

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



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime \(OVC\)](#) is seeking applications for funding under the Fiscal Year (FY) 2018 Tribal Victim Services Set-Aside Program. This program furthers the Department's mission by improving public safety, supporting Indian tribes, and enhancing services for victims of crime.

OVC FY 2018 Tribal Victim Services Set-Aside Program

Applications Due: August 6, 2018

Eligibility

Federally recognized Indian tribes, as determined by the Secretary of the Interior¹, including Alaska Native villages and tribal consortia consisting of two or more federally recognized Indian tribes, may apply. "Indian tribe" means any Indian tribe, band, nation, or other organized group or community (including any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act (85 Stat. 688), 43 USC §§ 1601 et seq.) which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. Additionally, an organization that is acting as the authorized designee of a federally recognized Indian tribe may apply. While all applications will require a tribal resolution or other satisfactory evidence of legal authority from the tribe as part of the application, only organizations that are tribal designees **MUST** submit this documentation as part of their Phase 1 application. *Note: Applications submitted by ineligible entities will be removed from further consideration during the initial review process.*

OVC has established a two-phase application process for this unique program. See more about phases in [Section C. Two-Phase Process for Application, Submission, and Review](#).

IMPORTANT WARNING!

Each applicant may submit only one application. Any applicant (tribe, tribal consortia, or tribal designee) may include multiple projects in their application that address their victim service needs (i.e., an applicant may propose to hire a victim advocate in their police department, a child forensic interviewer in their child advocacy center, and pay for sexual assault medical forensic exams for adult sexual assault victims).

¹ A determination by the Secretary of the Interior is not required for tribes to which federal recognition was extended by virtue of Public Law 115-121, the Thomasina E. Jordan Indian Tribes of Virginia Federal Recognition Act of 2017.

OVC welcomes applications under which two or more entities would carry out the federal award; however, a federally recognized Indian tribe, tribal consortium, or tribal designee must be the applicant and have primary responsibility for carrying out the award, including administering the funding and managing the entire program. Any other entities must be proposed as subrecipients (subgrantees).² An entity may be proposed as a subrecipient (subgrantee) in more than one application.

OVC may elect to make awards for applications submitted under this solicitation in future fiscal years depending on, among other considerations, the merit of applications and the availability of appropriations.

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee. This solicitation does not require matching funds.

Deadline

Note: Phase 1 and Phase 2 each have separate deadlines.

The deadline for submitting Phase 1 application materials for this grant program is **9:00 p.m. eastern time on August 6, 2018**. Applications submitted after that time will not be considered for funding. Applicants must register in the OJP Grants Management System (GMS) at <https://grants.ojp.usdoj.gov/gmsexternal/> prior to submitting an application. All applicants must register, even those that have previously registered in GMS. Once registered, select the "Apply Online" button associated with the solicitation title.

Applicants that are **approved in Phase 1** will be contacted on or before September 30, 2018, and invited to submit Phase 2 materials in GMS, and will be required to complete acceptance of the grant award offer and the process for release of funds. OVC anticipates that the deadline for submitting materials for Phase 2 will be January 4, 2019.

Application Steps

All applications must be submitted through OJP's online GMS at <https://grants.ojp.usdoj.gov/gmsexternal/>.

Note: If Internet access is not available to submit an application electronically through GMS, contact OVC's National Criminal Justice Reference Service (NCJRS) Response Center: toll free at 800-851-3420; via TTY at 301-240-6310 (hearing impaired only) for instructions on how to submit an application by alternative means.

It is strongly recommended that applicants register, login in to GMS, and submit their application well in advance of the application deadline to ensure all application steps are completed and all materials are submitted before the deadline.

² For additional information on subawards, see "Information on Proposed Subawards" under Section D. Budget Requirements.

IMPORTANT SAM.GOV ALERT

Applicants are strongly encouraged to follow this guidance in a timely fashion. If you are a new entity registering in the System for Award Management (SAM) **or an existing entity that needs to update or renew your SAM registration**, you must submit an original, signed notarized letter appointing the authorized Entity Administrator within thirty (30) days of the activation of your registration. **Notarized letters must be submitted via U.S. Postal Service Mail.** Read the Alert at www.sam.gov to learn more about what is required in the notarized letter, and read the Frequently Asked Questions (FAQs) at www.gsa.gov/samupdate to learn more about this process change.

Federal Awarding Agency Contact Information

For technical assistance with submitting an application, contact the GMS Support Hotline at 888-549-9901, option 3, or via email at GMS.HelpDesk@usdoj.gov. The GMS Support Hotline operates 24 hours a day, 7 days a week, including on federal holidays.

An applicant that experiences unforeseen GMS technical issues beyond its control that prevent it from submitting its application by the deadline must email the OVC contact identified below **within 24 hours after the application deadline** in order to request approval to submit its application after the deadline. For information on reporting technical issues, see “Experiencing Unforeseen GMS Technical Issues” under [How to Apply](#).

For assistance with any other requirements of this solicitation, contact OVC’s contact, the National Criminal Justice Reference Service (NCJRS) Response Center: toll free at 800-851-3420; via TTY at 301-240-6310 (hearing impaired only); email to grants@ncjrs.gov; fax to 301-240-5830; or web chat at <https://webcontact.ncjrs.gov/ncjchat/chat.jsp>. The NCJRS Response Center operates from 10:00 a.m.–6:00 p.m., eastern time, Monday through Friday, and from 10:00 a.m.–8:00 p.m. eastern time on the solicitation closing date.

Pre-Application Webinar

OVC will conduct a Phase 1 pre-application webinar on June 28, 2018, at 2:00 p.m. eastern time. Webinar participation is optional but strongly encouraged. OVC staff will review the solicitation requirements and conduct a question and answer session with interested potential applicants. You may register for the webinar at <https://ojp.webex.com/ojp/onstage/g.php?MTID=e535e0ccdf27e5c34f54f506fc554759>. This webinar will be recorded and available online for playback at <https://www.ovc.gov/news/fy18-tribal-set-aside.html> within 10 business days.

Applicants approved in Phase 1 will be notified on or before September 30, 2018, of information about Phase 2 webinar(s), which will provide information about how to complete the Phase 2 process for submitting additional materials, accepting the award offer, and gaining access to the funds.

The opportunity number assigned to this solicitation: OVC-2018-14763

Release date: June 22, 2018

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OVC FY 2018 Tribal Victim Services Set-Aside Program CFDA # 16.841

A. Program Description

Overview

OVC's mission is to enhance the nation's capacity to assist crime victims and provide leadership in changing attitudes, policies, and practices to promote justice and healing for all victims of crime. OVC achieves this mission, in part, by administering award programs supported by the federal Crime Victims Fund to develop innovative training and technical assistance, and to provide direct services to improve the overall quality of victim assistance.

On March 23, 2018, Congress passed and the President signed the Commerce, Justice, Science, and Related Agencies Appropriations Act, 2018, into law. Section 510 includes the following language in reference to the annual obligation of the Crime Victims Fund (CVF), "3 percent shall be available to the Office for Victims of Crime for grants, consistent with the requirements of the Victims of Crime Act, to Indian tribes to improve services for victims of crime." Under this solicitation, OVC will award eligible tribes, tribal consortia, and tribal designees grants to support allowable services for victims of crime.

Note: This solicitation is separate from the DOJ Coordinated Tribal Assistance Solicitation (CTAS) because the funding for this program was enacted into law after the release of the FY 2018 CTAS.

Statutory Authority

This project is authorized by the Commerce, Justice, Science, and Related Agencies Appropriations Act, 2018, sec. 510.

Program-Specific Information

DOJ and OVC have long recognized the critical need to fully and more effectively support American Indian and Alaska Native (AI/AN) victims of crime. In recent years, DOJ has conducted numerous tribal consultations and listening sessions to learn more about the needs and resources associated with supporting AI/AN crime victims. As a result of these sessions, OVC used available funding to improve programs, develop resources and publications, and support training and technical assistance efforts.³ This year, for the first time, the appropriations act provides for funds from the CVF to be used to support a broadly applicable tribal set-aside program for Indian tribes to improve services to crime victims.

Goals, Objectives, Activities, and Deliverables

The overall goal of this program is to provide support to Indian tribes to improve services for victims of crime. Under this program, OVC is soliciting applications for funding to

³ For more information, visit <https://ovc.ncjrs.gov/topic.aspx?topicid=61>

support a range of activities including needs assessment, strategic planning, program development and implementation, program expansion, and other activities to address the victim service needs of tribes.

In developing the scope of activities allowable with this funding, OVC took into account input from tribal leaders and other stakeholders regarding needs for victim services in tribal communities.

Allowable Victim Service Activities

Funding under this solicitation may be used for a wide range of programs, activities, equipment, and supplies to develop, enhance, sustain, or procure victim services. These allowable activities and costs include, but are not limited to:

- Needs assessment – assessing the victim service needs of the community to inform the planning, development, implementation, and expansion of victim service programs;
- Strategic planning – developing a strategic plan that will guide the development, implementation, and expansion of victim service programs;
- Program development – developing victim services programs;
- Program implementation –implementing victim service programs;
- Program expansion – including:
 - expanding *types of services* provided to victims (such as crisis intervention, allowable legal support, forensic medical services, court-based advocacy, law enforcement- or prosecution-based victim services, bilingual/multilingual advocacy, healing/cultural practices, mental health services, victim advocacy, forensic interviewing of children, transportation services for victims of crime, emergency services, etc.);
 - expanding *populations served* (such as children, older adults, individuals with disabilities, male victims, adults who were victimized as children/adolescents); and/or
 - expanding the *types of crime* addressed (such as human trafficking; victimization as a result of opioid/drug-related crisis; financial crimes; child abuse and neglect, including physical and sexual abuse and exploitation; sexual and physical assault; homicide; cyber-crimes; etc.).

A comprehensive list of allowable and unallowable programs/activities/tangible items is outlined in [Appendix A](#).

Note: Certain costs and activities are unallowable: Proposals must supplement existing victim services (if any), and may not include costs that supplant (or replace) existing funding for victim services. Also, funding must be used to improve victim services and may not be used for activities that are not victim services (for example, activities that are centered on crime prevention, investigation, prosecution, or corrections). Applicants that propose unallowable costs might not be selected to proceed to Phase 2; if selected to proceed to Phase 2, these applicants will be required to modify their projects and budgets prior to accessing funds.

Deliverables

Deliverables will vary depending on the victim service activities proposed for funding, but all recipients must provide the following, as applicable, as the project progresses:

- Required quarterly and final programmatic reports.
 - This includes submission of performance measurement data used to demonstrate the results of the work completed. Detailed information on performance measures can be found in [G. Federal Award Administration Information; General Information About Post-Federal Award Reporting Award Requirements; and Appendix C](#). A performance measurement tool will be provided grantees to ensure consistent data collection and reporting (no personally identifiable information will be requested). This data will be combined into OVC-wide program reports and shared publicly for accountability and transparency and to grow the field's knowledge and expertise in this area.
- Required quarterly and final financial status reports.
- Written needs assessment or strategic plan (for any applicant proposing to conduct needs assessment or strategic planning activities).
- Privacy certificate (for any applicant proposing to conduct a needs assessment that involves collecting information from human subjects).

The Goals, Objectives, Activities, and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed in [G. Federal Award Administration Information; General Information About Post-Federal Award Reporting Award Requirements; and Appendix C](#).

B. Federal Award Information

Award Amount

OVC anticipates making up to \$110 million available through this solicitation to support tribes to improve victim services. OVC expects that award amounts may vary, depending on the project(s) proposed, but typically will not exceed \$720,000 per applicant. Applicants may propose, and OVC may award, amounts exceeding \$720,000 where justified.

Applicants must submit reasonable requests for funding based on identified needs. OVC will not award funds in amounts that are not reasonable and justified by the proposal and supporting information. OVC will process applications and awards in a two-phase process (set forth below). Award amounts offered in Phase 1 will be a maximum "up-to" amount. This means that final determinations made by OVC in Phase 2, based on the completeness and adequacy of the supporting information submitted by the applicant, may result in final award amounts below the maximum amount. Similarly, in Phase 2, an award offer will expire if an applicant fails to complete the award acceptance process by the deadlines set by OVC. Even after acceptance of an award offer, be advised that OVC may terminate the grant if an applicant fails to submit information sufficient to support the release of funding withheld by special conditions.

