

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



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## **Transforming America's Response to Elder Abuse: Mobilizing Attorneys for Older Victims of Abuse & Financial Exploitation**

### **FY 2019 Competitive Grant Solicitation**

**CFDA # 16.582**

**Grants.gov Solicitation Number:** OVC-2019-15640

**Solicitation Release Date:** June 14, 2019

**Application Deadline:** 11:59 p.m. eastern time on July 15, 2019

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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC), is seeking applications for funding to increase legal assistance for older victims of crime. This program furthers OVC's mission to extend victims' rights and legal services to older victims. This program furthers the Department's mission to provide a comprehensive response to older victims of crime.

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

### **Eligibility** (Who may apply):

Eligible applicants are limited to nonprofit organizations (including tribal nonprofit organizations), faith- and community-based organizations, institutions of higher education (including tribal institutions of higher education), public agencies, and federally recognized Indian tribal governments (as determined by the Secretary of the Interior) (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). A nonprofit organization does not have to have 501(c)(3) status to apply for grant funding under this solicitation.

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

OVC will consider applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients (subgrantees). The applicant must be the entity that would have primary responsibility for carrying out the award, including administering the funding and managing the entire project. Under this solicitation, only one application by any particular applicant entity will be considered. An entity may, however, be proposed as a subrecipient (subgrantee) in more than one application. For additional information on subawards, see the [OJP Grant Application Resource Guide](#).

OVC may elect to fund applications submitted under this FY 2019 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

### **Contact Information**

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, at <https://www.grants.gov/web/grants/support.html>, or at [support@grants.gov](mailto:support@grants.gov). The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

An applicant that experiences unforeseen Grants.gov 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. Additional information on reporting technical issues appears under “Experiencing Unforeseen Grants.gov Technical Issues” in the How To Apply (Grants.gov) section in the [OJP Grant Application Resource Guide](#).

For assistance with any other requirements of this solicitation, 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); email to [grants@ncjrs.gov](mailto: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 one pre-application webinar on June 24, 2019, from 1:00 p.m. to 2:00 p.m. eastern time. Participation in the webinar is optional. 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://www.ovc.gov/grants/webinars.html>.

### **Post-Award Legal Requirements Notice**

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.

For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [OJP Grant Application Resource Guide](#).

## **Deadline Details**

Applicants must register with Grants.gov at <https://www.grants.gov/web/grants/register.html> prior to submitting an application. All applications are due by 11:59 p.m. eastern time on July 15, 2019.

To be considered timely, an application must be submitted by the application deadline using Grants.gov, and the applicant must have received a validation message from Grants.gov that indicates successful and timely submission. OJP urges applicants to submit applications at least 72 hours prior to the application due date, to allow time for the applicant to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

An applicant must use the **Add Attachment** button to attach a file to its application. Do not click the paperclip icon to attach files. This action will not attach the files to the application. After adding an attachment, select the **View Attachment** button to confirm you attached the correct file. To remove the file, select the **Delete Attachment** button.

OJP encourages all applicants to read this [Important Notice: Applying for Grants in Grants.gov](#).

For additional information, see the “How To Apply (Grants.gov)” section in the [OJP Grant Application Resource Guide](#).

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# Transforming America's Response to Elder Abuse: Mobilizing Attorneys for Older Victims of Abuse & Financial Exploitation

## CFDA # 16.582

### A. Program Description

#### Overview

OVC's mission is to enhance the nation's capacity to assist crime victims and to provide leadership in developing policies and practices to promote justice and healing for crime victims. OVC fulfills its mission, in part, through improving the skills, knowledge, and abilities of victim service providers and allied professionals who serve victims, and by helping to ensure that victims are aware of their rights and are able to exercise those rights. The entity awarded funding under this solicitation will undertake activities related to expanding access to legal assistance for older victims of crime.

