

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



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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) is seeking applications to increase access to legal assistance for victims of crime. This program furthers OVC's Vision 21 initiative by extending victims' rights and legal services to victims of crime through fellowships, training, technical assistance, and innovative technological initiatives.

## **OVC FY 2017 Increasing Legal Access to Victims of Crime: Innovations in Access to Justice Programs**

**Applications Due: July 18, 2017**

### **Eligibility**

This solicitation seeks eligible applicants under three distinct purpose areas. Applicants may apply for more than one purpose area under this solicitation, as long as they meet the eligibility requirements for each purpose area.

Under Purpose Area 1, by statute, eligible applicants are limited to states, units of local government, federally recognized Indian tribal governments (as determined by the Secretary of the Interior), and nonprofit (defined as an organization that is described in section 501(c)(3) of Title 26 and is exempt from taxation under 501(a) of such title), nongovernmental organizations (including tribal nonprofits). Applicants must demonstrate a history of providing services (e.g., victim assistance, social services, legal services, shelter, mental health services) to human trafficking survivors. Additionally, applicants must demonstrate that "subaward" organizations that host legal fellows providing legal services for human trafficking survivors have a demonstrated history of providing services to human trafficking survivors. Nonprofit organizations that hold money in offshore accounts for the purpose of avoiding paying the tax described in 26 U.S.C. § 511(a) are not eligible to apply.

Under Purpose Areas 2 and 3, eligible applicants are limited to private nonprofit organizations (including tribal nonprofit organizations), faith- and community-based organizations, colleges and universities (including tribal institutions of higher education), and public agencies, federally recognized Indian tribal governments (as determined by the Secretary of the Interior), or tribal organizations that can demonstrate knowledge and understanding of civil legal representation for crime victims and the range of services needed; knowledge of, and the ability to successfully execute, the development of training, technical assistance, public awareness, and other informational resources to meet the needs of victim service providers and allied practitioners who serve them; and the capacity to partner with other organizations and key stakeholders to deliver comprehensive, seamless legal services to victims. For these purpose areas, a private

nonprofit organization does not have to have 501(c)(3) status to apply for grant funding under this solicitation.

Purpose Area 2 applicants must have the staff, resources, and capability to develop or enhance a model for delivery of these services. Applicants must demonstrate that they propose to serve a rural area or rural community, and that there is a demonstrated need for legal services in this area. Applicants must provide their definition of a “rural area” or “rural community,” and explain why the targeted area meets the applicant’s definition of “rural area” or “rural community.”

OVC may elect to fund applications submitted under this fiscal year 2017 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

## Deadline

Applicants must register with [Grants.gov](https://www.grants.gov) prior to submitting an application. All applications are due by 11:59 p.m. eastern time on July 18, 2017.

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, in order 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.

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

For additional information, see [How to Apply](#) in [Section D. Application and Submission Information](#).

## Contact Information

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

An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must email the OVC contact identified below **within 24 hours after the application deadline** in order 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](#) section.

For assistance with any other requirements of this solicitation, contact Silvia P. Torres, Program Management Specialist, by telephone at 202-616-1796, or by email at [silvia.torres@usdoj.gov](mailto:silvia.torres@usdoj.gov).

Grants.gov number assigned to this solicitation: OVC-2017-12180

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# Contents

A. Program Description.....	4
Overview .....	4
Program-Specific Information .....	5
Goals, Objectives, and Deliverables .....	7
Evidence-Based Programs or Practices.....	11
B. Federal Award Information.....	11
Type of Award.....	12
Financial Management and System of Internal Controls .....	12
Budget Information.....	13
Pre-Agreement Costs (also known as Pre-Award Costs).....	13
Limitation on Use of Award Funds for Employee Compensation; Waiver.....	14
Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs .....	14
Costs Associated with Language Assistance (if applicable).....	15
C. Eligibility Information .....	15
D. Application and Submission Information .....	15
What an Application Should Include.....	15
How to Apply .....	26
E. Application Review Information.....	29
Review Criteria.....	29
Review Process .....	30
F. Federal Award Administration Information.....	31
Federal Award Notices .....	31
Administrative, National Policy, and Other Legal Requirements.....	31
General Information about Post-Federal Award Reporting Requirements.....	32
G. Federal Awarding Agency Contact(s).....	33
H. Other Information .....	33
Freedom of Information Act and Privacy Act (5 U.S.C. §§ 552 and 552a).....	33
Provide Feedback to OJP.....	34
Application Checklist.....	35

# Increasing Legal Access to Victims of Crime: Innovations in Access to Justice Programs CFDA #16.582 and 16.320

## A. Program Description

### Overview

OVC's mission is to enhance the Nation's capacity to assist crime victims and to provide leadership in changing attitudes, policies, and practices to promote justice and healing for crime victims. OVC fulfills its mission, in part, through improving the skills, knowledge, and abilities of crime victim service providers and allied professionals who serve them, and by helping to ensure that victims are aware of their rights and are able to exercise those rights. The entity awarded funding under this solicitation will undertake activities related to expanding access to legal assistance for victims of crime. The cooperative agreement for this program is awarded under 42 U.S.C. §10603(c)(1)(A) and (c)(3)(E), which authorize funding for training, technical assistance, demonstration projects, and fellowships. It is also authorized by 22 U.S.C. § 7105(b)(2), to develop, expand, or strengthen victim service programs for victims of trafficking.

OVC is responsible for implementing several pieces of federal legislation that are intended to advance victims' rights and services and improve the skills, knowledge, and abilities of crime victim advocates, service providers, and allied professionals who are responsible for working on behalf of victims. In addition, OVC is dedicated to helping organizations promote awareness of crime victims' rights and issues and to providing appropriate, trauma-informed services to victims. Notwithstanding decades of progress, gaps remain in the victims' rights and services field, and in other areas where there is potential to support victims of crime. Sometimes these gaps are due to the lack of adequately trained practitioners who work with victims, which may inhibit the ability to fully understand the impact of crime on victims, and the breadth of support intended for them.

