

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



OVC FY 2020 Law Enforcement-Based Victim Specialist Program FY 2020 Competitive Grant Solicitation

CFDA #16.582

Grants.gov Solicitation Number: OVC-2020-17556

Solicitation Release Date: February 19, 2020

Application Deadline: 11:59 p.m. eastern time on April 20, 2020

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) is seeking applications for funding for the OVC Fiscal Year (FY) 2020 Law Enforcement-Based Victim Specialist Program. This program furthers the Department's mission by assisting law enforcement to better support victims through the criminal justice process.

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):

The following entities are eligible to apply:

- Public law enforcement agencies (state, local, and tribal agencies).

Tribal agencies must be public law enforcement agencies of federally recognized Indian tribes. Additionally, an organization that is acting as the authorized designee of a federally recognized Indian tribe may apply. While all applications from tribal agencies will require a tribal resolution or other satisfactory evidence of legal authority from the tribe as part of the application, only organizations that are tribal designees **MUST** submit this documentation as part of their application.

Priority consideration will be given to applicants who have not received funding under the *OVC FY 2018 Law Enforcement-Based Direct Victim Services Program*. Recipients of *OVC FY 2019 Law Enforcement-Based Victim Specialist Program* funding are not eligible to apply for this FY 2020 solicitation.

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 **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. to 6:00 p.m. eastern time, Monday through Friday, and from 10:00 a.m. to 8:00 p.m. eastern time on the solicitation closing date.

Pre-Application Webinar

OVC will conduct one pre-application webinar on March 3, 2020, from 1:00–2:00 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>.

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 April 20, 2020.

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 2020 Law Enforcement-Based Victim Specialist Program CFDA # 16.582

A. Program Description

Overview

OVC's mission is to enhance 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. Through the Victims of Crime Act (VOCA), OVC supports a variety of efforts to improve services and response to victims of crime, including programs that provide direct assistance to help victims of all crimes rebuild their lives. Under this program, OVC will fund law enforcement victim specialists to enhance the quantity and quality of services available to victims of crime.

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

Program-Specific Information

This program will develop or enhance crime victim specialist programs within law enforcement agencies to better support victims through the criminal justice process. These programs should have a strong focus on assisting and supporting victims in high-crime areas and communities particularly affected by violence, and improving care and services to these crime victims.

[Training and technical assistance](#) (TTA) will be available to law enforcement agencies funded under this program.

Goals, Objectives, and Deliverables

The goal of this program is to assist state, tribal, and local law enforcement agencies in developing or enhancing victim specialist programs that connect victims and families to much-needed services. Program funds can be used to hire victim service specialists and ensure the development and training of these victim specialists.

The objective of this program is to support law enforcement agencies in identifying victims, providing victims' rights information, and more quickly ensuring that victim services are provided to meet the emotional, psychological, and/or physical needs of crime victims.

Deliverables for this program include the following:

- Provision of, or referrals to, support services for crime victims, such as crisis intervention services, emergency transportation to court or certain appointments, short-term child or elder care services, temporary housing/shelter, and security measures.
- Assistance with participating in criminal justice proceedings.
- Assistance with obtaining state compensation and/or state-issued federal assistance for forensic medical examinations of crime victims.
- Assistance with other crime victim compensation applications and eligibility requirements.
- Provision of other allowable victim assistance services identified by the grantee (*See,*

e.g., the VOCA Victim Assistance Program Rule (28 C.F.R. 94) regarding allowable costs [e.g., allowable direct service costs, expressly unallowable costs]).

- A plan for how the victim specialist program will be developed or enhanced, implemented, and sustained at the conclusion of the 36-month project period.

This funding should not supplant or duplicate currently funded victim specialist programs, but applicants may propose activities that demonstrate how a current program can be enhanced or expanded, as well as launch new victim specialist programs.

Grantees are encouraged to refer to <https://www.ovc.gov/map.html>, which provides VOCA state contacts and additional resources.

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](#).

OJP Priority Areas

In FY 2020, in addition to executing any statutory prioritization that may be applicable, OJP will give priority consideration to—

- applications that address specific challenges that rural communities face.
- applications that demonstrate that the individuals who are intended to benefit from the requested grant reside in high-poverty areas or persistent poverty counties.
- applications that offer enhancements to public safety in economically distressed communities (Qualified Opportunity Zones).

