

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



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**Solicitation Title:** OVC FY24 Jabara-Heyer NO HATE Act State-Run Hate Crime Reporting Hotlines

**Assistance Listing Number:** 16.048

**Grants.gov Opportunity Number:** O-OVC-2024-172147

**Solicitation Release Date:** May 23, 2024

**Step 1: Application Grants.gov Deadline:** 11:59 p.m. Eastern Time on July 15, 2024

**Step 2: Application JustGrants Deadline:** 08:59 p.m. Eastern Time on July 22, 2024

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# Synopsis

## Program Description Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) is seeking applications for funding.

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

With this solicitation, OVC seeks applications from state agencies to establish state-run hate crime reporting hotlines designed to assist victims who might otherwise be reluctant to report hate crimes.

This program furthers the DOJ's mission to uphold the rule of law, to keep our country safe, and to protect civil rights.

## Eligibility

- State governments

FY 2022 and FY 2023 hate crimes hotlines award recipients are not eligible to apply under this program.

OVC will consider applications under which two or more entities (project partners) would carry out the federal award; however, only one entity may be the applicant for the solicitation. Any others must be proposed as subrecipients (subgrantees). See the [Application Resource Guide](#) for additional information on subawards.

OVC may choose to fund applications submitted under this FY 2024 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

## Agency Contact Information

For assistance with the requirements of this solicitation, contact the OJP Response Center by phone at 800-851-3420 or 301-240-6310 (TTY for hearing-impaired callers only) or email [grants@ncjrs.gov](mailto:grants@ncjrs.gov). The OJP Response Center operates from 10:00 a.m. to 6:00 p.m. Eastern Time (ET) Monday–Friday and from 10:00 a.m. to 8:00 p.m. ET on the solicitation closing date.

For procedures related to unforeseen technical issues beyond the control of the applicant that impact submission by the deadlines, see the “How To Apply” section, [Experiencing Unforeseen Technical Issues](#).

For assistance with submitting the [Application for Federal Assistance standard form \(SF-424\)](#) and a [Disclosure of Lobbying Activities \(SF-LLL\)](#) 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](mailto:support@grants.gov). The Grants.gov Support Hotline is open 24 hours a day, 7 days a week, except on federal holidays.

For technical assistance with submitting the **full application** in JustGrants, contact the JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov). The JustGrants Service Desk operates from 7:00 a.m. to 9:00 p.m. ET Monday–Friday and from 9:00 a.m. to 5:00 p.m. ET on Saturday, Sunday, and federal holidays.

### **Pre-Application Information Session**

OVC will hold a webinar on this solicitation on June 11, 2024, at 3:00 p.m. ET. This call will provide a detailed overview of the solicitation and allow interested applicants to ask questions. Preregistration is required for all participants. Register by visiting <https://ovc.ojp.gov/funding/funding-webinars>. To use the time most efficiently, OVC encourages participants to review this solicitation and submit any questions in advance and no later than 2 days prior to the webinar. Submit questions to [askovc@ncjrs.gov](mailto:askovc@ncjrs.gov) with the subject “Questions for OVC FY24 Jabara-Heyer NO HATE Act State-Run Hate Crime Reporting Hotlines Webinar.” The session will be recorded and available on <https://ovc.ojp.gov/funding/funding-webinars>.

### **Application Submission Information**

#### **Registration**

Before submitting an application, an applicant must have a registration in the [System for Award Management \(SAM.gov\)](#).

#### **Submission**

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants. See the [Submission Dates and Time](#) section for the Grants.gov and JustGrants application deadlines.

**Step 1:** The applicant must register for this opportunity in Grants.gov at <https://grants.gov/register> and submit by the Grants.gov deadline the required [Application for Federal Assistance standard form \(SF-424\)](#) and a [Disclosure of Lobbying Activities \(SF-LLL\)](#). See the [Submission Dates and Time](#) section for application deadlines.

**Step 2:** The applicant must submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://JustGrants.usdoj.gov) by the JustGrants application deadline. See the [Submission Dates and Time](#) section for application deadlines.

# Program Description

## Program Description Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) is seeking applications for funding.

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

With this solicitation, OVC seeks applications from state agencies to establish state-run hate crime reporting hotlines designed to assist victims who might otherwise be reluctant to report hate crimes.

This program furthers the DOJ's mission to uphold the rule of law, to keep our country safe, and to protect civil rights.