As set forth in the [Vision 21: Transforming Victim Services Final Report](#) (Vision 21 Report), there are substantial gaps in the provision of legal services to victims of crime, and there is a tremendous need to increase legal services for crime victims: "Challenges remain that prevent victims of crime from fully accessing their legal rights and receiving comprehensive legal services." The Vision 21 Report also recognized that, "as the 21st century progresses, the victim services field will integrate innovative technologies into its operations, fostering accountability and operational efficiency and ensuring that victims of crime will have streamlined access to services regardless of location, socioeconomic status, and other traditional barriers." The victim services field should be using technology, training, and innovation to help ensure that it is equipped to meet the demands of the 21st century.

Understanding the need for comprehensive legal services for crime victims, OVC funded six legal networks through the 2012 Wraparound Legal Assistance Network Demonstration Project (Wraparound Legal Networks), and four additional legal networks through the 2014 Vision 21 Victim Legal Assistance Network (2014 Legal Networks). These legal networks are providing crime victims with holistic, comprehensive legal services, including the enforcement of crime victims' rights. One of the objectives of these legal networks is to remove the barriers that make it difficult for crime victims to obtain all of the legal services they need by providing streamlined

legal services. Further, in 2015, OVC funded, along with DOJ's Elder Justice Initiative, the Elder Justice AmeriCorps program, which placed legal fellows specializing in elder abuse work in different organizations throughout the country. Through these legal assistance programs, OVC has been working toward the Vision 21 Report objective of meeting crime victims' needs for comprehensive legal services. Despite significant federal and local efforts to increase legal services to crime victims, gaps in legal services remain.

Building on DOJ's efforts to support legal services for crime victims and the Vision 21 Report initiative to increase legal access to crime victims, OVC is launching this three-part, expansive legal services program with the objective to enforce victims' rights. The Increasing Access to Legal Assistance for Victims of Crime: Innovations in Access to Justice (Increasing Access) program will provide, in total, approximately \$8.15 million in funding for legal services for three distinct projects that will enhance legal access for crime victims, foster technological innovation, and provide training and technical assistance (TTA) to those involved in the initiatives.

**Statutory Authority:** This project is authorized by 42 U.S.C. § 10603(c)(1)(A) and(c)(3)(E). Purpose Area 1 is also authorized by 22 U.S.C. § 7105(b)(2).

### **Program-Specific Information**

OVC anticipates that it will make awards under three distinct purpose areas, as follows:

#### Purpose Area 1 – Increase Capacity and Access to Civil Legal Help for Crime Victims Through Legal Fellows Program (Legal Fellows Program)

OVC will make one award of up to \$4,000,000, for a 2-year performance period, to a lead organization that will provide overall project management and oversight and, in turn, (a) issue a solicitation for, and select, approximately 25 legal fellows to provide legal services in selected host organizations throughout the country; (b) select an organization to conduct an evaluation of the legal fellows program; and (c) competitively select a TTA provider that will collaborate with the lead organization, the host organizations, the legal fellows, and other entities, as applicable, to provide TTA to the legal fellows.

All legal fellows are expected to advocate for crime victims' rights enforcement. Each fellow may dedicate their efforts to one or more of the above civil legal issue areas, detailed below (see [Goals, Objectives, and Deliverables](#)), and across relevant types of legal services.

The selected lead organization under this project will ensure that all six topic areas are collectively addressed by the cohort of fellows and that each fellow is advocating for crime victims' rights enforcement. All six topic areas must be covered through the legal fellows program; however, an individual legal fellow is not expected to cover all six topic areas. All legal fellows will receive training on crime victims' rights enforcement and incorporate crime victims' rights enforcement into their legal practice. When reviewing host organizations for the legal fellows, the lead organization will give preference to applicants that can ensure coverage of a maximum number of legal issue areas at each host organization, and all six legal issue areas by the full cohort of legal fellows.

Funding for Purpose Area 1 is authorized through the Victims of Crime Act (VOCA), 42 U.S.C. § 10603(c)(1)(A), and the Trafficking Victims Protection Act (TVPA), 22 U.S.C. § 7105(b)(2). Approximately \$2,850,000 will be funded through VOCA, and approximately \$1,150,000 will be funded through TVPA for anti-trafficking legal services. Pursuant to TVPA, trafficking money may only be used to support anti-trafficking services.

Specifically, for the purposes of this solicitation, TVPA funding must be used to support legal services for victims of human trafficking. The lead organization must ensure that host organizations that employ legal fellows, who are partially or fully funded with TVPA funds, have a demonstrated history of providing human trafficking services to human trafficking victims. TVPA funding will be used strictly to support legal fellows providing legal assistance to victims of trafficking at host organizations. It will not be used to provide TTA or evaluation efforts as outlined under Purpose Area 1. Applicants applying under Purpose Area 1 must separately track their use of TVPA funding and VOCA funding.

Pursuant to TVPA, the selected entity must provide a 25-percent match for TVPA-funded services. The TVPA-awarded funding may not cover more than 75 percent of the requested total costs of the TVPA-funded portion of this grant. An applicant must identify the source of the 25-percent non-federal portion of the total TVPA-funded costs and how it will use match funds. Second, the lead organization will be responsible for establishing appropriate partnerships to conduct an evaluation of the legal fellows program. Evaluators may be independent consultants or researchers, and/or evaluations may be conducted through institutions of higher education with expertise in program evaluation in legal services.

