

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



OVC FY 2019 Transforming Family Justice Center Services: Creating New Pathways of Hope and Healing for Polyvictims

FY 2019 Competitive Grant Solicitation

CFDA #16.582

Grants.gov Solicitation Number: OVC-2019-15643

Solicitation Release Date: May 9, 2019

Application Deadline: 11:59 p.m. eastern time on July 8, 2019

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) is seeking applications for funding for *OVC FY 2019 Transforming Family Justice Center Services: Creating New Pathways of Hope and Healing for Polyvictims*. This program furthers the Department's mission by improving how victim service providers respond to survivors of polyvictimization (when a person endures multiple victimizations of different kinds, as opposed to experiencing a single type of victimization repeatedly; see page 5 for a more thorough description).

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):

Purpose Area 1: Family Justice Center Polyvictimization Implementation Sites:

Governmental agencies that serve as the lead agency of a Family Justice Center (FJC); governmental agencies with an FJC established as a separate department or program within a city or county agency (including federally recognized Indian tribal governments, as determined by the Secretary of the Interior; however, 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.) Also eligible are nonprofit, nongovernmental, community-based domestic violence or sexual assault agencies that serve as the lead agency of an FJC; 501(c)(3) nonprofit organizations created expressly for leadership and management of an FJC; and governmental and nonprofit organizations that serve as the lead of a comprehensive co-located service center primarily serving victims of domestic violence and sexual assault, which involves victim services, civil legal services, law enforcement, and prosecution.

Purpose Area 2: Polyvictimization Technical Assistance Provider: Eligible applicants are limited to nonprofit organizations (including tribal nonprofit organizations).

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

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. 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; 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 May 20, 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 8, 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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OVC FY 2019 Transforming Family Justice Center Services: Creating New Pathways of Hope and Healing for Polyvictims

CFDA # 16.582

A. Program Description

Overview

The Office for Victims of Crime (OVC) is committed to enhancing the Nation's capacity to assist crime victims and provide leadership in changing policies and practices to promote justice and healing for all victims of crime. Under this solicitation, OVC plans to fund cooperative agreements to expand the work and lessons learned from OVC's FY 2016 demonstration initiative, "A Pathway to Justice, Healing, and Hope: Addressing Polyvictimization in a Family Justice Center." Through this initiative, a polyvictimization assessment tool was developed, validated, and pilot-tested for use in identifying polyvictims and building capacity in Family Justice Centers (FJCs) to serve polyvictims in a more holistic manner.

Statutory Authority: This project is authorized by 34 U.S.C. § 20103(c)(1)(A).

Project-Specific Information

Through the FY 2016 initiative, OVC competitively selected six Family Justice Centers to participate as demonstration sites, and funded a national technical assistance provider to design and implement training and technical assistance (TTA) in support of the initiative ("FJC Polyvictimization Initiative"). Through this initiative, a specialized polyvictimization assessment tool was developed, informed by the understanding of the impact of trauma and concept of hope in the lives of survivors. The tool was designed for both adults and children and addresses a polyvictimization survivor's complete history of current and past experiences of violence.

Family Justice Centers and other co-located models of victim service delivery were targeted in the original demonstration initiative because of the unique environment they offer for survivors. Family Justice Centers typically deliver holistic, wraparound services for domestic violence victims and their

What is polyvictimization?

The National Survey of Children's Exposure to Violence (NatSCEV) was the first comprehensive national survey to look at polyvictimization through the entire spectrum of children's exposure to violence, crime, and abuse across all ages, settings, and timeframes. NatSCEV examined past-year and lifetime exposure to physical and emotional violence through both direct victimization and indirect exposure to violence (either as an eyewitness or through other knowledge). NatSCEV was funded by the Office on Juvenile Justice and Delinquency Prevention and led by Dr. David Finkelhor and researchers at the University of New Hampshire; they were among the first to use the term. See for example OJJDP's collection of work on NatSCEV [here](#).