To receive priority consideration under the rural priority, applicants must describe what makes the geographic service area rural, using U.S. Census or other appropriate government data (for assistance, applicants may want to refer to <https://www.census.gov/programs-surveys/geography/guidance/geo-areas/urban-rural.html>); how isolated the area is from needed services; and how they will address specific challenges in rural communities.

To receive priority consideration under the poverty priority, the applicant must provide information to demonstrate that the individuals who are intended to benefit from the requested grant reside in high-poverty areas or persistent poverty counties. For purposes of this priority consideration, the term “high-poverty area” means any census tract with a poverty rate of at least 20 percent, as measured by the 2013–2017 5-year data series available from the American Community Survey of the Census Bureau (applicants may search by census tract at <https://www.census.gov/acs/www/data/data-tables-and-tools/narrative-profiles/2017/>), and the term “persistent poverty counties” means any county that has had 20 percent or more of its population living in poverty over the past 30 years, as measured by the 1990 and 2000 decennial censuses and the most recent Small Area Income and Poverty Estimates (applicants may search by county at <https://www.census.gov/data/tables/time-series/dec/census-poverty.html> and <https://www.census.gov/programs-surveys/saipe.html>).

To receive priority consideration under the Qualified Opportunity Zones (QOZ) priority, applicants must include information that specifies how the project will enhance public safety in the specified QOZs. For resources on QOZs and a current list of designated QOZs, see the U.S. Department of the Treasury’s resource webpage, accessible at <https://www.cdfifund.gov/pages/opportunity-zones.aspx>.

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:	25 (across all purpose areas)
Total amount anticipated to be awarded under solicitation:	\$11,685,000
Period of Performance start date:	10/1/2020
Period of Performance duration:	36 months

Purpose Area 1: Small Agencies (non-federal departments employing fewer than 100 full-time sworn officers) – **Eight awards** of up to \$90,000 per year, over 3 years, with a maximum award of up to \$270,000.

Purpose Area 2: Mid-Sized Agencies (non-federal departments employing 101 to 999 full-time sworn officers) – **Eight awards** of up to \$150,000 per year, over 3 years, with a maximum award of up to \$450,000.

Purpose Area 3: Large Agencies (non-federal departments employing more than 1,000 full-time sworn officers) – **Five awards** of up to \$275,000 per year, over 3 years, with a maximum award of up to \$825,000.

Purpose Area 4: Tribal Agencies – **Four awards** of up to \$150,000 per year, over 3 years, with a maximum award of up to \$450,000.

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.

OVC may elect to fund applications submitted under this FY 2020 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

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 awards under this solicitation as grants. See the “Administrative, National Policy, and Other Legal Requirements” section of the [OJP Grant Application Resource Guide](#) for additional information.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements¹ as set out at 2 C.F.R.

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.

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.

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

- [Pre-agreement Costs \(also known as Pre-award Costs\)](#)
- [Limitation on Use of Award Funds for Employee Compensation; Waiver](#)
- [Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs](#)
- [Costs Associated with Language Assistance](#) (if applicable)

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

The following application elements MUST be included in the application submission for an application to meet the basic minimum requirements (BMR) to advance to peer review and receive consideration for funding: Program Narrative, Budget Detail Worksheet, and Budget Narrative.

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

1. 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

Include a project abstract that summarizes the proposed project and include—

- the legal name of the applicant (the agency, not the individual);
- the purpose area under which application is being submitted (1-4, depending on size);
- the geographic area(s) to be served (e.g., city, county);

- the size and a description of the population to be served; and
- a high-level overview of project activities (2-3 bullets describing what activities you will undertake to improve the availability of victim services).

Project abstracts should be—

- submitted as a separate attachment with “Project Abstract” as part of its file name; and
- single-spaced, using a standard 12-point Times New Roman font with 1-inch margins.

3. Program Narrative

The program narrative should be double-spaced, using a standard 12-point Times New Roman font; 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 negatively 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

This section must describe the need for the project and provide a clear statement of how funding will support the project’s value to victims by meeting a stated goal. Applicants should briefly describe any previous or current attempts to better support victims through the criminal justice system, and any related research or evaluation studies that contribute to the applicants’ understanding of potential solutions. Applicants should identify the challenges (e.g., resources, policy and system barriers, training gaps) to improving outcomes for victims, and provide a clear statement of how funding will allow them to address these unique challenges. Applicants must also make a convincing case that the project addresses a gap in existing efforts and does not duplicate existing resources.