Third, the lead organization will be responsible for competitively selecting a TTA provider. The TTA provider must establish appropriate partnerships in order to deliver TTA to all legal fellows throughout the duration of the program. Legal fellow TTA will include, but is not limited to, conducting annual in-person trainings, coordinating monthly calls for the legal fellows, and partnering with other organizations to provide training in each of the legal issue areas covered by the legal fellows, so that the trainings are delivered by individuals with subject matter expertise. The TTA provided under this Purpose Area will be consistent with the TTA provided under the 2012 and 2014 Victim Legal Networks.

Applicants are encouraged to coordinate with other federally funded programs that serve the populations identified in the six issue areas, such as state VOCA Victim Assistance agencies and grantees, U.S. Department of Health and Human Services Administration for Children and Families' agencies and grantees, the 2012 and 2014 OVC-funded Wraparound Victim Legal Assistance Networks, and the AmeriCorps Elder Justice program.

Applicants may devote some of the funds under this program component to support a Program Manager or a Program Coordinator, or other activities necessary to administer the program. The lead organization should budget for the evaluation and TTA provider.

See the [title page](#) for information on eligibility criteria.

#### Purpose Area 2 – Using Technology/Other Innovations to Increase Legal Access in Rural Areas

OVC will make one award of up to \$3,150,000, for a 3-year performance period, to a lead organization with demonstrated experience in providing legal services to rural areas and using technology to advance legal services. The lead organization will competitively solicit and select a minimum of three rural agencies (defined below, see Section C) to provide TTA with the development of innovative methods to increase legal services to crime victims at each site. The award amount includes \$2,250,000 to subaward to the selected sites. Building upon OVC's 2012 and 2014 Wraparound Victim Legal Assistance Network grants, the purpose of this project is to improve the delivery of holistic, comprehensive legal services to crime victims in rural areas, while also advocating for crime victims' rights. The selected lead entity must have experience in establishing innovative technological legal services and serving rural crime victims, provide identified technical assistance needed by the selected rural sites and their

collaborators, and have a demonstrated capacity to work with rural organizations providing legal services to crime victims in rural areas. Applicants are strongly encouraged to consider innovative uses of technology to enhance access to legal services for crime victims, and other innovative forms of legal assistance to underserved populations (e.g., individuals with disabilities, individuals with language and/or cultural barriers).

See the [title page](#) for information on eligibility criteria.

#### Purpose Area 3 – Training and Technical Assistance – Legal Partnerships Increasing Medical Care Advocacy to Crime Victims

OVC will make one award of up to \$1,000,000, for a 2-year performance period, to an organization that will provide medical care training, legal advocacy training on medical care advocacy, and technical assistance to all of OVC's legal service providers and to other OVC-funded grantees, including VOCA Victim Assistance agencies and subgrantees, on medical care advocacy for crime victims.

Too frequently there is a substantial disconnect between the medical needs of crime victims, and the knowledge and expertise of legal service providers in assisting their clients in accessing high-quality medical and mental health care, as well as enforcing medical care rights throughout that process. This new program is designed to provide training to OVC-funded legal service providers and other OVC-funded grantees throughout the country—including those funded under this solicitation, state VOCA Victim Assistance agencies and grantees, the 2012 and 2014 OVC-funded Wraparound Victim Legal Assistance Networks, and the AmeriCorps Elder Justice program—on crime victims' access to medical services and enforcing victims' medical care rights. The applicant must demonstrate expertise and experience in medical care rights and services topics, TTA, legal advocacy in enforcing the rights of vulnerable and disadvantaged populations, and working to overcome barriers that prevent crime victims from attaining needed medical services.

See the [title page](#) for information on eligibility criteria.

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

The overarching goal of each Purpose Area described in this solicitation is to further OVC's efforts to facilitate the understanding, development, or enhancement of innovative programs, models, practices, and protocols that serve crime victims, and to increase legal assistance to crime victims. An additional goal is to bridge the existing gaps in accessing key services that individuals, as victims of crime, are entitled to and eligible for—in particular the comprehensive legal services that Vision 21 recognized as critically important to victim support. These initiatives will ultimately extend legal assistance to individuals too often overlooked, and who may face many access to justice barriers, including financial, cultural, language or otherwise, that stand in the way of the healing and support that they need.

#### Purpose Area 1 – Increase Capacity and Access to Civil Legal Help for Crime Victims through Legal Fellows Program

The following are the civil legal issue topic areas that the fellows participating in this program will address through a combination of outreach, education, and direct representation to the victims of those crimes:

1. **Advocating for human trafficking victims.** Legal fellows will provide comprehensive legal services addressing the range of legal issues that arise from the victimization of human trafficking, including, but not limited to, assistance with civil legal remedies such as family

law (e.g., divorce, custody, and child support; emancipation, dependency, or guardianship; family reunification), protective orders, employment law (including wage and hour claims), public benefits access, and assistance pursuing efforts to vacate a victim's criminal conviction and/or expunge a victim's criminal record (where the law allows a record to be vacated/expunged based on being a human trafficking victim); crime victims' rights enforcement; and advocacy support in criminal matters. NOTE: Funding may not be used for criminal defense services.