While there is not one universal definition of polyvictimization, it is generally described as having multiple victimizations of different kinds, such as sexual abuse, physical abuse, bullying, and/or exposure to family violence, as opposed to experiencing a single form of victimization. Evidence indicates that polyvictimization is more highly related to trauma symptoms than experiencing repeated victimizations of a single type. Effectively addressing polyvictimization calls for a more holistic approach to meeting the needs of adult and child polyvictims—a victim-centered, trauma-informed approach that takes into account the impact of cumulative and multiple types of victimizations across the lifespan of the victim.

children in one location, with governmental agencies and community-based victim service organizations working side-by-side to meet the needs of survivors. Addressing polyvictimization recognizes that many survivors who seek services at FJCs have experienced multiple types of victimization across their lifespan and have had cumulative exposure to trauma. Often, FJCs and other co-located service models also offer an expanded scope of services to meet the needs of sexual assault, child abuse, elder abuse, and/or human trafficking victims. This type of

What is the hope theory?

Hope is the belief that the future can be brighter than the past and that individuals play a role in creating that future. The hope theory is grounded in more than 2,000 studies with sound, validated measures applicable to all ages. Research indicates that hope not only buffers adversity and stress, but it also predicts important outcomes and can be both learned and sustained. According to researcher Chan Helman of the University of Oklahoma, “these findings are consistent for both adults and children demonstrating that hope mitigates the negative effects of trauma.”

model promotes information sharing and coordination of services between participating partners to allow polyvictims the ability to address current and prior victimizations; increase short- and long-term healing and recovery; and reduce the risk of revictimization.

OVC’s FJC Polyvictimization Initiative demonstrated that the effective use of the assessment tool facilitated a comprehensive understanding of polyvictims and their needs, providing FJC staff the opportunity to deliver broader services to meet the long-term needs of survivors, and to help mitigate risk factors for future victimizations. In addition, the FY 2016 demonstration sites have been shifting the paradigm for service delivery from one of crisis intervention to one of trauma-informed advocacy (for example, by including treating survivors as a whole person and emphasizing case management). Through this new service delivery

framework, FJCs can build capacity, increase partnerships, and deliver thorough, all-inclusive services once polyvictims and their needs have been identified.

This FY 2019 program will build on the lessons learned from the FY 2016 [FJC Polyvictimization Initiative](#). Through this new solicitation, up to six FJCs or similar co-located service model agencies will be selected to:

- implement the validated assessment tool (see Appendix A);
- increase partnerships with traditional and non-traditional FJC services to serve identified polyvictims more holistically;
- expand case management services to include a thorough understanding of the specific needs of the survivors; and
- build capacity within their communities to leverage existing and new resources for crime victims.

In addition, through this FY 2019 solicitation, one organization will be selected to provide comprehensive technical assistance (TA) to the six new sites selected under this program.

Goals, Objectives, and Deliverables

The primary goal of this program is to support Family Justice Centers or similar co-located service model agencies as they transform service delivery to more effectively meet the needs of polyvictims. An initial planning phase for up to 6 months will be required for any site selected that was not part of the original FJC Polyvictimization Initiative. All grantee sites will be required to partner with a local researcher to conduct a site-specific project evaluation using an action research model. Applicants who have a Child Advocacy Center (CAC) serving their jurisdiction

should ensure that the proposed project does not duplicate services and resources already available through the CAC.

The following goals, objectives, and deliverables must be addressed within the application narrative:

Purpose Area 1: FJC Polyvictimization Implementation Sites

Goals and objectives:

- Within the first 6 months of project implementation, work in conjunction with the TA provider and other sites to ensure appropriate implementation of the assessment tool to include: client mapping; training on polyvictimization for frontline staff and leadership; training the trainers on trauma-informed care and becoming a trauma-informed atmosphere; documenting a baseline assessment of the population they are serving and current services; conducting survivor focus groups; and shifting the framework from crisis intervention to trauma-informed advocacy (for example, by including treating survivors as a whole person and emphasizing case management).
- Work in conjunction with the TA provider and other sites to implement a hope-centered framework throughout the local FJC organization and partner organizations.
- Complete a strategic planning process for full implementation of the validated assessment tool and expansion of services necessary to holistically serve polyvictims with the guidance of the national TA provider.
- Identify new partnerships (traditional and non-traditional) to address the needs of identified polyvictims.
- Develop new or expand existing Memoranda of Understanding (MOUs) to reflect the roles and responsibilities of partnering organizations in delivering services to polyvictim survivors.
- Partner with a research entity to collect data and conduct an evaluation to meet the stated goals and objectives of the project through an action research model.
- Develop a learning exchange team (LET) to implement changes within the FJC to include a (1) director, (2) point of contact for the grant or director of client services, (3) mental health professional or survivor, and (4) research partner.
- Coordinate with OVC and the designated TA provider throughout the implementation of the project.

