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

Advancing the Use of Technology to Assist Victims of Crime
FY 2020 Competitive Grant Solicitation

CFDA #16.582

Grants.gov Solicitation Number: OVC-2020-18094

Solicitation Release Date: March 13, 2020

Application Deadline: 11:59 p.m. eastern time on May 12, 2020

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Office for Victims of Crime (OVC) is seeking applications for the OVC Fiscal Year (FY) 2020: Advancing the Use of Technology to Assist Victims of Crime program. This program furthers the Department's mission by supporting organizations that demonstrate innovative strategies to create, expand, or enhance the use of technology on a national scale (or regional projects that can be replicated nationally) to improve responses, services, and access for victims of crime.

This solicitation incorporates the OJP Grant Application Resource Guide by reference. The OJP Grant Application Resource Guide provides guidance to applicants on how to prepare and submit applications for funding to OJP. 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 agencies,
- Institutions of higher education (including tribal institutions of higher education),
- Federally recognized Indian tribes, and
- For-profit and nonprofit organizations (including tribal nonprofit and for-profit 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 the 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 Tuesday, March 31, 2020, 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.

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 May 12, 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.

Contents

Advancing the Use of Technology to Assist Victims of Crime
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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 this solicitation, OVC seeks to provide funding to organizations that demonstrate innovative strategies to create, expand, or enhance the use of technology in innovative ways to interact directly with crime victims and/or to provide information, referrals, crisis assistance, and longer-term help.

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

Program-Specific Information
Through this program, OVC will support national-scope initiatives and regional initiatives (that can be replicated nationally) to maximize the use of technology to improve and increase access to crime victim services. Funding under this initiative may support technology development and maintenance; the staff required to operate, update, and maintain the proposed platform or service; training and technical assistance on the purpose and use of the technology (including outreach and publicity activities); and staff engaged in coalition-building activities regarding the use of technology. This funding should not supplant or duplicate currently funded initiatives in these areas. Applicants who propose to use this funding for ongoing, rather than new, initiatives must specify how these funds would be used to expand or enhance current services while not duplicating existing efforts.

Goals, Objectives, and Deliverables
The goal of this program is to develop innovative strategies to create, expand, or enhance the use of technology to improve response, services, and access for victims of crime.

Deliverables include—
- direct service provision to crime victims, using trauma-informed approaches that protect the safety and confidentiality of victims;
- culturally and linguistically appropriate community outreach events and materials;
- resources for service providers and criminal justice stakeholders; and
- a final report describing project activities, promising practices, challenges encountered, and solutions to address those challenges in order to improve outcomes for crime victims.

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

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

B. Federal Award Information

Maximum number of awards OVC expects to make and estimated maximum dollar amount for each award:

Maximum number of awards OVC expects to make:	3
Estimated maximum dollar amount for each award:	$1.5 million

Period of Performance start date:	October 1, 2020
Period of Performance duration:	24 months
Period of Performance ends (no extensions are possible):	September 30, 2022

OVC may, in certain cases, provide additional funding in future years to awards made under this solicitation, through continuation awards. OJP will consider, among other factors, OJP's strategic priorities, a recipient's overall management of the award, and progress of award-funded work, when making continuation award decisions.

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 FYs, 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 Requirements[1] 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.

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[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.

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 to advance to peer review and received consideration for funding: Program Narrative and Budget Detail Worksheet, including the 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.

This solicitation expressly modifies the Resource Guide by not incorporating the "Disclosure of Process Related to Executive Compensation" provisions in the "Application Attachments" section of the Resource Guide.

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 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; and

- single-spaced, using Times New Roman 12-point font with 1-inch margins.

3. **Program Narrative**

The program narrative should not exceed 20 double-spaced pages in a 12-point Times New Roman font with 1-inch margins, and must include four separate sections—Description of the Issue, Project Design and Implementation Plan (including goals and objectives), Organizational Capability and Competency, and Plans for Measuring Progress and Outcomes. Each section is described below.

