

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) 2019 Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program. This program furthers the Department's mission by providing grants to support the provision of services to victims of crime throughout the nation.

OVC FY 2019 VOCA Victim Assistance

Applications Due: July 8, 2019

Eligibility

All states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, American Samoa, Guam, and the Northern Mariana Islands are eligible to receive an annual VOCA victim assistance formula grant. Applicants must meet the eligibility requirements specified in VOCA, 34 U.S.C § 20103(b).

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

Deadline

Applicants must register in the OJP Grants Management System (GMS) at <https://grants.ojp.usdoj.gov/> prior to submitting an application under this solicitation. All applicants must register during the FY 2019 grant cycle, even those that previously registered in GMS. Select the "Apply Online" button associated with the solicitation title. All registrations and applications are due by 5:00 p.m., eastern time, on July 8, 2019.

For additional information, see [How To Apply](#) in [Section D. Application and Submission Information](#).

Contact Information

For technical assistance with submitting an application, contact the Grants Management System 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** 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](#) in [Section D. Application and Submission Information](#).

For assistance with any other requirements of this solicitation, contact your designated OVC Program Specialist at 202-307-5983.

Release date: May 23, 2019

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OVC FY 2019 VOCA Victim Assistance (CFDA #16.575)

A. Program Description

Overview

Under this solicitation, the Office for Victims of Crime (OVC) will award each eligible state and territory victim assistance program an annual grant to support eligible crime victim assistance programs in that state or territory. Eligible crime victim assistance programs are those that are “operated by a public agency or nonprofit organization, or a combination of such agencies or organizations or of both such agencies and organizations, and provide services to victims of crime,” and that meet the other requirements set out in 34 U.S.C § 20103(b)(1). Services generally include those efforts that (1) respond to the emotional, psychological, or physical needs of crime victims, (2) help victims of crime to stabilize their lives after a victimization, (3) help victims to understand and participate in the criminal justice system, and (4) restore a measure of security and safety for the victim.

Statutory Authority: This grant program is authorized and funded by the Victims of Crime Act (VOCA) of 1984 (34 U.S.C. § 20103).

Program-Specific Information

For federal FY 2019, the amount available to OVC for obligation from the Crime Victims Fund is \$3.353 billion.

OVC recognizes that while states and territories have the sole discretion for how grant funds will be spent, they must meet the requirements of VOCA, the Victim Assistance Program Rule, and the [DOJ Grants Financial Guide](#). States and territories determine which organizations and agencies will receive subgrants. The overall increase in the Crime Victims Fund allocation in recent years, however, provides an opportunity to address long-standing challenges to reach and serve all crime victims, address staffing concerns in the field, and allow states and territories to fund important assistance programs that otherwise would not receive funding.

The funding also provides an opportunity to conduct strategic planning, which is necessary to develop collaboration among service providers throughout a state or region and to support coordinated responses to complex problems. This coordinated planning process should unite state agencies, victim assistance coalitions, other stakeholders and allies who advocate for or serve victims, and subrecipients to maximize resources and avoid duplicative efforts. ***OVC encourages states to develop strategic plans on a state and/or regional basis, and to conduct periodic surveys and needs assessments to determine further service gaps.*** For general information on strategic planning, please visit www.navaa.org/sp/index.html.

OVC issued the [final rule for its VOCA Formula Victim Assistance Grant Program](#) in August 2016. The final rule provides clarity in the programs that states and territories are able to support, such as various forms of legal assistance and VOCA-funded projects to support transitional housing for survivors. Frequently asked questions regarding the rule are available on the OVC website at <https://www.ovc.gov/VOCA-Administrators/VOCA-Rule-FAQs-508.pdf>.

Goals, Objectives, and Deliverables

Funds under this program shall be used by states and territories to support eligible crime victim assistance programs that provide direct services to crime victims with the following exception: States and territories may retain up to 5 percent of their total grant for administrative and training purposes. All states and most territories receive an annual VOCA victim assistance grant. Each state, the District of Columbia, the U.S. Virgin Islands, and Puerto Rico receive a base amount of \$500,000. The territories of Northern Mariana Islands, Guam, and American Samoa each receive a base amount of \$200,000. Additional funds are distributed to states and territories based on population according to the U.S. Census Bureau.