2. **Advocating for victims of fraud and/or identity theft.** Legal fellows will assist victims of fraud and/or identify theft with the legal ramifications of identity theft or credit reporting errors. When appropriate, they may also assist with reporting consumer complaints to the appropriate government agencies. They will also conduct outreach and educational activities to increase awareness about abusive tactics.
3. **Advocating for victims of sexual assault in campus proceedings.** Legal fellows will assist victims of sexual assault enrolled in schools or universities (including community colleges) by providing legal advice on victim's rights and/or campus administrative proceedings, including filing formal complaints to appropriately address the consequences of victimization and the disruption to a victim's education and life.
4. **Advocating for victims of hate crime.** Legal fellows will assist victims of hate crimes with civil legal services, such as housing, medical assistance, education, and employment; and crime victims' rights enforcement. Additionally, legal fellows will educate victims and key stakeholders about the rights of victims of hate crimes, and available legal and social services. For the purposes of this solicitation, the term "hate crime" has the meaning defined in the Violent Crime Control and Law Enforcement Act of 1994, H.R. 3355, Pub. L. 103-322.
5. **Providing comprehensive legal services for meritorious immigration relief cases.** In an effort to incentivize immigrant crime victims to report crimes, cooperate with law enforcement investigations, and participate in the prosecution of criminal cases, legal fellows will provide comprehensive legal services to survivors of crime seeking meritorious immigration relief. Legal fellows will initially determine whether a meritorious claim for immigration relief is available; and, if the legal fellow determines there is a meritorious claim, the legal fellow will provide comprehensive legal services to the victim. Comprehensive services may include working with the victim during law enforcement proceedings, sharing information about available resources, connecting victims with social services and other assistance, legal representation in civil and administrative proceedings, and crime victims' rights enforcement.
6. **Advocating for victims of crime committed by illegal immigrants:** Legal fellows will provide comprehensive legal services to crime victims who have been impacted by crimes committed by removable criminal aliens.

Deliverables:

1. Competitively select host organizations and approximately 25 legal fellows.
2. Work closely with OVC to oversee the Legal Fellows Program.
3. Select and oversee an evaluator for the Legal Fellows Program.
4. Develop training materials and resources such as articles and other materials that provide TTA or capacity building to help civil legal service providers.
5. Select and oversee a TTA provider that will—



- a. convene in-person fellow meetings to support this initiative, with at least one annual in-person all-fellows meeting; and
  - b. assist with compiling policies, resources, training materials, and other resources developed under this initiative.
6. Produce reports on fellowship activities (including crime victim's services, case types, and outcomes), including, but not limited to—
  - a. quarterly financial and semiannual progress reports; and
  - b. a comprehensive, qualitative and quantitative Final Report to OJP/OVC on the activities and evaluation of the legal fellows program, promising practices identified through this initiative, and challenges and accomplishments.
7. Report performance measures set out in the questionnaire in [Section D. Application and Submission Information](#), under "Program Narrative."
8. Produce other deliverables as may be determined by OVC, the lead organization, and other partners.

#### Purpose Area 2 – Using Technology/Other Innovations to Increase Legal Access in Rural Areas

Purpose Area 2 is intended to encourage innovative ideas and methods to increase legal services to crime victims in rural areas. The selected applicant will provide management and oversight of the three rural legal assistance sites, and will provide training and technical assistance on innovation and technology and legal assistance to the three sites. The selected applicant may partner with other victim service providers or other entities that have subject matter expertise. The lead applicant must demonstrate collaboration with agencies critical to the success of delivering legal services to crime victims in the target area(s), including the court system, and other entities or government agencies. Applicants must incorporate a program evaluation component to the proposed program by partnering with local evaluators or researchers, who may be independent consultants or researchers, and/or institutions of higher education with expertise in program evaluation in legal services.

The successful applicant will competitively select a minimum of three rural legal sites no later than six months after OJP makes the award and provides conditional financial clearance. The objective is that the three rural legal sites will develop plans to increase comprehensive, holistic, legal services to crime victims in rural areas, which can include the use of innovation to increase access. The selected lead applicant will assist the three rural legal sites in developing and implementing a plan to provide comprehensive legal services to rural crime victims and work with the sites to identify uses of technology and innovation that will better facilitate the delivery of these legal services. OVC also envisions that the overall strategy for the rural legal assistance project will include a plan for building strong partnership across legal assistance providers, geographic areas, and other victim service providers. OVC understands that the commencement of implementation at each site may vary, but OVC generally expects that the three rural sites will have developed their strategic plans and begin executing their strategic plans within approximately 12 months of being selected by the lead organization.

The development of innovative technology to expand access to legal services could be a one-time investment in computer hardware and software development that is institutionalized within the designated community. To the extent possible, applicants should coordinate with other federally funded programs supporting legal services to crime victims, such as state VOCA Victim Assistance agencies and grantees, the 2012 and 2014 OVC-funded Wraparound Victim Legal Assistance Networks, the National Crime Victim Law Institute, providing TTA to the Legal Networks, and the AmeriCorps Elder Justice program, Office on Violence Against Women (OVW)-funded legal assistance grantees, and OVC, OVW, and other TTA providers, as

appropriate. Applicants may also partner with law schools, universities, and other academia with experience in developing technology to increase access to legal services.

Finally, the selected applicants and the three rural demonstration sites could be from the same geographic area so long as there is a demonstrated need and no duplication or supplantation in effort.

Deliverables:

1. Competitively select a minimum of three rural, legal assistance sites that will provide innovative comprehensive legal services to crime victims.
2. Assist each site with developing an implementation plan to respond to the legal needs of crime victims in the rural area. The plan should include details about using innovation to increase legal access to crime victims, and should detail methods of collaboration with other legal service agencies, local government agencies, and other federally funded programs. The plan should indicate how the site will provide comprehensive legal services to crime victims in the designated rural area.
3. Provide oversight and management of the three rural, legal assistance sites.
4. Establish baseline data for performance metrics and a data collection process to support an assessment of this initiative.
5. Use, to the greatest extent possible, training and technical resources available from OVC, OJP, OVW, and other federal agencies to support the implementation of this project.
6. Facilitate routine peer-to-peer consultation and networking opportunities among the sites to promote problem solving and innovation.
7. Convene a minimum of one in-person grantee meeting to support this initiative.
8. Assist each demonstration site with compiling all final drafts of policies, resources, training materials, and other resources developed under this initiative.
9. Compile a report of promising practices identified through the initiative.
10. Work with an external OVC-funded evaluator, if OVC decides to fund a formal evaluation of this project.
11. Produce a final report for OVC.
12. Produce other deliverables as determined by OVC, working closely with the selected applicant.