Period of Performance

OVC expects to make awards for a 3-year period of performance that will begin on or before April 15, 2019.

OVC may, in certain cases, provide additional funding in future years to awards made under this solicitation, through continuation awards. In making decisions regarding continuation awards, OJP will consider, among other factors, the availability of appropriations, if and when the program or project was last competed, OJP's strategic priorities, and OJP's assessment of both the management of the award (for example, timeliness and quality of progress reports) and the progress of the work funded under the award.

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

Type of Award

OVC expects to make any award under this solicitation in the form of a grant. See [Administrative, National Policy, and Other Legal Requirements](#), under [Section G. Federal Award Administration Information](#), for a brief discussion of important statutes, regulations, and award conditions that apply to OJP grants.

Allowable Costs

See [Appendix A](#) for a list of allowable and unallowable costs to use when developing your preliminary project budget.

Cost Sharing/Matching Not Required

This program does not require matching funds. Do not propose a match amount in your budget.

Pre-Agreement Costs (also known as Pre-Award Costs)

Pre-agreement costs are costs incurred by the applicant prior to the start date of the period of performance of the federal award.

OJP does **not** authorize applicants to incur pre-agreement costs for this program.

C. Two-Phase Process for Application, Submission, and Review

OVC has established a two-phase process by which tribes may apply for and receive the tribal set-aside funding:

- **Phase 1** requires the applicant to submit certain threshold information about the proposed project and applicant in GMS by August 6, 2018. This includes a Program Narrative, Preliminary Budget, Standard Form 424, Financial Capability Questionnaire (FCQ) form, and tribal authorization/resolution. OVC will review Phase 1 applications and issue award offer notifications on or before September 30, 2018, to selected

applicants.

- **Phase 2** requires the selected applicant to clarify the project description, submit a detailed budget, and submit into GMS additional material as indicated in the award offer notification to comply with grant administrative requirements necessary to accept the award agreement, and to clear conditions that restrict access to funds. The Phase 2 deadline is January 4, 2019. Award offers to selected applicants that fail to complete the Phase 2 requirements necessary to complete the award agreement will expire January 5, 2019, and those funds will be de-obligated and returned to the Crime Victims Fund. OVC expects to issue notifications on Phase 2 approvals on or before April 15, 2019.

*****Important: Applicants will not have access to any grant funds until successfully completing and being approved for both phases of the award process and satisfying conditions that restrict access to the funds *****

What An Application Should Include: The requirements, submission methods, and review process for each phase are explained below.

1. Phase 1 Application Process

Phase 1 – Required Application Materials

This section describes in detail what a Phase 1 application should include. An applicant should anticipate that if it fails to submit an application that contains all of the specified elements, it may negatively affect the review of its application; and, should a decision be made to make an award offer, it may result in additional award conditions that preclude the recipient from accessing or using award funds until the recipient satisfies the conditions and OJP makes the funds available.

Applicants must submit the critical items listed below by August 6, 2018. If the critical items (Program Narrative, Preliminary Budget, SF-424, Financial Capability Questionnaire (FCQ), and Tribal Authorization/Resolution for organizations applying on behalf of a tribe) are not submitted, or OJP determines that the application is nonresponsive to the scope of the solicitation, the application will neither proceed to Phase 1 review nor receive further consideration.

- A. **Program Narrative** (4-8 pages). This document must provide information about the tribe(s), the tribe's victim service needs, and a description of the proposed project(s). Applicants must provide a complete response to the five items below, and information sufficient for reviewers to understand the tribe's victim service needs and how the applicant proposes to use OVC funding to meet those needs. If the program narrative fails to comply with these requirements, OVC may consider such noncompliance in its award decisions.
 - 1) *Tribal overview*. Describe your tribe and your tribe's jurisdictional service area, basic demographics, including population living on any tribal land, if relevant.

- 2) *Current state of victim services.* Explain who is currently serving crime victims in the area described above, and what services are currently available to victims.
- 3) *Description of the issue.* Describe the specific victim services/assistance issue(s) (that is, need, crime problems, or other conditions), that this funding will help you address. For example, you might describe gaps in service, populations of victims that are underserved or not being served, or conditions caused by continuing or emergent crime problems that the tribe(s) is currently not able to adequately address.
- 4) *Project design and implementation description.* Describe precisely what you propose to do if you are approved for funding. Your answer should directly relate to the needs/problem(s) you identified in #3 above. (Note: Three examples are provided below to help you respond to this question, but **do not simply copy and paste these examples**. These examples are provided only to demonstrate the level of detail and specificity you should provide in your application.)

Example A: We propose to hire one full-time victim advocate that will work in the tribal social services department and provide crisis intervention, resources, and referrals to victims. We also plan to contract services for up to 20 forensic interviews per year and up to 10 medical forensic exams a year. We plan to purchase a computer and desk for the victim advocate and outreach materials to help inform tribal members of the newly available services.

Example B: We propose to contract with a local aviation company to provide air transportation for victims in need of forensic interviews, medical forensic exams, and mental health counseling appointments. We plan to utilize the aviation company for up to 20 round trip flights per year for each year of the award.

Example C: We propose to use funding for travel to and registration fees for three conferences per year for up to four participants to increase our tribal staff's ability to reach out to and support additional populations of victims (individuals with disabilities, two-spirit, males, and children). Additionally, we propose to lease a vehicle for the purpose of transporting victims to/from case-related appointments and court and for the victim advocate to visit victims living in remote areas.

- 5) *CTAS duplication check.* State whether you submitted an application for victim services through the FY 2018 CTAS (Purpose Area 5, 6 or 7). If you did not, please state in a sentence that you did not. If you did, please indicate which purpose area(s) for which you applied. Note: The funding you request under this solicitation **cannot duplicate the funding you requested in CTAS Purpose Area 5, 6 or 7 application(s)**. Your request under the Tribal Set-Aside Program **must be different than what was requested through any CTAS purpose area application**. Your request can include activities/items that will complement or enhance your proposed activities. (A more comprehensive disclosure of funding received and pending applications – covering *all* federally

funded grants or cooperative agreements submitted within the 12 months preceding your application for this program – will be required in Phase 2. You will need to list the funding agency, solicitation/project name, scope of the funding, and point of contact at the federal funding agency.)

- B. **Preliminary Budget.** Applicants must upload a budget document into GMS. This information may be submitted in a preliminary budget form (available in [Appendix B](#)). The information provided must describe the budget categories and amount of funding being requested. If an applicant’s Phase 1 application is approved, the applicant will then be asked to submit Phase 2 materials, including a detailed Budget Detail Worksheet, and additional required documents, in order to be approved to access (draw down) funding. The preliminary budget must be consistent with the program narrative and a 3-year project period.

Note: The major budget categories are provided below to guide your preliminary budget creation, but OVC encourages applicants to carefully review the broad range of allowable activities/items within each category located in [Appendix A](#). The appendix also provides a sample budget worksheet to help applicants determine how much funding to request.

Please indicate the amount of funding requested for each category below, for the full 3-year performance period. (If you are not requesting any funding in a category, enter “0”.) See [Section D. Budget Requirements](#) for more information and links about budgets.

- Personnel \$ _____
- Fringe benefits \$ _____
- Travel \$ _____
- Equipment \$ _____
- Supplies \$ _____
- Procurement contracts \$ _____
- Subawards (list an amount for each subawardee, and identify the subawardee name, if known at the time of submission) \$ _____
- Other \$ _____
- Indirect costs, if any (see [Section D. Budget Requirements](#), f. Indirect Cost Rates for additional guidance) \$ _____
- **Please add up all the items above and provide the total here:**
\$ _____

- C. **Standard Form 424.** An SF-424 is a required standard form used as a cover sheet for submission of federal grant applications. Important considerations in completing the form:

- *Complete the form in GMS.* You must complete this form in GMS, which will use information from the applicant’s profile to fill in parts of the form.
- *Total funding amount.* You will be required to include the total amount of funding you are requesting, consistent with your Preliminary Budget.

- *Applicant type.* When selecting "type of applicant," OVC anticipates most applicants would select "Indian/Native American Tribal Government" or "Indian/Native American Tribally Designated Organization." If the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable).
- *Intergovernmental Review.* This solicitation ("funding opportunity") **is not** subject to [Executive Order 12372](#). (Answer question 19 on the SF-424 by selecting the response that the "Program is not covered by E.O. 12372.")
- *Accurate legal name.* To avoid processing delays, an applicant must include an accurate legal name on its SF-424:

Current OJP award recipients: On the SF-424, current OJP award recipients, when completing the field for "Legal Name" (box 8a), should use the same legal name that appears on the prior year award document (which is also the legal name stored in OJP's financial system.) Also, these current recipients should enter the Employer Identification Number (EIN) in box 8b exactly as it appears on the prior year award document. An applicant with a current, active award(s) must ensure that its GMS profile is current. If the profile is not current, the applicant should submit a Grant Adjustment Notice updating the information on its GMS profile **prior to** applying under this solicitation.

New applicants: A new applicant entity should enter its official legal name in box 8a, its EIN in box 8b, its Data Universal Numbering System (DUNS) number in box 8c, and its address in box 8d of the SF-424. A new applicant entity should attach official legal documents to its application (e.g., articles of incorporation, 501(c)(3) status documentation, organizational letterhead) to confirm the legal name, address, and EIN entered into the SF-424. OJP will use the System for Award Management (SAM) to confirm the legal name and DUNS number entered in the SF-424; therefore, an applicant should ensure that the information entered in the SF-424 matches its current registration in SAM. See [Section H. How to Apply](#) for more information on SAM and DUNS numbers.

- D. Financial Management and System of Internal Controls Questionnaire (Questionnaire).** This form must be downloaded from OJP's website, completed to the best of the applicant's ability, and uploaded into GMS. *Note: OJP will provide additional information via webinar during Phase 2 to assist applicants in updating the Questionnaire.*

Every OJP applicant is required to download the Questionnaire at <https://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf> and complete and submit it as part of its application. The 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.

The Questionnaire should only be completed by financial staff most familiar with the applicant's systems, policies, and procedures in order to ensure that the correct responses are recorded and submitted to OJP. The responses on the Questionnaire directly impact the pre-award risk assessment and should accurately reflect the applicant's financial management and internal control system at the time of the application. The pre-award risk assessment is only one of multiple factors and criteria used in determining if funding will be awarded. However, a pre-award risk assessment that indicates that an applicant poses a higher risk financially may affect the funding decision and/or result in additional reporting requirements, monitoring, special conditions, withholding of award funds, or other additional award requirements.

Among other things, the form requires each applicant to disclose whether it currently is designated "high risk" by a federal grant-making agency outside of DOJ. For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the applicant's past performance, or other programmatic or financial concerns with the applicant. If an applicant is designated high risk by another federal awarding agency, the applicant must provide the following information:

- The federal awarding agency that currently designates the applicant high risk
- The date the applicant was designated high risk
- The high-risk point of contact at that federal awarding agency (name, phone number, and email address)
- The reasons for the high-risk status, as set out by the federal awarding agency

OJP seeks this information to help ensure appropriate federal oversight of OJP awards. An applicant that is considered "high-risk" by another federal awarding agency is not automatically disqualified from receiving an OJP award. OJP may, however, consider the information in award decisions, and may impose additional OJP oversight of any award under this solicitation (including through the conditions that accompany the award document).

- E. Tribal Authorizing Resolution [Note: Tribal designees MUST submit this documentation in Phase 1. Tribes and tribal consortia may submit this documentation in Phase 1 or 2.]** A tribe, tribal consortium, or tribal designee that proposes to provide direct services or assistance to residents on tribal lands should include in its application a resolution, letter, affidavit, or other documentation (preferably on tribal letterhead), as appropriate, that demonstrates (as a legal matter) that the applicant has the requisite authorization from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for an award on behalf of a tribe or multiple specific tribes, the application MUST include appropriate legal documentation, as described above, from all tribes that would receive services or assistance under the award. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without an authorizing resolution or comparable legal documentation from each tribal

governing body) may submit, instead, a copy of its consortium bylaws with the application.