## Statutory Authority

34 U.S.C. § 30507(e)

## Specific Information

The Jabara-Heyer NO HATE Act State-Run Hate Crime Reporting Hotlines program authorizes grants to states to create state-run hate crime reporting hotlines. The state applicant is required by law and under this solicitation to ensure the following:

- The hotline will direct victims of hate crime to—
  - local support services, and
  - law enforcement, if appropriate.
- Any personally identifiable information that an individual provides to an agency of the state through the hotlines is not directly or indirectly disclosed without the consent of the individual, to—
  - any other agency of the state;
  - any other state; and
  - the Federal Government, or any other person or entity.
- The staff members who operate the hotline are trained to be knowledgeable about—
  - applicable federal, state, and local hate crime laws;
  - local law enforcement resources;
  - applicable local support services; and
  - trauma-informed responses and working with victims.
- The hotline is accessible to—
  - individuals with limited English proficiency, and
  - individuals with disabilities.

The hotlines funded under this program are intended to support victims who might be reluctant to report hate crimes to law enforcement. Project designs should address how these victims will be assisted. Applicants must demonstrate their plans for collaboration with stakeholders (potentially including other hotlines) to complete a community resource map, which identifies the needs of the community and the resources available to address those needs through a hate

crime reporting hotline; policies to govern the operation of the hotline; and outreach and marketing plans. Detailed language and accessibility plans are pivotal.

## **Solicitation Goals and Objectives**

### **Goals**

The primary goal is for state agencies to establish and operate state-run hate crime reporting hotlines to facilitate significantly increased reporting of hate crimes, and to ensure that victims are connected to available support services and informed about their options for reporting to law enforcement.

### **Objectives**

The program objectives are the following:

- Support collaboration with existing national or state-run hotlines for peer-to-peer learning on the successful implementation of state-run hotlines.
- Support collaboration with stakeholders including victim service providers, survivors, persons with lived experiences, community-based organizations, culturally specific organizations, faith-based organizations, and other allies to complete a community resource map to identify the needs of the community and the resources available to address those needs through a hate crime reporting hotline.

For information about what the applicant needs to submit regarding Goals, Objectives, and Deliverables, please see the [How to Apply section on the Application Goals, Objectives, Deliverables, and Timeline Web-Based Form.](#)

## **Federal Award Information**

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

Anticipated Number of Awards:	2
Anticipated Maximum Dollar Amount per Award:	Up to \$1,125,000
Period of Performance Start Date:	10/01/2024
Period of Performance Duration (Months):	36
Anticipated Total Amount to Be Awarded Under This Solicitation:	\$2,250,000

Additional Information: While the maximum allowable funding amount is \$1,125,000, OJP encourages applicants, including those that are new or that have never before received a federal award, to submit a proposed budget that best supports their project objectives and organizational capabilities, even if the proposed budget is at a lower amount than the maximum allowable funding level.

### **Continuation Funding Intent**

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

### **Availability of Funds**

This funding opportunity, and awards under this funding opportunity, are subject to the availability of funding and to any changes 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.

### **Type of Award**

OJP expects to make awards under this funding opportunity 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 [Application Resource Guide](#) for additional information.

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

This funding opportunity does not require a match.

### **Eligibility Information**

For eligibility information, [see the Synopsis section](#).

For the purposes of this notice of funding opportunity, “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.

## **How To Apply**

### **Application Resources**

When preparing and submitting an application, the following resources may aid prospective applicants:

1. Grants.gov [“How to Apply for Grants”](#)
2. OJP [“How To Apply”](#) section in the [Application Resource Guide](#)
3. JustGrants [Application Submission Training](#)

This solicitation (notice of funding opportunity) incorporates guidance provided in the [OJP Grant Application Resource Guide](#) (Application Resource Guide), which provides additional information for applicants to prepare and submit applications to OJP for funding. **If this solicitation requires something different from any guidance provided in the [Application Resource Guide](#), the difference will be noted in this solicitation and the applicant is to follow the guidelines in this solicitation, rather than the guidance in the [Application Resource Guide](#) that is in conflict.**

### **How To Apply**

#### **Registration**

Before submitting an application, all applicants must register with the System for Award Management (SAM.gov). An applicant must renew their registration every 12 months. If an applicant does not renew their SAM.gov registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Applicants are encouraged to start the SAM.gov registration process at least 30 days prior to the application deadlines. Applicants who fail to begin the registration or renewal process at least 10 business days prior to the Grants.gov deadline may not complete the process in time and will not be considered for late submission.



