. The certification requirement also applies to law enforcement agencies receiving DOJ discretionary grant funding through a subaward. For detailed information on this certification requirement, please visit <https://cops.usdoj.gov/SafePolicingEO> to access the Standards for Certification on Safe Policing for Safe Communities, the Implementation Fact Sheet, and the List of Designated Independent Credentialing Bodies.

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

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](#).

OVC may elect to fund applications submitted under this FY 2022 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

Contact Information

For technical assistance with submitting the Application for Federal Assistance standard form (SF)-424 and a Disclosure of Lobbying Activities form (SF-LLL) in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov Customer Support](#), or 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 833-872-5175 or JustGrants.Support@usdoj.gov. The JustGrants Service Desk operates 5 a.m. to 9 p.m. eastern time Monday-Friday and 9 a.m. to 5 p.m. Saturday, Sunday, and Federal holidays.

For assistance with any other requirements of this solicitation, contact the OJP Response Center by telephone at 800-851-3420 or TTY: 301-240-6310 (hearing impaired only), or by email at grants@ncjrs.gov. The OJP Response Center hours of operation are 10:00 a.m. to 6:00 p.m., eastern time Monday–Friday, and 10:00 a.m. to 8:00 p.m. on the solicitation closing date.

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>.

Submission Information

Applications will be submitted to DOJ in two steps:

Step 1: The applicant must submit by the Grants.gov deadline the required Application for Federal Assistance standard form (SF)-424 and a Disclosure of Lobbying Activities (SF-LLL) form when they register in Grants.gov at <https://www.grants.gov/web/grants/register.html>. To register in Grants.gov, the applicant will need to ensure that its System for Award Management (SAM) registration is current.

Step 2: The applicant must then submit the **full application**, including attachments, in JustGrants at 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](#) and the [JustGrants website](#) for more information, resources, and training.

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Program Description

Overview

OJP is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety and protects the public from crime and evolving threats and builds trust between law enforcement and the community.

The Office for Victims of Crime (OVC) is committed to enhancing the Nation's capacity to assist crime victims and provide leadership in changing attitudes, policies, and practices to promote justice and healing for all victims of crime. This solicitation seeks to improve linkages between the victim services field and hospitals and other medical facilities that increase support for victims of crime, improve victim outcomes, and reduce chances of further victimization.

Statutory Authority

34 U.S.C. § 20103(c)(1)(A)

Specific Information

Receiving culturally relevant, trauma-informed services for crime victims is an important step in every victim's healing process. According to the [National Crime Victimization Survey](#) (NCVS), only 11 percent of victims of serious violence who report their victimization ever access help from a victim services agency. Increasing the number of crime victims connected to the supports necessary to aid their healing is vital. This connection is especially important for groups that experience high rates of victimization. In recent years, a rise in gun violence has disproportionately impacted underserved communities, particularly communities of color, as noted in the Centers for Disease Control and Prevention's [Fatal Injury Reports](#). OVC remains committed to supporting efforts to diversify and expand existing strategies for providing victim assistance and establishing vital linkages to other fields that touch the lives of those impacted by crime—particularly those victims who may be less likely to access services through the criminal justice system.

In an effort to expand the use of hospitals and other medical facilities as an entry point to increase support for victims of crime, improve their outcomes, and reduce the risk for repeat victimization, this solicitation will fund up to three demonstration sites to expand existing hospital-based programs that support crime victims. Comprehensive technical assistance (TA) resources to support site efforts will be provided through separate OVC funding to the [Health Alliance for Violence Intervention](#) (the HAVI).

Goals, Objectives, Deliverables, and Timeline

The goal of this solicitation is to support evidence-based models, practices, and policies that improve partnerships between the victim services field and hospitals and other medical facilities to increase support for crime victims. The objective of these partnerships is to provide comprehensive, coordinated, culturally relevant, trauma-informed services and support that address the full range of victim needs. This solicitation will fund up to three demonstration sites that operate hospital-based/affiliated programs to support crime victims using evidence-based models and practices with victim-centered approaches.