An applicant unable to submit an application that includes a fully executed (i.e., signed) copy of legal appropriate documentation, as described above, consistent with the applicable tribe's governance structure, should, at a minimum, submit an unsigned, draft version of such legal documentation as part of its application (except for cases in which, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes).

If approved in Phase 1 and Phase 2, OJP will make use of and access to award funds contingent on receipt of the fully executed legal documentation.

Phase 1 – Submission Process

Applicants must register in GMS and submit all required application materials by the deadline. See [Section H. How to Apply](#) for information about registering and applying through GMS. **Note:** Applicants are encouraged to register and login at least two weeks before the application deadline to ensure familiarity with all GMS requirements.

Phase 1 – OVC Review

OVC anticipates that its Phase 1 internal review will be completed by September 30, 2018.

- A. OVC will review application materials to:
 - a. Confirm applicant's eligibility;
 - b. Ensure all required documents — Program Narrative, Preliminary Budget, SF-424, Financial Capability Questionnaire (FCQ), and Tribal Authorization/Resolution for tribal designees applying on behalf of a tribe— were submitted and are complete and sufficient; and
 - c. Ensure the proposal reflects reasonable and allowable activities and costs. (See [Section F. Application Review Information](#) for further details.)
- B. DOJ will then extend award offers to eligible applicants that fulfill the requirements described in Phase 1 of this solicitation and that are selected by OVC. **Note: Applicants will not have access to any grant funds until being successfully approved for Phase 1 and Phase 2 of the of the award process and meeting the terms of any funds withholding conditions applied to the award. Award approval and all terms must be met before applicants will be able to obligate, expend, or draw down funding.**

2. Phase 2 Required Supplemental Materials for Award Acceptance and Application for Release of Funds

IMPORTANT: Applicants are NOT required to submit Phase 2 materials until notified by OJP (on or before September 30, 2018). Phase 2 materials may be submitted before the Phase 2 deadline if an applicant wishes to do so, though these materials will not be reviewed or considered during the Phase 1 review.

Applicants that are approved in Phase 1 and invited to submit Phase 2 materials will not have access to funds until Phase 2 supplemental documents are received and reviewed by OJP, and the applicant has been determined to meet all criteria, including establishing the applicant's financial capability to manage a large federal grant.

Applicants approved in Phase 1 will be informed on or before September 30, 2018, that they have successfully moved on to Phase 2. Applicants will then be invited and given specific instructions on how to submit their Phase 2 materials. Materials required in Phase 2 may vary depending on the project proposed in Phase 1. OVC will deliver a webinar to provide information on Phase 2 requirements.

Phase 2 – Required Supplemental Materials

OVC will indicate, in the award offer notification, what information is required to complete the acceptance process necessary to access funds. The required information may differ for each project, but OVC anticipates that applicants selected for Phase 2 will be required to submit the following:

- A. **Revised Program Narrative** (if requested or needed) that ensures no duplication of funding or efforts (for example, if an applicant receives another federal grant to carry out the same activities/costs they proposed in Phase 1, the applicant will need to revise its original proposal to address other victim-related activities/costs).
- B. **Tribal Resolution** consistent with the requirements set out in Phase 1.
- C. **Timeline** for how the project will be undertaken within the allowable 3-year time frame.
- D. **Capabilities and Competencies Statement** that describes the expertise and organizational capacity that exists or will be developed to perform the project proposed. This typically includes a description of the roles of key organizations associated with the project, project leadership, previous experience with project activities, and the qualifications of personnel that will lead and implement major project activities.
- E. **Plan for collecting and submitting performance measurement data** required for progress reports. *Note: OVC will provide a performance measurement tool to grantees to assist in accurately collecting and reporting performance measures. More information can be found on OJP's performance measurement page at www.ojp.gov/performance.*
- F. **Budget Detail Worksheet** that reflects the amount requested on the applicant's Phase 1 SF-424. Allowable costs are those costs that are necessary for the project, reasonable (in amount and purpose) given the context of the project, and allocable to specific project items/activities. [Section D. Budget Requirements](#) provides details how to complete specific aspects of the Budget Detail Worksheet and [Appendix A](#) provides a chart of allowable and unallowable costs for budget development.
- G. **Indirect cost rate agreement** (if applicable). Please refer to [Section D. Budget Requirements](#) for details on indirect costs.

H. [OJP Financial Management and System of Internal Controls Questionnaire revision](#). OJP requires **all** applicants to download, complete, and submit this questionnaire as part of the application. Phase 2 award acceptance cannot be completed unless this questionnaire has been fully completed, submitted, and reviewed by OJP. The information must demonstrate the applicant's ability to manage a large federal grant and the necessary reporting requirements in accordance with the financial management system requirements in 2 C.F.R. 200, Uniform Administrative Requirements. *Note: OJP will provide additional support via webinar during Phase 2 to assist applicants in updating the Financial Capability Questionnaire and submitting other required documents. OJP may also provide additional financial management technical assistance. Additionally, if no capability exists, the award offer may be rescinded.*

I. **Signed certification and assurance documents**

OJP requires documents certifying and assuring that your leadership is committed to fulfilling all legal requirements associated with this grant award. These include—

- [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)
- [Certified Standard Assurances](#)

J. **Disclosure of Lobbying Activities**

Each applicant must complete and submit this information. An applicant that expends any funds for lobbying activities is to provide all of the information requested on the form Disclosure of Lobbying Activities (SF-LLL) posted at <https://ojp.gov/funding/Apply/Resources/Disclosure.pdf>. An applicant that does not expend any funds for lobbying activities is to enter “N/A” in the text boxes for item 10 (“a. Name and Address of Lobbying Registrant” and “b. Individuals Performing Services”).

K. **Applicant Disclosure of Pending Applications**

Each applicant is to disclose whether it has (or is proposed as a subrecipient under) any pending applications for federally funded grants or cooperative agreements (or has received funding under any such applications) that (1) include requests for funding to support the same project being proposed in the application under this solicitation, and (2) would cover any identical cost items outlined in the detailed budget submitted to OJP as part of the application under this solicitation. The applicant is to disclose applications made directly to federal awarding agencies, and also applications for subawards of federal funds (e.g., applications to State agencies that will subaward (“subgrant”) federal funds).

OJP seeks this information to help avoid inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Each applicant that has one or more pending applications as described above is to provide the following information about pending applications submitted within the last 12 months:

- The federal or state funding agency
- The solicitation name/project name
- The scope of the project
- The point of contact information at the applicable federal or State funding agency

Federal or State Funding Agency	Solicitation Name/Project Name	Name/Phone/Email for Point of Contact at Federal or State Funding Agency
DOJ/Office of Community Oriented Policing Services (COPS)	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov
Health and Human Services/Substance Abuse and Mental Health Services Administration	Drug-Free Communities Mentoring Program/ North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

Each applicant should include the table as a separate attachment to its application. The file should be named "Disclosure of Pending Applications." The applicant's Legal Name on the application must match the entity named on the disclosure of pending applications statement.

Any applicant that does not have any pending applications as described above is to submit, as a separate attachment, a statement to this effect: "[Applicant Name on SF-424] does not have (and is not proposed as a subrecipient under) any pending applications submitted within the last 12 months for federally funded grants or cooperative agreements (or for subawards under federal grants or cooperative agreements) that request funding to support the same project being proposed in this application to OJP and that would cover any identical cost items outlined in the detailed budget submitted as part of this application."

- L. **Other assurances, certifications, and information** that OJP may request in the award offer notification.

Phase 2 – Submission Process

Applicants approved during Phase 1 MUST submit required Phase 2 materials in GMS no later than 9:00 p.m. eastern time on January 4, 2019. (Note: Applicants are encouraged to submit materials before the deadline.)

See [Section H. How to Apply](#) for additional details.

Phase 2 – OJP Review

OJP anticipates completing its review of Phase 2 materials by April 15, 2019. OJP will confirm that all required documents were submitted, assess risk, review the submitted detailed

budget, ensure the proposal reflects allowable activities and costs, and work with the applicant to make revisions as needed. Note: If no capability exists, the award offer may be rescinded.

OVC expects to issue notifications on Phase 2 approvals on or before April 15, 2019. However, in some cases, projects may be approved for award acceptance, but special conditions withholding funds will be applied that will not permit the grantee to access all or part of the project funding while remaining issues are resolved to OVC's satisfaction.

In the event that an applicant approved in Phase 1 fails to submit, in Phase 2, the information required to accept the award by the deadline specified in the award offer, the award offer will expire and the selected applicant will not receive a grant award.

D. Budget Requirements

Applicants will submit a preliminary budget in Phase 1, but will be required to submit a complete Budget Detail Worksheet in Phase 2. This section provides information on the Budget Detail Worksheet and explanation of certain budget categories and requirements.

a. Budget Detail Worksheet

The Budget Detail Worksheet⁴ is a user-friendly, fillable, Microsoft Excel-based document designed to calculate totals. Additionally, the Excel workbook contains worksheets for multiple budget years that can be completed as necessary. **All applicants should use the Excel version when completing the preliminary budget in an application, except in cases where the applicant does not have access to Microsoft Excel or experiences technical difficulties.** If an applicant does not have access to Microsoft Excel or experiences technical difficulties with the Excel version, then the applicant should use the PDF version.

Both versions of the Budget Detail Worksheet can be accessed at <https://ojp.gov/funding/Apply/Forms/BudgetDetailWorksheet.htm>.

b. Provide cost details in the Budget Detail Worksheet

The Budget Detail Worksheet should provide the detailed computation for each budget line item, listing the total cost of each and showing how it was calculated by the applicant. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee paid with grant funds. The Budget Detail Worksheet should present a complete itemization of all proposed costs.

For questions pertaining to the budget, see the DOJ Grants Financial Guide at <https://ojp.gov/financialguide/DOJ/index.htm>, and for examples of allowable and unallowable costs refer to [Appendix A](#).

⁴ The Budget Detail Worksheet and the Budget Narrative used to be separate documents, but are now combined in a single document collectively referred to as the Budget Detail Worksheet, which allows for entry of budget line items, and narrative explanations for each budget category's entries.

c. Provide narrative explanations of each budget category in the Budget Detail Worksheet

The budget narrative entries should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, necessary) for project activities. See the allowable and unallowable costs chart in [Appendix A](#).

An applicant should demonstrate in its budget narrative how it will maximize cost effectiveness of award expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

The budget narrative should be mathematically sound and correspond clearly with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs, and how those costs are necessary to the completion of the proposed project. The narrative may include tables for clarification purposes, but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the budget narrative should describe costs by year.

d. Information on Proposed Subawards (if any), and on Proposed Procurement Contracts (if any)

Applicants for OJP awards typically may propose to make *subawards*. Applicants also may propose to enter into procurement *contracts* under the award.

Whether an action—for federal grants administrative purposes—is a subaward or procurement contract is a critical distinction as significantly different rules apply to subawards and procurement contracts. If a recipient enters into an agreement that is a subaward of an OJP award, specific rules apply—many of which are set by federal statutes and DOJ regulations; others by award conditions. These rules place particular responsibilities on an OJP recipient for any subawards the OJP recipient may make. The rules determine much of what the written subaward agreement itself must require or provide. The rules also determine much of what an OJP recipient must do both before and after it makes a subaward. If a recipient enters into an agreement that is a procurement contract under an OJP award, a substantially different set of federal rules applies.

OJP has developed the following guidance documents to help clarify the differences between subawards and procurement contracts under an OJP award and outline the compliance and reporting requirements for each. This information can be accessed online at <https://ojp.gov/training/training.htm>.