## Submission

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants.

**Step 1:** After registering with SAM.gov, the applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://grants.gov/register> by the Grants.gov deadline. **To leave time to address any technical issues that may arise, an applicant should submit the SF-424 and SF-LLL as early as possible and recommended not later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov by the deadline, they will be unable to apply in JustGrants. Applicants can confirm Grants.gov submission by verifying their application status shows as “submitted” or “agency tracking number assigned.”

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

OJP recommends that applicants submit the complete application package in JustGrants at least 48 hours prior to the JustGrants deadline. Some of the required sections of the application will be entered directly into JustGrants, and other sections will require documents to be uploaded and attached. Therefore, applicants should allow enough time before the JustGrants deadline to prepare all the requirements of the application. Applicants may save their progress in the system and add to or change the application as needed prior to hitting the “Submit” button at the end of the application in JustGrants.

An applicant will receive emails when successfully submitting in Grants.gov and JustGrants and should maintain all emails and other confirmations received from SAM.gov, Grants.gov, and JustGrants systems.

For additional information, see the “How To Apply” section in the [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 July 15, 2024.

The **full application** must be submitted in JustGrants by 8:59 p.m. eastern time on July 22, 2024.

To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline. Failure to begin the SAM.gov, Grants.gov, or JustGrants registration and application process in sufficient time (i.e., waiting until the due dates identified in this solicitation for those systems to begin the application steps) is not an acceptable reason to request a technical waiver.

## Experiencing Unforeseen Technical Issues Preventing Submission of an Application (Technical Waivers)

OJP will only consider requests to submit an application after the deadline when the applicant can document that a technical issue with a government system prevented submission of the application on time.

If an applicant misses a deadline due to unforeseen technical issues with SAM.gov, Grants.gov, or JustGrants, the applicant may request a waiver to submit an application after the deadline.

However, the waiver request will not be considered unless it includes documentation of attempts to receive technical assistance to resolve the issue prior to the application deadline. A tracking number is the most typical documentation and is generated when the applicant contacts the applicable service desks to report technical difficulties. Tracking numbers are generated automatically when an applicant emails the applicable service desks, and for this reason, long call wait times for support do not relieve the applicant of the responsibility of getting a tracking number.

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

- SAM.gov: contact the [SAM.gov Help Desk \(Federal Service Desk\)](#), Monday–Friday from 8:00 a.m. to 8:00 p.m. ET at 866-606-8220.
- Grants.gov: contact the [Grants.gov Customer Support Hotline](#), 24 hours a day, 7 days a week, except on federal holidays, at 800-518-4726, 606-545-5035, or [support@grants.gov](mailto:support@grants.gov).
- JustGrants: contact the JustGrants Service Desk at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175, Monday–Friday from 7:00 a.m. to 9:00 p.m. ET and Saturday, Sunday, and federal holidays from 9:00 a.m. to 5:00 p.m. ET.

If an applicant has technical issues with SAM.gov or Grants.gov, the applicant must contact the OJP Response Center at [grants@ncjrs.gov](mailto:grants@ncjrs.gov) within **24 hours of the Grants.gov deadline** to request approval to submit after the deadline.

If an applicant has technical issues with JustGrants that prevent application submission by the deadline, the applicant must contact the OJP Response Center at [grants@ncjrs.gov](mailto:grants@ncjrs.gov) within **24 hours of the JustGrants deadline** to request approval to submit after the deadline.

Waiver requests sent to the OJP Response Center must—

- describe the technical difficulties experienced (provide screenshots if applicable);
- include a timeline of the applicant’s submission efforts (e.g., date and time the error occurred, date and time of actions taken to resolve the issue and resubmit; and date and time support representatives responded);
- include an attachment of the complete grant application and all the required documentation and materials;
- include the applicant’s Unique Entity Identifier (UEI); and
- include any SAM.gov, Grants.gov, and JustGrants Service Desk tracking numbers documenting the technical issue.

OJP will review each waiver request and the required supporting documentation and notify the applicant whether the request for late submission has been approved or denied. An applicant that does not provide documentation of a technical issue (including all information listed above), or that does not submit a waiver request within the required time period, will be denied.