The demonstration sites will develop plans to provide comprehensive services that aid in the survivor's physical and emotional recovery. OVC encourages a focus on responding to community violence and victims of gun violence; however, potential sites may consider using hospital-based/affiliated services and other related approaches to support multiple types of victimization in their proposed projects. Demonstration project applicants should include detailed descriptions of the specific approach they will follow to reach victims of violence, and explain how the approach will be used to improve victim outcomes. Applicants should also include a detailed explanation of how their program partners will assist in meeting the complex needs of the victims served. These details should cover how referral networks and collaboration between the hospital-based programs, community-based organizations, law enforcement, and other public agencies will be strengthened for the purpose of improving the response to victims of gun and community violence.

All services provided as part of this program must: respect the decision-making independence of crime victims, support victim self-sufficiency, and promote victims' feelings of increased safety and well-being. Collaborations with victim-serving organizations will be an important element of this model, as programs should also incorporate plans to follow-up with discharged victims and their families to assist with their long-term recovery. Successful applicants will include one or more hospitals or medical facilities within the area, departments of health, or relevant victim-serving organizations to implement a model most appropriate in that jurisdiction and most capable

of filling an unmet need.

Project activities could include the following:

- Creating trauma-informed services and support for survivors identified by program advocates, case managers, and other staff when entering hospital emergency departments and similar medical settings (e.g., urgent care facilities, clinics).
- Funding positions and training for hospital and program staff on the use of screening tools and other methods used to identify victimization and trauma.
- Conducting training for medical staff on the use of victim-centered, culturally relevant, trauma-informed approaches when working with survivors in hospital settings.
- Funding partnerships to expand the network of support services available to survivors in the surrounding community that are easily accessible for survivors.
- Use of multidisciplinary teams linked to hospitals to identify and address service gaps and barriers that improve participating agency responses to victims and create a seamless network of services for survivors.

The activities listed above are solely included as examples. Applicants are not limited to submitting proposals for these types of activities. Rather, applicants are encouraged to consider a variety of innovative solutions that apply approaches to improve outcomes for crime victims.

Applicants will be required to collaborate with a local research partner to support their work on the project and should budget at least \$25,000 per year to support the local evaluation of the project. Priority will be given to projects engaged in research-practitioner partnerships that will have a rigorous evaluation component that will contribute to program enhancements, filling gaps in knowledge, and bridge-building across these fields.

The local research entity must be a partner in the proposal, and a Memorandum of Understanding (MOU) between the applicant organization and the research entity must be included in the application. The role of the local research entity is to assist the site with identifying and documenting the use of evidence-based practices. The local research partner will help the site develop a logic model for the project to provide a graphical depiction of the logical relationships between the resources, activities, outputs, and outcomes of the program. **The research partner must be independent and not connected, directly or indirectly, to the applicant agency outside of the agreement for the implementation evaluation.** The MOU developed must explicitly allow the local research entity access to data that is important to the successful completion of the demonstration project. The proposal and budget must also clearly reflect the partnership of the researcher. Applicants are encouraged to explore a range of possible research partners, including those that reflect or have a connection to the primary communities intended to be served under the project.

In support of the implementation evaluation, the local research partner will work with the site, the HAVI, and OVC to refine criteria and plans for implementation policies and procedures. The local research entity will also be responsible for working with the site and its partners to determine appropriate data collection procedures and ensure the project is able to obtain the data necessary to complete the implementation/process evaluation.

The participating sites will work along with the HAVI to establish sustainability plans and information-sharing agreements to elevate vital health-related data on a jurisdictional level, as well as engage in cross-analysis of victimization and victim services information, and where possible and appropriate, other health-related data not often used by the victim assistance field. These efforts will yield vital learning and best practices around aligning currently disparate data collection efforts, and improving the overall ability of these fields to talk to one another.

Goals and Objectives

Sites funded through this solicitation will engage in the following activities to meet the program goals and objectives:

- Identify or hire a project lead and formalize plans to coordinate and manage the proposed project.
- Identify potential program partners and develop or enhance letters of intent and MOUs to reflect roles, responsibilities, and commitments from partners.
- Devise plans to train staff from the project, hospital, and partner agencies (where appropriate) on the project itself, and on related victim-centered approaches.