Deliverables include:

1. Developing or expanding existing MOUs.
2. A final report for each site regarding the expansion of services and partners and how each community's polyvictim survivors benefitted from the changes as a result of this project.
3. A strategic plan for the implementation of the assessment tool and for the delivery of services specific to the site designed to work in collaboration with the TA provider throughout the life of the grant to carry out the strategic plan.
4. Implementation of the polyvictimization assessment tool.

Purpose Area 2 Polyvictimization Technical Assistance Provider

Applicants under this purpose area should have a demonstrated history of providing national scope training and technical assistance and an expertise in working with FJCs, other similar co-located victim service collaboratives, and multidisciplinary audiences.

Goals and objectives:

- Work in conjunction with the demonstration sites funded in FY 2016 to ensure appropriate implementation of the assessment tool.
- Work in conjunction with the new sites funded in FY 2019 as they prepare for tool implementation and ensure appropriate implementation.
- Conduct a comprehensive review with new sites to assist with identification of the population they are serving, their needs, and what services they are providing.
- Conduct a comprehensive client mapping review.
- Develop a plan for the comprehensive delivery of TTA to the new sites using a variety of delivery methods.
- Connect initial demonstration sites (from FY 2016 initiative) with the LETs at new sites for TA exchange (if applicable).
- Provide TTA to the sites in support of the site-specific strategic planning process.
- Provide customized TTA for the sites via phone, email, web-based communication, and in person.

Deliverables include:

- Share emerging information about the project with the field through webinars, conference workshops, blogs, and other communication methods.
- Plan and deliver at least one all-sites meeting each year of the project.
- Other deliverables as defined by the applicant.

All of these objectives and activities will be completed in close coordination with OVC's grant monitor and other partners identified by OVC.

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](#).

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. For additional information and resources on evidence-based programs or practices, see the [OJP Grant Application Resource Guide](#).

Information Regarding Potential Evaluation of Programs and Activities

Applicants should note that 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:

- Purpose Area 1: FJC Polyvictimization Implementation Sites: 6
- Purpose Area 2: FJC Polyvictimization Technical Assistance Provider: 1

Estimated maximum dollar amount for each award:

- Purpose Area 1: FJC Polyvictimization Implementation Sites: up to \$850,000
- Purpose Area 2: FJC Polyvictimization Technical Assistance Provider: up to \$1 million

Total amount anticipated to be awarded under solicitation	\$6.1 million
Period of Performance start date:	October 1, 2019
Period of Performance duration:	36 months
End of the Period of Performance	September 30, 2022

(Because of statutory limitations, no performance period extensions will be granted.)

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 Requirements¹ 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.

¹ 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.

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 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 Postaward 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 the [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 the [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 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, Budget Detail Worksheet (including Budget Narrative), and, for Purpose Area 1 only, MOUs, and Letters of Support.

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 20 pages.

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.

Purpose Area 1: FJC Polyvictimization Implementation Sites

a. Statement of the Problem

- Describe your understanding of polyvictimization and why it is important to offer services that address a victim’s experience with crime over their lifespan.
- Describe your FJC’s interest in participating in this project.
- Describe your agency’s governance structure and authority to create substantial change within your organization, including changing your intake system and who supervises intake staff.
- Describe lessons learned, if applicable, from the FY 2016 demonstration initiative including implementation of the assessment tool, the shift in the paradigm from crisis

intervention to trauma-informed advocacy (for example, by including concepts like treating survivors as a whole person and emphasizing case management, and the need for building community to assist with a survivor's healing and meeting their needs holistically; or, If applicant was NOT among FY 2016 polyvictimization sites, explain how participation in this FY 2019 project would address existing gaps in services in your community or expressed needs of polyvictims accessing services, as identified through surveys or focus groups with victims, survivors, and practitioners, or through local statistics gathered by partner agencies and organizations.

- Describe policies and practices currently in place at your FJC or similar co-located service collaborative that relate to services and addressing the needs of victims who have experienced multiple crimes.

b. Project Design and Implementation

- Describe how the project strategy will address stated goals and objectives of this project. Identify the lead agency and main point of contact to coordinate this effort.
- Describe how the project will link and leverage resources from current partners.
- Describe your plan to create new partnerships (traditional and non-traditional). Please include envisioned future growth in facility space and/or partnerships.
- Include a time-task plan (as a separate attachment to the application, not subject to Program Narrative page limits) that delineates organizational responsibility for the activities to be completed and a schedule for the completion of activities to conclude when performance period ends September 30, 2022.
- Document your strategy during the planning phase (up to 6 months) to prepare your agency for implementation of the assessment tool.
- Describe your knowledge of the "hope theory" and what it means to be a trauma-informed, victim-centered organization which is focused on giving hope.

c. Capabilities and Competencies

The lead applicant must demonstrate that it has the expertise and organizational capacity to successfully undertake an initiative that involves significant collaboration with other agencies supporting the effort.