OVC is responsible for helping to implement several pieces of federal legislation that are intended to advance victims' rights and services and improve the skills, knowledge, and abilities of crime victim advocates, service providers, and allied professionals who work on behalf of victims. In addition, OVC is dedicated to helping organizations promote awareness of crime victims' rights and to providing appropriate, trauma-informed services to victims.

Notwithstanding decades of progress, gaps remain in the field of victims' rights and services, and in other areas where there is potential to enhance support to victims of crime. Some of these gaps are due to the lack of adequately trained practitioners who work with victims, which may inhibit the ability to fully understand the impact of crime on victims, and the breadth of support intended for them.

Recent research and studies, including those conducted by OVC, found that there are substantial gaps in the provision of legal services to victims of crime, and there is a tremendous need to increase legal services for crime victims.

Older victims of crime have unique challenges in accessing legal services following victimization, particularly in rural communities. Elder abuse has been referred to as a "hidden epidemic" in the United States, with estimates that it affects 10% of persons age 60 and older. Studies have shown that as few as 1 in 24 cases of elder abuse are reported with few of those ever being prosecuted.<sup>1</sup> Elder abuse negatively impacts the dignity, security, and financial safety of older adults.

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<sup>1</sup> "Case Study: Prevent Elder Abuse," White House Legal Aid Interagency Roundtable, April 2015; "Elder Abuse," World Health Organization (June 8, 2018), <https://www.who.int/news-room/fact-sheets/detail/elder-abuse>

The Elder Justice Act of 2009 defines elder abuse as the “knowing infliction of physical or psychological harm or the knowing deprivation of goods or services that are necessary to meet essential needs or to avoid physical or psychological harm” of an individual age 60 or older.<sup>2</sup> For the purposes of this solicitation, “elder abuse” includes physical abuse, sexual abuse, financial exploitation, financial fraud, neglect, and any other crimes against older adults.

Recognizing the nationwide epidemic, in October 2017, the President signed the Elder Abuse Prevention and Prosecution Act (EAPPA), demonstrating the nation’s understanding of the devastating impact of crimes against our older members of society. Through EAPPA, the President affirmed the nation’s commitment to supporting older victims of crime by requiring the Department of Justice to enhance the investigation and prosecution of crimes against older victims; improve trainings for federal prosecutors, law enforcement, and other allied professionals; and identify and respond to gaps in services for older victims of crime.

**Statutory Authority:** This program is authorized by 34 U.S.C. § 20103(c)(1)(A), which authorizes funding for victim services, training, technical assistance, demonstration projects, and fellowships.

### **Program-Specific Information**

In the past, OVC has funded numerous legal service programs to provide assistance to crime victims, including most recently:

- FY 2017 Crime Victim Justice Corps;
- FY 2017 Using Technology to Increase Legal Access to Victims of Crime in Rural Areas; and
- FY 2018 Initiative to Enhance Crime Victims’ Rights Enforcement and Victim Access to Legal Assistance.

Building on these previous legal service grant awards, this FY 2019 program will provide increased legal services for older victims of crime (particularly in rural areas), educate attorneys and allied professionals about the needs of older victims, and increase coordinated multidisciplinary responses in supporting older victims of crime.

Applicants must demonstrate knowledge and understanding of civil legal representation for older crime victims; enforcement of crime victims’ rights; management of sub-award organizations; and experience with training and technical assistance. This program will be implemented in collaboration with DOJ’s [Elder Justice Initiative](#), and the Department of Health and Human Services [Administration for Community Living](#) (ACL).

### **Goals, Objectives, and Deliverables**

Program Goals:

1. Goal: Place attorneys in host site organizations to provide direct legal services to older victims of crime (e.g., all civil legal advocacy related to recovery from criminal victimization; advocacy in guardianship proceedings, representation in administrative law matters such as housing, employment, or veterans’ affairs matters; assistance with crime victims compensation claims and/or determining restitution amounts, if appropriate; navigating the justice system and connecting to other services available, and the enforcement of crime victims’ rights).