- Participate regularly in TTA activities offered by the HAVI.
- Work in conjunction with the HAVI and other demonstration sites to strengthen the proposed projects and develop plans to sustain their efforts.
- Develop a logic model to illustrate how the grantee will monitor and evaluate project performance.
- Partner with a local research entity to conduct a process and implementation evaluation of the project and identify and document the project's use of evidence-based practices and lessons learned.
- Conduct data collection and evaluation or action research activities to measure grant performance and generate internal improvements in service delivery and victim outcomes.

Deliverables

Deliverables include the following:

- Submission of quarterly financial reports and semiannual progress reports in compliance with DOJ grant requirements.
- Participation in conferences and meetings hosted by the HAVI, OVC, and other partners, as requested by OVC.
- A final report that describes how the grantee implemented its project, including identification of project partners, areas of success, and lessons learned from program data collection and evaluation efforts or action research activities.

OVC will enter into a cooperative agreement with the successful demonstration project applicants to ensure involvement in key decisions and direction of the project. In furtherance of the goals and objectives described above, OVC's role in coordination will include the following:

- Reviewing and approving major plans, including changes to such plans, and key decisions pertaining to project operations.
- Reviewing and approving major project-generated documents.
- Providing guidance on significant project plans and participating in project-related training events or meetings. (OVC will make final decision on the occurrence of any events, and review and approve meeting agendas).
- Selecting the participating demonstration project sites.

The Goals, Objectives, and Deliverables are directly related to the performance measures that show the completed work's results, as discussed in the Application and Submission Information section.

Evidence-Based Programs or Practices

OJP strongly encourages the use of data and evidence in policymaking and program development for 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."

OJP Priority Areas

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

1. Priority Considerations Supporting Executive Order 13985, *Advancing Racial Equity and Support for Underserved Communities Through the Federal Government*

Consistent with this Executive Order, the term “underserved community” refers to a population sharing a particular characteristic, as well as a geographic community, that has been systematically denied a full opportunity to participate in aspects of economic, social, and civic life or whose members have been historically underserved, marginalized, and adversely affected by inequality. Such communities include, among others, Black people, Hispanics and Latino/a/e people, Native American and other Indigenous peoples of North America (including Alaska Natives, Eskimos, and Aleuts), Asian Americans, Native Hawaiians, and Pacific Islanders.

In support of Executive Order 13985, OJP will:

A. Give priority consideration to applications that include project(s) that will promote racial equity and the removal of barriers to access and opportunity for communities that have been historically underserved, marginalized, and adversely affected by inequality when making award decisions.

To receive this consideration, the applicant must describe how the proposed project(s) will address potential inequities and barriers to equal opportunity, and/or contribute to greater access to services for underserved and historically marginalized populations.

B. Give priority consideration to applicants that can demonstrate that their capabilities and competencies for implementing their proposed project(s) are enhanced because the applicant (or at least one proposed subrecipient that will receive at least 30% of the requested award funding, as demonstrated in the Budget Worksheet and Budget Narrative) identifies as a culturally specific organization. To receive this additional priority consideration, applicants must describe how being a culturally specific organization (or funding the culturally specific subrecipient organization(s)) will enhance their ability to implement the proposed project(s) and should also specify which culturally specific populations are intended or expected to be served or to have their needs addressed under the proposed project(s).

Culturally specific organizations are defined for purposes of this solicitation as private nonprofit or tribal organizations primary purpose as a whole is to provide culturally specific services to, among others, Black people, Hispanics and Latino/a/e people, Native American and other Indigenous peoples of North America (including Alaska Natives, Eskimos, and Aleuts), Asian Americans, Native Hawaiians, and/or Pacific Islanders.

2. Priority Considerations Supporting [White House Community Violence Intervention Collaborative](#) (CVIC)

A. OVC will give priority consideration to programs connected to CVIC efforts in their jurisdictions. To receive this consideration, applicants must—

- identify connection to the CVIC in the Program Abstract;
- explain how program or site efforts will strengthen the local community violence intervention infrastructure and provide services to communities impacted by gun and community violence in the Program Narrative; and
- submit at least one MOU/Letter of Intent from a lead partner involved in the local CVIC effort as an attachment to the application.

Note: Addressing these priority areas is one of many factors that OJP considers in making funding decisions. Receiving priority consideration for one or more priority areas is not a guarantee of an award.

Federal Award Information

Solicitation Categories

This solicitation does not include Solicitation Categories.