- Provide a description of your FJC or similar co-located service collaborative, including the length of time that co-located services have been offered, the number of onsite and/or offsite partners, the types of services offered, and the average number of victims served each year.
- Describe the current capacity to address the issues of polyvictimization within your FJC or similar co-located services facility. Are any partners screening for polyvictimization? If so, which partner organizations and what tools are being utilized?
- Have there been any planning meetings, focus groups, or other discussions among collaborating partners about the need to address polyvictimization within the population of victims served? If so, please explain.
- Describe any challenges that have been identified through the development of this application or in prior planning phases around meeting the needs of polyvictims within your FJC program. Describe the strengths and weaknesses of your organization. Identify challenges (e.g. resources, policy and system barriers, training gaps, facility space, and partner buy-in).
- Identify any staffing, resource, and/or capacity needs that your organization will need to lead this project and to implement the assessment tool.

- List personnel responsible for managing and implementing the major stages of the project and their unique qualifications. Please list your LET. (Submit resumes for identified key staff as an attachment to the application.)
- Describe who are the potential new partners (traditional and non-traditional) that you anticipate will result from this project to assist with building capacity and a creating a healing community for polyvictim survivors.

d. MOUs and Letters of Support

- Written support from your Board of Directors or FJC leadership addressing the ability to include other types of victimizations such as community violence, substance use, and other crimes screened by the assessment tool as part of the vision for the agency.
- An MOU must be submitted that is signed and dated by all contributing partners.

e. Plan for Collecting the Data Required for This Solicitation’s Performance Measures

OJP will require 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 must 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 the Transforming Victim Services module in 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 Purpose Area 1 of this solicitation will be required to complete the following sections, including any relevant shared measures.

- IV. Data Gathering
- V. Collaborative Partnerships
- 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 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.

Purpose Area 2: Polyvictimization Technical Assistance Provider

a. Statement of the Problem

- What is polyvictimization and why is it important to offer services that address a person's victimizations holistically over their lifespan?
- What are some of the benefits that FJCs and similar co-located victim service collaboratives have over other victim service delivery models in implementation of the polyvictimization assessment tool?
- What are the unique considerations, issues, or challenges that FJCs or other similar co-located victim service collaboratives may face in implementing polyvictimization-focused services, the need for traditional and non-traditional services, and the need for building community for survivors and how will this be addressed through TTA?
- Please document your perceptions of the "hope theory" and hope-centered organizations and the benefits to polyvictims.

b. Project Design and Implementation

- Describe your organization's strategy for providing comprehensive TTA for the selected sites. Please include a detailed description of the TTA activities to be undertaken to accomplish the goals and objectives of this project. This may include but is not limited to TA on strategic planning; in-person, email-based, or onsite TTA; peer-to-peer exchanges; and resource development.
- List and describe the individuals who will implement the project (including staff, consultants, and partnering organizations, if applicable).
- Please include a time-task plan (as a separate attachment to the application, not subject to Program Narrative page limits) that delineates organizational responsibility for the activities to be completed and a schedule for the completion of activities and the submission of finished projects. Applicants should make certain that all project activities occur within the proposed project period and conclude on September 30, 2022.

c. Capabilities and Competencies

The applicant must demonstrate that it has the expertise and organizational capacity to successfully undertake a project that involves significant collaboration with other agencies supporting the effort:

- What is the mission of the applicant organization?
- What are the current or past experiences of the applicant organization in providing TTA for FJCs, similar co-located victim service collaboratives, and/or multidisciplinary audiences?
- What is the capacity of the applicant organization to undertake the project, including the anticipated number of staff, consultants, and project partners to be devoted to the project?
- What are the qualifications and experience of the proposed staff and consultants dedicated to the project?

d. Plan for Collecting the Data Required for This Solicitation's Performance Measures

OJP will require 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 must 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 the Transforming Victim Services module in 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 Purpose Area 2 of this solicitation will be required to complete the following sections, including any relevant shared measures.

