

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



OVC FY 2022 Building State Technology Capacity and Jabara-Heyer No HATE Act State-Run Hate Crime Reporting Hotlines

Assistance Listing Number # 16.048
Assistance Listing Number # 16.582
Grants.gov Opportunity Number: O-OVC-2022-171342
Solicitation Release Date: May 19, 2022 2:15 PM
Version: 1
Grants.gov Deadline: July 12, 2022 11:59 PM
Application JustGrants Deadline: July 19, 2022 8:59 PM

Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) seeks applications for funding for the Building State Technology Capacity and Jabara-Heyer No HATE Act State-Run Hate Crime Reporting Hotlines program. This program furthers the DOJ's mission by (under Purpose Area 1) enhancing states' use of technology for the purpose of providing improved service to crime victims, and (under Purpose Area 2) supporting Jabara-Heyer No HATE Act state-run hate crime reporting hotlines.

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

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

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-OVC-2022-00028-PROD	Purpose Area 1: Building State Technology Capacity	4	\$500,000.00	10/1/22 12:00 AM	36
C-OVC-2022-00031-PROD	Purpose Area 2: Jabara-Heyer No Hate Act State-Run Hate Crime Reporting Hotlines	2	\$1,120,670.00	10/1/22 12:00 AM	48

Eligible Applicants:

State governments

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.

For Purpose Area 1, applicants must be Victims of Crime Act (VOCA) Formula Assistance and Compensation Program State Administering Agencies (SAAs). For Purpose Area 2, applicants must be state agencies (not limited to VOCA SAAs).

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 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 in the webinar 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.

Contents

Contact Information	2
Program Description	6
Overview	6
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. This solicitation has two purpose areas for application:	
	6
Statutory Authority	6
Specific Information	6
Goals, Objectives, Deliverables, and Timeline	7
Evidence-Based Programs or Practices	8
Evidence-Based Programs or Practices	8
Information Regarding Potential Evaluation of Programs and Activities	8
OJP Priority Areas	9
Federal Award Information	9
Awards, Amounts and Durations	10
Continuation Funding Intent	10
Availability of Funds	10
Types of Awards	10
Financial Management and System of Internal Controls	10
Budget Information	10
Cost Sharing or Matching Requirement	10
Pre-agreement Costs (also known as Pre-award Costs)	10
Limitation on Use of Award Funds for Employee Compensation: Waiver	10
Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs	11
Costs Associated with Language Assistance (if applicable)	11
Eligibility Information	11
Application and Submission Information	11
Information to Complete the Application for Federal Assistance (SF-424)	11
Standard Applicant Information (JustGrants 424 and General Agency Information)	11
Proposal Abstract	11
Proposal Narrative	12
Goals, Objectives, Deliverables, and Timeline	14
Budget and Associated Documentation	14
Budget Worksheet and Budget Narrative (Web-based Form)	14
Indirect Cost Rate Agreement (if applicable)	14
Financial Management Questionnaire (including applicant disclosure of high-risk status)	14
Disclosure of Process Related to Executive Compensation	14
Additional Application Components	15
Tribal Authorizing Resolution	15
Research and Evaluation Independence and Integrity Statement	15
Disclosures and Assurances	15
Disclosure of Lobbying Activities	15
DOJ Certified Standard Assurances	15
Applicant Disclosure of Duplication in Cost Items	15

DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements	15
Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)	15
How to Apply	15
Submission Dates and Time	16
Application Review Information	16
Review Criteria	16
Review Process	17
Federal Award Administration Information	18
Federal Award Notices	18
Administrative, National Policy, and Other Legal Requirements	18
Information Technology (IT) Security Clauses	18
General Information about Post-Federal Award Reporting Requirements	18
Federal Awarding Agency Contact(s)	18
Other Information	18
Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)	18
Provide Feedback to OJP	18
Performance Measures	18
Application Checklist	19
OVC FY 2022 Building State Technology Capacity and Jabara-Heyer No HATE Act State-Run Hate Crime Reporting Hotlines	19

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. This solicitation has two purpose areas for application:

Purpose Area 1: OVC is seeking applications from Victims of Crime Act (VOCA) Formula Assistance and Compensation Program State Administering Agencies (SAA) to implement statewide technology programs to enhance victims' access to services, foster innovation and efficiency in providing services, improve the quality of services, and improve the accessibility and responsiveness of victim service organizations.

Purpose Area 2: OVC is seeking applications under the Grants for State-Run Hate Crime Hotlines provision of 2021 (34 U.S.C. 30507(e)) to establish state-run hate crime hotlines to assist victims who might otherwise be reluctant to report these crimes.

Agencies can apply for both purpose areas, but they must submit a separate application for each

Statutory Authority: This project is authorized by 34 U.S.C. § 20103(c)(1)(A), for Purpose Area 1; and 34 U.S.C. 30507(e), for Purpose Area 2.