The Goals, Objectives, and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed in [Section D. Application and Submission Information](#), under Program Narrative. This year, as noted below, OVC has included Areas of Emphasis, which are voluntary programs that states and territories are encouraged to fund at the subgrantee level.

OVC Areas of Emphasis

OVC recognizes that with the recent increase in VOCA Victim Assistance formula funding and the publishing of the VOCA Victim Assistance Rule in 2016, many states are exploring how to expand VOCA victim assistance programming to enhance services to more victims. In FY 2019, among its many programs, OVC will focus on some of the areas of emphasis described below, and OVC encourages states and territories to consider awarding some of their FY 2019 VOCA Victim Assistance funds in one or more of the following priority areas.

Law Enforcement and Victim Services: In the past, OVC and its grantees have funded victim specialist positions within law enforcement agencies and prosecutor offices at the state, tribal, and local levels. Through discretionary grant programs, such as the [Law Enforcement-Based Direct Victim Services Program](#) and the [Enhancing Law Enforcement Response to Victims \(ELERV\)](#) initiative, OVC helps law enforcement agencies and prosecutor offices better coordinate with community-based victim service programs to more quickly and effectively serve victims, and connect them sooner to crime victim compensation, as appropriate.

However, of the thousands of VOCA Victim Assistance programs funded annually by the states, less than 10 percent were reported as being law enforcement based (according to OVC's online Performance Measurement Tool data). Further, the 2013 Law Enforcement Management Analysis Statistics (LEMAS) report, produced by the Bureau of Justice Statistics (BJS), found that only 13 percent of U.S. law enforcement agencies reported having a specialized unit with full- or part-time personnel dedicated to victim assistance; and only an additional 12 percent of police agencies reported having any dedicated victim assistance personnel. More than half of the agencies reported having no dedicated personnel, but indicated having some policies, procedures, or training related to victim assistance. The remaining 20 percent of police agencies reported that crime victim services were not formally addressed in their operations.¹

A 2011 Special Report from BJS revealed that victims of serious violent crime were more likely to receive direct assistance from a victim service agency when the crime was reported to the

¹ DOJ, OJP, BJS, Law Enforcement Management and Administrative Statistics (LEMAS), 2013 (Ann Arbor, MI: Inter-university Consortium for Political and Social Research, 2015).

police (14 percent), compared to when the crime was not reported (only 4 percent received victim assistance). Further, these victims were more likely to see an arrest made in their case.²

To connect victims with vital services in the community sooner and more effectively, and enhance relationships with law enforcement, OVC encourages state administering agencies to consider investing in the development and growth of law enforcement-based victim specialist programs at the state, tribal, and local levels.

Responding to the Opioid Crisis: The opioid crisis is a public health emergency and responding to the crisis is one of DOJ's top priorities. In 2017, more than 72,000 Americans lost their lives to drug overdoses, according to the Centers for Disease Control and Prevention. The majority of these deaths can be attributed to opioids. While VOCA funding cannot be used for prevention or general drug treatment programs, a gap OVC and its grantees can fill is assisting the children who are crime victims as a result of their parent's or caretaker's substance abuse. In 2018, OVC responded to this crisis by funding a wide variety of service providers through the [Enhancing Community Response to the Opioid Crisis: Serving Our Youngest Crime Victims](#) solicitation. For the purposes of that program, the term "children and youth" referred to newborns through 18 years old, and victimization could include, but not be limited to, child abuse, criminal neglect, assault, sexual abuse/assault, identity theft, exploitation, endangering the welfare of a child, human trafficking, and kidnapping. A crime did not have to be reported to authorities for a child or youth to be eligible to receive services provided through OVC's FY 2018 program. Examples of programs that may already be assisting young crime victims affected by opioid abuse include, but are not limited to, school-based programs, foster care or child welfare programs, counseling and assistance programs, child advocacy centers, court-appointed special advocates, civil legal assistance, mentoring and tutoring programs, hospital- and medical-based programs, and faith-based services. Supporting these young crime victims and leveraging community partnerships is essential, and OVC encourages state administering agencies to consider investing in the development and growth of these programs at the state, tribal, and local levels.