- [Subawards under OJP Awards and Procurement Contracts under Awards: A Toolkit for OJP Recipients.](#)
- [Checklist to Determine Subrecipient or Contractor Classification.](#)
- [Sole Source Justification Fact Sheet and Sole Source Review Checklist.](#)

In general, the central question is the relationship between what the third-party will do under its agreement with the recipient and what the recipient has committed (to OJP) to do under its award to further a public purpose (e.g., services the recipient will provide, products it will develop or modify, research or evaluation it will conduct). If a third party will provide some of the services the recipient has committed (to OJP) to provide, will develop or modify all or part of a product the recipient has committed (to OJP) to develop or modify, or will conduct part of the research or evaluation the recipient has committed (to OJP) to conduct, OJP will consider the agreement with the third party a *subaward* for purposes of federal grants administrative requirements.

This will be true **even if** the recipient, for internal or other non-federal purposes, labels or treats its agreement as a procurement, a contract, or a procurement contract. Neither the title nor the structure of an agreement determines whether the agreement—for purposes of federal grants administrative requirements—is a *subaward* or is instead a procurement *contract* under an award. The substance of the relationship should be given greater consideration than the form of agreement between the recipient and the outside entity.

1. Information on proposed subawards

A recipient of an OJP award may not make subawards ("subgrants") unless the recipient has specific federal authorization to do so. Unless an applicable statute or DOJ regulation specifically authorizes (or requires) subawards, a recipient must have authorization from OJP before it may make a subaward.

A particular subaward may be authorized by OJP because the recipient included a sufficiently detailed description and justification of the proposed subaward in the Program Narrative and Budget Detail Worksheet as approved by OJP. If, however, a particular subaward is not authorized by federal statute or regulation, and is not approved by OJP, the recipient will be required, post-award, to request and obtain written authorization from OJP before it may make the subaward.

If an applicant proposes to make one or more subawards to carry out the federal award and program, the applicant should— (1) identify (if known) the proposed subrecipient(s), (2) describe in detail what each subrecipient will do to carry out the federal award and federal program, and (3) provide a justification for the subaward(s), with details on pertinent matters such as special qualifications and areas of expertise. Pertinent information on subawards should appear not only in the Program Narrative, but also in the Budget Detail Worksheet.

2. Information on proposed procurement contracts (with specific justification for proposed noncompetitive contracts over \$150,000)

Unlike a recipient contemplating a subaward, a recipient of an OJP award generally does not need specific prior federal authorization to enter into an agreement that—for purposes of federal grants administrative requirements—is considered a procurement contract, **provided that** (1) the recipient uses its own documented procurement procedures and (2) those procedures conform to applicable federal law, including the Procurement Standards of the (DOJ) Part 200 Uniform Requirements (as set out at 2 C.F.R. 200.317 - 200.326). The Budget Detail Worksheet and Budget Narrative should identify proposed procurement contracts. (As discussed above, subawards must be identified and described separately from procurement contracts.)

The Procurement Standards in the Part 200 Uniform Requirements, however, reflect a general expectation that agreements that (for purposes of federal grants administrative requirements) constitute procurement “contracts” under awards will be entered into on the basis of full and open competition. All noncompetitive (sole source) procurement contracts must meet the OJP requirements outlined at <https://ojp.gov/training/subawards-procurement.htm>. If a proposed procurement contract would exceed the simplified acquisition threshold—currently, \$150,000—a recipient of an OJP award may not proceed without competition unless and until the recipient receives specific advance authorization from OJP to use a non-competitive approach for the procurement. An applicant that (at the time of its application) intends—without competition—to enter into a procurement contract that would exceed \$150,000 should include a detailed justification that explains to OJP why, in the particular circumstances, it is appropriate to proceed without competition.

If the applicant receives an award, sole source procurements that do not exceed the Simplified Acquisition Threshold (currently \$150,000) must have written justification for the noncompetitive procurement action maintained in the procurement file. If a procurement file does not have the documentation that meets the criteria outlined in 2 C.F.R. 200, the procurement expenditures may not be allowable. Sole source procurement over the \$150,000 Simplified Acquisition Threshold must have prior approval from OJP using a Sole Source Grant Adjustment Notice (GAN). Written documentation justifying the noncompetitive procurement must be submitted with the GAN and maintained in the procurement file.

(Applicants for are encouraged to review the award condition regarding subawards at www.ojp.gov/funding/Explore/SubawardAuthorization.htm and the award condition regarding post-award approval of noncompetitive procurements under (grant or cooperative agreement) awards at www.ojp.gov/funding/Explore/NoncompetitiveProcurement.htm.)

e. Pre-Agreement Costs

For information on pre-agreement costs, see [Section B. Federal Award Information](#). No Pre-Agreement costs will be allowed under this solicitation.

f. Indirect Cost Rates

In general: Indirect costs are facilities and administrative expenses that that an organization incurs by undertaking a grant project that 1) are not easily allocated to specific project costs, and 2) are NOT included as a direct cost in the grant budget. Costs included in an indirect cost rate can be charged directly, but, for administrative convenience, some organizations prefer to establish an indirect cost rate and charge that against a direct cost base instead. Where a rate is applied, indirect costs are not budgeted as specific cost items, but rather, are bundled into the rate that is charged against certain direct costs under the grant. The specific costs included in an organization’s indirect cost rate vary, but typically include things like utility costs, organizational accounting fees, and equipment depreciation.

For federal grants, indirect cost rates are negotiated between the organization and a specific agency (“cognizant agency for indirect costs”) that is designated to determine that organization’s rate. Certain organizations that have never before negotiated an indirect cost

rate may be eligible to apply a *de minimis* 10% rate that does not require a rate agreement (details below).

Indirect costs may be charged to an award only if:

- (a) The recipient has a current (unexpired), federally approved indirect cost rate; or
- (b) The recipient is eligible to use, and elects to use, the “de minimis” indirect cost rate described in the Part 200 Uniform Requirements, as set out at 2 C.F.R. 200.414(f).

An applicant with a current (unexpired) federally approved indirect cost rate is to attach a copy of the indirect cost rate agreement to the application. An applicant that does not have a current federally approved rate may request one through its cognizant federal agency, which will review all documentation and approve a rate for the applicant entity, or, if the applicant's accounting system permits, applicants may propose to allocate costs in the direct cost categories.

For assistance with identifying the appropriate cognizant federal agency for indirect costs, please contact the Office of the Chief Financial Officer (OCFO) Customer Service Center at 800-458-0786 or at ask.ocfo@usdoj.gov. If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at <https://www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf>.

De minimis rate: Certain OJP recipients have the option of electing to use the “de minimis” indirect cost rate. An applicant that is eligible to use the “de minimis” rate that wishes to use the “de minimis” rate should attach written documentation to the application that advises OJP of both— (1) the applicant's eligibility to use the “de minimis” rate, and (2) its election to do so. If an eligible applicant elects the “de minimis” rate, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. The “de minimis” rate may no longer be used once an approved federally negotiated indirect cost rate is in place. (No entity that ever has had a federally approved negotiated indirect cost rate is eligible to use the “de minimis” rate.) For the “de minimis” rate requirements (including information on eligibility to elect to use the rate), see the Part 200 Uniform Requirements, at 2 C.F.R. 200.414(f).

No amount of indirect costs budgeted will be released for drawdown until the applicant organization submits its current federally approved indirect cost rate agreement, or establishes its eligibility for the 10% de minimis rate.

E. Other Requirements

Cooperation with OJP-Conducted or -Sponsored Evaluations – Information Regarding Potential Evaluation of Programs and Activities

DOJ has prioritized the use of evidence-based programming and deems it critical to continue to build and expand the evidence informing criminal and juvenile justice programs to reach the highest level of rigor possible. Therefore, applicants should note that OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. Recipients and sub-recipients will be expected to cooperate with program-related assessments or evaluation efforts, including through the collection and provision of information or data requested by OJP (or its designee) for the assessment or evaluation of any activities and/or

outcomes of those activities funded under this solicitation. The information or data requested may be in addition to any other financial or performance data already required under this program.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities⁵) must, as described in the Part 200 Uniform Requirements⁶ as set out at 2 C.F.R. 200.303:

- (a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that [the recipient (and any subrecipient)] is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- (b) Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards.
- (c) Evaluate and monitor [the recipient’s (and any subrecipient’s)] compliance with statutes, regulations, and the terms and conditions of Federal awards.
- (d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- (e) Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive or [the recipient (or any subrecipient)] considers sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

To help ensure that applicants understand the applicable administrative requirements and cost principles, OJP encourages prospective applicants to enroll, at no charge, in the DOJ Grants Financial Management Online Training, available at <https://ojpfgm.webfirst.com/>. (This training is required for all OJP award recipients.)

Also, applicants should be aware that OJP collects information from applicants on their financial management and systems of internal controls (among other information) which is used to make award decisions. Applicants may access and review a questionnaire – the [OJP Financial Management and System of Internal Controls Questionnaire](#) – that OJP requires **all**

⁵ For purposes of this solicitation, the phrase “pass-through entity” includes any recipient or subrecipient that provides a subaward (“subgrant”) to a subrecipient (subgrantee) to carry out part of the funded award or program. Additional information on proposed subawards is listed under [What an Application Should Include](#), Section C of this solicitation.

⁶ The “Part 200 Uniform Requirements” means the DOJ regulation at 2 C.F.R Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200.

applicants (other than an individual applying in his/her personal capacity) to download, complete, and submit as part of the application.

Limitation on Use of Award Funds for Employee Compensation; Waiver

With respect to any award of more than \$250,000 made under this solicitation, a 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.⁷ The 2018 salary table for SES employees is available on the Office of Personnel Management website at <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/18Tables/exec/html/ES.aspx>. Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Non-federal funds used for any such additional compensation will not be considered matching funds, where match requirements apply.) If only a portion of an employee's time is charged to an OJP award, the maximum allowable compensation is equal to the percentage of time worked times the maximum salary limitation.

The Assistant Attorney General for OJP may exercise discretion to waive, on an individual basis, this limitation on compensation rates allowable under an award. An applicant that requests a waiver should include a detailed justification in the budget narrative of its application. An applicant that does not submit a waiver request and justification with its application should anticipate that OJP will require the applicant to adjust and resubmit the budget.

The justification should address, in the context of the work the individual would do under the award, the particular qualifications and expertise of the individual, the uniqueness of a service the individual will provide, the individual's specific knowledge of the proposed program or project, and a statement that explains whether and how the individual's salary under the award would be commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work he/she would do under the award.

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 OJP and DOJ policy and guidance on approval, planning, and reporting of such events, available at <https://www.ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm>. OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of some conference, meeting, and training costs for grant recipients; and (3) set cost limits, which include a general prohibition of all food and beverage costs.

⁷ OJP does not apply this limitation on the use of award funds to the nonprofit organizations listed in Appendix VIII to 2 C.F.R. Part 200.

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. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services, where appropriate.

For additional information, see the "Civil Rights Compliance" section under "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards](https://ojp.gov/funding/index.htm)," in the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>.

F. Application Review Information

Review Criteria

Applications will be evaluated in Phase 1 using the following review criteria:

1. Confirm applicant's eligibility.
2. Ensure all required documents were submitted:
 - a. Program Narrative,
 - b. Preliminary Budget,
 - c. SF-424,
 - d. Financial Capability Questionnaire (FCQ), and
 - e. Tribal Authorization/Resolution for designees applying on behalf of a tribe.
3. Ensure the proposal reflects reasonable and allowable activities and costs.

In Phase 2, OJP will review whether those applicants approved in Phase 1 have submitted all the required Phase 2 materials and, if required by OVC, revised their program narrative. The Phase 1 award offer will be recorded by OJP as accepted provided that the selectee meets the requirements set forth in the award offer notification and demonstrates the financial capability to manage a large federal grant. Withholding conditions described in the award offer notification, once accepted, will still need to be met before any funds are released to the grantee.

Review Process

OJP is committed to ensuring a fair and open process for making awards. OVC reviews the application to make sure that the information presented is reasonable, understandable, measurable, achievable, and consistent with the solicitation.

For purposes of assessing whether an application meets basic minimum requirements and should proceed to further consideration, OJP screens applications for compliance with those requirements. Although specific requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP programs:

- The application must be submitted by an eligible type of applicant.
- The application must request funding within programmatic funding constraints.
- The application must be responsive to the scope of the solicitation.
- The application must include all items designated as “critical elements.”
- The applicant must not be identified in SAM as excluded from receiving federal awards.