For more details on the waiver process, OJP encourages applicants to review the “Experiencing Unforeseen Technical Issues” section in the [Application Resource Guide](#).

## Application and Submission Information

### Content of Application Submission and Available Surveys

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:

- SF-424 and SF-LLL (in Grants.gov)
- Proposal Abstract (in JustGrants)
- Proposal Narrative (in JustGrants)
- Budget Web-Based Form, which includes the budget details and the budget narrative (in JustGrants)

If OJP determines that an application does not include these elements, it will not proceed to peer review and will not receive any further consideration.

### Content of the SF-424 in Grants.gov

The SF-424 must be submitted in Grants.gov. It is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. See the [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 funding opportunity **is not** subject to [Executive Order \(E.O.\) 12372](#). In completing the SF-424, an applicant should answer question 19 by selecting “Program is not covered by E.O. 12372.”

### Content of the JustGrants Application Submission

#### *Entity and User Verification (First Time Applicant)*

For first time JustGrants applicants, once the application is received from Grants.gov, DOJ will send an email (from DIAMD-NoReply@usdoj.gov) to the individual listed in Section 8F of the SF-424 with instructions on how to create a JustGrants account. This email should arrive within 24 hours after this individual receives confirmation from Grants.gov of their SF-424 and SF-LLL submissions. Register the Entity Administrator (the person who manages who can access JustGrants on behalf of the applicant), the Application Submitter, and Authorized Representative for the applicant with JustGrants as early as possible and (recommended) not later than 48-72 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive a link in an email to complete the rest of the application in JustGrants. Find additional information on JustGrants Application Submission in the [Application Resource Guide](#).

#### *Standard Applicant 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 their 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 its purpose, primary activities, expected outcomes, the service area, intended beneficiaries, and subrecipients (if known)—must be completed in the JustGrants web-based form. This abstract should be in paragraph form without bullets or tables, written in the third person, and exclude personally identifiable information. Abstracts will be made publicly available on the OJP and USASpending.gov websites if the project is awarded. See the [Application Resource Guide](#) for an [example](#) of a proposal abstract.

### ***Data Requested With Application***

The following application elements should be submitted in the web-based forms in JustGrants.

#### ***Financial Management and System of Internal Controls Questionnaire (including Applicant Disclosure of High Risk Status)***

The Financial Management and System of Internal Controls Questionnaire helps OJP assess the financial management and internal control systems, and the associated potential risks of an applicant as part of the pre-award risk assessment process. Every OJP applicant (other than an individual applying in their personal capacity, not representing an applicant organization) is required to complete the web-based Questionnaire form in JustGrants. See the [Application Resource Guide: Financial Management and System of Internal Controls Questionnaire \(including Applicant Disclosure of High Risk Status\)](#) for additional guidance on how to complete the questionnaire.

#### ***Brief Applicant Entity Questionnaire***

The Office of Justice Programs (OJP) is collecting the following information to help assess its efforts to attract a broader range of applicants. These questions apply to the applicant entity and its work and scope only, and not to the specific project(s) being proposed within the application. Responses to the questions will not be considered in the application review process. The questions included in the questionnaire are available in the [Standard Forms & Instructions: Brief Applicant Entity Questionnaire](#).

#### ***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 size font; have no less than 1-inch margins; and should not exceed 20 numbered pages. If the Proposal Narrative fails to comply with these length restrictions, OJP may consider such noncompliance in peer review and in final award decisions. Tables, charts, and graphs included in the proposal narrative can be created in a legible font not smaller than 9-point, and those items will count toward the page limit.

The Proposal Narrative must include the following sections:

- 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.
  
- 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.

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, and 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. 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 proposal narrative limitation. The time task-plan should include the following:
    - a) A schedule for completion of activities.
    - b) The submission of quarterly financial and semiannual progress reports. All awardees are required to submit semiannual progress reports and quarterly financial reports.
    - c) A description of the development and implementation process over the course of the new grant period, which can be up to 4 years.
- c. Capabilities and Competencies
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, collaborate 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.
  5. Demonstrate that the applicant or its partners have the expertise to implement the project.
- d. Plan for Collecting the Data Required for This Solicitation's Performance Measures
1. A plan for collecting all 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: An applicant is **not** required to submit performance data with the application. Rather, performance measure information is included to provide notice that award recipients will be required to submit performance data as part of each award's reporting requirements.