Purpose Area 3 – Training and Technical Assistance: Legal Partnerships Increasing Medical Care Advocacy to Crime Victims

OVC intends to select one TTA provider that will provide training and technical assistance on increasing medical care access for crime victims, crime victims' medical care rights, and legal training to advocate for crime victims' medical care rights.

The selected TTA provider will provide TTA to all OVC-funded legal assistance programs, other legal service partners working in partnership with OVC, and other OVC-funded programs.

Deliverables:

1. Provide in-person trainings to OVC-funded legal assistance providers, other legal service providers working in partnership with OVC, and other OVC-funded grantees on medical care benefits available to crime victims, barriers that many crime victims face in accessing medical care, and how legal service providers can assist crime victims in removing barriers that may prevent crime victims from accessing needed medical care.
2. Develop products to be distributed to crime victims educating victims on their medical care rights.

3. Compile performance metrics.
4. Produce quarterly financial and semiannual progress reports.
5. Produce a final report for OVC.
6. Produce other deliverables as determined by OVC and the selected applicant.

The goals, objectives, and deliverables are directly related to the performance measures set out in the questionnaire in [Section D. Application and Submission Information](#), under "Program Narrative."

### **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. OJP is committed to:

- Improving the quantity and quality of evidence OJP generates;
- Integrating evidence into program, practice, and policy decisions within OJP and the field; and
- Improving the translation of evidence into practice.

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. The OJP [CrimeSolutions.gov](http://CrimeSolutions.gov) website is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

### **B. Federal Award Information**

OVC estimates that it will make three awards totalling \$8,150,000 under Purpose Areas 1–3, for a 24- to 36-month performance, beginning on October 1, 2017.

The breakdown for the awards under each Purpose Area is as follows:

- Purpose Area 1: One award for an estimated total of up to \$4 million for a 2-year performance period. It is estimated that \$2,850,000 of this award is funded through VOCA, and \$1,150,000 of this award is funded through TVPA.

The selected applicant will devote approximately \$3,100,000 to fund approximately 25 legal fellows in competitively selected host sites. The remaining funds will be allocated to project management, project evaluation, and technical assistance to the legal fellows. TVPA funding will be used strictly to support legal fellows providing legal assistance to victims of trafficking at host organizations; it will not be used to provide TTA or evaluation efforts as outlined under Purpose Area 1. Applicants applying under Purpose Area 1 must separately track their use of TVPA funding and VOCA funding.

- Purpose Area 2: One award of up to \$3,150,000 for a 3-year performance period, which includes \$2,250,000 to be subawarded to a minimum of three rural legal assistance sites.
- Purpose Area 3: One award of up to \$1,000,000 for a 2-year performance period.

OVC may, in certain cases, provide additional funding in future years to awards made under this solicitation, through supplemental awards. In making decisions regarding supplemental awards, OJP will consider, among other factors, the availability of appropriations, 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 that it will make any award from 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 [Administrative, National Policy, and Other Legal Requirements](#), under [Section F. Federal Award Administration Information](#), for a brief discussion of what may constitute substantial federal involvement.

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

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities<sup>1</sup>) must, as described in the Part 200 Uniform Requirements<sup>2</sup> as set out at 2 C.F.R. 200.303:

(a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that [the recipient (and any subrecipient)] is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States and the "Internal Control Integrated Framework," issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

(b) Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards.

(c) Evaluate and monitor [the recipient's (and any subrecipient's) compliance with statutes, regulations, and the terms and conditions of Federal awards.

(d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.

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<sup>1</sup> For purposes of this solicitation, the phrase "pass-through entity" includes any recipient or subrecipient that provides a subaward ("subgrant") to a subrecipient ("subgrantee") to carry out part of the funded award or program.

<sup>2</sup> The "Part 200 Uniform Requirements" means the DOJ regulation at 2 C.F.R Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200.

(e) Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive or the recipient (or any subrecipient considers sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

To help ensure that applicants understand applicable administrative requirements and cost principles, OJP encourages prospective applicants to enroll, at no charge, in the DOJ Grants Financial Management Online Training, available [here](#).

## Budget Information

### Cost Sharing or Match Requirement (cash or in-kind) (Trafficking Victims Protection Act (TVPA) Funding Only)

Trafficking funds awarded under Purpose Area 1 of this solicitation may not cover more than 75 percent of the total costs of the project. An applicant must identify the source of the 25-percent non-federal portion<sup>3</sup> of the total project costs and how it will use match funds. If a successful applicant's proposed match exceeds the required match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit. ("Match" funds may be used only for purposes that would be allowable for the federal funds.) Recipients may satisfy this match requirement with either cash or in-kind services. See the [DOJ Grants Financial Guide](#) for examples of "in-kind" services. The formula for calculating the match is:

$$\frac{\text{Federal Award Amount}}{\text{Federal Share Percentage}} = \text{Adjusted (Total) Project Costs}$$

$$\text{Required Recipient's Share Percentage} \times \text{Adjusted Project Cost} = \text{Required Match}$$

**Example:** 75%/25% match requirement: for a federal award amount of \$350,000, calculate match as follows:

$$\frac{\$350,000}{75\% \text{ Federal Share Percentage}} = \$466,667 \quad 25\% \times \$466,667 = \$116,667 \text{ match}$$

Purpose Areas 2 and 3 do 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

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<sup>3</sup> Indian tribes and tribal organizations that otherwise are eligible for an award may be able to apply certain types of funds received from the federal government (for example, certain funds received under an Indian "self-determination contract") to satisfy all or part of a required "non-federal" match.

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 this 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](#) for more information.

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

With respect to any award of more than \$250,000 made under this solicitation, a recipient may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year.<sup>4</sup> The 2017 salary table for SES employees is available at the Office of Personnel Management [website](#). Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Non-federal funds used for any such additional compensation will not be considered matching funds, where match requirements apply.) If only a portion of an employee's time is charged to an OJP award, the maximum allowable compensation is equal to the percentage of time worked times the maximum salary limitation.