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<sup>2</sup> Elder Justice Act of 2009, 42 U.S.C. § 1397j (2010).

Objectives:

- i. Competitively select, in consultation with and after receiving approval from OVC, host site organizations that will provide experienced legal support for attorneys providing elder abuse legal services. Priority will be given to organizations located in rural communities (including rural tribal communities), to be defined by the grantee in collaboration with OVC. The grantee will need to demonstrate why the organizations are the most qualified, based on experience and need, to host the attorneys.
- ii. Oversee the selection of 20 to 25 qualified attorneys to deliver legal services to older victims of crime. All decisions will be made in consultation with OVC and after receiving final approval from OVC.
- iii. OVC expects the attorneys will serve for a two-year period as full-time paid positions assigned completely to this project.
- iv. Attorneys may represent older victims of crime in civil and administrative proceedings, as well as crime victims' rights enforcement and other legal matters, provided the proceedings are related to an underlying crime victimization; however, tort and criminal defense matters are not allowed.
- v. Collaborate with OVC, EJI, ACL, and other federal agencies and/or other organizations, as needed, to help ensure the ideal attorney candidates and host site organizations are selected.

Deliverables:

- i. Conduct a competitive solicitation process, as described above, that will result in the selection of eligible and qualified host sites for attorneys.
- ii. Oversee the selection process of 20 to 25 qualified attorneys.

2. Goal: Provide training and technical assistance to attorneys, host sites, and other allied professionals.

Objectives:

- i. The selected grantee shall be responsible for selecting a training and technical assistance (TTA) provider that demonstrates a history of and expertise in providing training and technical assistance on elder abuse. .
- ii. Oversee the provision of TTA to host sites to ensure the sites are able to provide substantive legal support on elder abuse issues, and the necessary administrative support.
- iii. TTA shall include, but not be limited to:
  - a. One in-person training for all selected attorneys;
  - b. Periodic video-conference webinars;
  - c. Provision of expert legal guidance and advice to the grant-funded attorneys to assist with responding to questions regarding legal representation of elder abuse clients.
- iv. The TTA for attorneys and host sites through this program must include the enforcement of crime victims' rights.

Deliverables:

- i. Partner with a TTA provider.
- ii. Conduct one in-person training for all attorneys. All travel expenses shall be covered for the attorneys and necessary program staff, and should be outlined in the Budget Detail Worksheet and Budget Narrative.
- iii. Develop a detailed training plan for the duration of the program, including regular video-conference webinars. The TTA plan should include a description of TTA for

attorneys, host sites, and community partners, such as law enforcement, prosecutors, court officials, and victim-service providers.

3. Goal: Enhance and/or increase multidisciplinary, coordinated community responses to supporting older victims of crime.

Objectives:

- i. The selected applicant, host sites, and TTA provider, in collaboration with OVC, EJI, and ACL, shall support the attorneys as they provide trainings for other attorneys and allied professionals about elder abuse.
- ii. The attorneys shall educate professionals across disciplines about the many forms of elder abuse, and encourage multidisciplinary and coordinated community responses.

Deliverables:

- i. Attorneys selected to participate in the program will conduct trainings for allied professionals on multidisciplinary responses to elder abuse.

4. Goal: Conduct an assessment of the program.

Objectives:

- i. The selected grantee will arrange for an assessment of the program.
- ii. The selected grantee will collaborate with OVC, EJI and ACL to determine appropriate criteria to assess the program.

Deliverable:

- i. The selected grantee will produce a written report that provides an assessment of the program.

The Goals, Objectives and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed under [What an Application Should Include](#).

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

Applicants should note OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. For additional information, see the [OJP Grant Application Resource Guide](#) section, entitled, “Information Regarding Potential Evaluation of Programs and Activities.”