Hospital-Based Victim Services: Congressional appropriators noted in an FY 2019 committee report that hospital-based violence intervention programs have produced effective results in preventing injury recidivism for victims of violent injury; therefore, states and territories are encouraged to consider using VOCA funds to establish or expand hospital-based intervention programs.³ In FY 2018, [OVC developed a program](#) and funded nine medical facilities that proposed to increase support to victims of crime, improve their outcomes, and reduce future victimizations. Each year, more than 1.5 million victims are treated across the country for nonfatal gunshot wounds, stabbings, and other physical injuries caused by interpersonal and other forms of crime.⁴ Hospitals can be a critical entry point for trauma-informed services to help victims and connect them with vital services, yet many medical facilities and public health departments are not woven into the strategy for victim assistance. Among the array of services hospitals can offer (and/or connect victims to) include safety planning, crisis intervention,

² Lynn Langton, *Use of Victim Service Agencies by Victims of Serious Violent Crime, 1993–2009*, (Washington, DC: DOJ, OJP, BJS, 2011).

³ 115th Congress (2017-2018), House Report 115-704—Commerce, Justice, Science, and Related Agencies Appropriations Bill, <https://www.congress.gov/congressional-report/115th-congress/house-report/704/1>.

⁴ Centers for Disease Control and Prevention, Injury Prevention & Control, WISQARS™, <https://www.cdc.gov/injury/wisqars/index.html>.

referrals to community-based victim services and social services, information about crime victim compensation, and victim advocacy and emotional support. OVC encourages state administering agencies to consider investing in the development and growth of hospital-based programs at the state, tribal, and local levels.

Rural Victims of Crime: Approximately 20 percent of the American population live in rural areas (or 60 million people).⁵ Unfortunately, rural areas face significant economic and geographic challenges and often are unable to recruit and retain the right personnel, making it difficult to develop and sustain victim assistance services. For this reason, OVC encourages state administering agencies to use VOCA funds to create, strengthen, and expand services to victims in rural areas by looking for ways to work with service providers to overcome geographical isolation, increase community resources for victims by forming cooperative partnerships, expand the use of technology to support the delivery of victim services, develop innovative methods for rural victims to access services, and increase efforts to educate and train rural law enforcement and prosecutors on a variety of topics including victims' rights. (More information is available at https://www.ovc.gov/publications/infores/rural_victim_assistance/pfv.html.) Because of the unique challenges in rural areas, OVC encourages state administering agencies to consider investing in the development and growth of programs, as appropriate, in rural regions.

Faith-Based Organizations: Houses of worship and other faith-based programs can serve an essential role when Americans are suffering emotionally and/or physically in the aftermath of crime. Survivors may seek spiritual guidance, support, and information from clergy or other faith leaders in times of personal crisis. OVC recognizes the importance of enlisting the faith community to serve the spiritual and material needs of victims of crime. Therefore, through the use of VOCA Victim Assistance funds, OVC encourages states to develop partnerships with faith-based programs that can assist victims of crime, and possibly offer training programs to clergy and faith leaders about the needs of crime victims. Also, developing networks with houses of worship and community- and system-based victim service programs can help create a "safety net" for urgent needs.

Elder Abuse State Hotlines: Older Americans are among the most vulnerable to experience victimization. Crimes committed against this population include, but are not limited to, physical, sexual, emotional, and financial abuse and exploitation. The Centers for Disease Control and Prevention reports that elder abuse (including neglect and exploitation) is experienced by 1 out of every 10 people age 60 and older who live at home. This statistic is likely an underestimation because many victims are unable or afraid to disclose or report these crimes. OVC recognizes that these crimes are on the rise, and subsequently there is an increased need for access to services such as elder abuse hotlines. Therefore, OVC encourages state administering agencies to develop dialogue and/or partnerships with state adult protective agencies, councils on aging, and/or other similar programs, and consider using VOCA funds to establish and/or enhance statewide elder abuse hotlines (or the "victim service" portions of other general senior services hotlines). See OVC's FY 2019 Building State Technology Capacity and Elder Abuse Hotline solicitation at <https://www.ovc.gov/grants/pdfxt/FY19-Building-State-Technology-Capacity-508.pdf>.

⁵ U.S. Census Bureau, *New Census Data Show Differences Between Urban and Rural Populations*, Press Release (Washington, DC: U.S. Department of Commerce, December 8, 2016), <https://www.census.gov/newsroom/press-releases/2016/cb16-210.html>.