The Assistant Attorney General for OJP may exercise discretion to waive, on an individual basis, this limitation on compensation rates allowable under an award. An applicant that requests a waiver should include a detailed justification in the budget narrative of its application. An applicant that does not submit a waiver request and justification with its application should anticipate that OJP will require the applicant to adjust and resubmit the budget.

The justification should address—in the context of the work the individual would do under the award—the particular qualifications and expertise of the individual, the uniqueness of a service the individual will provide, the individual's specific knowledge of the proposed program or project, and a statement that explains whether and how the individual's salary under the award would be commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work he/she would do under the award.

#### **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, available at [www.ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](http://www.ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm). OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most conference, meeting, and training costs for cooperative agreement recipients, as well as some conference, meeting, and training costs for grant recipients; and (3) set cost limits, which include a general prohibition of all food and beverage costs.

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<sup>4</sup> OJP does not apply this limitation on the use of award funds to the nonprofit organizations listed in Appendix VIII to 2 C.F.R. Part 200.

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

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services, where appropriate.

For additional information, see the "Civil Rights Compliance" section under "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2017 Awards](#)" in the [OJP Funding Resource Center](#).

### **Lobbying, Promoting, or Advocating the Legalization/Regulation of Prostitution (Trafficking Victims Protection Act (TVPA) Funding Only)**

The Federal Government is opposed to prostitution and related activities, which are inherently harmful and dehumanizing and contribute to the phenomenon of trafficking in persons. U.S. nongovernmental organizations and their subgrantees cannot use U.S. Government funds to lobby for, promote, or advocate the legalization or regulation of prostitution as a legitimate form of work. Foreign nongovernmental organizations and their subgrantees that receive U.S. Government funds to fight trafficking in persons cannot lobby for, promote, or advocate the legalization or regulation of prostitution as a legitimate form of work. It is the responsibility of the primary grantee to ensure these criteria are met by its subgrantees.

## **C. Eligibility Information**

### **Eligible Applicants**

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**

This section describes in detail what an application should include. An applicant should anticipate that if it fails to submit an application that contains all of the specified elements, it may negatively affect the review of its application; and, should a decision be made to make an award, it may result in the inclusion of award conditions that preclude the recipient from accessing or using award funds until the recipient satisfies the conditions and OJP makes the funds available.

Moreover, an applicant should anticipate that an application that OJP determines is nonresponsive to the scope of the solicitation, or that OJP determines does not include the application elements that OVC has designated to be critical, will neither proceed to peer review, nor receive further consideration. For this solicitation, OVC has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet, Budget Narrative, and resume/curriculum vitae of key personnel. An applicant may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one budget document, it must contain both narrative and detail information. Please review the "Note on File Names and File Types" under [How to Apply](#) (below) to be sure applications are submitted in permitted formats.

OJP strongly recommends that applicants use appropriately descriptive file names (e.g., “Program Narrative,” “Budget Detail Worksheet and Budget Narrative,” “Timelines,” “Memoranda of Understanding,” “Resumes”) for all attachments. Also, OJP recommends that applicants include resumes in a single file.

## **1. Information to Complete the Application for Federal Assistance (SF-424)**

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and the OJP Grants Management System (GMS) take information from the applicant’s profile to populate the fields on this form. When selecting “type of applicant,” if the applicant is a for-profit entity, select “For-Profit Organization” or “Small Business” (as applicable).

To avoid processing delays, an applicant must include an accurate legal name on its SF-424. Current OJP award recipients, when completing the field for “Legal Name,” should use the same legal name that appears on the prior year award document which is also the legal name stored in OJP’s financial system. On the SF-424, enter the Legal Name in box 5 and Employer Identification Number (EIN) in box 6 exactly as it appears on the prior year award document. An applicant with a current, active award(s) must ensure that its GMS profile is current. If the profile is not current, the applicant should submit a Grant Adjustment Notice updating the information on its GMS profile prior to applying under this solicitation.

A new applicant entity should enter the Official Legal Name and address of the applicant entity in box 5 and the EIN in box 6 of the SF-424. Applicants must attach official legal documents to its application (e.g., articles of incorporation, 501(c)(3), etc.) to confirm the legal name, address, and EIN entered into the SF-424.

**Intergovernmental Review:** This solicitation is subject to [Executive Order 12372](#). An applicant may find the names and addresses of State Single Points of Contact (SPOCs) at the following website: [www.whitehouse.gov/omb/grants\\_spoc/](http://www.whitehouse.gov/omb/grants_spoc/). If the state appears on the SPOC list, the applicant must contact the state SPOC to find out about, and comply with, the state’s process under E.O. 12372. In completing the SF-424, an applicant whose state appears on the SPOC list is to make the appropriate selection in response to question 19 once the applicant has complied with its State E.O. 12372 process. (An applicant whose state does not appear on the SPOC list should answer question 19 by selecting the response that the “Program is subject to E.O. 12372 but has not been selected by the state for review.”)

## **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;

Applicants must document the purpose area under which the application is being submitted for consideration:

- Purpose Area 1 – Increase Capacity and Access to Civil Legal Help for Crime Victims Through Legal Fellows Program



- Purpose Area 2 – Using Technology/Other Innovations to Increase Legal Access in Rural Areas
- Purpose Area 3 – Training and Technical Assistance: Legal Partnerships Increasing Medical Care Advocacy to Crime Victims.

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

All project abstracts should follow the detailed template available at [www.ojp.gov/funding/Apply/Resources/ProjectAbstractTemplate.pdf](http://www.ojp.gov/funding/Apply/Resources/ProjectAbstractTemplate.pdf).