## **B. Federal Award Information**

Maximum number of awards OVC expects to make	1
Estimated maximum dollar amount for each award	\$3.5 million
Total amount anticipated to be awarded under solicitation	\$3.5 million
Period of Performance start date	October 1, 2019
Period of Performance duration	3 years
Period of Performance ends (no extensions are possible)	September 30, 2022

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, 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 cooperative agreement, which is a type of award that provides for OJP to have substantial involvement in carrying out award activities. See the “Administrative, National Policy, and Other Legal Requirements” section of the [OJP Grant Application Resource Guide](#) for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants (and cooperative agreements).

Cooperative agreements include a condition in the award document that sets out the nature of the “substantial federal involvement” in carrying out the award and program. Generally stated, under OJP cooperative agreement awards, responsibility for the day-to-day conduct of the funded project rests with the recipient. OJP, however, may have substantial involvement in matters such as substantive coordination of technical efforts and site selection, as well as review and approval of project work plans, research designs, data collection instruments, and major project-generated materials. In addition, OJP often indicates in the award terms and conditions that it may redirect the project if necessary.

In addition to an award condition that sets out the nature of the anticipated “substantial federal involvement” in the award, cooperative agreements awarded by OJP include an award condition that requires specific reporting in connection with conferences, meetings, retreats, seminars, symposia, training activities, or similar events funded under the award.

### **Financial Management and System of Internal Controls**

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements<sup>3</sup> as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See [OJP Grant Application Resource Guide](#) for additional information.

### **Budget Information**

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

This solicitation 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.

#### **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** typically approve pre-agreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. All such costs incurred prior to award and prior

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<sup>3</sup> 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.

to approval of the costs are incurred at the sole risk of the applicant. (Generally, no applicant should incur project costs **before** submitting an application requesting federal funding for those costs.) Should there be extenuating circumstances that make it appropriate for OJP to consider approving pre-agreement costs, the applicant may contact the point of contact listed on the title page of the solicitation for the requirements concerning written requests for approval. If approved in advance by OJP, award funds may be used for pre-agreement costs, consistent with the recipient's approved budget and applicable cost principles. See the section on Costs Requiring Prior Approval in the DOJ Grants Financial Guide Post award Requirements at <https://ojp.gov/financialguide/DOJ/index.htm> for more information.

### **Limitation on Use of Award Funds for Employee Compensation; Waiver**

For applicants seeking the waiver, see [OJP Grant Application Resource Guide](#) for information.

### **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. See [OJP Grant Application Resource Guide](#) for information.

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

See the [OJP Grant Application Resource Guide](#) for information on costs associated with language assistance that may be allowable.

## **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**

For this solicitation, OVC has designated the following application elements as critical:

- Program Narrative;;
- Program Timeline;
- Proposed position description for site attorneys; ;
- Budget Detail Worksheet (including Budget Narrative).

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

## 1. Complete the Application for Federal Assistance (Standard Form (SF)-424)

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. See the [OJP Grant Application Resource Guide](#) for additional information on completing the SF-424.

**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. Project Abstract

Applications should include a high-quality project abstract that summarizes the proposed project in 400 words or less. Project abstracts should be —

- Written for a general public audience.
- Submitted as a separate attachment with "Project Abstract" as part of its file name.
- Single-spaced, using a standard 12-point font (such as Times New Roman) with 1-inch margins.

As a separate attachment, the project abstract will not count against the page limit for the program narrative.

## 3. Program Narrative

The program narrative should be double-spaced, using a standard 12-point font (Times New Roman preferred); have no less than 1-inch margins; and should not exceed 15 pages. Pages should be numbered.

If the program narrative fails to comply with these length-related restrictions, OVC may consider such noncompliance in peer review and in final award decisions.

The following sections should be included as part of the program narrative:

### a. Description of the Issue

Applicants must include the following:

- i. Describe the nature and scope of the problem that applicant's proposal will address. Applicants must demonstrate the problem of elder abuse particularly in rural areas and how the provision of direct legal services and training and technical assistance to attorneys and allied professionals will assist older victims.
- ii. A description of how this program will help address the problem(s) and fill gaps in services.
- iii. Applicants should describe how they will coordinate with OVC, EJI, ACL, and other organizations to enhance legal services to older victims.