The program narrative should include documentation of the size of the jurisdiction served; the number of sworn officers; basic crime statistics for the jurisdiction for at least 2 years; identification of the Purpose Area for which the application is being submitted (PA 1, Small; PA 2, Mid-sized; PA 3 Large; and PA 4, Tribal).

b. Project Design and Implementation

The project design and implementation plan must describe the project strategy and discuss how the strategy will address the identified problems and support the goals and objectives.

This section must include a time-task plan that outlines the following:

- The strategy and tasks for project implementation.
- A description of project phases, staff responsibilities, interim deliverables, and final products.
- Clearly identified objectives and major activities for the duration of the project period. (The time-task plan, presented in chart form, will not be included as part of the 15-page narrative limit. In preparing the time-task plan, Gantt chart, or schedule, applicants should make certain that all project activities will occur within the proposed project period, not to exceed 3 years.)

- A plan for how the project deliverables will be developed.
- A plan for submitting financial and progress reports. (All grant recipients are required to submit semiannual progress reports and quarterly financial reports.)

c. Capabilities and Competencies

Organizational capability will be assessed on the basis of the applicant's described management structure and financial capability; and the applicant's project management plan and documentation of the professional staff members' unique qualifications to perform their assigned tasks.

Applications must also include the following:

- A clear description of the management structure and the current and proposed professional staff members' unique qualifications that will enable them to fulfill the grant responsibilities.
- A description of how the program will be managed, including an organizational chart or information describing the roles and responsibilities of key organizational and functional components and personnel.
- A list of personnel responsible for managing and implementing the major stages of the project. If additional staff will be hired to complete the project, the applicant should include the position description and selection criteria.

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

- Section V. Collaborative Partnerships
- Section VI. Strategic Planning
- Section 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.

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](#).

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

- [Budget Information and Associated Documentation](#) in the “Budget Preparation and Submission Information” section.
- [Indirect Cost Rate Agreement](#)
- [Financial Management and System of Internal Controls Questionnaire \(including applicant disclosure of high risk status\)](#)
- [Disclosure of Lobbying Activities](#)
- [Applicant Disclosure of Pending Applications](#)
- [Applicant Disclosure and Justification – DOJ High Risk Grantees¹](#) (if applicable)
- [Tribal Authorizing Resolution](#) (if applicable)
- [Disclosure of Process Related to Executive Compensation](#)

12. Additional Attachments

a. Documentation of Rural Challenges (if applicable)

As mentioned above, OJP will give priority consideration in award decisions to applications that address specific challenges that rural communities face. Each applicant proposing to receive priority consideration under the rural priority should provide a sufficient narrative to include what makes the geographic service area rural (using U.S. Census or other appropriate government data), how isolated the area is from needed services, and how the applicant will address specific challenges in rural communities.

b. Documentation of High-Poverty Areas or Persistent Poverty Counties (if applicable)

As mentioned above, OJP will give priority consideration in award decisions to applications that demonstrate that the individuals who will benefit from the requested grant reside in high-poverty areas or persistent poverty counties, as defined above. Each applicant proposing to receive consideration under the high-poverty areas or persistent poverty counties priority should provide a sufficient narrative explanation to identify each specific High-Poverty Area (by census tract number(s)) and/or each specific Persistent-Poverty County where individuals are intended to benefit from the requested grant and how the requested grant will address specific challenges in each such identified area and/or county.

c. Documentation of Enhanced Public Safety in Qualified Opportunity Zones (if applicable)

As mentioned above, OJP will give priority consideration in award decisions to designated Qualified Opportunity Zones (QOZ). Each applicant proposing to receive priority consideration under the QOZ priority should provide a sufficient narrative explanation in order for OJP to identify clearly the public safety benefit the applicant anticipates that its project will have on a specified QOZ. The narrative and a list of affected QOZ (by census tract number) must be included as an attachment that is clearly labeled as addressing QOZ. The applicant may also include tables, charts, graphs, or

other relevant illustrations that may be useful in comprehending the manner in which the proposed project is anticipated to benefit a QOZ.