### 3. Program Narrative

The program narrative should not exceed 25 doubled-spaced pages in 12-point font with 1-inch margins, and must include 6 separate sections: Project Abstract, Problem Statement, Project Goals and Objectives, Project Design and Implementation Plan, Organizational Capability and Project Management, 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 consider such noncompliance in peer review and in final award decisions.

The following sections should be included as part of the program narrative<sup>5</sup>:

- a. Statement of the Problem or description of the issue
- b. Project Design and Implementation
- c. Capabilities and Competencies
- d. Plan for Collecting the Data Required for this Solicitation's Performance Measures

OJP will require each successful applicant to submit specific performance measures data as part of its reporting under the award (see "[General Information about Post-Federal Award Reporting Requirements](#)" in [Section F. Federal Award Administration Information](#)). The performance measures correlate to the goals, objectives, and deliverables identified under "Goals, Objectives, and Deliverables" in [Section A. Program Description](#).

The application should describe the applicant's plan for collection of all of the performance measures data listed in the questionnaire below, should it receive funding. Award recipients will be required to provide the relevant data by submitting quarterly performance metrics through OVC's online Performance Measurement Tool (PMT). Applicants should review the complete list of Vision 21 Program performance measures:

[https://ovcpmt.ojp.gov/documents/Vision21\\_Questionnaire121916\\_508.pdf](https://ovcpmt.ojp.gov/documents/Vision21_Questionnaire121916_508.pdf).

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<sup>5</sup> For information on subawards (including the details on proposed subawards that should be included in the application), see "Budget and Associated Documentation" under [Section D. Application and Submission Information](#).

### **Note on Project Evaluations**

An applicant that proposes to use award funds through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute “research” for purposes of applicable DOJ human subjects’ protection regulations. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP’s performance measure data reporting requirements, likely do not constitute “research.” Each applicant should provide sufficient information for OJP to determine whether the particular project it proposes would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ definition of research that appears at 28 C.F.R. Part 46 (“Protection of Human Subjects”).

Research, for purposes of human subjects’ protection for OJP-funded programs, is defined as “a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge.” 28 C.F.R. 46.102(d).

For additional information on determining whether a proposed activity would constitute research for purposes of human subjects’ protection, applicants should consult the decision tree in the “Research and the protection of human subjects” section of the “[Requirements related to Research](#)” web page of the “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2017](#),” available through the [OJP Funding Resource Center](#). Every prospective applicant whose application may propose a research or statistical component also should review the “Data Privacy and Confidentiality Requirements” section on that web page.

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

### **a. Budget Detail Worksheet**

A sample Budget Detail Worksheet can be found at [www.ojp.gov/funding/Apply/Resources/BudgetDetailWorksheet.pdf](http://www.ojp.gov/funding/Apply/Resources/BudgetDetailWorksheet.pdf). An applicant that submits its budget in a different format should use the budget categories listed in the sample budget worksheet. The Budget Detail Worksheet should break out costs by year.

For Purpose Area 1, the Budget Detail Worksheet should also break out costs charged under TVPA and VOCA. TVPA funds may only be used to support the legal fellows providing legal services to victims of trafficking.

For questions pertaining to budget and examples of allowable and unallowable costs, see the [DOJ Grants Financial Guide](#).

### **b. Budget Narrative**

The budget narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

An applicant should demonstrate in its budget narrative how it will maximize cost effectiveness of award expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are

necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

The budget narrative should be mathematically sound and correspond clearly with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs, and how those costs are necessary to the completion of the proposed project. The narrative may include tables for clarification purposes, but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the budget narrative should describe costs by year.

For Purpose Area 1, the budget narrative should also break out costs charged under TVPA and VOCA. TVPA funds may only be used to support the legal fellows providing legal services to victims of trafficking.

**c. Information on Proposed Subawards (if any), and on Proposed Procurement Contracts (if any)**

Applicants for OJP awards typically may propose to make "subawards." Applicants also may propose to enter into procurement "contracts" under the award.

Whether—for purposes of federal grants administrative requirements—a particular agreement between a recipient and a third party will be considered a "subaward" or instead considered a procurement "contract" under the award is determined by federal rules and applicable OJP guidance. It is an important distinction, in part because the federal administrative rules and requirements that apply to "subawards" and to procurement "contracts" under awards differ markedly.

In general, the central question is the relationship between what the third-party will do under its agreement with the recipient and what the recipient has committed (to OJP) to do under its award to further a public purpose (e.g., services the recipient will provide, products it will develop or modify, research or evaluation it will conduct). If a third party will provide some of the services the recipient has committed (to OJP) to provide, will develop or modify all or part of a product the recipient has committed (to OJP) to develop or modify, or will conduct part of the research or evaluation the recipient has committed (to OJP) to conduct, OJP will consider the agreement with the third party a subaward for purposes of federal grants administrative requirements.

This will be true **even if** the recipient, for internal or other non-federal purposes, labels or treats its agreement as a procurement, a contract, or a procurement contract. Neither the title nor the structure of an agreement determines whether the agreement—for purposes of federal grants administrative requirements—is a "subaward" or is instead a procurement "contract" under an award.

Additional guidance on the circumstances under which (for purposes of federal grants administrative requirements) an agreement constitutes a subaward as opposed to a procurement contract under an award, is available (along with other resources) on the [OJP Part 200 Uniform Requirements](#) web page.

**i. Information on Proposed Subawards**

A recipient of an OJP award may not make subawards ("subgrants") unless the recipient has specific federal authorization to do so. Unless an applicable statute or

DOJ regulation specifically authorizes (or requires) subawards, a recipient must have authorization from OJP before it may make a subaward.

A particular subaward may be authorized by OJP because the recipient included a sufficiently detailed description and justification of the proposed subaward in the application as approved by OJP. If, however, a particular subaward is not authorized by federal statute or regulation, and is not sufficiently described and justified in the application as approved by OJP, the recipient will be required, post-award, to request and obtain written authorization from OJP before it may make the subaward.