Awards, Amounts and Durations

Anticipated Number of Awards

3

Anticipated Maximum Dollar Amount of Awards

\$500,000.00

Period of Performance Start Date

10/1/22 12:00 AM

Period of Performance Duration (Months)

24

Anticipated Total Amount to be Awarded Under Solicitation

\$1,500,000.00

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 the award-funded work's progress, 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](#) for additional information.

Financial Management and System of Internal Controls

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

For information on cost sharing or match requirements, see the “Federal Award Information” section.

Application and Submission Information

The following application elements **must** be included in the application to meet the basic minimum requirements to advance to peer review and receive consideration for funding:

- Proposal Abstract
- Proposal Narrative
- Budget Worksheet and Budget Narrative (Web-based Form) (The web-based form includes the budget details and the budget narrative.)

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

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

The SF-424 must 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 8F of the SF-424, please include the name and contact information of the individual **who will complete the application 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. The applicant will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, the applicant will need to: add zip codes for areas affected by the project; confirm its Authorized Representative; and verify and confirm the organization's unique entity identifier, legal name, and address.

Proposal Abstract

A proposal abstract (no more than 400 words) summarizing the proposed project, including the purpose of the project, primary activities, expected outcomes, the service area, intended beneficiaries and subrecipients (if known), will be completed in the JustGrants web-based form. This abstract should be written in the third person and will be made publicly available on the OJP website if the project is awarded.

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 font; have no less than 1-inch margins; and should not exceed 25 pages. Pages should be numbered and submitted as an attachment. If the proposal narrative fails to comply with these length restrictions, OVC may consider such noncompliance in peer review and in final award decision.

Applicants should include detailed descriptions of the specific approach they will follow to reach victims of violence and explain how the approach will be used to improve victim outcomes. Applicants should also include a detailed explanation of how their program partners will assist in meeting the complex needs of the victims served. Successful applicants will offer an array of services to meet victim needs, including immediate supports such as safety planning, crisis intervention, referrals to community-based victim services (including crime victim compensation) and social services, victim advocacy, emotional support, grief counseling, and psycho-education

on the effects of trauma on victims and their families.

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

a. Statement of the Problem if research is involved

The statement of the problem must establish strong rationale for the project and provide a clear statement of how funding will support the project's value to the victim field by meeting the stated goals. Applicants should use data to provide evidence that the need for the effort exists and demonstrate the scope and size of the need. The statement of the problem must also make a convincing case that the project addresses a gap in existing resources and does not duplicate existing resources. If the applicant organization is receiving funding from any other sources to provide services and support for crime victims, or TA to support such projects, then the strategy must demonstrate how the OVC funding would leverage the other funding to enhance the response to victims.

b. Project Design and Implementation

The project design and implementation plan must describe the project strategy and discuss how the strategy will address the identified problems to meet the goals and objectives. This section should detail how the project will link and leverage resources from program partners that address the complex, long-term issues of survivors and their families, such as substance abuse, health issues, joblessness, educational opportunities, and stable housing that may prevent victims from achieving stability, safety, and overall well-being. The applicant's strategy or project design must include the identification of a lead agency and a main point of contact within the lead agency to coordinate the effort. It must also contain a description of project phases, tasks, activities, staff responsibilities, interim deliverables, and final products. The project design and implementation section must include a time-task plan that delineates organizational responsibility for the activities to be completed and a schedule for the completion of the activities and the submission of finished products. In preparing the time-task plan, Gantt chart, or schedule, applicants should make certain that all project activities occur within the proposed project period. Applicants must include a logic model that graphically illustrates how the project's problems, goals, objectives, and design are interrelated, leading to anticipated outputs, performance measures, and outcomes. Sample logic models are available at www.ojjdp.gov/grantees/pm/logic_models.html. The applicant must submit the logic model as a separate attachment.

If the applicant is seeking priority consideration for Priority 1(A), it should address in this section how the proposed project(s) will promote racial equity and/or the removal of barriers to access and opportunity, and/or contribute to greater access to services, for communities that have been historically underserved, marginalized, and adversely affected by inequity.