Human Trafficking: Human trafficking occurs in many different settings within communities and claims a diverse array of victims—each who may need a variety of services as they piece their lives back together. Trafficking victims include foreign nationals and U.S. citizens—of all ages, gender, sexual identification, socioeconomic status, and education level. While state statutes may vary, the federal government defines sex trafficking as “the recruitment, harboring, transportation, provision, or obtaining of a person for the purpose of a commercial sex act, in which a commercial sex act is induced by force, fraud, or coercion, or in which the person forced to perform such an act is under the age of 18 years.” Labor trafficking is defined as “the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.” Human trafficking is a complex issue, and OVC is deeply engaged on a federal level. OVC encourages the use of VOCA funds to enhance the quality and quantity of comprehensive and specialized services available to human trafficking victims, provide training and technical assistance to providers and allied professionals, and to promote innovative ways to provide trauma-informed services to survivors of human trafficking. More information about OVC’s anti-trafficking funding and efforts can be found at <https://ovc.ncjrs.gov/humantrafficking/>.

Qualified Opportunity Zones: Crime often occurs at higher rates in economically distressed communities; simultaneously, these neighborhoods may lack important services to place victims on a path toward healing. OVC encourages VOCA state administering agencies to consider funding victim assistance programs within federally designated Qualified Opportunity Zones (QOZ).⁶ In solicitations for some of its FY 2019 discretionary programs, OVC will be giving **priority consideration** in award decisions to applications that propose projects that directly benefit and assist victims in QOZs. Therefore, OVC is asking the applicants for those programs to include information in their applications that specifies how the project will enhance public safety in the specified QOZs (for example, assisting victims in reporting crimes and holding offenders accountable). State VOCA Assistance agencies may wish to use a similar approach, or may have other ideas about how to incorporate QOZs in VOCA assistance programs to serve victims in these distressed communities and improve their quality of life.

Evidence-Based Programs or Practices

OJP strongly emphasizes the use of data and evidence in policymaking and program development in criminal justice, juvenile justice, and crime victim services. OJP is committed to—

- improving the quantity and quality of evidence OJP generates
- integrating evidence into program, practice, and policy decisions within OJP and the field
- improving the translation of evidence into practice

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome

⁶ An Opportunity Zone is an economically distressed community where private investments may be eligible for tax incentives. To qualify as an Opportunity Zones, the state nominates an area and the U.S. Treasury Dept. determines if it meets the criteria. Launched in December 2017, the program currently includes 8,700 QOZs. For information on Qualified Opportunity Zones, and a current list of designated QOZs, see the Treasury Department’s resource website at <https://www.cdfifund.gov/pages/opportunity-zones.aspx>.

evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence based. The OJP CrimeSolutions.gov website at <https://www.crimesolutions.gov/> is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

Information Regarding Potential Evaluation of Programs and Activities

The Department of Justice has made the use of evidence-based programming a priority 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 the Office of Justice Programs may conduct or support an evaluation of the programs and activities funded under this solicitation. Recipients and subrecipients 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.

B. Federal Award Information

OVC expects to make up to 56 awards in accordance with VOCA. The 48-month period of performance for these grants will begin October 1, 2018, and end September 30, 2022.

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 F. Federal Award Administration Information](#), for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities⁷) must, as described in the Part 200 Uniform Requirements⁸ 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

⁷ 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](#) in Section D of this solicitation.

⁸ 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.

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 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://onlineqfmt.training.ojp.gov/>. (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. Under [Section D. Application and Submission Information](#), applicants may access and review the OJP Financial Management and System of Internal Controls Questionnaire (<http://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf>) that OJP requires **all** applicants (other than an individual applying in his/her personal capacity) to download, complete, and submit as part of the application.

Budget Information

Cost Sharing or Match Requirement

This program does not require a match. However, if a successful application proposes a voluntary match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

For additional cost sharing and match information, see the DOJ Grants Financial Guide at <https://ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.3b.htm>.

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

Requests for approval of pre-agreement costs will not be considered under this solicitation.

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 most conference, meeting, and training costs for cooperative agreement recipients, and 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.

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>.

C. Eligibility Information

For eligibility information, see the title page.

For information on cost sharing or match requirements, see [Section B. Federal Award Information](#).