### b. Project Design and Implementation

Applicants must submit a coherent, concise, and complete plan for the implementation of this project that addresses the requirements and goals of the solicitation as described below and starting on page 5.

- i. Applicants must clearly state the goals, objectives, and primary activities that will be accomplished through this project. These activities must be in alignment with the stated goals and objectives of the project as described on pages 6-8.
- ii. Applicants should describe the selection and recruitment process for qualified host site organizations and attorneys (between 20 and 25). This should include criteria that applicants of this solicitation will consider when recommending host site organizations and participating attorneys. Applicants should detail how they will include and collaborate with federal partners in the selection of host sites and attorneys.
- iii. All applicants must identify key partners in the program, including the proposed TTA provider and any partners proposed to conduct an assessment of the program. The name of the agency and the staff name or position title of the person(s) that will be providing the TTA services outlined should be included.
- iv. All applicants must include information about how the performance of the host agencies and any partner agencies (e.g., a TTA provider and outside program assessor) will be monitored.
- v. For services to be provided by project partners, such as a TTA provider and outside program assessor, applicants must include, for each named partner, a **Memorandum of Understanding (MOU) or Letter of Intent** that confirms the partner's agreement to provide the service and describes the cost agreement between the agencies. MOUs or Letters of Intent should be submitted as one separate attachment to the application. See page 16 for information that should be included in MOUs or Letters of Intent.
- vi. Applicants must submit a project timeline as a separate attachment to the application.
- vii. Applicants should include a description of how the TTA will provide strong support to the attorneys and host site organizations to help ensure subject matter expertise and overall professional mentoring are available.
- viii. Applicants should include how they will incorporate the enforcement of crime victims' rights into the routine practice of the attorneys and TTA to the attorneys, host site organizations, and allied professionals.
- ix. Applicants should describe the TTA plan to: support attorneys hired through the program; support host site organizations in their supervision of attorneys; raise awareness about and educate allied professionals, including partner attorneys, about elder abuse; and expand multidisciplinary and community coordinated responses to elder abuse. This should include a general plan about the in-person training to be provided for all attorneys, and how ongoing TTA will be provided to attorneys throughout the program.

**c. Capabilities and Competencies**

- i. Applicants must describe the staffing structure of the proposed program, how the program will be managed, and how key staff, including participating attorneys, will be supervised.

- ii. Applicants must include an organizational chart and other information describing the roles and responsibilities of key personnel. Applicants must also provide a list of the personnel who will be responsible for managing and implementing major activities of the project and a description of the current and proposed professional staff members' unique qualifications that will enable them to fulfill their grant responsibilities. **Position descriptions and resumes for staff** should be included as a separate attachment. Applicants should attach a **proposed position description** and the selection criteria for the attorney positions that host sites will be able to use as a model position description. Host sites will each do the individual hiring of the attorneys and will use the model position description as a template.
  - iii. Applicants must describe their experience in coordinating legal services, selecting host organizations, overseeing the selection of attorneys, overseeing training and technical assistance, and overseeing data collection and assessments of programs.
  - iv. Applicants must demonstrate their expertise and organizational capacity to successfully undertake an initiative that involves significant collaboration with host site organizations and federal partners to enhance interagency collaboration and response to elder abuse.
  - v. Applicants must describe their experience with managing federal grants that support direct services to crime victims and document their administrative and financial capacity to manage a federal grant. If the applicant has other grants, including OVC-funded awards, to provide services to crime victims, the applicant must describe the scope of each of these grants and describe how activities and data collection on these projects will be tracked separately to avoid duplication. This explanation should include a description of how the application for this FY 2019 solicitation fills gaps in services or interventions not previously addressed by current funding.
- d. Plan for Collecting the Data Required for this Solicitation's Performance Measures**  
OJP will require the successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award. The performance data directly relate to the goals, objectives, and deliverables identified under "Goals, Objectives, and Deliverables" in [Section A. Program Description](#).