If the applicant is seeking priority consideration for connections to the CVIC, it should explain how the program is connected to efforts in their jurisdiction to strengthen the local community violence intervention infrastructure and provide services to communities impacted by gun and community violence

c. Capabilities and Competencies

Applicants must demonstrate they have the expertise and organizational capacity to undertake an initiative successfully that involves significant collaboration with other agencies supporting the effort. Applicants must address the following items in this section:

- i. Explain the roles and responsibilities of the lead agency along with a plan for communicating with the multidisciplinary team, other agencies, and community partners. This discussion must describe the project's organizational structure and operations. A copy of the applicant's organizational chart must be submitted.
- ii. Identify a coordinator within the lead agency responsible for the operation and expansion of program efforts. This individual must be empowered to lead a multidisciplinary effort within a well-designed, staff-supported organizational structure that includes capacity to oversee programmatic and financial responsibilities.
- iii. Discuss any previous or current experience providing victim services, using multidisciplinary partnerships, balanced public health approaches, and data-driven strategies.
- iv. List personnel, in addition to the identified coordinator, responsible for managing and implementing the major stages of the project, and provide a description of the current and proposed professional staff members' unique qualifications that enable them to fulfill their responsibilities.

If the applicant is seeking priority consideration under Priority 1(B), it should describe within this section how

being a culturally specific organization (or funding a culturally specific subrecipient organization at a minimum of 30% of the project budget) will enhance its ability to implement the proposed project(s) and should also specify which culturally specific populations are intended or expected to be served or have their needs addressed under the proposed project(s).

d. 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.

Note: Applicants are **not** required to submit performance data with the application. Rather, performance measure information is included as an alert that successful applicants will be required to submit performance data as part of each award's reporting requirements.

OJP will require each successful applicant to submit regular performance data that show the completed work's results. The performance data directly relate to the goals, objectives, and deliverables identified in the "Goals, Objectives, and Deliverables" discussion. Applicants can visit OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

See a list of performance measure questions for this program in the "Performance Measures" section.

OVC will require award recipients to submit performance measure data in OVC's Online Performance Measurement Tool, and separately submit semi-annual performance reports and quarterly performance reports in JustGrants. OVC will provide further guidance on the post-award submission process, 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 in the "Note on Project Evaluations" section in the [OJP Grant Application Resource Guide](#).

Goals, Objectives, Deliverables, and Timeline

The applicant will submit the program's goals, objectives, deliverables and timelines in the JustGrants web-based form.

Budget and Associated Documentation

See below.

Budget Worksheet and Budget Narrative (Web-based Form)

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

If the applicant is seeking priority consideration under Priority 1(B) based on the identification of at least one proposed subrecipient as a culturally specific organization, the proposed funding for the subrecipient in the web-based budget form **must be a minimum of 30% of award funding**.

The budget narrative must also describe how the activities that will be funded with the (minimum) 30% of award funding provided to the subrecipient **specifically relate to the priority consideration requested under Priority 1(B)** and described in the Capabilities and Competencies section of the application.

Pre-Agreement Cost

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

Indirect Cost Rate Agreement (if applicable)

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

Employee Compensation Waiver

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

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

The applicant will download the questionnaire, complete it, and submit it by uploading it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for the link to the questionnaire and additional information.

Disclosure of Process Related to Executive Compensation

This solicitation expressly modifies the OJP Grant Application Resource Guide by not incorporating its "Disclosure of Process Related to Executive Compensation" provisions. Applicants to this solicitation are not required to provide this disclosure.

Memoranda of Understanding (MOUs) and Other Supportive Documents**MOUs or Letters of Intent**

Applicants should include, for each named partner, an MOU, Letter of Intent, or subcontract that confirms the partner's agreement to support the project through commitments of staff time, space, services, or other project needs. Applications submitted from two or more entities are encouraged to develop and submit signed MOUs or signed Letters of Intent that provide a detailed description of how the agencies will work together to meet project requirements.

Each MOU or Letter of Intent should include the following: (1) names of the organizations involved in the agreement; (2) scope of the direct service(s) and other work to be performed under the agreement; (3) duration of the agreement. Subcontracts, MOUs, or Letters of Intent should be submitted as one separate attachment to the application.

Additional Application Components

Applicants will attach the additional requested documentation in JustGrants.

Curriculum Vitae or Resumes

Provide resumes of key personnel.

Tribal Authorizing Resolution

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

Timeline Form

Include a timeline of the applicant's submission efforts (e.g., what date and time did the error occur, what date and time was action taken to resolve the issue and resubmit; and what date and time did support representatives respond).