D. Application and Submission Information

What an Application Should Include

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

NOTE: OJP has combined the Budget Detail Worksheet and Budget Narrative in a single document collectively referred to as the Budget Detail Worksheet. See "Budget Information and Associated Documentation" below for more information about the Budget Detail Worksheet and where it can be accessed.

OJP strongly recommends that applicants use appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet," "Timelines," "Memoranda of Understanding," "Resumes") for all attachments. Also, OJP recommends that applicants include resumes in a single file. **Do not just number attachments.**

Please review the "Note on File Names and File Types" under [How To Apply](#) to be sure applications are submitted in permitted formats.

1. Information To Complete the Application for Federal Assistance (SF-424)

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. GMS takes information from the applicant's profile to populate the fields on this form.

To avoid processing delays, an applicant must include an accurate legal name on its SF-424. On the SF-424, current OJP award recipients, when completing the field for "Legal Name" (box 5), 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 applicants should enter the Employer Identification Number (EIN) in box 6 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 (GAN) updating the information on its GMS profile prior to applying under this solicitation.

A new applicant entity should enter its official legal name, its address, its EIN, and its Data Universal Numbering System (DUNS) number. A new applicant entity should attach official legal documents (e.g., articles of incorporation, 501(c)(3) status documentation, organizational letterhead) to its application 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 the [How To Apply](#) section for more information on SAM and DUNS numbers.

Intergovernmental Review: This solicitation ("funding opportunity") **is not** subject to [Executive Order 12372](#). (In completing the SF-424, an applicant is to answer question 19 by selecting the response that the "Program is not covered by E.O. 12372.")

2. A Statement Regarding Use of Administrative and Training Funds

Due to the increase in recent years in VOCA Victim Assistance Formula grant awards (compared to pre-FY 2015 levels), significant administrative and training funds are available. OVC expects states and territories to use part of these administrative funds to support technology enhancements that will enable them to comply with OVC's updated data collection requirements. Applicants must notify OVC if they intend to use their award for administrative or training costs. Such notification shall indicate what portion of the 5 percent amount allowed for administration and training will be allocated for training and what portion for administration. See 28 C.F.R. 94.107.

3. Certification of State Eligibility Requirements Statement

Each applicant must provide written certification that—

- it **complies with and will continue to comply with** the requirements of 34 U.S.C. 20103(a)(2) (applicable provisions of VOCA), and 28 C.F.R. Part 94, Subpart B (the [VOCA Assistance Program Rule](#)), and will require subrecipient compliance with these requirements, as applicable (e.g., 28 C.F.R. 94.111 to 94.122). See 28 C.F.R. 94.103.

- award funds will be used only to provide services to victims of crime, except for a maximum of 5 percent that may be used for administration and training. See 28 C.F.R. 94.107.
- award funds will not be used to supplant state and local public funds that would otherwise be available for crime victim services, or state funds that would otherwise be available for purposes of administering the state victim assistance program. See 28 C.F.R. 94.108.
- it will allocate a minimum of 40 percent of the total grant to the three priority victim categories (sexual assault, domestic violence, and child abuse) and underserved victims of violent crime by subawarding at least 10 percent to each of four categories. Underserved victims of violent crime are designated by the state administering agency by the type of crime or demographic characteristics of the victim, or both. This requirement may be waived by the OVC director upon a showing of good cause by the applicant. See 28 C.F.R. 94.104.
- it will maintain fund accounting, auditing, and other records, as necessary, to assure fiscal control, proper fund management, and efficient disbursement of funds received under the VOCA victim assistance program. See Financial Management and System of Internal Controls, above.
- it will maintain documentation describing its methodology for selecting subrecipients. See 28 C.F.R. 94.104(e).
- it will provide OVC with the name of a civil rights contact person who is responsible for ensuring that all applicable civil rights requirements are met and who will act as liaison in civil rights matters with the Office of Justice Programs (OJP) Office for Civil Rights.
- it certifies that no person shall on the grounds of race, color, religion, national origin, disability, or sex be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in connection with, any undertaking funded in whole or in part with award funds. See 34 U.S.C. 20110(e).
- it will submit the required programmatic and financial reports on the use of award funds by the OVC deadlines.
- it will promptly notify OVC and the federal cognizant audit agency of any illegal acts or irregularities (e.g., conflicts of interest, falsification of records or reports, misappropriation of funds/assets), and proposed or actual actions, relevant to the award funds, if any.