For a list of the critical elements for this solicitation, see “What an Application Should Include” under [Section C.1 Phase 1 Application Process](#).

An internal review process will be used to evaluate and rate applications that meet the solicitation requirements. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. Reviewers’ ratings and any resulting recommendations are advisory only, although reviewer views are considered carefully. Other important considerations for OVC include geographic diversity, strategic priorities, and available funding, as well as the extent to which the submitted Budget(s) accurately explains project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

Pursuant to the Part 200 Uniform Requirements, before an award agreement is finalized, OJP also reviews information related to the degree of risk posed by the applicant. Among other things to help assess whether an applicant that has one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM as excluded from receiving a federal award.

In addition, if OJP anticipates that an award will exceed \$150,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, (FAPIIS)).

Important Note on FAPIIS: An applicant, at its option, may review and comment on any information about itself that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider any such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant.

The evaluation of risks goes beyond information in SAM, however. OJP itself has in place a framework for evaluating risks posed by applicants for competitive awards. OJP takes into account information pertinent to matters such as—

1. Applicant financial stability and fiscal integrity
2. Quality of the applicant’s management systems, and the applicant’s ability to meet prescribed management standards, including those outlined in the DOJ Grants Financial Guide

3. Applicant's history of performance under OJP and other DOJ awards (including compliance with reporting requirements and award conditions), as well as awards from other federal agencies
4. Reports and findings from audits of the applicant, including audits under the Part 200 Uniform Requirements
5. Applicant's ability to comply with statutory and regulatory requirements, and to effectively implement other award requirements.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may take into account not only peer review ratings and OVC recommendations, but also other factors as indicated in this section.

G. Federal Award Administration Information

Federal Award Notices

Phase 1 award offer notifications will be made on or before September 30, 2018. OJP sends award offer notifications by email to the individuals listed in the application as the point of contact and the authorizing official (E-Biz POC and AOR). The notification includes detailed instructions on steps to take in GMS to start the award acceptance process, and complete the Phase 2 part of the application.

By January 4, 2019, Phase 2 applicants will need to submit, in GMS, all prerequisite materials and revised documents indicated in the award offer. Once these items have been submitted, and the (successful) applicant is notified by OVC via GMS, a representative of the applicant, with the necessary authority to bind the applicant, will be required to log in to GMS to:

- execute a set of legal certifications and a set of standard assurances;
- designate a financial point of contact;
- thoroughly review the award terms, including all award conditions; and
- sign and accept the award.

The award acceptance process requires physical signature of the final award document by the authorized representative and the scanning and submission of the fully executed award document to OJP.

Administrative, National Policy, and Other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions, and all applicable requirements of federal statutes and regulations (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance). OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application.

Applicants should consult the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards](#)," available in the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>. In addition, applicants should examine the following two legal documents, as each successful applicant must execute both documents

before it may receive any award funds. (An applicant is not required to submit these documents as part of an application.)

- [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)
- [Certified Standard Assurances](#)

The webpages accessible through the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards](#)," are intended to give applicants for OJP awards a general overview of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants and cooperative agreements awarded in FY 2018. Individual OJP awards typically also will include additional award conditions. Those additional conditions may relate to the particular statute, program, or solicitation under which the award is made; to the substance of the funded application; to the recipient's performance under other federal awards; to the recipient's legal status (e.g., as a for-profit entity); or to other pertinent considerations.

Pursuant to the Part 200 Uniform Requirements, before an award agreement is finalized, OJP also reviews information related to the degree of risk posed by the applicant. Among other things to help assess whether an applicant that has one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM as excluded from receiving a federal award.

General Information about Post-Federal Award Reporting Requirements

In addition to the deliverables described in [Section A. Program Description](#), any recipient of an award under this solicitation will be required to submit the following reports and data.

Required reports. Recipients typically must submit quarterly financial reports, quarterly progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

Awards that exceed \$500,000 will include an additional condition that, under specific circumstances, will require the recipient to report (to FAPIIS) information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either the OJP award or any other grant, cooperative agreement, or procurement contract from the federal government. Additional information on this reporting requirement appears in the text of the award condition posted on the OJP webpage at <https://ojp.gov/funding/FAPIIS.htm>.

Data on performance measures. In addition to required reports, each award recipient also must provide data that measure the results of the work done under the award. To demonstrate program progress and success, and to assist DOJ in fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, OJP will require any award recipient, post award, to provide performance data as part of regular progress reporting.

Successful applicants will be required to access OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP. Performance measures are listed in [Appendix C](#).

H. How To Apply

Submit Application in GMS. An applicant must submit its application through the [Grants Management System](#), which provides support for the application, award, and management of awards at OJP. Each applicant entity must register in GMS for each specific funding opportunity. Although the registration and submission deadlines are the same, OJP urges each applicant entity to register promptly, especially if this is the first time the applicant is using the system. Find complete instructions on how to register and submit an application in GMS at www.ojp.gov/gmscbt/. An applicant that experiences technical difficulties during this process should email GMS.HelpDesk@usdoj.gov or call 888-549-9901 (option 3), available 24 hours a day, 7 days a week, including during federal holidays. OJP recommends that each applicant register promptly to prevent delays in submitting an application package by the deadline.

Note on File Types: GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip." GMS may reject applications with files that use these extensions. It is important to allow time to change the type of file(s) if the application is rejected.

Unique Entity Identifier (DUNS Number) and System for Award Management (SAM) Every applicant entity must comply with all applicable System for Award Management (SAM) and unique entity identifier (currently, a Data Universal Numbering System [DUNS] number) requirements. SAM is the repository for certain standard information about federal financial assistance applicants, recipients, and subrecipients. A DUNS number is a unique nine-digit identification number provided by the commercial company Dun and Bradstreet. More detailed information about SAM and the DUNS number is in the numbered sections below.

If an applicant entity has not fully complied with the applicable SAM and unique identifier requirements by the time OJP makes award decisions, OJP may determine that the applicant is not qualified to receive an award and may use that determination as a basis for making the award to a different applicant.

If the applicant entity already has an Employer Identification Number (EIN), the SAM registration will take **up to 2 weeks to process**. If the entity does not have an EIN, then **the applicant should allow 2 to 5 weeks for obtaining the information from the IRS when requesting the EIN via phone, fax, mail, or Internet**. For more information about EIN, visit <https://www.irs.gov/individuals/international-taxpayers/taxpayer-identification-numbers-tin>.

Registration and Submission Steps

All applicants should complete the following steps:

1. **Acquire a unique entity identifier (currently, a DUNS number).** In general, the Office of Management and Budget requires every applicant for a federal award (other than an individual) to include a "unique entity identifier" in each application, including an application

for a supplemental award. Currently, a DUNS number is the required unique entity identifier. This unique entity identifier is used for tracking purposes, and to validate address and point-of-contact information for applicants, recipients, and subrecipients. It will be used throughout the life cycle of an OJP award. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866–705–5711 to obtain a DUNS number or apply online at www.dnb.com/. A DUNS number is usually received within 2 business days.

2. **Acquire or maintain registration with SAM.** Any applicant for an OJP award creating a new entity registration (or updating or renewing a registration) in SAM.gov must submit an original, signed, notarized letter appointing the authorized Entity Administrator within thirty (30) days of the registration activation. **Notarized letters must be submitted via U.S. Postal Service Mail.** Read the Alert at www.sam.gov to learn more about what is required in the notarized letter, and read the Frequently Asked Questions (FAQs) at www.gsa.gov/samupdate to learn more about this process change. All applicants for OJP awards (other than individuals) must maintain current registrations in the SAM database. Applicants will need the authorizing official of the organization and an Employer Identification Number (EIN). Information about SAM registration procedures can be accessed at www.sam.gov.
3. **Acquire a GMS username and password.** New users must create a GMS profile by selecting the “First Time User” link under the sign-in box of the GMS home page. For more information on how to register in GMS, go to www.ojp.gov/gmscbt. Previously registered applicants should ensure, prior to applying, that the user profile information is up-to-date in GMS (including, but not limited to, address, legal name of agency, and authorized representative) as this information is populated in any new application.
4. **Verify the SAM (formerly CCR) registration in GMS.** OJP requires each applicant to verify its SAM registration in GMS. Once logged into GMS, click the “CCR Claim” link on the left side of the default screen. Click the submit button to verify the SAM (formerly CCR) registration.
5. **Search for the funding opportunity on GMS.** After logging into GMS or completing the GMS profile for username and password, go to the “Funding Opportunities” link on the left side of the page. Select OVC and OVC-2018-14763 for “OVC FY 2018 Tribal Victim Services Set-Aside Program.”
6. **Register by selecting the “Apply Online” button associated with the funding opportunity title.** The search results from step 5 will display the “funding opportunity” (solicitation) title along with the registration and application deadlines for this solicitation. Select the “Apply Online” button in the “Action” column to register for this solicitation and create an application in the system.
7. **Follow the directions in GMS to submit an application consistent with this solicitation.** Once the application is submitted, GMS will display a confirmation screen stating the submission was successful. Important: In some instances, an applicant must wait for GMS approval before submitting an application. OJP urges each applicant to submit its application at least 72 hours prior to the application due date.

Note: Application Versions

If an applicant submits multiple versions of the same application, OJP will review only the most recent system-validated version submitted.

Experiencing Unforeseen GMS Technical Issues

An applicant that experiences unforeseen GMS technical issues beyond its control that prevent it from submitting its application by the deadline must contact the GMS Help Desk or the SAM Help Desk (Federal Service Desk) at <https://www.fsd.gov/fsd-gov/home.do> to report the technical issue and receive a tracking number. The applicant must email the OVC contact identified in the Contact Information section on the title page **within 24 hours after the application deadline** to request approval to submit its application after the deadline. The applicant's email must describe the technical difficulties, and must include a timeline of the applicant's submission efforts, the complete grant application, the applicant's DUNS number, and any GMS Help Desk or SAM tracking number(s).

Note: OJP does not automatically approve requests to submit a late application. After OJP reviews the applicant's request, and contacts the GMS Help Desk to verify the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the untimely application submission was due to the applicant's failure to follow all required procedures, OJP will deny the applicant's request to submit its application.

The following conditions generally are insufficient to justify late submissions:

- Failure to register in SAM or GMS in sufficient time. (SAM registration and renewal can take as long as 10 business days to complete.)
- Failure to follow GMS instructions on how to register and apply as posted on the GMS website.
- Failure to follow each instruction in the OJP solicitation.
- Technical issues with the applicant's computer or information technology environment, such as issues with firewalls.

I. Other Information

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

All applications submitted to OJP (including all attachments to applications) are subject to the federal Freedom of Information Act (FOIA) and to the Privacy Act. By law, DOJ may withhold information that is responsive to a request pursuant to FOIA if DOJ determines that the responsive information either is protected under the Privacy Act or falls within the scope of one of nine statutory exemptions under FOIA. DOJ cannot agree in advance of a request pursuant to FOIA not to release some or all portions of an application.

In its review of records that are responsive to a FOIA request, OJP will withhold information in those records that plainly falls within the scope of the Privacy Act or one of the statutory exemptions under FOIA. (Some examples include certain types of information in budgets, and names and contact information for project staff other than certain key personnel.) In appropriate circumstances, OJP will request the views of the applicant/recipient that submitted a responsive document.

For example, if OJP receives a request pursuant to FOIA for an application submitted by a nonprofit or for-profit organization or an institution of higher education, or for an application that involves research, OJP typically will contact the applicant/recipient that submitted the

application and ask it to identify—quite precisely—any particular information in the application that the applicant/recipient believes falls under a FOIA exemption, the specific exemption it believes applies, and why. After considering the submission by the applicant/recipient, OJP makes an independent assessment regarding withholding information. OJP generally follows a similar process for requests pursuant to FOIA for applications that may contain law-enforcement sensitive information.

Provide Feedback to OJP

To assist OJP in improving its application and award processes, OJP encourages applicants to provide feedback on this solicitation, the application submission process, and/or the application review process. Provide feedback to OJPSolicitationFeedback@usdoj.gov.

