

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



OVC FY 2020 VOCA Victim Assistance FY 2020 Formula Grant Solicitation

CFDA #16.575

Solicitation Release Date: April 1, 2020

Application Deadline: 11:59 p.m. eastern time on June 1, 2020

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC), is seeking applications for funding under the Fiscal Year (FY) 2020 Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program.

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.

This solicitation expressly modifies the OJP Grant Application Resource Guide by not incorporating the Guide's "Limitation on Use of Award Funds for Employee Compensation; Waiver" provisions in the "Financial Information" section, or the "Disclosure of Process Related to Executive Compensation" provisions in the "Application Attachments" section.

Eligibility (Who may apply):

The following entities are eligible to apply: states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, American Samoa, Guam, and the Northern Mariana Islands

Applicants must meet the eligibility requirements specified in VOCA, 34 U.S.C. § 20103(b).

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

Contact Information

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

An applicant that experiences unforeseen GMS technical issues beyond its control that prevent it from submitting its application by the deadline must email the OVC contact identified below **within 24 hours after the application deadline** in order to request approval to submit its

application after the deadline. For information on reporting technical issues, see “Experiencing Unforeseen GMS Technical Issues” under “How to Apply (GMS)” in the [OJP Grant Application Resource Guide](#).

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

Deadline Details

Applicants must register in the OJP Grants Management System (GMS) at <https://grants.ojp.usdoj.gov/> prior to submitting an application under this solicitation. All applicants must register, even those that previously registered in GMS. Select the “Apply Online” button associated with the solicitation title. All registrations and applications are due by 11:59 p.m. eastern time on June 1, 2020.

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

Contents

A. Program Description.....	4
Overview	4
Program-Specific Information.....	4
Goals, Objectives, and Deliverables	4
Evidence-Based Programs or Practices.....	4
Information Regarding Potential Evaluation of Programs and Activities	5
B. Federal Award Information	5
Type of Award	5
Financial Management and System of Internal Controls.....	5
Budget Information	5
Cost Sharing or Matching Requirement	5
Pre-agreement Costs (also known as Pre-award Costs)	5
Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs	5
Costs Associated with Language Assistance (if applicable)	5
C. Eligibility Information	5
D. Application and Submission Information	6
What an Application Should Include.....	6
How To Apply	8
E. Application Review Information	8
Review Process.....	8
F. Federal Award Administration Information.....	9
Federal Award Notices	9
Administrative, National Policy, and Other Legal Requirements.....	9
Information Technology (IT) Security Clauses	9
General Information about Post-Federal Award Reporting Requirements	9
G. Federal Awarding Agency Contact(s)	9
H. Other Information	9
Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a).....	9
Provide Feedback to OJP	9
Appendix A: Application Checklist.....	10

OVC FY 2020 VOCA Victim Assistance CFDA #16.575

A. Program Description

Overview

Under this solicitation, the Office for Victims of Crime (OVC) will award each eligible state and territory victim assistance program an annual grant to support eligible crime victim assistance programs in that state or territory. Eligible crime victim assistance programs are those that are “operated by a public agency or nonprofit organization, or a combination of such agencies or organizations or of both such agencies and organizations, and provide services to victims of crime,” and that meet the other requirements set out in 34 U.S.C. § 20103(b)(1).

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

Program-Specific Information

For federal FY 2020, the amount available to OVC for obligation from the Crime Victims Fund is \$2.641 billion.

OVC recognizes that while states and territories have the sole discretion for how grant funds will be spent, they must meet the requirements of VOCA, the Victim Assistance Program Rule, OVC program guidance, and the [DOJ Grants Financial Guide](#). States and territories determine which organizations and agencies will receive subgrants.

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

Goals, Objectives, and Deliverables

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

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

Evidence-Based Programs or Practices

OJP strongly emphasizes the use of data and evidence in policy making 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:	56
Total amount anticipated to be awarded under solicitation:	\$1,668,278,430
Period of Performance start date:	10/01/2019
Period of Performance duration:	48 months

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. 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 program does not require a match.

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

- [Pre-agreement Costs \(also known as Pre-award Costs\)](#)
- [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](#).

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.

D. Application and Submission Information

What an Application Should Include

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. (This solicitation expressly modifies the “Application Elements and Formatting Instructions” section of the OJP Grant Application Resource Guide by not incorporating paragraph two of that section (referring to nonresponsive applications or applications missing critical elements not “[proceeding] to peer review”).)

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. A Statement Regarding Use of Administrative and Training Funds

Applicants should provide OVC with a general statement about how they intend to use the 5 percent of the award amount allowed for administration and training. See 28 C.F.R. 94.107.