OJP will require each award recipient to submit regular performance data that show the completed work's results. The performance data directly relate to the solicitation goals and objectives identified in the "[Goals and Objectives](#)" section. Applicants can visit [OJP's performance measurement page](http://www.ojp.gov/performance) at [www.ojp.gov/performance](http://www.ojp.gov/performance) for more information on performance measurement activities.

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

- III. Technology Development
- IV. Data Gathering
- V. Collaborative Partnerships
- VI. Strategic Planning
- VII. Victim Services

OVC will require award recipients to submit quarterly performance measure data in the Performance Measurement Tool (PMT) and separately submit a semi-annual performance report in JustGrants. A list of resources and trainings can be found at [Transforming Victim Services Discretionary Grantee Performance Measures | Office for Victims of Crime \(ojp.gov\)](#). OVC will provide further guidance on the post-award submission process, if the applicant is 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 [Application Resource Guide](#).

#### *Application Goals, Objectives, Deliverables, and Timeline Web-Based Form*

The applicant will submit the project’s goals, objectives, deliverables and timeline in the JustGrants web-based form. This is a summary of the goals, objectives, deliverables, and timeline that relate to the proposal narrative. The applicant will also enter the projected fiscal year and quarter that each objective and deliverable will be completed. Please refer to the [Application Submission Job Aid](#) for step-by-step directions.

- **Goals:** The applicant should describe the project’s intent to change, reduce, or eliminate the problem noted in the proposal narrative.
- **Program Objectives and Timeline:** The applicant should include objectives to accomplish its goals. Objectives are specific, measurable actions to reach the project’s desired results. The included timelines should be clearly linked to the goal.
- **Deliverables and Timeline:** Project deliverables refer to outputs—tangible (for example, a report or a website) or intangible (for example, greater feelings of safety reported by the community)—that are documented and submitted within the scope of a project. Deliverables include timelines.

#### Deliverables Expected by Successful Applicants

Program objectives and deliverables should be included in one timeline.

Applicants should address the following deliverables.

1. A strategic plan that should include, but is not limited to, the following:
  - a. Criteria to best determine strategies and effective collaborative models for developing effective state-run hate crime reporting hotlines.
  - b. An assessment plan to measure project effectiveness in achieving the identified outcomes.
  - c. An outreach/marketing plan that outlines the ways the grantee will raise awareness of the state-run hotline, particularly to reach communities and individuals most likely



- to be targeted by hate crimes. The plan must include a language access strategy and be approved by DOJ prior to the release of the state-run hotline.
- d. A summary report of all strategic planning committee meetings and strategic planning sessions with community stakeholders.
  2. Policies and procedures that will govern the operation of the hotline, including policies that address the privacy and confidentiality of hotline callers, referrals to trauma-informed victim services, law enforcement reporting procedures, staff training, and accommodations for persons with disabilities or limited English proficiency.
  3. A language access plan to include interpretive services available to callers, translation of outreach materials, and stakeholder engagement.
  4. A final implementation plan based on the strategic planning process.
  5. A comprehensive assessment of the project, which should include, but not be limited to, an analysis of outputs.
  6. A detailed final report that includes the following:
    - a. A description of the project goals, challenges, successes, and strategies.
    - b. An implementation plan and any needs assessments, surveys, or other assessment devices completed during the project.
    - c. A discussion of the comprehensive assessment of the project, including output analysis.
  7. Other deliverables as identified by DOJ/OVC.

## ***Budget and Associated Documentation***

### **Funding Restrictions**

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

### **Budget Detail and Narrative Web-Based Form**

The applicant will complete the JustGrants web-based budget form, which includes both detailed calculations and budget narrative sections.

For additional information about how to prepare a budget for federal funding, see the “[Application Resource Guide](#)” section on [Budget Preparation and Submission Information](#) and the technical steps to complete the budget form in JustGrants in the [Complete the Application in JustGrants: Budget](#) training.

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

OJP strongly encourages every applicant that proposes to use award funds for any conference-, meeting-, or training-related activity (or similar event) to review carefully—before submitting an application—the [Application Resource Guide](#) for information on prior approval, planning, and reporting of conference/meeting/training costs.

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

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. See the [Application Resource Guide](#) for information on costs associated with language assistance.