4. A Statement Regarding Collecting the Data Required for This Solicitation's Performance Measures

OJP requires each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award (see "[General Information About Post-Federal Award Reporting Requirements](#)" in [Section F. Federal Award Administration](#))

[Information](#)). The performance data directly relate to the goals, objectives, and deliverables identified under "[Goals, Objectives, and Deliverables](#)" in [Section A. Program Description](#).

Applicants should visit OJP's performance measurement page at <https://ojp.gov/performance/> for an overview of performance measurement activities at OJP.

Award recipients will be required to provide the relevant data by submitting quarterly performance metrics through OVC's online Performance Measurement Tool (PMT), located at <https://ovcpmt.ojp.gov/>. Applicants should examine the list of Victim Assistance performance measures in the questionnaires below:

- [Victim Assistance – Subgrant Award Report \(SAR\)](#)
- [Victim Assistance – Subgrantee Performance Measures Report](#)
- [Victim Assistance – Grantee Report](#)

The application should demonstrate the applicant's understanding of the performance data reporting requirements for this grant program and detail how the applicant will gather the required data should it receive funding.

Please note that applicants are **not** required to submit performance data with the application. Performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award.

5. Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)

Every OJP applicant (other than an individual applying in his or her personal capacity) is required to download, complete, and submit the OJP Financial Management and System of Internal Controls Questionnaire (Questionnaire) located at <https://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf> 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 funding. However, a pre-award risk assessment that indicates that an applicant poses a higher risk to OJP 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 grantmaking 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).

6. 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 that (1) include requests for funding to support the same project being proposed in the application under this solicitation, and (2) would cover all identical cost items outlined in the 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 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 Office)	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 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 all identical cost items outlined in the budget submitted as part of this application.”

7. Applicant Disclosure and Justification—DOJ High-Risk Grantees⁹ (if applicable)

An applicant that is designated as a DOJ High-Risk Grantee is to submit, as a separate attachment to its application, information that OJP will use, among other pertinent information, to determine whether it will consider or select the application for an award under this solicitation. The file should be named “DOJ High-Risk Grantee Applicant Disclosure and Justification.” (See, also, “Review Process,” below, under Section E. Application Review Information, for a brief discussion of how such information may be considered in the application review process.)

OJP constantly seeks to optimize its investments in criminal- and juvenile justice-focused programs and activities, increase program effectiveness, and maximize the return—and program impact—from limited programmatic resources. Therefore, OJP may remove from consideration or not select for award a "DOJ High-Risk Grantee" applicant that is determined to pose a substantial risk of program implementation failure. In making such determinations,

⁹ A “DOJ High-Risk Grantee” is a recipient that has received a DOJ High-Risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible.

OJP will consider one or more of the following factors: the applicant's lack of sufficient progress in addressing required corrective actions necessary for removal of the DOJ High-Risk Grantee designation; the nature and severity of the issues leading to or accompanying the applicant's DOJ High-Risk Grantee designation; or the applicant's expected ability to manage grant funds and achieve grant goals and objectives.

In this attachment, the applicant is to provide any additional information or justification—especially with regard to corrective actions yet to be implemented (as of the application date)—that may help demonstrate how the applicant has addressed or otherwise mitigated such uncorrected matters, such that any negative impact on the proposed program and its implementation would be immaterial or would be significantly reduced or eliminated. (To the extent that the applicant believes that any of the information provided pursuant to this disclosure may be confidential in nature, the applicant should specifically identify it.)

8. 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 \(SF-LLL\)](#). 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”).

9. Statement Regarding Plan To Subgrant Funds

Applicants must describe the process used to make subgrants with the VOCA victim assistance funding and describe the process that will be used to award FY 2019 funding. Applicants should describe the following:

- Efforts to identify additional needs for victim services in the state or territory.
- How subawards will be made, including the extent to which new awards will be made and the extent to which awards to existing subgrantees will be increased. If a strategic plan has already been developed that covers part of the planning for VOCA funds, please submit the plan with the application.
- Any planning process that is underway or anticipated with regard to providing victim assistance in the state or territory.
- VOCA requires that states and territories ensure that subrecipients meet certain organizational capacity requirements, see 28 C.F.R. 94.112(b); 34 U.S.C. 20103(b)(1)(B), by showing a record of effective services to victims of crime and financial support from non-Crime Victims Fund sources, or substantial financial support from non-Crime Victims Fund sources. Given the amount of funding available in recent years, in addition to organizations that have traditionally been funded, OVC encourages states and territories to consider funding organizations that have not traditionally received VOCA funds—organizations that can demonstrate the capacity and expertise to provide direct services to crime victims. Describe how this will be accomplished in your state.