3. Certification of State Eligibility Requirements Statement

Each applicant must provide written certification that—

- it **complies with and will continue to comply with** the requirements of 34 U.S.C. 20103(a)(2) (applicable provisions of VOCA), and 28 C.F.R. Part 94, Subpart B (the [VOCA Assistance Program Rule](#)), and will require subrecipient compliance with these requirements, as applicable (e.g., 28 C.F.R. 94.111 to 94.122). See 28 C.F.R. 94.103.
- award funds will be used only to provide services to victims of crime, except for a maximum of 5 percent that may be used for administration and training. See 28 C.F.R. 94.107.
- award funds will not be used to supplant state and local public funds that would otherwise be available for crime victim services, or state funds that would otherwise be available for purposes of administering the state victim assistance program. See 28 C.F.R. 94.108.
- it will allocate a minimum of 40 percent of the total grant to the three priority victim categories (sexual assault, domestic violence, and child abuse) and underserved victims of violent crime by subawarding at least 10 percent to each of four categories. Underserved victims of violent crime are designated by the state administering agency by the type of crime or demographic characteristics of the victim, or both. This requirement may be waived by the OVC director upon a showing of good cause by the applicant. See 28 C.F.R. 94.104.

- it will maintain fund accounting, auditing, and other records, as necessary, to assure fiscal control, proper fund management, and efficient disbursement of funds received under the VOCA Victim Assistance program. See “Financial Management and System of Internal Controls,” above.
- it will maintain documentation describing its methodology for selecting subrecipients. See 28 C.F.R. 94.104(e).
- it will provide OVC with the name of a civil rights contact person who is responsible for ensuring that all applicable civil rights requirements are met and who will act as liaison in civil rights matters with the Office of Justice Programs (OJP) Office for Civil Rights. See 28 C.F.R. 94.114.
- it certifies that no person shall, on the grounds of race, color, religion, national origin, disability, or sex, be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in connection with, any undertaking funded in whole or in part with award funds. See 34 U.S.C. 20110(e).
- it will submit the required programmatic and financial reports on the use of award funds by the OVC deadlines.
- it will promptly notify OVC and the federal cognizant audit agency of any illegal acts or irregularities (e.g., conflicts of interest, falsification of records or reports, misappropriation of funds/assets), and proposed or actual actions, relevant to the award funds, if any.

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

OJP requires each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award (see “[General Information About Post-Federal Award Reporting Requirements](#)” in the [OJP Grant Application Resource Guide](#)). The performance data directly relate to the goals, objectives, and deliverables identified under “[Goals, Objectives, and Deliverables](#)” in [Section A. Program Description](#).

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

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

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

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

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

5. Monitoring of Subawards

Please describe your subaward monitoring plan for FY 2020. Are you meeting your current monitoring goals? If you are not meeting your monitoring goals, please explain.

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

6. [Information on Proposed Subawards \(if any\) and on Proposed Procurement Contracts \(if any\)](#)
7. [Indirect Cost Rate Agreement](#)
8. [Financial Management and System of Internal Controls Questionnaire \(including applicant disclosure of high risk status\)](#)
9. [Disclosure of Lobbying Activities](#)
10. [Applicant Disclosure of Pending Applications](#)
11. [Applicant Disclosure and Justification – DOJ High Risk Grantees^{\[1\]}](#) (if applicable)

How To Apply

An applicant must submit its application through the [Grants Management System \(GMS\)](#), which provides support for the application, award, and management of awards at OJP. Find information, registration and submission steps on how to apply in GMS in response to this solicitation under “How to Apply (GMS),” in the [OJP Grant Application Resource Guide](#).

E. Application Review Information

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.

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.

^[1] 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.

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

F. Federal Award Administration Information

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, 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 GMS, see the title page.

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 VOCA Victim Assistance Formula

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

What an Applicant Should Do:

Prior to Registering in GMS:

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

To Register with GMS.gov:

- For new users, acquire GMS username and password*
(see [OJP Grant Application Resource Guide](#))
- For existing users, check GMS username and password*
to ensure account access (see [OJP Grant Application Resource Guide](#))
- Verify SAM registration in GMS (see [OJP Grant Application Resource Guide](#))
- Search for and select correct funding opportunity in GMS
(see [OJP Grant Application Resource Guide](#))
- Register by selecting the “Apply Online” button associated with the funding opportunity title
(see [OJP Grant Application Resource Guide](#))
- 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](#))
- If experiencing technical difficulties in GMS, contact OVC
(see [OJP Grant Application Resource Guide](#))

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

Overview of Post-Award Legal Requirements:

- Review the “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2020 Awards](#)” in the [OJP Funding Resource Center](#).

Scope Requirement:

- The federal amount requested is within the allowable limit(s) of state allocation table.

Eligibility Requirement: See the title page.

What an Application Should Include:

- Application for Federal Assistance (SF-424) (see [OJP Grant Application Resource Guide](#))
- Statement Regarding Use of Administrative and Training Funds (see page 6)

- Certification of State Eligibility Requirements Statement (see page 6)
- Statement Regarding Collecting the Data Required for this Solicitation's Performance Measures (see page 7)
- Monitoring of Subawards (see page 8)
- Information on Proposed Subawards (if any), and on Proposed Procurement Contracts (if any) (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](#))