Award recipients will be required to provide the relevant data by submitting quarterly performance data through OVC's online Performance Measurement Tool (PMT) located at <https://ovcpmt.ojp.gov/>. Applicants should review the applicable performance measures at <https://www.ovc.gov/grants/pdfxt/TVS-questionnaire.pdf>. Award recipients under this solicitation will be required to complete the following sections, including any relevant shared measures.

- I. Training
- II. Technical Assistance
- V. Collaborative Partnerships
- VI. Strategic Planning
- VII. Victim Services

Reports generated from OVC's PMT system must be uploaded to the Grants Management System (GMS) every 6 months. Applicants should visit OJP's performance

measurement page at [www.ojp.gov/performance](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP.

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.

#### **Note on Project Evaluations**

An applicant that proposes to use award funds through this solicitation to conduct project evaluations should follow the guidance under Note on Project Evaluations in the [OJP Grant Application Resource Guide](#).

#### **4. Budget Information and Associated Documentation**

See the Budget Preparation and Submission Information section of the [OJP Grant Application Resource Guide](#) for details on the Budget Detail Worksheet, and on budget information and associated documentation, such as information on proposed subawards, proposed procurement contracts under awards, and pre-agreement costs.

- i. Salary and Fringe Benefits for Executive and Administrative Staff: Grant funds awarded under this program are intended primarily for pass-through to support sub-recipient site personnel in providing direct services to victims. Funds dedicated toward supporting salary and fringe benefits of executive-level leadership and accounting/financial administration should be reasonable, and minimized to the extent possible.
- ii. Travel for required trainings: The Travel category of the Budget Detail Worksheet should include costs to support the travel of attorneys and other necessary staff to attend the in-person, all-attorney training. Additionally, if travel is required for OVC/OJP-mandatory trainings, the Travel category should include such costs. For each event requiring staff travel, applicants must breakout costs associated with travel, lodging, per diem, and ground transportation.

Required trainings for OVC grantees include: The Regional Financial Management Training Seminar sponsored by OJP's Office of the Chief Financial Officer (OCFO), unless the applicant has previously attended this seminar or plans to take the training online. Specific information about the dates and locations of upcoming OCFO events and information about the DOJ Grants Financial Management Online Training can be found at [www.ojp.usdoj.gov/training/training.htm](http://www.ojp.usdoj.gov/training/training.htm). The Programmatic Point of Contact and Financial Point of Contact are required to complete this training.

Note: Travel costs associated with project staff (e.g., travel for a consultant or a speaker) who are not directly employed by the grantee organization must be listed under the Consultant Budget category on the Budget Detail Worksheet.

- iii. Consultant rates: Consultant rates may not exceed the maximum of \$650 per day or, if paid by the hour, \$81.25 per hour for a maximum 8-hour workday. Rates that exceed the maximum rate must be strongly justified by the applicant at the time of the application

and approved in writing by OVC after the award is made. Consultants or other providers who are donating the cost of their services as match toward the project are also subject to the \$650 per day or \$81.25 per hour limitation.

For questions pertaining to budget and examples of allowable and unallowable costs, see the DOJ Grants Financial Guide at <https://ojp.gov/financialguide/doj/index.htm>.

**5. Indirect Cost Rate Agreement**

See the Budget Preparation and Submission Information section of the [OJP Grant Application Resource Guide](#) for information.

**6. Tribal Authorizing Resolution (if applicable)**

The following two paragraphs in this solicitation expressly modify the “Tribal Authorizing Resolution” provisions in the [OJP Grant Application Resource Guide](#). An applicant is to follow the guidance in these two paragraphs instead of the guidance stated under the “Tribal Authorizing Resolution” heading in the Guide.

An application in response to the solicitation may require inclusion of information related to a tribal authorizing resolution. A tribe, tribal organization, or third party 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, 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 should 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 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 selected for funding, OJP will make use of and access to award funds contingent on receipt of the fully executed legal documentation.