It is understood that the plan for FY 2019 is a preliminary plan that may change as the planning process unfolds.

Applicants will make subawards to eligible organizations. Subrecipients are to provide match in accordance with the Victim Assistance Program Rule. OVC may waive the match requirement, all or in part, as provided in 28 C.F.R. 94.118.

10. List of Staff Positions Paid With VOCA Victim Assistance Administrative Funds

Please provide a complete list of each assistance staff person whose salary is paid with VOCA Victim Assistance Formula grant administrative funding. Please list the positions' titles and the percentage of funding supported with VOCA victim assistance funds. If your program does not use administrative funds to support staff salaries, please indicate this in your attachment.

11. 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 nonfederal 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.

i. 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, Budget Detail Worksheet, and Budget Narrative 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, and those subawards are not specifically authorized (or required) by statute or regulation, 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 and Budget Narrative.

(Note: The Victims of Crime Act, 34 U.S.C. 20103(a)(1), specifically authorizes subawards; so specific authorization by OJP of those subawards is not required for this program.)

ii. Information on proposed procurement contracts (with specific justification for proposed noncompetitive contracts over \$250,000¹⁰)

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

¹⁰ Consistent with the provisions of Office of Management and Budget memorandum, OMB M-18-18, dated June 20, 2018, and entitled, "Implementing Statutory Changes to the Micro-Purchase and the Simplified Acquisition Thresholds for Financial Assistance," DOJ will allow recipients (and any subrecipients) of awards made under this solicitation to use a simplified acquisition threshold of \$250,000 and a micro-purchase threshold of \$10,000, for federal grants administrative purposes.

C.F.R. 200.317 - 200.326). (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, 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 noncompetitive 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 the simplified acquisition threshold 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 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 simplified acquisition threshold must have prior approval from OJP using a Sole Source GAN. Written documentation justifying the noncompetitive procurement must be submitted with the GAN and maintained in the procurement file.

12. Monitoring of Subawards

Please describe your monitoring activity of subawards in FY 2018. Are you meeting your monitoring goals? If you are not meeting your monitoring goals, please explain.

13. Indirect Cost Rate Agreement (if applicable)

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 www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf.

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 Part 200 Uniform Requirements, at [2 C.F.R. 200.414\(f\)](#).

If your program does not have a federally approved indirect cost rate, and you are not eligible to use the “de minimis” indirect cost rate, please indicate this in your attachment.

Note: Indirect costs, to the extent that they include administrative costs, are limited by the statutory cap on administrative (and training) costs. See 28 C.F.R. 94.107; 94.109.

14. How To Apply

An applicant must submit its application through the [Grants Management System \(GMS\)](#), 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 SAM

Every applicant entity must comply with all applicable SAM and unique entity identifier (currently, a 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).** 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 sam.gov/SAM/ 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 sam.gov/SAM/.

An application cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. Once the SAM registration/renewal is complete, **the information transfer from SAM to Grants.gov can take as long as 48 hours**. OJP recommends that the applicant register or renew registration with SAM as early as possible.

- 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-2019-15204 for FY 2019 VOCA Victim Assistance.
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.

E. Application Review Information

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. OVC will also review applications to ensure that the statutory requirements have been met.

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

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System; "FAPIIS").

Important note on FAPIIS: An applicant, 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. 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), and 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.

Note on applicants with a “high-risk” designation: Risks associated with DOJ High-Risk Grantees, or applicants designated as “high risk” by a federal grant-making agency outside of DOJ, are taken into account during the review process, and each applicant with such “high-risk” designations will be considered for funding on a case-by-case basis, depending on the nature

and severity of the issues that led to the DOJ High-Risk Grantee (or non-DOJ high-risk grantee) designation, status of progress in addressing corrective actions, and expected ability to manage grant funds and achieve grant goals and objectives. A “high-risk” designated applicant is to submit disclosure and justification documentation consistent with the requirements specified, above, under “What an Application Should Include” in Section C. Application and Submission Information.