IMPORTANT: This email is for feedback and suggestions only. OJP does **not** reply from this mailbox to messages it receives in this mailbox. Any prospective applicant that has specific questions on any program or technical aspect of the solicitation **must** use the appropriate telephone number or email listed on the front of this document to obtain information. These contacts are provided to help ensure that prospective applicants can directly reach an individual who can address specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please email your resume to ojprsupport@usdoj.gov. (Do not send your resume to the OJP Solicitation Feedback email account.) **Note:** Neither you nor anyone else from your organization or entity can be a peer reviewer in a competition in which you or your organization/entity has submitted an application.

Appendix A: Allowable and Unallowable Costs Chart

Office for Victims of Crime FY 2018 Tribal Set-Aside Solicitation Examples of Allowable and Unallowable Costs

This document provides examples of activities, services, and items for which Office for Victims of Crime (OVC) grant funds can and cannot be used. This is not an exhaustive list, and OVC will review all proposed costs in the context of each grant proposal. If you are unsure whether or not an expense can be paid for with OVC grant funds, please email your inquiry to ovctribalsetaside@ojp.usdoj.gov.

Notice: OVC grant funds must supplement, not supplant, existing funding. In other words, you may not substitute OVC grant funds in place of tribal, state, or local funding that is otherwise available for victim services. See [DOJ Financial Guide, section 2.3](#).⁸

Funding under this solicitation may be used for a wide-range of victim service related activities. These allowable activities, which can be broken down into various costs in the budget categories below, include, but are not limited to:

- Needs assessment – assessing the victim service needs of the community to inform the planning, development, implementation, and expansion of victim service programs;
- Strategic planning – developing a strategic plan that will guide the development, implementation, and expansion of victim service programs;
- Program development – developing victim service programs;
- Program implementation – implementing victim service programs;
- Program expansion – including:
 - expanding *types of services* provided to victims (such as crisis intervention, allowable legal support, forensic medical services, court-based advocacy, law enforcement- or prosecution-based victim services, bi-lingual/multi-lingual advocacy, healing/cultural practices, mental health services, victim advocacy, forensic interviewing of children, transportation services for victims of crime, emergency services, substance abuse treatment for victims when related to their underlying victimization, etc.);
 - expanding *populations served* (such as children, older adults, individuals with disabilities, male victims, adults who were victimized as children/adolescents); and/or

⁸ For example, if your tribe spends \$100,000 per year on victim services, you may not decrease this funding to \$50,000 because you receive a \$50,000 OVC grant. (Changes in spending due to considerations other than receipt of OJP grant funds – e.g., jurisdiction-wide budget reductions across all programs – are not considered supplanting.)

- expanding the *types of crime* addressed (such as human trafficking; victimization as a result of opioid/drug-related crisis; financial crimes; child abuse and neglect, including physical and sexual abuse and exploitation; sexual and physical assault; homicide; cyber-crimes; etc.).

HOW TO USE THIS DOCUMENT

- Determine the victim service activities that will be undertaken through this grant.
- Use the chart below as a guide to breakdown these activities into specific costs and assign them to the appropriate cost categories.
- Use your tribe or organization’s policies and procedures to determine parameters of specific costs (e.g., how to determine appropriate market rates in your area).
- Use [DOJ’s Grants Financial Guide](#) as a resource for your budget-related questions.
- The cost categories provided in this chart reflect [DOJ’s Budget Detail Worksheet](#) categories (required during Phase II). The [Budget Detail Worksheet](#) provides additional information, including a sample budget that may further assist you in developing your preliminary budget.
- When considering whether costs are allowable through this grant program, use these two questions as a guide:
 - ***Is this cost related to supporting/assisting crime victims?***
 - ***How does this expense help crime victims?***

A. Personnel		
Personnel Costs: Award funds may be used to pay the salary for full- and part-time employees who will spend their time and effort providing services to victims of crime. Applicants must follow provisions included in the DOJ Grants Financial Guide (3.9 Allowable Costs, Compensation for Personal Services) and the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (“Part 200 Uniform Requirements,” 2 C.F.R. § 200.428).		
Cost Category	Allowable Cost Examples	Unallowable Cost Examples
Personnel	<p style="text-align: center;"><u>Types of Costs</u></p> <ul style="list-style-type: none"> • Salary – Compensation paid must be reasonable and consistent with that paid for similar work in the organization. • Annual cost of living increases. • <p style="text-align: center;"><u>Types of Positions</u></p> <ul style="list-style-type: none"> • Victim advocates, coordinators, specialists, etc. – 	<ul style="list-style-type: none"> • Time not allocable to grant activities. Recipients must track staff time spent on grant activities. Time not spent on grant-related activities (i.e., not allocable to the grant) may not be charged to grant funds. <ul style="list-style-type: none"> • For example, if the Executive Director is expected to spend only 30% of their time on this grant’s activities, salary for the position should be budgeted at 30% of

	<p>professionals trained to support crime victims (e.g., counsel victims, offer emotional support, provide information, accompany victims, staff crisis hotlines, run support groups).</p> <ul style="list-style-type: none"> • Case managers – provide follow-up care and identify, coordinate, and link victims to services. • Program coordinators – personnel that lead multidisciplinary response efforts, including, but not limited to those associated with coordinated community response teams (e.g., for domestic violence or other crime-related issues), Sexual Assault Nurse Examiner-Sexual Assault Response Teams (SANE-SART), and child protection teams (for cases involving child abuse and neglect). • Outreach coordinators – personnel who work to increase public awareness of the victim services available. • Executive and administrative staff (Note: These typically are budgeted as a percent of salary, if they will not work full-time on the grant): <ul style="list-style-type: none"> • Executive directors, administrators, or other senior management positions to provide supervision for direct victim services staff. • Administrative support personnel who support grant-related activities such as: data entry/statistics, grant financial reporting, preparation of financial documents such as reimbursement claims, preparation and submission of required grant reports, etc. • Specialized professionals: • Forensic interviewers (e.g., for a child advocacy center); • Mental health professionals qualified to provide mental health services (e.g., psychologists, social workers, counselors); • Performance-based salary bonuses to the extent that such salary increases are generally available to all personnel of the grantee organization and consistent with the organization’s established policies and procedures. • Medical providers • Attorneys to provide legal services for victims of crime on 	<p>annual salary.</p> <ul style="list-style-type: none"> • The recipient must keep documentation (e.g., timesheets) that show the Executive Director’s time spent on grant activities, and this documentation must be consistent with the amount of grant funds obligated, expended, and drawn down for those activities. • If the Executive Director ends up only spending 20% of their time on grant activities, the grantee may only obligate, expend, and draw down funds commensurate with that, and not the full 30% budgeted. <p>• Personnel activities that include:</p> <ul style="list-style-type: none"> • grant writing, fundraising, or lobbying; • providing services directed not to victims of crime, but rather, that are provided on the basis of a person’s status as someone who has been accused or convicted of committing a crime. For example, prisoner re-entry services; offender drug and alcohol treatment, offender behavioral health or vocational counseling; sex offender management or treatment; batterer intervention; anger management. • investigation, prosecution, court, and corrections positions, such as law enforcement officers, criminal investigators, prosecutors, pre-trial services officers, probation officers, judges, clerks, and court administrators. (This does not preclude an investigative, prosecution, court, or corrections agency from using grant funds to employ personnel to provide victim services – for example, a victim advocate within a prosecutor’s office.) <p>• Criminal defense or tort actions.</p> <p>• Temporary personnel for vacant key positions under the grant, (unless prior approval has been given by OVC).</p>
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	<p>issues directly related to the underlying victimization. For example, representing victims seeking a protective order, family law matters (e.g., divorce, custody, and child support), housing, employment, bankruptcy, and crime victims' rights enforcement.</p>	
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B. Fringe Benefits

Fringe Benefits: Allowances and services provided in compensation in addition to regular salaries and wages. Fringe benefits costs must be reasonable, and are allowable to the extent required by law, agreement, or established policy of the grantee. Applicants must follow provisions included in the DOJ Grants Financial Guide ([3.9 Allowable Costs, Compensation for Personal Services](#)) and the Part 200 Uniform Requirements ([2 C.F.R. § 200.431](#)).

Cost Category	Allowable Cost Examples	Unallowable Cost Examples
Fringe Benefits	<ul style="list-style-type: none"> • Worker's Compensation Insurance • Unemployment Insurance • Health Insurance (e.g., employee health plan contribution, dental, vision) • Federal Insurance Contributions Act (FICA) taxes (Employer share for Medicare and social security) • Retirement/Pension Contribution • Employee Support Program • Life Insurance 	<ul style="list-style-type: none"> • Profit sharing • Fringe benefits associated with any unallowable salary costs.

C. Travel

Travel: Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the non-federal entity. Grantees must reimburse travel expenses based on their agency travel policy, but at rates that do not exceed the federal per diem rates (found at www.gsa.gov/perdiem) and must follow provisions included in the DOJ Grants Financial Guide ([3.9 Allowable Costs, Travel](#)) and the Part 200 Uniform Requirements ([2 C.F.R. § 200.474](#)).

Cost Category	Allowable Cost Examples	Unallowable Cost Examples
Travel	<ul style="list-style-type: none"> • Mileage reimbursement for program employees to use their personally owned vehicles to travel to participate in project-related meetings and events, to transport victims to access necessary services, and/or to participate in victimization-related meetings (e.g., with investigators and 	<ul style="list-style-type: none"> • Mileage reimbursement for non-grant-funded personnel or non-grant-related activities.

	<p>prosecutors). Note: Mileage reimbursement rates for direct services personnel must not exceed the current federal rate (www.irs.gov).</p> <ul style="list-style-type: none"> • Air travel • Lodging • Per diem • Ground transportation – e.g., rental cars, or rideshare fees such as Uber, Lyft, Zipcar, associated with program activities (e.g., to transport victims to services, for staff to attend training). <p>Travel costs typically are budgeted for project staff attendance at required OVC and OJP trainings, conferences, and meetings; project staff (and other relevant professionals that are part of victim-serving teams) attendance of victim-related training.</p>	
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D. Equipment

Equipment: Award funds can be used to obtain equipment for program staff to use to carry out project activities. All equipment obtained with grant funds must be reasonable and necessary for project purposes. The DOJ Grants Financial Guide ([3.7 Property Standards, Equipment](#)) defines Equipment as tangible personal property (including information technology systems) having 1) a useful life of more than one year **and** 2) a per-unit acquisition cost of \$5,000 or greater (or the organization’s capitalization threshold, if it is less than \$5,000). See Part 200 Uniform Requirements ([2 C.F.R. § 200.33](#)). If the item **does not** meet those thresholds, categorize it under the *Supplies category*.