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 establish strong rationale for the project and provide a clear statement of how funding will support the project's value to the victims' field by meeting the stated goals. An applicant should use data to provide evidence that the need for the effort exists and demonstrate the scope and size of the need. The applicant should also make a convincing case that the project addresses a gap in existing resources and does not duplicate an existing program.

b. Project Design and Implementation Plan

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. The applicant's strategy or design must include a description of project phases, tasks, activities, and staff responsibilities; clear descriptions of interim deliverables and final products; and a time-task plan that clearly identifies objectives, major activities, and products. The time-task plan, presented in chart form as a separate attachment, will not be subject to the program narrative page limitation. The applicant should describe the following in its time-task plan:

The strategy, tasks, and time-task plan for developing technology-based projects that enhance services to victims of crime should cover the duration of the project period. This plan must include a schedule for completion of activities. In preparing the time-task plan, applicants should make certain that all project activities occur within the proposed project period, and must also provide for the submission of quarterly financial and semiannual progress reports.

The project design and implementation plan should also include information on the following:
- Procedures for testing and evaluating the service or product, or the method for obtaining feedback about its worth to the field.
- The national-scope dissemination plan for the product or service. Projects that are regional must demonstrate how they will be nationally replicable.

c. Capabilities and Competencies

Applications must include a clear description of the applicant's management structure and the current and proposed professional staff members' unique qualifications that will enable them to fulfill their grant responsibilities. Applicants must describe how the program will be managed and include an organizational chart or information describing

the roles and responsibilities of key organizational and functional components and personnel.

Applicants must also include 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 identify the selection criteria. The project director must have both the substantive expertise and experience to perform crucial leadership functions, and sufficient time to devote to the project to provide the needed guidance and supervision. Job descriptions and copies of resumes for proposed key staff positions should be included as a separate attachment.

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.

    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.

    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/pdftxt/TVS-questionnaire.pdf.

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

    VII. Victim Services

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:

4. **Budget Information and Associated Documentation**, in the "Budget Preparation and Submission Information" section.
5. **Indirect Cost Rate Agreement**

6. **[Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high risk status)](#)**
7. **[Disclosure of Lobbying Activities](#)**
8. **[Applicant Disclosure of Pending Applications](#)**
9. **[Applicant Disclosure and Justification – DOJ High Risk Grantees](#)[2] (if applicable)**
10. **[Tribal Authorizing Resolution](#)**
11. **[Research and Evaluation Independence and Integrity](#)**

12. **Additional Attachments**

    a. **Time-Task Plan**
       See page 7 for details about the Time-Task Plan.

    b. **Job Descriptions and Resumes for Proposed Key Staff Positions**
       See page 8 for details about the job descriptions and resumes of proposed key staff.

How To Apply (Grants.gov)

Applicants must register in and submit applications through [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
- OVC-2020-18094.

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 Plan (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 (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

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[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.

should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project[3].

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.

The following five paragraphs in this solicitation expressly modify the "Application Review Information" provisions in the OJP Grant Application Resource Guide. An applicant is to follow the guidance in these five paragraphs instead of the guidance stated under the "Application Review Information" heading in the guide.

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

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

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[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.

General Information about [Post-Federal Award Reporting Requirements](#)
In addition to the deliverables described in [Section A. Program Description](#), any recipient of an award under this solicitation will be required to submit certain reports and data.

Required reports. Recipients typically must submit quarterly financial reports, semiannual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

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

G. Federal Awarding Agency Contact(s)

For OJP contact(s), see page 2.

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

H. Other Information

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
Advancing the Use of Technology to Assist Victims of Crime

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 Funding Opportunity:
☐ Search for the Funding Opportunity on Grants.gov
                                  (see OJP Grant Application Resource Guide)
☐ 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 of $1.5 million.

Eligibility Requirement: See the title page.

What an Application Should Include:

The following items are critical application elements required to pass Basic Minimum Requirements 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 7)
☐ 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 6)

☐ Program Narrative   (see page 7)
     ☐ *Description of the Issue*   (see page 7)
     ☐ *Project Design and Implementation*   (see page 7)
     ☐ *Capabilities and Competencies*   (see page 7)
     ☐ *Plan for Collecting the Data Required for this Solicitation's Performance Measures*
                                                 (see page 8)

☐ Budget Detail Worksheet (including Narrative) (see OJP Grant Application Resource Guide)

☐ Indirect Cost Rate Agreement (if applicable)   (see OJP Grant Application Resource Guide)

☐ Tribal Authorizing Resolution (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)

☐ Research and Evaluation Independence and Integrity   (see OJP Grant Application Resource Guide)

Additional Attachments

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

☐ Time-Task Plan   (see page 7)

☐ Job Descriptions and Resumes for Proposed Key Staff Positions