## Budget/Financial Attachments

### Indirect Cost Rate Agreement (if applicable)

Indirect costs are costs of an organization that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for facility operation and maintenance, depreciation, and administrative salaries. The requirements for the development and submission of indirect cost proposals and cost allocation plans are listed in Appendices III – VII of 2 C.F.R. Part 200. A non-federal applicant should follow the guidelines applicable to its type of organization. If applicable, an applicant with a current federally-approved indirect cost rate agreement will upload it as an attachment in JustGrants. See the [DOJ Financial Guide](#) for additional information on [Indirect Cost Rate Agreement](#).

### Consultant Rate (if applicable)

Costs for consultant services require prior approval from OJP. If the proposed project expects to fund consultant services, compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace. See the [DOJ Grants Financial Guide](#) for information on the consultant rates, which require prior approval from OJP.

### Limitation on Use of Award Funds for Employee Compensation for Awards Over \$250,000; Waiver (if applicable)

If an applicant proposes to hire employees with Federal award funds, for any award of more than \$250,000 made under a funding opportunity, an award recipient may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. See the [Application Resource Guide](#) for information on the "Limitation on Use of Award Funds for Employee Compensation for Awards over \$250,000; Waiver."

### Disclosure of Process Related to Executive Compensation (if applicable)

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

## **Additional Application Components**

The applicant will attach the additional requested documentation in JustGrants.

### Curriculum Vitae or Resumes

Provide resumes of key personnel who will work on the proposed project.

### Letters of Support (if applicable)

Applicants should include, for each named supporting entity, a signed letter of support that outlines the supporting entity's reasons for supporting for the project. Applications submitted from two or more entities are encouraged to submit signed letters of support that provide a detailed description of why the proposed project should receive federal funding.

Each letter of support may include the following: (1) a description of the relationship between the applicant entity and the supporting entity; (2) a description of the need and what benefits would be gained from the project; (3) a description of the applicant's capacity to complete the



proposed project. Letters of support should be signed and then submitted as one separate attachment to the application in JustGrants.

#### [Memoranda of Understanding \(MOUs\) and Other Supportive Documents \(if applicable\)](#)

Applicants should include for each named partner, a signed Memorandum of Understanding (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. For applications submitted from two or more entities, applicants 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) what service(s) and other work will be performed under the agreement by what organization; (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 \(if applicable\)](#)

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 upload documentation of its research and evaluation independence and integrity as an attachment in JustGrants. For additional information, see the [Application Resource Guide](#).

#### ***Disclosures and Assurances***

The applicant will address the following disclosures and assurances.

##### [Disclosure of Lobbying Activities](#)

The SF-LLL attachment that was completed and submitted in Grants.gov is attached to this section.

##### [Applicant Disclosure of Duplication in Cost Items](#)

To ensure funding coordination across grant making agencies, and to avoid unnecessary or inappropriate duplication among grant awards, the applicant will disclose if it has any pending applications for federal funding, including pending applications for subawards of federal funds. Complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [Application Resource Guide](#) for additional information.

##### [DOJ Certified Standard Assurances](#)

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

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

### [Applicant Disclosure and Justification – DOJ High-Risk Grantees](#)

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; noncompliance with award terms and conditions on prior awards or is otherwise not responsible. See the [Application Resource Guide](#) for additional information.

## **Application Review Information**

### **Review Criteria**

#### ***Basic Minimum Review Criteria***

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 requirements for all OJP solicitations:

- The application must be submitted by an eligible type of applicant.
- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements.

#### ***Merit Review Criteria***

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

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

#### ***Other Review Criteria/Factors***

Other important considerations for OJP include geographic diversity, strategic priorities, available funding, and the extent to which the Budget web-based form accurately explains project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles. Costs are allowable when they are reasonable, allocable to, and necessary for the performance of the federal award, and when they comply with the funding statute and agency requirements (to include the conditions of the award), including the cost principles set out in the [Uniform Requirements 2 C.F.R. Part 200, Subpart E](#).

#### ***Risk Criteria/Factors***

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 of performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM.gov 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.gov.

Important note on Responsibility/Qualification Data (formerly FAPIIS): An applicant may review and comment on any information about its organization that currently appears in SAM.gov and was entered by a federal awarding agency. OJP will consider such comments by the applicant, in addition to the other information in SAM.gov, in its assessment of the risk posed by the applicant.

### **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 review criteria listed above. 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**

Generally, award notifications are made by the end of the current Federal fiscal year, September 30. See the [Application Resource Guide](#) for information on award notifications and instructions.