**7. 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) at <https://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf> as part of its application. See the [OJP Grant Application Resource Guide](#) for additional information and submission instructions for this Questionnaire.

## **8. Disclosure of Lobbying Activities**

Each applicant must complete and submit this information. See the [OJP Grant Application Resource Guide](#) for additional information and submission instructions for this disclosure.

## **9. 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 any identical cost items outlined in the budget submitted to OJP as part of the application under this solicitation. For additional information on the submission requirements for this disclosure, see the [OJP Grant Application Resource Guide](#).

## **10. Applicant Disclosure and Justification – DOJ High-Risk Grantees<sup>4</sup> (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.) See the [OJP Grant Application Resource Guide](#) for additional information and submission instructions for this disclosure.

## **11. Research and Evaluation Independence and Integrity**

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. For additional information regarding demonstrating research/evaluation independence and integrity, including appropriate safeguards, see the [OJP Grant Application Resource Guide](#).

## **12. Additional Attachments**

### **a. Service Partner MOU and Letter of Intent**

For services to be provided by project partners, the applicant must name the potential project partner that will provide the specific service in the program narrative, and include, as an attachment to the application, an MOU or Letter of Intent, describing the commitment from that organization to perform a specific service, and a description of the fee for the service or cost to the grant for each service.

### **b. Program Timeline**

Applicants must submit a project timeline that identifies different stages of the program, the activities that must occur within each stage, and the timeline for stages and activities. While the program may last 36 months (ending September 30, 2022), the participating attorneys are intended to serve for 2 years.

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<sup>4</sup> 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.



**c. Proposed Position Description**

Applicants should provide a model position description for the attorney positions to be filled that can be used by the successful applicant and/or host sites when recruiting attorneys.

**d. Names, Position Titles, and Resumes**

Applicants should provide names, position titles, and resumes for key staff, including potential TTA partners and/or partners conducting an outside assessment of the program.

**How To Apply (Grants.gov)**

Applicants must register in and submit applications through [Grants.gov](https://www.grants.gov), a primary source to find federal funding opportunities and apply for funding. Find information on how to apply in response to this solicitation in the [OJP Grant Application Resource Guide](#).

**Registration and Submission Steps**

Applicants will need the following identifying information when searching for the funding opportunity on Grants.gov.

- 16.582, Crime Victim Assistance/Discretionary Grants,
- OVC-2019-15640.

For information on each registration and submission step, see the [OJP Grant Application Resource Guide](#).

## **E. Application Review Information**

**Review Criteria**

Applications that meet basic minimum requirements will be evaluated by peer reviewers using the following review criteria.

1. Description of the Issue (5%)
2. Project Design and Implementation (35%)
3. Capabilities and Competencies (25%)
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%)
5. Budget (20%): complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should demonstrate generally how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.<sup>5</sup>
6. Additional documents: MOU or Letter of Intent; Program Timeline; Proposed Position Description; name, position titles, and resumes of key staff (see pages 16–17 (10%)).

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<sup>5</sup> Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

## **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, and achievable, as well as consistent with the solicitation. See the [OJP Grant Application Resource Guide](#) for information on the application review process for this solicitation.

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.

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.

## **F. Federal Award Administration Information**

### **Federal Award Notices**

See the [OJP Grant Application Resource Guide](#) for information on award notifications and instructions.

### **Administrative, National Policy, and Other Legal Requirements**

OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application. See the [OJP Grant Application Resource Guide](#) for additional information on administrative, national policy, and other legal requirements.

### **Information Technology (IT) Security Clauses**

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

### **General Information about Post-Federal Award Reporting Requirements**

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

Required reports. Recipients typically must submit quarterly financial reports, semiannual 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.)

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

## **G. Federal Awarding Agency Contact(s)**

For OJP contact(s), see page 2.

For contact information for Grants.gov, see page 2.