Cost Category	Allowable Cost Examples	Unallowable Cost Examples
Equipment	<ul style="list-style-type: none"> • Vehicles a purchased vehicle to transport victims to access necessary services, and/or to participate in meetings pertaining to the program.* (see Contracts section for Leasing) • Other modes of transportation (e.g., snowmobile, seaplane, motorized scooter, boat, hovercraft, motorcycle, etc.) necessary to transport victims to access necessary services.* • Trailer or mobile homes (purchased) to serve as a location for the provision of victim services.*(See Contracts section for Leasing) • Equipment necessary to complete medical exams for victims (e.g., forensic medical exams), including: an exam table; alternate light source; 	<ul style="list-style-type: none"> • Equipment to support law enforcement activities (e.g., surveillance equipment, vehicles). • Playground equipment, picnic tables, or patio furniture. • Equipment to monitor perpetrators of a crime such as Breathalyzers, electronic/GPS monitoring systems, etc. • Drug testing/urinalysis equipment. • Medical equipment that is not directly tied to necessary medical services for

	<p>colposcope or high definition camera and related forensic photography supplies.</p> <ul style="list-style-type: none"> • Security system equipment (cameras, monitors, door contacts, panic buttons, glass breakers, weapon scanners such as metal detectors, etc.) where reasonable and necessary for certain victim service facilities – for example, at a child advocacy center, domestic violence shelter program, transitional housing facility or units, etc. • Remote access equipment (cameras, monitors, etc.) that support the ability of victims of crime to participate remotely in court proceedings related to their victimization (e.g., protection order hearings, bond review hearings, trials, sentencing). • Accounting/financial management software necessary to manage the financial aspects of the award. 	victims of crime.
<p>*Applicants may request to purchase or lease equipment (vehicles, other modes of transportation, trailer or mobile homes) for use by direct services personnel to transport victims of crime and carry out project-related activities; however, applicants are responsible for demonstrating to OJP that they have selected the most cost-effective means of acquiring this equipment by conducting a purchase versus lease analysis.</p> <p>Costs associated with the transportation of equipment is also an allowable expense, but these costs must be justified (reasonable, necessary, and allocable).</p>		

E. Supplies		
<p>Supplies: Award funds can be used to purchase supplies necessary to carry out project activities. Supplies are all other items of tangible personal property that <u>are not equipment</u>. This includes computing devices that cost less than \$5,000 per unit (or the organization’s capitalization threshold, if that is less than \$5,000). Applicants must follow provisions included in the DOJ Grants Financial Guide under 3.7 Property Standards, Supplies and the Part 200 Uniform Requirements (2 C.F.R. § 200.474).</p>		
Cost Category	Allowable Cost Examples	Unallowable Cost Examples
Supplies	<ul style="list-style-type: none"> • Printers, scanners, fax machines. • Communication devices (land line, cell phone, and pager). • Shelter or transitional housing supplies [e.g., dishes, small appliances, refrigerator, stove, washer, dryer, cleaning supplies, toiletries, first aid kits, comfort supplies (bed-in-a-bag, bed linens, pillows, mattresses, cribs, towels, sleeping bags, etc.)]. • Office supplies (pens, paper, and other consumable supplies). • Therapeutic supplies (figures, toys, sand trays/sand, art supplies, etc.). 	<ul style="list-style-type: none"> • Supplies that support law enforcement-related activities (e.g., bullet proof vests). • Trinkets (hats, mugs, portfolios, t-shirts, coins, gift bags, etc.) to be given away at grant-funded training conferences/meetings.

	<ul style="list-style-type: none"> • Supplies necessary to support victim participation in traditional/cultural therapeutic practices (sweat lodges, smudging and crafting supplies, etc.) • Outreach and awareness supplies (brochures, posters, etc.). • LCD projector, screen, and other equipment necessary to present information on crime victimization and available services to members of the community, and/or train other professionals on how to respond to victims of crime. • Basic meeting supplies (folders, name tags, etc.). • Computers, storage, and backup systems. • Furnishings (sofa, chairs, lamps, etc.) necessary to create a private waiting area for victims of crime in healthcare facilities, courthouses, and other facilities where the victims' privacy might be compromised. • Cabinets and locks to secure program and client files. • Kits to support the completion of sexual assault forensic exams. • Postage to cover the cost of mailing correspondence related to program activities. 	
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F. Construction

Construction: This a non-construction award program and construction costs are unallowable. Costs incurred as an incidental and necessary part of a program for renovation, remodeling, maintenance, and repair costs that do not constitute capital expenditures (construction) are generally allowable under the *Other Category*, but may be subject to provisions, including restrictions or limitations, contained in program-authorizing legislation. Additionally, applicants must follow provisions included in the DOJ Grants Financial Guide under [3.8 Procurement under Awards of Federal Assistance](#).

Cost Category	Allowable Cost Examples	Unallowable Cost Examples
Construction	None.	All construction costs are unallowable.

G. Subawards (Subgrants)

Subawards (Subgrants): This section should be used to describe subawards that the lead applicant will make to non-federal entities (subrecipients) to carry out part of the required activities under the grant award. A non-federal entity is acting as a subrecipient if it:

- Determines who is eligible to receive grant-funded services;
- Reports data on its activities carried out with grant funds to the grantee for inclusion in required program performance measurements;
- Bears responsibility for making decisions about programmatic activities;
- Bears responsibility for adhering to federal program requirements; and
- Bears responsibility for providing services to members of the public, as opposed to providing goods or services for the benefit of the grantee.

An agreement that meets these criteria should be categorized as a subaward, not a procurement contract, even if your organization refers to the subaward agreement as a type of contract. Do **not** include procurement contracts in this section (there is a separate section below for those). Applicants must follow provisions included in the DOJ Grants Financial Guide under [3.14 Subrecipient Management and Monitoring](#) and the Part 200 Uniform Requirements ([2 C.F.R. § 200.92](#)).

Cost Category	Allowable Cost Examples	Unallowable Cost Examples
<p>Subawards (Subgrants)</p>	<ul style="list-style-type: none"> • Subgrant awards can be useful where the recipient itself does not have the expertise or capacity to provide a type of victim service, but another organization does. • Most allowable activities and the costs that comprise them may be subawarded. See list of potential projects and activities above. • For example, a tribe may use grant funds to rent space and pay personnel to provide victim intake, case management, and referral services, or it could choose to subaward funds to an organization that could (or already does) do those things. • Note: Travel costs associated with subrecipient travel to carry out grant award activities should be included in the “Consultant Travel” subcategory. 	<ul style="list-style-type: none"> • Costs that are unallowable in other categories are unallowable under subawards.

H. Procurement Contracts

Procurement Contracts: Award funds can be used to procure goods or services for the benefit of the grantee. Procurement transactions must be conducted using an organization’s established process. Sole source procurement contracts in excess of \$150,000 must receive the prior approval of OJP. Applicants must follow provisions included in the DOJ Grants Financial Guide under [3.8 Procurement under Awards of Federal Assistance, Procurement Standards](#) and the Part 200 Uniform Requirements at [2 C.F.R. § 200.317 through 2 C.F.R. § 200.326](#), which detail requirements and restrictions imposed on non-Federal entities (i.e., recipients and subrecipients) that use Federal assistance funds to procure property or services needed to carry out the grant-funded project.

Cost Category	Allowable Cost Examples	Unallowable Cost Examples
<p>Procurement Contracts</p>	<ul style="list-style-type: none"> • Telemedicine/Telemental Health Access: Subscription fees for a HIPPA-compliant telemedicine platform to provide synchronous, remote behavioral health services, and medical/clinical consultation and supervision. • Cell Phone Service: Cell phone service for program staff to maintain communication with victims when they are in the field, and/or to support the operation of a 24/7 crisis hotline through cell phone rotation. • Software Support: Subscription and support fees for case management and other data collection software systems. 	<ul style="list-style-type: none"> • Sole source contracts in excess of \$150,000 are unallowable without prior approval from OJP. • Audit costs not associated with completing an OMB-A-133 audit. • The cost of constructing, purchasing, or reconstructing a building. • The cost of purchasing

	<ul style="list-style-type: none"> • Single Audit Compliance (2 C.F.R. subpart F, or OMB-A-133 Audit) for: Costs associated with completing a required organizational audit for grantees who have satisfied the Subpart F/A-133 spending threshold. • Equipment Leases: Lease a vehicle, photocopier, or other equipment essential to the operation of the project for a period not to exceed 36 months. • Vehicles to transport victims to access necessary services, and/or to participate in meetings pertaining to the program.* • Other modes of transportation (e.g., snowmobile, seaplane, motorized scooter, boat, hovercraft, motorcycle, etc.) necessary to transport victims to access necessary services.* • Trailer or mobile homes to serve as a location for the provision of victim services.* • Maintenance: Maintenance of shelters or transitional housing units, such as lawn mowing, snow removal, and janitorial/cleaning services. • Renovation Costs: Procuring services necessary to complete renovation, remodeling, maintenance, and repairs to a facility that will be used to house child advocacy center, domestic violence shelter, or transitional housing services. • Crime Scene Clean-up: Cost of services provided by individuals who are properly licensed/certified to assist property owners with cleaning up the scene of a homicide, aggravated assault, or other violent assault. • Website Creation/Maintenance: Costs associated with creating and maintaining a website that increases the public's awareness and understanding of the services available through the grant-funded project, and the needs of crime victims. • Transportation Services: Contracts for flights and other forms of transportation for victims to receive mental health, medical, or other services as a result of their victimization. • Consultant Services: Consultants are subject matter experts that guide or assist grantees in carrying out grant-funded activities. (Note: Some consultants may be more appropriately budgeted under the Subawards category, depending on how they fit within the project – particularly if they make decisions or have discretion with regard to key award activities. Please consult the list of criteria for subawards set out above for more information.) Allowable consultant costs include, but are not limited to: 	<ul style="list-style-type: none"> • unimproved real property. • The cost of remediating/rehabilitating a property that has been exposed to a biohazard, including property that has been used to manufacture controlled substances, such as methamphetamines. • The cost of gathering, analyzing, or publishing data for the purpose of contributing to the general body of knowledge about a particular subject (research). • Consulting costs associated with negotiating an inter-jurisdictional law enforcement MOU/MOA, or other protocol and procedures for inter-jurisdictional cooperation in the investigation of crimes. Funds cannot be used for investigative or prosecutorial activities.
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	<ul style="list-style-type: none"> • Tribal Code Development: Attorney or other qualified consultant to assist with writing tribal code that define specific forms of victimization as a criminal offense, or that define or enhance crime victims' rights. • Cultural Experts: Compensate tribal elders or other subject experts to advise programs on how to incorporate traditional lifeways and practices into the services offered by the program. • Trauma-Informed Care: Support consultation services on developing and implementing a plan to ensure that victim program services are delivered using a trauma-informed approach by revising operating policies and procedures, adopting administrative practices, training program staff, etc. • Trainers/Presenters: Consultants to provide training or make presentations to victim services personnel as part of a grantee-sponsored training event. • Medical/Dental/Vision Care: Costs associated with treating injuries that a victim sustains as a direct result of a crime that is not otherwise covered by health insurance, crime victim compensation, or another form of reimbursement. • Note: Travel costs necessary for consultants to carry out their grant-related activities should be included in the "Consultant Travel" subcategory. 	
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I. Other Costs		
Other costs: Costs that do not fit into the other budget categories, but that are necessary for the victim services proposed in the project are set out in this category.		
Cost Category	Allowable Cost Examples	Unallowable Cost Examples
Other	<p>Facility costs</p> <ul style="list-style-type: none"> • Rental space for project activities (e.g., office space, shelter facility). • Utilities and maintenance <p>*Note: These costs must be reasonably apportioned if they also support non-grant activities.</p> <p>Emergency or short-term needs of victims*:</p> <ul style="list-style-type: none"> • Emergency food/snacks for victims (e.g., child advocacy center, shelter). • Clothing and personnel hygiene products. 	<ul style="list-style-type: none"> • Cash payments to victims of crime. • Disbursing generic gift cards to victims of crime that do not limit the goods that can be acquired with the card to goods that are allowable under the grant program. • Disbursing gift cards for extended periods of time. • Mortgage payments for the grantee. • Transportation assistance to help