### **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 (programs or practices that have been evaluated as effective), see the [Application Resource Guide](#).

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

OJP may conduct or support an evaluation of the projects and activities funded under this solicitation. For additional information on what should be included in the application, see the [Application Resource Guide](#) section entitled “Information Regarding Potential Evaluation of Programs and Activities.”

### **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 [Application Resource Guide](#).

## **Civil Rights Compliance**

If a successful applicant accepts funding from OJP—as a recipient of OJP funding—that award recipient must comply with certain federal civil rights laws that prohibit it from discriminating on the basis of race, color, national origin, sex, religion, or disability in how the recipient delivers its program’s services or benefits and in its employment practices. The civil rights laws that may be applicable to the award include Title VI of the Civil Rights Act of 1964 (Title VI), the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act of 1968 (Safe Streets Act), and Section 504 of the Rehabilitation Act of 1973. These and other federal civil rights laws are discussed in greater detail here: “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2024 Awards](#)” under the “Civil Rights Requirements” section, and additional resources are available from the [OJP Office for Civil Rights](#).

Part of complying with civil rights laws that prohibit national origin discrimination includes recipients taking reasonable steps to ensure that people who are limited in their English proficiency (LEP) because of their national origin have meaningful access to a recipient’s program and activity. An LEP person is one whose first language is not English and who has a limited ability to read, write, speak, or understand English. To help recipients meet this obligation to serve LEP persons, DOJ has published a number of resources, including a language access assessment and planning tool, which are available at <https://www.lep.gov/language-access-planning>. Additional resources are available at <https://www.ojp.gov/program/civil-rights-office/limited-english-proficient-lep>. If the award recipient proposes a program or activity that would deliver services or benefits to LEP individuals, the recipient may use grant funds to support the costs of taking reasonable steps (e.g., interpretation or translation services) to provide meaningful access. Similarly, recipients are responsible for ensuring that their programs and activities are readily accessible to qualified individuals with disabilities. Applicants for OJP funding must allocate grant funds or explain how other available resources will be used to ensure meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language (ASL) interpreter services for deaf or hard of hearing individuals or the purchase of adaptive equipment for individuals with mobility or cognitive disabilities. For resources, see <https://www.ada.gov/> or contact OJP.

## **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 [Application Resource Guide](#) for additional information.

## **Information Technology Security Clauses**

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

## **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 must submit quarterly data and financial reports, semi-annual 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. Future awards and fund drawdowns may be withheld if reports are delinquent (in appropriate cases, OJP may require additional reports).

See the [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), contact information for Grants.gov, and contact information for JustGrants, see the solicitation Synopsis.

### **Other Information**

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

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

#### **Provide Feedback to OJP**

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

### **Performance Measures**

OVC will require award recipients to submit quarterly performance measure data in the Performance Measurement Tool (PMT) and semiannual performance reports in JustGrants. A list of resources and trainings can be found at <https://ovc.ojp.gov/funding/performance-measures/transforming-victim-services>. Examples of performance measure questions for this project can be found here: <https://www.ovc.gov/grants/pdfxt/TVSquestionnaire.pdf>.

Award recipients under this solicitation will be required to complete the following sections, including any relevant shared measures.

- III. Technology Development
- IV. Data Gathering
- V. Collaborative Partnerships
- VI. Strategic Planning
- VII. Victim Services

## Application Checklist

### OVC FY24 Jabara-Heyer NO HATE Act State-Run Hate Crime Reporting Hotlines

This application checklist has been created as an aid in developing an application. For more information, reference [The OJP Application Submission Steps in the OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

## Pre-Application

### *Before Registering in Grants.gov*

- Confirm your entity's registration in the [System Award Management \(SAM.gov\)](#) is active through the solicitation period; submit a new or renewal registration in SAM.gov if needed (see [Application Resource Guide](#)).

### *Register in Grants.gov*

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

### *Find the Funding Opportunity*

- Search for the funding opportunity in Grants.gov using the opportunity number, assistance listing number, or keyword(s).
- Access the funding opportunity and application package (see Step 7 in the [Application Resource Guide](#)).
- Sign up for Grants.gov email [notifications](#) (optional) (see [Application Resource Guide](#)).
- Read [Important Notice: Applying for Grants in Grants.gov](#) (about [browser compatibility and special characters in file names](#)).
- Read OJP policy and guidance on conference approval, planning, and reporting available at <https://www.ojp.gov/funding/financialguidedo/iii-postaward-requirements#6g3y8> (see [Application Resource Guide](#)).