## **H. Other Information**

### **Freedom of Information and Privacy Act (5 U.S.C. 552 and U.S.C. 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. See the [OJP Grant Application Resource Guide](#) for information on DOJ and OJP processes with regard to application information requested pursuant to FOIA.

### **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. See the [OJP Grant Application Resource Guide](#) for information on providing solicitation feedback to OJP.

**Appendix A: Application Checklist**  
**Transforming America's Response to Elder Abuse:**  
**Mobilizing Attorneys for Older Victims of Abuse & Financial Exploitation**

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

**What an Applicant Should Do:**

*Prior to Registering in Grants.gov:*

- \_\_\_\_\_ Acquire a DUNS Number (see the [OJP Grant Application Resource Guide](#))
- \_\_\_\_\_ Acquire or renew registration with SAM (see the [OJP Grant Application Resource Guide](#))

*To Register with Grants.gov:*

- \_\_\_\_\_ Acquire AOR and Grants.gov username/password (see the [OJP Grant Application Resource Guide](#))
- \_\_\_\_\_ Acquire AOR confirmation from the E-Biz POC (see the [OJP Grant Application Resource Guide](#))

*To Find Funding Opportunity:*

- \_\_\_\_\_ Search for the Funding Opportunity on Grants.gov (see the [OJP Grant Application Resource Guide](#))
- \_\_\_\_\_ Access Funding Opportunity and Application Package (see the [OJP Grant Application Resource Guide](#))
- \_\_\_\_\_ Sign up for Grants.gov email [notifications](#) (optional)
- \_\_\_\_\_ Read [Important Notice: Applying for Grants in Grants.gov](#)
- \_\_\_\_\_ Read OJP policy and guidance on conference approval, planning, and reporting available at [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](http://ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm) (see the [OJP Grant Application Resource Guide](#))

*After Application Submission, Receive Grants.gov Email Notifications That:*

- \_\_\_\_\_ (1) application has been received,
- \_\_\_\_\_ (2) application has either been successfully validated or rejected with errors (see the [OJP Grant Application Resource Guide](#))

*If No Grants.gov Receipt, and Validation or Error Notifications Are Received:*

- \_\_\_\_\_ contact OVC's NCJRS Response Center regarding experiencing technical difficulties (see page 2)

**Overview of Post-Award Legal Requirements:**

- \_\_\_\_\_ Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2019 Awards](#)" 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 \$3.5 million.

**Eligibility Requirement:** See the title page.

## What an Application Should Include:

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

- Program Narrative (see page 11)
- Budget Detail Worksheet (including Budget Narrative) (see page 14)
- Program Timeline (see page 16)
- Proposed Position Description (site attorneys) (see page 17)

### Application for Federal Assistance (SF-424) (see page 11)

- Project Abstract (see page 11)
- Program Narrative (see page 11)
  - Description of the Issue (see page 11)
  - Project Design and Implementation (see page 11)
  - Capabilities and Competencies (see page 12)
  - Plan for Collecting the Data Required for this Solicitation's Performance Measures (see page 13)
- Budget Detail Worksheet (including Budget Narrative) (see page 14)
- Indirect Cost Rate Agreement (if applicable) (see page 15)
- Tribal Authorizing Resolution (if applicable) (see page 15)
- Financial Management and System of Internal Controls Questionnaire (see page 15)
- Disclosure of Lobbying Activities (SF-LLL) (see page 16)
- Applicant Disclosure of Pending Applications (see page 16)
- Applicant Disclosure and Justification – DOJ High-Risk Grantees (see page 16)
- Research and Evaluation Independence and Integrity (see page 16)
- Additional Attachments
  - Service Partner MOU and Letter of Intent (see page 16)
  - Program Timeline (see page 16)
  - Proposed Position Description (see page 17)
  - Names, Position Titles, and Resumes (see page 17)
- Limitation on Use of Award Funds for Employee Compensation; Waiver (if applicable) (see page 10)