	<ul style="list-style-type: none"> • Cards or vouchers to be used to meet emergency or short-term victim needs such as: gasoline, groceries, clothing, cleaning supplies, toiletries, household supplies, etc., so long as the grantee is abiding by its established internal controls around the distribution and use of these items (e.g., eligibility, allowable purchases). • Cost of short-term, emergency lodging for victims. • Transportation assistance: Transportation tokens or vouchers, airfare, lodging, and per diem that victims may use to travel to access victim services or participate in proceedings related to their victimization. • Childcare assistance: Daycare or childcare assistance costs for child victims or the children of adult victims of crime, to facilitate victim services. • Short-term nursing home or convalescent care for elder abuse victims where no other short-term residence is available. • Housing assistance: Relocation costs, including, but not limited to: rental assistance, security deposits, utilities assistance, home furnishings, and other costs incidental to the relocation to transitional or permanent housing as needed as a result of the victimization. • Short-term (up to 45 days) in-home care and supervision services for children and adults who remain in their own homes when the offender/caregiver is removed. • Cost of transporting the body of a homicide victim for purposes of burial, and other burial costs that are not otherwise covered by the relevant state crime victims' compensation program. • Locksmith services, and the cost of repairing, replacing, or otherwise securing windows or doors to ensure a victim's safety. • Court-related filing fees and service of process fees for victims of crime, where victim is not eligible to seek a fee waiver. <p>*Some of these costs may be covered by other sources. Time permitting, providers should use other existing resources (e.g., insurance, victim compensation) before using grant funds to cover gaps in services.</p> <p>Program Operating Costs:</p> <ul style="list-style-type: none"> • Registration fees for grant-funded personnel and other personnel to attend approved professional development training events. • Membership fees associated with joining a tribal or state domestic violence and/or sexual assault coalition. 	<p>victims travel to and from work.</p> <ul style="list-style-type: none"> • Travel costs for an individual who is not a victim of crime to participate in criminal or civil proceedings in tribal, state, or federal court. • Non-emergency or long-term child care or respite care. • Long-term housing costs. • Public awareness and community education activities that are not related to crime victimization, or that are focused primarily on crime prevention. • Rental fees for space or facilities that grantees own, and rental fees for storage units for grantees or victims of crime. • Meals, refreshments, and trinkets (hats, mugs, portfolios, t-shirts, coins, gift bags, etc.), for training conferences or meetings that are paid for with grant award funds. • Food and beverage costs in general, except for providing direct/emergency services to victims of crime. • Court-imposed penalties, fines, or costs for victims of crime. • Entertainment costs (e.g., movie tickets; sporting event fees; cost of admission to amusement parks, petting zoos, carnivals; etc.) • The cost of retreats for any personnel.
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	<ul style="list-style-type: none"> • Reproduction/printing costs associated with producing community outreach and education materials (fliers, brochures, posters, wallet cards, etc.), and training materials (job aids, workbooks, etc.) for grant-funded training events. • Cell Phone Service: Cell phone service for program staff to maintain communication with victims when they are in the field, and/or to support the operation of a 24/7 crisis hotline through cell phone rotation. • Costs associated with meeting space/facility rental for grant activities (e.g., training event, support group, public awareness activity). • Gasoline and routine vehicle maintenance costs for a vehicle that has been purchased with grant award funds. • Advertising costs: These costs include advertising in media outlets to recruit qualified applicants for grant-funded positions; publicize community awareness and education activities; and promote awareness of grant-funded activities. • Insurance: Renter's insurance, and insurance for vehicles purchased or leased with award funds are allowable. Grantees may also use award funds to pay premiums for property and general liability insurance for a facility or space that the grantee owns and that is being used as office space for grant-funded personnel, or as a child advocacy center, domestic violence shelter program, or transitional housing facility. The cost of property insurance must be properly apportioned to this award if the facility will be used for other personnel and/or for non-grant related activities. • Stipends: Stipends may be used to provide modest and reasonable compensation for interns and program advisory board members. 	
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J. Indirect Costs		
<p>Indirect costs: Indirect costs may be charged to an award <u>only</u> if: a) The recipient has a current (unexpired), federally approved indirect cost rate; or b) the recipient is eligible to use, and elects to use, the “de minimis” indirect cost rate described in the Part 200 Uniform Requirements, as set out at 2 C.F.R. 200.414(f) and Section 3.11 Indirect Costs of the DOJ Grants Financial Guide.</p>		
Cost Category	Allowable Cost Examples	Unallowable Cost Examples
Indirect Costs	<ul style="list-style-type: none"> ▪ Current Federal Indirect Cost Rate or “de minimis” indirect costs rate that is applied using one of the allowable Indirect Cost Distribution Bases outlined in the DOJ Financial Guide 	<ul style="list-style-type: none"> • Expired Indirect Cost rate • Rate applied to unallowable costs

GENERALLY UNALLOWABLE ACTIVITIES AND COSTS

- Activities or services not victim-service related, or otherwise not directed at assisting victims or improving victim services.
- Costs incurred outside of the project period
- Activities focused primarily on crime prevention
- Criminal justice activities (investigation, prosecution, court, and corrections work) that are not victim services. (This does not preclude criminal justice agencies from using grant funds to provide victim services – for example, a victim advocate within a prosecutor’s office.)
- Perpetrator rehabilitation – i.e., services provided to a person on the basis of that person’s status as someone who has been accused or convicted of committing a crime. For example, prisoner re-entry services; offender drug and alcohol, behavioral health or vocational counseling; sex offender management or treatment. (This does not preclude services to a victim who has been accused or convicted of a crime.)
- Capital expenses
- Services (e.g., medical, legal, mental health) not reasonably related to needs due to crime victimization
- Entertainment, including social, diversion, and amusement activities
- Equipment purchases for another organization to perform victim-related services
- Research, i.e., the cost of gathering, analyzing, or publishing data for the purpose of contributing to the general body of knowledge about a particular subject.
- Food/beverages/meals/refreshments at meetings, conferences, or trainings. (This does not preclude food and beverages provided as direct services to victims – e.g., emergency meals for a domestic violence victim.)
- Fundraising activities
- Home office workspace and related utilities
- Lobbying
- Payment of temporary key personnel in vacant positions (unless prior approval has been given by OVC)
- Grant writing
- Public presentations NOT directed at identifying crime victims and providing referrals and services
- Research and studies
- Salaries and expenses for non-grant-related staff and activities
- Legal services for criminal defense and tort actions
- Audit costs not associated with the organizational audit requirements of OMB Circular A-133 or subpart F of the Part 200 Uniform Requirements.
- Construction, purchase, or reconstruction of a building
- Purchasing real property
- Remediating/rehabilitating a property exposed to a biohazard (e.g., property used to manufacture controlled substances, such as methamphetamines).
- Negotiating an inter-jurisdictional law enforcement MOU/MOA, or other protocol and procedures for inter-jurisdictional cooperation unrelated to crime victim services.

Additional unallowable costs or activities can be found in [Subpart E – Cost Principles](#) of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and in [Section 3.13 Unallowable Costs](#) of the DOJ Grants Financial Guide.

Appendix B: Preliminary Budget Form

In Phase 1 applicants must provide a preliminary budget for the funding they are requesting. The information provided must describe the categories and amount of funding being requested. If your Phase 1 application is approved, you will then be asked to submit Phase 2 materials, included a detailed Budget Detail Worksheet, and additional required documents, in order to be approved to access (draw down) funding. Your preliminary budget must be consistent with your program narrative and a 3-year project period.

Applicants will upload their preliminary budget in the Budget and Program Documents section in GMS.

Note: The major categories of funding are provided below to guide your budget creation, but OVC encourages you to carefully review [Appendix A](#) on to see the broad range of allowable activities/items within each category.

Please provide the amount of funding that you are requesting for each category below, for the full 3-year performance period. (If you are not requesting any funding in a category, enter "0".) See [Section D. Budget Requirements](#) on for more information and informational links about Budgets.

- Personnel \$ _____
- Fringe benefits \$ _____
- Travel \$ _____
- Equipment \$ _____
- Supplies \$ _____
- Procurement contracts \$ _____
- Subawards (list an amount for each subawardee, and identify the subawardee name, if known at the time of submission) \$ _____
- Other \$ _____
- Indirect costs, if any (see [Section D. Budget Requirements](#), f. Indirect Cost Rates for additional guidance) \$ _____
- **Please add up all the items above and provide the total here:**
\$ _____

Appendix C: Performance Measures Table

The table below contains key performance measures calculated from the data that successful applicants will be required to provide.

Objective	Performance Measure(s)	Data Grantee Provides
<p>Support Indian tribes to improve services for victims of crime.</p>	<p>Percent of victims served who are new (receiving services for the first time). In year 2, percentage increase from year 1. In year 3, percentage increase from year 2.</p>	<p>Total number of victims receiving services, from year to year.</p> <p>Number of victims receiving services for the first time, from year to year.</p>
	<p>Percent of victims served who are the victim of a violent crime. In year 2, percentage increase from year 1. In year 3, percentage increase from year 2.</p>	<p>Number of victims served by type of victimization.</p> <p>Number and type of services provided.</p>
	<p>Average number of services provided per victim by service type.</p>	<p>List of partners involved in the program.</p>
	<p>Percent of partners actively involved in the program. In year 2, percentage increase from year 1. In year 3, percentage increase from year 2.</p>	<p>Rating of partner's level of involvement on a 1–5 scale.</p> <p>Baseline: Number of improvement initiatives planned.</p>
	<p>Percent of planned improvement initiatives completed. In year 2, percentage increase from year 1. In year 3, percentage increase from year 2.</p>	<p>Number of improvement initiatives complete.</p> <p>Baseline: Number of project deliverables planned.</p>
	<p>Percent of planned project deliverables completed.</p>	<p>Number of project deliverables completed.</p>
	<p>Percent of planned project deliverables completed.</p>	

**Appendix D: Application Checklist
OVC FY 2018 Tribal Victim Services Set-Aside Program**

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

What an Applicant Should Do:

Prior to Registering in GMS:

- _____ Acquire a DUNS Number (see page 29)
- _____ Acquire or maintain registration with SAM (see page 30)

To Register with GMS:

- _____ For new users, acquire a GMS username and password* (see page 30)
- _____ For existing users, check GMS username and password* to ensure account access (see page 30)
- _____ Verify SAM Registration in GMS (see page 30)
- _____ Search for correct funding opportunity in GMS (see page 30)
- _____ Select correct funding opportunity in GMS OVC-2018-14763 (see page 30)
- _____ Register by selecting the “Apply Online” button associated with the funding opportunity title (see page 30)
- _____ Read OJP policy and guidance on conference approval, planning, and reporting available at ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm (see page 24)
- _____ If experiencing GMS technical difficulties, contact GMS.HelpDesk@usdoj.gov (see page 1)

*Password Reset Notice – GMS users are reminded that while password reset capabilities exist, this function is only associated with points of contact designated within GMS at the time the account was established. Neither OJP nor the GMS Help Desk will initiate a password reset unless requested by the authorized official or a designated point of contact associated with an award or application.

Overview of Post-Award Legal Requirements:

- _____ Review the “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards](https://ojp.gov/funding/index.htm),” in the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>.

Scope Requirement:

- _____ The federal amount requested is within the allowable limit(s) of \$720,000, unless a higher amount is justified by the scope and nature of the project.

Eligibility Requirement: Federally recognized Indian tribes, as determined by the Secretary of the Interior⁹, including Alaska Native villages and tribal consortia consisting of two or more federally recognized Indian tribes, may apply. “Indian tribe” means any Indian tribe, band, nation, or other organized group or community (including any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act (85 Stat. 688), 43 USC §§ 1601 et seq.) which is recognized as eligible for the

⁹ A determination by the Secretary of the Interior is not required for tribes to which federal recognition was extended by virtue of Public Law 115-121, the Thomasina E. Jordan Indian Tribes of Virginia Federal Recognition Act of 2017.

special programs and services provided by the United States to Indians because of their status as Indians. Additionally, an organization that is acting as the authorized designee of a federally recognized Indian tribe may apply.

What an Application Should Include:

Phase 1

_____	Program Narrative*	(see page 9)
_____	Preliminary Budget*	(see page 11)
_____	Application for Federal Assistance (SF-424)*	(see page 11)
_____	Financial Management and System of Internal Controls Questionnaire*	(see page 12)
_____	Tribal Authorizing Resolution (if applicable)*	(see page 13)

Phase 2

_____	Revised Program Narrative (if applicable)	(see page 15)
_____	Tribal Authorizing Resolution (if applicable)*	(see page 15)
_____	Timeline	(see page 15)
_____	Capabilities and Competencies Statement	(see page 15)
_____	Plan for Collecting the Data Required for this Solicitation's Performance Measures	(see page 15)
_____	Budget Detail Worksheet	(see page 15)
_____	Indirect Cost Rate Agreement (if applicable)	(see page 16)
_____	Financial Management and System of Internal Controls Questionnaire Revision	(see page 16)
_____	Signed Certification and Assurance Documents	(see page 16)
_____	Disclosure of Lobbying Activities (SF-LLL)	(see page 16)
_____	Additional Attachments	
_____	_____ Applicant Disclosure of Pending Applications	(see page 16)
_____	Other Assurances, Certifications, and Information Requested	(see page 17)
_____	Request and Justification for Employee Compensation; Waiver (if applicable)	(see page 24)

* Denotes critical elements.