Letters of Support

MOUs or Letters of Intent

Applicants should include, for each named partner, an MOU, Letter of Intent, or subcontract that confirms the partner's agreement to support the project through commitments of staff time, space, services, or other project needs. Applications submitted from two or more entities are encouraged to develop and submit signed MOUs or signed Letters of Intent that provide a detailed description of how the agencies will work together to meet project requirements.

Each MOU or Letter of Intent should include the following: (1) names of the organizations involved in the agreement; (2) scope of the direct service(s) and other work to be performed under the agreement; (3) duration of the agreement. Subcontracts, MOUs, or Letters of Intent should be submitted as one separate attachment to the application.

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. The applicant will submit documentation of its research and evaluation independence and integrity by uploading it as an attachment in JustGrants. For additional information, see the [OJP Grant Application Resource Guide](#).

Privacy Certificate

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

Disclosures and Assurances

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities

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

DOJ Certified Standard Assurances

Review and accept the DOJ Certified Standard Assurances in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

Applicant Disclosure of Duplication in Cost Items

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

Review and accept the DOJ Certified Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

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

If applicable, submit the DOJ High Risk Disclosure and Justification as an attachment in JustGrants. A DOJ High Risk Grantee is an award 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. See the [OJP Grant Application Resource Guide](#) for additional information.

How to Apply

Step 1: The applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html>.

Step 2: The applicant must then submit the **full application**, including attachments, in JustGrants in [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov).

For additional information, see the "How to Apply" section in the [OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

Submission Dates and Time

The **SF-424 and the SF-LLL** must be submitted in Grants.gov by 11:59 p.m. eastern time on June 8, 2022.

The **full application** must be submitted in JustGrants by 8:59 p.m. eastern time on June 15, 2022.

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates to allow sufficient time to correct errors and resubmit by the submission deadlines if a rejection notification is received. To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline.

Experiencing Unforeseen Technical Issues

An applicant that experiences unforeseen SAM.gov, Grants.gov, or JustGrants technical issues beyond its control that prevent application submission by the deadline, must demonstrate all efforts in requesting technical support in order to submit an application by the deadline. Technical support is available via phone and email to the applicable SAM.gov, Grants.gov, or JustGrants support centers or service desks in which an applicant received a ticket number for resolution. If an applicant misses a deadline due to unforeseen technical difficulties, the applicant may request a waiver to submit an application after the deadline. Note: if an applicant does not submit all the required Grants.gov forms by the Grants.gov deadline, the applicant will not be able to proceed to the JustGrants portion of the application process.

An applicant experiencing technical difficulties with the following systems must contact the associated support desk indicated below to report the technical issue and receive a tracking number:

- Grants.gov - contact the [Grants.gov Customer Support Hotline](#)
- SAM.gov - contact the [SAM Help Desk \(Federal Service Desk\)](#)
- JustGrants - contact the JustGrants Support Desk at JustGrants.Support@usdoj.gov or 833-872-5175

An applicant requesting a waiver to submit a late application must document their request for technical assistance in an email to the OJP Response Center at grants@ncjrs.gov **within 24 hours after the application deadline** to request approval to submit its application after the deadline. If an applicant has technical issues with Grants.gov, the applicant must contact the OJP Response Center within 24 hours of the Grants.gov deadline to request approval to submit after the deadline. However, waiver requests will not be reviewed until after the JustGrants deadline to allow time for all waivers to be submitted. Waiver requests to submit after the submission deadline must:

- Describe the technical difficulties experienced;
- Include a timeline of the applicant's submission efforts (e.g., what date and time did the error occur, what date and time was action taken to resolve the issue and resubmit; and what date and time did support representatives respond)
- Include an attachment(s) of the complete grant application and all required documentation and material; and
- Include the applicant's Unique Entity Identifier (UEI), any applicable SAM.gov tracking number(s), and Grants.gov Help Desk and JustGrants Support Desk Ticket Numbers.

OJP will review each request for late submission and required supporting documentation and notify the applicant whether the request has been approved or denied. For more details on the waiver process, OJP encourages

applicants to review the “Experiencing Unforeseen Technical Issues” section in the [OJP Grant Application Resource Guide](#).