Statutory Authority

34 U.S.C. 30507(e)

34 U.S.C. § 20103(c)(1)(A)

Specific Information

Purpose Area 1:

The Building State Technology Capacity and State-Run HATE Crime Reporting Hotlines program serves victims by allowing SAAs to leverage technology to improve access to or delivery of services to victims of crime. By investing in technological innovation, SAAs may increase organizational capacity, enhance data collection and analysis, and expand access to support victims, including those in underserved and historically marginalized communities.

- Develop and/or implement technology to enhance outreach to victims of crime.
- Develop and/or implement technology to assist the State Victim Assistance and Compensation Programs.
- Use technology to effectively communicate about, report on, and monitor VOCA program activities.
- Enhance the collection of performance measures related to elder abuse and other types of victimization.
- Enhance the social media presence of SAAs and other victim service providers.
- Enhance victim compensation technology to increase efficiency and reduce claim-processing time.
- Develop and/or implement technology to improve state and subgrantee reporting.
- Develop or enhance the statewide grants management systems used for the VOCA formula programs.
- Enhance technology systems to improve their security, confidentiality, and efficiency regarding the victims' data they store.

Purpose Area 2:

The Building State Technology Capacity and 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—
 - law enforcement if appropriate, and
 - local support services.
- 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,
 - 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, and
- applicable local support services.
- The hotline is accessible to—
 - individuals with limited English proficiency, and
 - individuals with disabilities.

Goals, Objectives, Deliverables, and Timeline

Purpose Area 1:

The goal of Purpose Area 1 is to implement statewide technology programs to enhance victims’ access to services, increase equity in services and access, foster innovation and efficiency in the provision of services, improve the quality of services, and improve the accessibility and responsiveness of victim service organizations.

Purpose Area 2:

Purpose Area 2 seeks to provide grants for state agencies to establish and run hate crime reporting hotlines, to facilitate significantly increased reporting of hate crimes data, and to ensure that victims and witnesses are connected to law enforcement and local support services as needed. The goal is to ensure that hate crimes do not go unreported and that victims have access to needed services.

Objectives

Purpose Area 1:

Successful applicants will achieve this goal through the following objectives:

1. Conduct strategic planning to identify gaps and implement the strategic plan to enhance statewide technological capacities for both purpose areas.
2. Implement technological enhancements to improve the state’s technological capacity as relevant to victim services.
3. Collaborate with community stakeholders, victim service providers, survivors or persons with lived experiences, subrecipient organizations, and other allied professionals and key stakeholders.
4. Collect data and participate in evaluation activities to determine if the program is meeting its stated goals and objectives.
5. Other objectives as identified by DOJ.

Purpose Area 2:

Successful applicants will achieve this goal through the following objectives:

1. Conduct strategic planning to identify gaps and implement the state-run hate crime reporting hotline.
2. Collaborate with community stakeholders, victim service providers, survivors, or persons with lived experiences, community-based organizations, culturally specific organizations, and other allied professionals and key stakeholders.
3. Develop an outreach/marketing plan that outlines how the grantee will raise awareness of the state-run hotline, particularly for communities and individuals most likely to be targeted by hate crimes.
4. Collect data and participate in evaluation activities to determine if the program is meeting its stated goals and objectives.
5. Other objectives as identified by DOJ.

Deliverables

Purpose Area 1:

The project will produce the following deliverables:

1. Strategic planning that should include, but is not limited to, the following:
 - a. Preparing a statewide needs assessment, which includes stakeholder collaboration, unless the applicant conducted a statewide needs assessment in 2019 or later;
 - b. Developing criteria to best determine strategies and effective collaborative models for planning, implementing, and evaluating the proposed innovations in the state and/or communities; Preparing an assessment plan to measure project effectiveness in achieving the identified

- outcomes;
 - d. Creating Letters of Intent or Memoranda of Understanding (MOU) with key implementation partners; and
 - e. Developing a summary report of all strategic planning committee meetings and strategic planning sessions with community stakeholders.
2. A final implementation plan based on the strategic planning process.
 3. Execution of the implementation plan, including technological innovations that will improve administration of VOCA programs and victim access to services.
 4. A Comprehensive assessment of the project, which should include, but is not limited to, an analysis of outputs.
 5. A detailed final report that—
 - a. describes the project goals, challenges, successes, and strategies;
 - b. includes the implementation plan, any needs assessments, surveys, or other assessment devices completed during the project; and
 - c. discusses the comprehensive assessment of the project, including output analysis.
 6. Other deliverables as identified by DOJ.

Purpose Area 2:

The project will produce the following deliverables:

1. Strategic planning that should include, but is not limited to, the following:
 - a. Developing criteria to best determine strategies and effective collaborative models for developing effective state-run hate crime reporting hotlines;
 - b. Preparing an assessment plan to measure project effectiveness in achieving the identified outcomes;
 - c. Prepare an outreach/marketing plan that outlines the ways the grantee will raise awareness of the state-run hotline, particularly for communities and individuals most likely to be targeted by hate crimes. The plan must be approved by DOJ prior to the release of the state-run hotlines;
 - d. Creating Letters of Intent or Memoranda of Understanding (MOU) with key implementation partners; and
 - e. Developing a summary report of all strategic planning committee meetings and strategic planning sessions with community stakeholders.
2. A final implementation plan based on the strategic planning process.
3. A comprehensive assessment of the project, which should include, but is not limited to, an analysis of outputs.
4. A detailed final report that—
 - a. describes the project goals, challenges, successes, and strategies;
 - b. includes the implementation plan, any needs assessments, surveys, or other assessment devices completed during the project; and
 - c. discusses the comprehensive assessment of the project, including output analysis.
5. Other deliverables as identified by DOJ.