- I. Training
- II. Technical Assistance

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 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.

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)

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

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 Grantees² (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. Disclosure of Process Related to Executive Compensation

An applicant that is a nonprofit organization may be required to make certain disclosures relating to the processes it uses to determine the compensation of its officers, directors, trustees, and key employees.

Under certain circumstances, a nonprofit organization that provides unreasonably high compensation to certain persons may subject both the organization’s managers and those who receive the compensation to additional federal taxes. A rebuttable presumption of the reasonableness of a nonprofit organization’s compensation arrangements, however, may be available if the nonprofit organization satisfied certain rules set out in Internal Revenue Service (IRS) regulations with regard to its compensation decisions.

Each applicant nonprofit organization must state at the time of its application (question 9c in the “OJP Financial Management and System of Internal Controls Questionnaire” located at <https://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf> and mentioned earlier) whether or not the applicant entity believes (or asserts) that it currently satisfies the requirements of 26 C.F.R. 53.4958-6 (which relate to establishing or invoking a rebuttable presumption of reasonableness of compensation of certain individuals and entities).

A nonprofit organization that states in the questionnaire that it believes (or asserts) that it has satisfied the requirements of 26 C.F.R. 53.4958-6 must then disclose, in an attachment to its application (to be titled “Disclosure of Process Related to Executive Compensation”), the process used by the applicant nonprofit organization to determine the compensation of its officers, directors, trustees, and key employees (together, “covered persons”).

At a minimum, the disclosure must describe in pertinent detail: (1) the composition of the body that reviews and approves compensation arrangements for covered persons; (2) the

² 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.

methods and practices used by the applicant nonprofit organization to ensure that no individual with a conflict of interest participates as a member of the body that reviews and approves a compensation arrangement for a covered person; (3) the appropriate data as to comparability of compensation that is obtained in advance and relied upon by the body that reviews and approves compensation arrangements for covered persons; and (4) the written or electronic records that the applicant organization maintains as concurrent documentation of the decisions with respect to compensation of covered persons made by the body that reviews and approves such compensation arrangements, including records of deliberations and of the basis for decisions.

For purposes of the required disclosure, the following terms and phrases have the meanings set out by the IRS for use in connection with 26 C.F.R. 53.4958-6: officers, directors, trustees, key employees, compensation, conflict of interest, appropriate data as to comparability, adequate documentation, and concurrent documentation.

Applicant nonprofit organizations should note that following receipt of an appropriate request, OJP may be authorized or required by law to make information submitted to satisfy this requirement available for public inspection. Also, a recipient may be required to make a prompt supplemental disclosure after the award in certain circumstances (e.g., changes in the way the organization determines compensation).

13. Additional Attachments

a. Strategic Plan

Applicants will be required to engage in a strategic planning process as part of the project implementation.

b. MOUs and Letters of Support (Purpose Area 1 only)

See page 13.

c. Logic Model

Applicants must include a logic model that graphically illustrates how the project's goals, objectives, and activities are interrelated to address the stated problem. The logic model must be included as a separate attachment, and must include information related to anticipated outputs, performance measures, and short- and long-term outcomes that are anticipated for the victims served and the community. Sample logic models are available at www.ojjdp.gov/grantees/pm/logic_models.html.

d. Position Descriptions and Resumes

Position descriptions and resumes for staff should be included as a separate attachment. If additional staff will be hired to complete various activities for this project, the applicant should also attach a proposed job description and the selection criteria for the position.

e. Time-Task Plan

See page 12 or 14, depending on purpose area.

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.

- CFDA# 16.582.
- Select the correct Competition ID. Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If applying to a solicitation with multiple Competition IDs, select the appropriate Competition ID for the intended purpose area of the application.
 - OVC-2019-15763. Family Justice Center Polyvictimization Implementation Sites
 - OVC-2019-15764. Polyvictimization Technical Assistance Provider

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.

Purpose Area 1

1. Statement of the Problem (20%)
2. Project Design and Implementation (25%)
3. Capabilities and Competencies (20%)
4. MOUs and Letters of Support (20%)
5. Plan for Collecting the Data Required for This Solicitation's Performance Measures (5%)
6. Budget (10%): 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.³

Purpose Area 2

1. Statement of the Problem (25%)
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%)

³ 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.

5. Budget (10%): 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.⁴

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. 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.

⁴ 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.