### *Review the Overview of Post-Award Legal Requirements*

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2024 Awards](#)" in the [OJP Funding Resource Center](#).

### *Review the Scope Requirement*

- The federal amount requested is within the allowable limit(s) of up to \$1,125,000.

### *Review Eligibility Requirement*

- Review the "Eligibility" section in the Synopsis and "Eligibility Information" section in the solicitation.

## Application Step 1

After registering with SAM.gov, submit the SF-424 and SF-LLL in Grants.gov.

- In Section 8F of the SF-424, include the name and contact information of the individual **who will complete the application in JustGrants and the SF-LLL in Grants.gov.**

Within 48 hours after the SF-424 and SF-LLL submission in Grants.gov, receive four (4) Grants.gov email notifications:

- A submission receipt.
- A validation receipt.
- A grantor agency retrieval receipt.
- An agency tracking number assignment.

If no Grants.gov receipt and validation email is received, or if 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 [“Application Resource Guide” section on Experiencing Unforeseen Technical Issues](#)).

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from JustGrants with login instructions.

- Proceed to Application Step 2 and complete application in JustGrants.

## **Application Step 2**

Submit the following information in JustGrants:

### **Application Components**

- Entity and User Verification (First Time Applicant)
- Standard Applicant information (SF-424 information from Grants.gov)
- Proposal Abstract\*
- Proposal Narrative\*
- Application Goals, Objectives, Deliverables, and Timeline web-based form

### **Budget and Associated Documentation**

- Budget Detail Narrative and web-based form\*
- Financial Management and System of Internal Controls Questionnaire (see [Application Resource Guide](#))
- Indirect Cost Rate Agreement (if applicable) (see [Application Resource Guide](#))

### **Additional Application Components**

- Research and Evaluation Independence and Integrity (if applicable) (see [Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [Application Resource Guide](#))
- Memorandum of Understanding (if applicable)
- Letters of Support (if applicable)
- Resumes of key personnel (if applicable)
- List of procurement contracts (if applicable)
- Organizational chart (if applicable)

### **Disclosures and Assurances**

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (see [Application Resource Guide](#))
- DOJ Certified Standard Assurances (see [Application Resource Guide](#))



- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing (see [Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High-Risk Grantees (if applicable) (see [Application Resource Guide](#))

***\*Note: Items designated with an asterisk must be submitted for an application to meet the basic minimum requirements review. If OJP determines that an application does not include the designated items, it will neither proceed to peer review, nor receive further consideration.***

### **Review, Certify, and Submit Application in JustGrants**

- Any validation errors will immediately display on screen after submission.
- Correct validation errors, if necessary, and then return to the “Certify and Submit” screen to submit the application. Access the [Application Submission Validation Errors Quick Reference Guide](#) for step-by-step instructions to resolve errors prior to submission.
- Once the application is submitted and validated, a confirmation message will appear at the top of the page. Users will also receive a notification in the “bell” alerts confirming submission.

If no JustGrants application submission confirmation email or validation is received, or if error notification is received —

- Contact the JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) regarding technical difficulties. See the [Application Resource Guide](#) for additional information.



## **Standard Solicitation Resources**

[Application Resource Guide](#) provides guidance to assist OJP grant applicants in preparing and submitting applications for OJP funding.

[DOJ Grants Financial Guide](#) serves as the primary reference manual to assist award recipients in fulfilling their fiduciary responsibility to safeguard grant funds and to ensure funds are used for the purposes for which they were awarded. It compiles a variety of laws, rules and regulations that affect the financial and administrative management of DOJ awards. This guide serves as a starting point for all award recipients and subrecipients of DOJ grants and cooperative agreements in ensuring the effective day-to-day management of awards.

[JustGrants Resources Website](#) is an entryway into information about JustGrants and the grants management system itself. Through this portal both award recipients and applicants can access training resource and user support options, find frequently asked questions, and sign up for the [JustGrants Update e-newsletter](#).

[JustGrants Application Submission Training page](#) offers helpful information and resources on the application process. This training page includes e-learning videos, reference guides, checklists, and other resources to help applicants complete an application.

[Weekly Training Webinars](#) are advertised here and provide opportunities for users to receive topic-specific training, direct technical assistance, and support on JustGrants system functionality.