Application Review Information

Review Criteria

a. Merit Review Criteria

Applications that meet the basic minimum requirements will be evaluated by peer reviewers. Applications will be evaluated on how the proposed project/program addresses the following criteria:

1. Statement of the Problem/Description of the Issue (15%) - evaluate the applicant’s understanding of the program/issue to be addressed.
2. Project Design and Implementation (40%) - evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies (25%) - evaluate the 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).
6. Other attachments (5%) - evaluate the content of MOUs, letters of intent, organizational chart, and resumes supporting the application.

b. Other Review Criteria/Factors

Other important considerations for OVC include geographic diversity, strategic priorities (specifically including, but not limited to, those priority areas already mentioned), available funding, past performance, and the extent to which the Budget Worksheet and Budget Narrative (web-based form) 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 the 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 listed above.

OJP screens applications to ensure they meet the basic minimum requirements prior to conducting the peer review. Although specific requirements may vary, the following are common requirements applicable to all OJP solicitations:

- 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 with 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 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 consider not only peer review ratings and OVC 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 the 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, all award recipients under this solicitation will be required to submit certain reports and data.

Required reports. Award recipients typically must submit quarterly financial reports, semi-annual progress reports, quarterly performance reports, final financial and performance reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions.

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

Federal Awarding Agency Contact(s)

For OJP contact(s), see the solicitation cover page.

For contact information for Grants.gov, see the solicitation cover page.

For contact information for JustGrants, see the solicitation cover page.

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 the 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

A list of performance measure questions for this project can be found here: <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.

- I. Training
- V. Collaborative Partnerships
- VII. Victim Services

Application Checklist

OVC FY 2022 Advancing Hospital-Based Victim Services

This application checklist has been created as an aid in developing an application. The [DOJ Application Submission Checklist](#) is another resource.

What an Applicant Must Do:

Prior to registering in Grants.gov:

- Confirm your Entity's [System Award Management \(SAM\)](#) Registration Information (see [OJP Grant Application Resource Guide](#))

To register in Grants.gov:

- Acquire an AOR and a Grants.gov username and password (see [OJP Grant Application Resource Guide](#))
- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see [OJP Grant Application Resource Guide](#))

To find the funding opportunity:

- Search for the funding opportunity in Grants.gov using the opportunity number, Assistance Listing or keyword(s)
- Access the funding opportunity and application package (see Step 7 in the [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 (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 2022 Awards](#)" in the [OJP Funding Resource Center](#).

Review Scope Requirement:

- The federal amount requested is within the allowable limit(s) of \$500,000.

Review Eligibility Requirement:

- State governments
- City or township governments
- Public and State controlled institutions of higher education
- County governments
- Public housing authorities/Indian housing authorities
- Native American tribal organizations (other than Federally recognized tribal governments)
- Native American tribal governments (Federally recognized)
- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education
- For-profit organizations (including Tribal for-profit organizations) that agree to forgo any profit or management fees

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**Prepare to submit the Application for Federal Assistance standard form (SF)-424 and Disclosure of Lobbying Activities form (SF-LLL)**

- Review Information to complete the Application for Federal Assistance (SF-424) in Grants.gov
- Complete Standard Applicant Information (SF-424 information from Grants.gov)
- Submit the **SF-424** and **SF-LLL** in Grants.gov

*After the 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, [Grants.gov customer support](#), or [support@grants.gov](mailto:support@grants.gov) regarding technical difficulties (see [OJP Grant Application Resource Guide](#))

*Receive email notification to complete application in JustGrants:*

- Proceed to complete application in JustGrants

**Content of Application Submission: Critical Application Elements**

The following items are critical application elements required to pass the basic minimum requirements review. If OJP determines that an application does not include the following elements, it will neither proceed to peer review, nor receive further consideration.

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

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Budget and Associated Documentation:

- 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:

- MOUs/Letters of Intent
- Organizational chart
- Resumes of Key Personnel
- Logic Model
- Tribal Authorizing Resolution (if applicable) (see [OJP Grant Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))

- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))
- Documentation of Advancing DOJ Priorities (if applicable)
- Documentation of high-poverty areas or persistent poverty counties (if applicable)

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 Assurances (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 the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov regarding technical difficulties.