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 postaward 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: Screening Assessment Tool



Polyvictimization Assessment Tool

Name of Center: _____ Dates Utilized: ____/____/____

Client Name: _____ Client ID: _____ Over the age of 18? Yes No

Name of Staff Member(s): _____

New Client: Returning Client: Number of sessions it took to gather the information below: _____

The Polyvictimization Assessment Tool is an information integration tool. Please ensure confidentiality is explained and honored for each client. For each event below circle "Y" for yes or "N" for no in the boxes to the right as applicable for the different stages of the client's life (Child and Teen, Adult, and In the last year). In addition to "Y" and "N" user may circle other possible responses which include "A" for the client did not respond to the question; "B" for the user did not ask due to time constraints or other limitations; and "C" for the user did not ask since it was not appropriate to ask. For questions that are not applicable to all clients, an additional "Does not apply" response has been included. When marking an event "In the last year," please also mark the respective time period that it would fall under (Child and Teen OR Adult). Answers should be from the client's perspective. If the user has additional input or thoughts, particularly around minimizing, this should be included in the "Notes" section. The number of events calculated for "In the last year" is not a victimization score but should trigger a response at the Center.

Part A: Events					
		Child and Teen (0-17)	Adult (18+)	In the last year	Notes
1. Assault/battery by parent, caregiver, partner, or relative (completed or attempted) (ex: with a gun, knife, or other weapon including fist, feet, etc.)	Client did not respond = A User did not ask = B Not appropriate to ask = C	Y N A B C	Y N A B C	Y N A B C	Note if parent, caregiver, partner, or relative:
2. Strangulation and/or positional asphyxia (pressure applied by any means to the neck or anywhere that made it difficult to breathe) (ex: choking, use of body weight or arms, sitting on top of you, etc.)	Client did not respond = A User did not ask = B Not appropriate to ask = C	Y N A B C	Y N A B C	Y N A B C	
3. Sexual abuse/assault by parent, caregiver, partner, relative, friend, or other (completed or attempted) (ex: rape, made to perform any type of sexual act through force or threat of harm)	Client did not respond = A User did not ask = B Not appropriate to ask = C	Y N A B C	Y N A B C	Y N A B C	Note if parent, caregiver, partner, relative, friend, or other:
4. Sex or labor trafficking (ex: being prostituted, forced involvement in sexual performances, forced pornography, involved in domestic servitude or other exploitative labor, etc.)	Client did not respond = A User did not ask = B Not appropriate to ask = C	Y N A B C	Y N A B C	Y N A B C	
5. Other forced/unwanted experience(s) related to your body not including abuse or assault (ex: touching, flashing, reproductive coercion such as forced abortions and family planning, revenge pornography, sexual remarks, sexual jokes, or demands for sexual favors by someone at work or school like a coworker, boss, customer, another student, teacher, etc.)	Client did not respond = A User did not ask = B Not appropriate to ask = C	Y N A B C	Y N A B C	Y N A B C	

Source: Alliance for HOPE International, 2018, *Polyvictimization Assessment Tool: Resource Guidebook*, cooperative agreement number 2016-VF-GX-K033, Washington, DC: U.S. Department of Justice, Office of Justice Programs, Office for Victims of Crime, 58–63.

Appendix B: Application Checklist
OVC FY 2019 Transforming Family Justice Center Services:
Creating New Pathways of Hope and Healing for Polyvictims

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](#))
- _____ Select the correct Competition ID (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

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 Postaward Legal Requirements

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

Scope Requirement

- _____ The federal amount requested is within the allowable limit(s) specified by purpose area in [Section B](#).

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 11)
- MOUs (for Purpose Area 1 only) (see page 11)
- Letters of Support (for Purpose Area 1 only) (see page 11)

- Application for Federal Assistance (SF-424) (see page 11)
- Project Abstract (see page 11)
- Program Narrative (see page 11)
 - Purpose Area-specific program narrative requirements (see pages 11–15)
- Budget Detail Worksheet (including Narrative) (see page 15)
- 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 16)
- [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 (if applicable) (see page 17)

Additional Attachments

- Research and Evaluation Independence and Integrity (see page 17)
- Disclosure of Process Related to Executive Compensation (see page 17)
- Strategic Plan (see page 18)
- MOUs (see page 13)
- Logic Model (see page 18)
- Position Descriptions and Resumes (see page 18)
- Time-Task Plan (see page 18)
- Request and Justification for Employee Compensation; Waiver (if applicable) (see page 10)