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, Crime Victim Assistance/Discretionary Grants

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-2020-17557 – Purpose Area 1: Small Agencies
- OVC-2020-17558 – Purpose Area 2: Mid-Sized Agencies
- OVC-2020-17559 – Purpose Area 3: Large Agencies
- OVC-2020-17560 – Purpose Area 4: Tribal Agencies

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 (20%)
2. Project Design and Implementation (40%)
3. Capabilities and Competencies (20%)
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (10%)
5. Budget (10%): complete, cost effective, and allowable (i.e., 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.²

Review Process

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.

² 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.

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

- The application must be submitted by an eligible type of applicant.
- The application must request funding within programmatic funding constraints (if applicable).
- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements.

For a list of the application elements that **MUST** be included in the application submission in order for an application to meet the basic minimum requirements, see [“What an Application Should Include”](#) under [Section D. Application and Submission Information](#).

Peer review panels will evaluate, score, and rate applications that meet basic minimum requirements. OVC may use internal peer reviewers, external peer reviewers, or a combination, to assess applications on technical merit using the solicitation’s review criteria. An external peer reviewer is an expert in the subject matter of a given solicitation who is not a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. Peer reviewers’ ratings and any resulting recommendations are advisory only, although reviewer views are considered carefully.

Other important considerations for OVC include geographic diversity, strategic priorities (specifically including, but not limited to, those mentioned above relating to addressing specific challenges that rural communities face, high-poverty areas or persistent poverty counties, and demonstrable potential enhancement to public safety in one or more federally designated QOZ), and available funding, as well as the extent to which the Budget Detail Worksheet and Budget Narrative accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

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

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

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

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

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

Federal Award Notices

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.

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).

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

Information Technology (IT) Security Clauses

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, semi-annual 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

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

[Freedom of Information and Privacy Act \(5 U.S.C. 552 and 5 U.S.C. 552a\)](#)

[Provide Feedback to OJP](#)

Appendix A: Application Checklist **OVC FY 2020 Law Enforcement-Based Victim Specialist Program**

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 [OJP Grant Application Resource Guide](#))
- Acquire or renew registration with SAM (see [OJP Grant Application Resource Guide](#))

To Register with Grants.gov:

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

To Find the Funding Opportunity:

- Search for the Funding Opportunity on Grants.gov (see [OJP Grant Application Resource Guide](#))
- Select the correct Competition ID (see page 11)
 - OVC-2020-17557 – Purpose Area 1: Small Agencies
 - OVC-2020-17558 – Purpose Area 2: Mid-Sized Agencies
 - OVC-2020-17559 – Purpose Area 3: Large Agencies
 - OVC-2020-17560 – Purpose Area 4: Tribal Agencies
- Access Funding Opportunity and Application Package (see [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 (see [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 [OJP Grant Application Resource Guide](#))

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

- contact OVC 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 2020 Awards](#)" in the [OJP Funding Resource Center](#).

Scope Requirement:

- The federal amount requested is within the allowable limits, mentioned by purpose area on page 6.

Eligibility Requirement: See the title page.

What an Application Should Include:

The following items are critical application elements required to pass Basic Minimum Requirements review. An application that OJP determines does not include the application elements that must be included in the application submission in order for the application to meet the basic minimum requirements, will neither proceed to peer review, nor receive further consideration.

- Program Narrative (see page 8)
- Budget Detail Worksheet, including Narrative (see [OJP Grant Application Resource Guide](#))

Application for Federal Assistance (SF-424) (see [OJP Grant Application Resource Guide](#))

Project Abstract (see page 7)

Program Narrative (see page 8)

- Description of the Issue* (see page 8)
- Project Design and Implementation* (see page 8)
- Capabilities and Competencies* (see page 9)
- Plan for Collecting the Data Required for this Solicitation's' Performance Measures* (see page 9)

Budget Detail Worksheet (including Narrative) (see [OJP Grant Application Resource Guide](#))

Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))

Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))

[Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))

Applicant Disclosure of Pending Applications (see [OJP Grant Application Resource Guide](#))

Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))

Tribal Authorizing Resolution (if applicable) (see [OJP Grant Application Resource Guide](#))

Disclosure of Process Related to Executive Compensation (see [OJP Grant Application Resource Guide](#))

Additional Attachments

Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))

Documentation of Rural Challenges (if applicable) (see page 10)

- Documentation of High-Poverty Areas or Persistent Poverty Counties (if applicable) (see page 10)
- Documentation of Enhanced Public Safety in federally designated Qualified Opportunity Zones (if applicable) (see page 10)