Absent explicit statutory authorization or written delegation of authority to the contrary, the Assistant Attorney General will make all final award decisions.

F. Federal Award Administration Information

Federal Award Notices

Award notifications will be made by September 30, 2019. OJP sends award notification by email through GMS to the individuals listed in the application as the point of contact and the authorizing official. The email notification includes detailed instructions on how to access and view the award documents, and steps to take in GMS to start the award acceptance process. GMS automatically issues the notifications at 9:00 p.m. eastern time on the award date.

For each successful applicant, an individual with the necessary authority to bind the applicant will be required to log in; execute a set of legal certifications and a set of legal assurances; designate a financial point of contact; thoroughly review the award, including all award conditions; and sign and accept the award. The award acceptance process requires a physical signature on the award document by the authorized representative. The fully executed award document must then be scanned and submitted 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 award conditions and all applicable requirements of federal statutes and regulations (including applicable requirements referred to in the assurances and certifications executed at the time of 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 web pages 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

2019. 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.

Awards will include a condition (the specific terms of which will govern the award) related to verification of employment eligibility. The condition will, generally speaking, require the recipient (and any subrecipient) that accepts the award to verify the employment eligibility of any individual hired under the award, consonant with 8 U.S.C. § 1324a(1).

Awards will include a condition (the specific terms of which will govern the award) related to competition requirements set forth at 2 C.F.R. § 200.319. The condition will, generally speaking, prohibit recipients (and any subrecipients) from procuring goods and services with award funds by means of any competition that disadvantages or excludes vendors on the basis of their having (or their having had) a prior or existing contractual relationship with the federal government.

OJP will include as appropriate an award condition (the specific terms of which will govern the award) requiring recipients of OJP grant funding that will support projects that involve or serve minors under the age of 18 to develop and implement written screening procedures (consistent with pertinent federal, state, and local law) for individuals who will interact in a staff or volunteer capacity with minors involved in the grant-funded programs.

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 performance measures, final financial and performance measures, 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 website 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 with 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.

G. Federal Awarding Agency Contact(s)

For OJP contact(s), see the title page.

For contact information for GMS, see the title page.

H. 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 address is for feedback and suggestions only. OJP does **not** reply to messages it receives in this mailbox. A 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 solicitation 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 ojpprsupport@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: Application Checklist OVC FY 2019 VOCA Victim Assistance

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 22)
- Acquire or renew registration with SAM (see page 22)

To Register with GMS.gov:

- For new users, acquire a GMS username and password* (see page 22)
- For existing users, check GMS username and password* to ensure account access (see page 22)
- Verify SAM registration in GMS (see page 23)
- Search for correct funding opportunity in GMS (see page 23)
- Select correct funding opportunity in GMS OVC-2019-15204 (see page 23)
- Register by selecting the “Apply Online” button associated with the funding opportunity title (see page 23)
- Read OJP policy and guidance on conference approval, planning, and reporting available at <https://ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm> (see page 10)
- If experiencing technical difficulties in GMS, contact OVC (see page 2)

*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 consistent with the [FY 2019 VOCA Victim Assistance allocation](#).

Eligibility Requirement: See the title page.

What an Application Should Include:

- Application for Federal Assistance (SF-424) (see page 12)
- Statement Regarding Use of Administrative and Training Funds (see page 12)
- Certification of State Eligibility Requirements Statement (see page 12)
- Statement Regarding Collecting the Data Required for This Solicitation's Performance Measures (see page 13)
- Financial Management and System of Internal Controls Questionnaire (see page 14)
- Applicant Disclosure of Pending Applications (see page 15)
- Applicant Disclosure and Justification—DOJ High-Risk Grantees (if applicable) (see page 16)
- Disclosure of Lobbying Activities ([SF-LLL](#)) (see page 17)
- Statement Regarding Plan To Subgrant Funds (see page 17)
- List of Staff Positions Paid With VOCA Victim Assistance Administrative Funds (see page 18)
- Information on Proposed Subawards (if applicable) (see page 19)
- Proposed Procurement Contracts (if applicable) (see page 19)
- Monitoring of Subawards (see page 20)
- Indirect Cost Rate Agreement (if applicable) (see page 20)