The Goals, Objectives, and Deliverables are directly related to the performance measures that show the completed work's results as discussed under 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](#).

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

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 whose 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.

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

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-OVC-2022-00028-PROD	Purpose Area 1: Building State Technology Capacity	4	\$500,000.00	10/1/22 12:00 AM	36
C-OVC-2022-00031-PROD	Purpose Area 2: Jabara-Heyer No Hate Act State-Run Hate Crime Reporting Hotlines	2	\$1,120,670.00	10/1/22 12:00 AM	48

Awards, Amounts and Durations

Period of Performance Start Date

10/1/22 12:00 AM

Anticipated Total Amount to be Awarded Under Solicitation

\$4,241,341.00

Additional Information

Under Purpose Area 2, per the 2021 Jabara-Heyer No HATE Act, OVC expects to give priority to states with larger populations to maximize the use of funds, but may take a different approach depending on the size and scope of the applications received, and other review factors described in this solicitation. OVC expects to make: 1 - 3 Awards. Period of performance duration: 48 months (with possible extension up to but not to exceed 60 months)

Continuation Funding Intent

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

Budget Information

See below.

Cost Sharing or Matching Requirement

This solicitation does not require a match.

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

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

Limitation on Use of Award Funds for Employee Compensation: Waiver

See the [OJP Grant Application Resource Guide](#) information on 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 \(E.O.\) 12372](#). (In completing the SF-424, an applicant is to answer question 19 by selecting “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. If you are requesting priority consideration, please indicate the priority area (A and/or B) you are applying under.

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 20 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 decisions.

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

a. Statement of the Problem

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

b. Project Design and Implementation

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

This section must:

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

2. Describe the project strategy and discuss how the strategy will address the identified problems and support the goals and objectives. The applicant's strategy or design must include a description of project phases (e.g., strategic planning, implementation, and program assessment), tasks, activities, and staff responsibilities, 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. For Purpose Area 1 - Describe how the applicant will collaborate with subrecipients, victim service providers, survivors, and other stakeholders.

4. Include a time-task plan that clearly identifies objectives, major activities, and products. The time-task plan presented in chart form will not be included as part of the 20-page program narrative limitation. The time task-plan should include the following:
 - a. 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.

5. For Purpose Area 1 – For states that have already conducted a needs assessment or gap analysis (2019 to present), the application should describe that process and the need for the technology initiative.

6. For Purpose Area 1 – Describe the development and implementation process over the course of the grant period, which can be from 1 to 3 years.

7. For Purpose Area 2 – Describe the development and implementation process over the course of the grant period, which can be up to 4 years.

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 inequality.

c. Capabilities and Competencies

This section must:

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

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 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 under the "Goals, Objectives, and Deliverables" discussion. Applicants can also visit OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

Information on performance measures can be found in the Performance Measures section.

OVC will require award recipients to submit quarterly performance measure data in the Performance Measurement Tool and separately submit 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/TVS-questionnaire.pdf>.

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

III. Tech Development

VI. Strategic Planning

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 goals, objectives, deliverables, and timelines in the JustGrants web-based form.

Budget and Associated Documentation

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.

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.

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.

Additional Application Components

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.

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](#).

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.

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 July 12, 2022.

The **full application** must be submitted in JustGrants by 8:59 p.m. eastern time on July 19, 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. 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) and any applicable SAM.gov tracking number(s), 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 on how the proposed project/program addresses the following criteria:

1. Statement of the Problem/Description of the Issue (20%) - evaluate the applicant's understanding of the program/issue to be addressed.
2. Project Design and Implementation (45%) - evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies (20%) - evaluate 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).

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 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, semiannual 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 [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

OVC will require award recipients to submit quarterly performance measure data in the Performance Measurement Tool 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/TVS->

[questionnaire.pdf](#).

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

III. Tech Development

VI. Strategic Planning

Application Checklist

OVC FY 2022 Building State Technology Capacity and Jabara-Heyer No HATE Act State-Run Hate Crime Reporting Hotlines

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 for Award Management \(SAM\) Registration Information](#) (see [OJP Grant Application Resource Guide](#))

To Register in Grants.gov:

- Acquire an Authorized Organization Representative (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)
- Select the correct Competition ID
- 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 <https://www.ojp.gov/funding/financialguidedo/iii-postaward-requirements#6g3y8> (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):
 - Purpose Area 1: \$500,000
 - Purpose Area 2: \$1,120,670

Review Eligibility Requirement:

- State governments

~~~~~

#### 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 validation or error notifications are received:*

- Contact OVC or 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)

~~~

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:

- 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](#))

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.