If an applicant proposes to make one or more subawards to carry out the federal award and program, the applicant should—(1) identify (if known) the proposed subrecipient(s), (2) describe in detail what each subrecipient will do to carry out the federal award and federal program, and (3) provide a justification for the subaward(s), with details on pertinent matters such as special qualifications and areas of expertise. Pertinent information on subawards should appear not only in the Program Narrative, but also in the Budget Detail Worksheet and budget narrative.

Additionally, under Purpose Area 1, an applicant proposing to place legal fellows—who will provide services to human trafficking survivors—at a subaward organization should demonstrate that organization’s history of working with human trafficking victims.

**ii. Information on Proposed Procurement Contracts (with specific justification for proposed noncompetitive contracts over \$150,000)**

Unlike a recipient contemplating a subaward, a recipient of an OJP award generally does not need specific prior federal authorization to enter into an agreement that—for purposes of federal grants administrative requirements—is considered a procurement contract, provided that (1) the recipient uses its own documented procurement procedures and (2) those procedures conform to applicable federal law, including the Procurement Standards of the (DOJ) Part 200 Uniform Requirements (as set out at 2 C.F.R. 200.317 - 200.326). The Budget Detail Worksheet and budget narrative should identify proposed procurement contracts. (As discussed above, subawards must be identified and described separately from procurement contracts.)

The Procurement Standards in the Part 200 Uniform Requirements, however, reflect a general expectation that agreements that (for purposes of federal grants administrative requirements) constitute procurement “contracts” under awards will be entered into on the basis of full and open competition. If a proposed procurement contract would exceed the simplified acquisition threshold—currently, \$150,000—a recipient of an OJP award may not proceed without competition unless and until the recipient receives specific advance authorization from OJP to use a noncompetitive approach for the procurement.

An applicant that (at the time of its application) intends—without competition—to enter into a procurement “contract” that would exceed \$150,000 should include a detailed justification that explains to OJP why, in the particular circumstances, it is appropriate to proceed without competition. Various considerations that may be pertinent to the justification are outlined in the [DOJ Grants Financial Guide](#).

#### **d. Pre-Agreement Costs**

For information on pre-agreement costs, see [Section B. Federal Award Information](#).

#### **5. Indirect Cost Rate Agreement (if applicable)**

Indirect costs may be charged to an award only if:

- (a) The recipient has a current (that is, unexpired), federally approved indirect cost rate; or
- (b) The recipient is eligible to use, and elects to use, the “de minimis” indirect cost rate described in the Part 200 Uniform Requirements, as set out at 2 C.F.R. 200.414(f).

An applicant with a current (that is, unexpired) federally approved indirect cost rate is to attach a copy of the indirect cost rate agreement to the application. An applicant that does not have a current federally approved rate may request one through its cognizant federal agency, which will review all documentation and approve a rate for the applicant entity, or, if the applicant’s accounting system permits, applicants may propose to allocate costs in the direct cost categories.

For assistance with identifying the appropriate cognizant federal agency for indirect costs, please contact the OCFO Customer Service Center at 800–458–0786 or at [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov). If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at <http://www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf>.

Certain OJP recipients have the option of electing to use the “de minimis” indirect cost rate. An applicant that is eligible to use the “de minimis” rate that wishes to use the “de minimis” rate should attach written documentation to the application that advises OJP of both—(1) the applicant’s eligibility to use the “de minimis” rate, and (2) its election to do so. If an eligible applicant elects the “de minimis” rate, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. The “de minimis” rate may no longer be used once an approved federally negotiated indirect cost rate is in place. (No entity that ever has had a federally approved negotiated indirect cost rate is eligible to use the “de minimis” rate.)

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

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, at a minimum, 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** applicant (other than an individual applying in his/her personal capacity) is to download, complete, and submit the [OJP Financial Management and System of Internal Controls Questionnaire](#), as part of its application.

Among other things, the form requires each applicant to disclose whether it currently is designated “high risk” by a federal grant-making agency outside of DOJ. For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the applicant’s past performance, or other programmatic or financial concerns with the applicant. If an applicant is designated high risk by another federal awarding agency, the applicant must provide the following information:

- The federal awarding agency that currently designates the applicant high risk.
- The date the applicant was designated high risk.
- The high-risk point of contact at that federal awarding agency (name, phone number, and email address).
- The reasons for the high-risk status, as set out by the federal awarding agency.

OJP seeks this information to help ensure appropriate federal oversight of OJP awards. An applicant that is considered “high-risk” by another federal awarding agency is not automatically disqualified from receiving an OJP award. OJP may, however, consider the information in award decisions, and may impose additional OJP oversight of any award under this solicitation (including through the conditions that accompany the award document).

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

Each applicant must complete and submit this information. An applicant that expends any funds for lobbying activities is to provide all of the information requested on the form [Disclosure of Lobbying Activities \(SF-LLL\)](#). An applicant that does not expend any funds for lobbying activities is to enter “N/A” in the text boxes for item 10 (“a. Name and Address of Lobbying Registrant” and “b. Individuals Performing Services”).

## **9. Additional Attachments**

### **a. 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. The applicant is to disclose applications made directly to federal awarding agencies, and also applications for subawards of federal funds (e.g., applications to state agencies that will subaward (“subgrant”) federal funds).

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Each applicant that has one or more pending applications as described above is to provide the following information about pending applications submitted within the last 12 months:

- The federal or state funding agency
- The solicitation name/project name
- The point of contact information at the applicable federal or state funding agency

Federal or State Funding Agency	Solicitation Name/ Project Name	Name/Phone/Email for Point of Contact at Federal or State Funding Agency
DOJ/Office of Community Oriented Policing Services (COPS)	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov
Health and Human Services/ Substance Abuse and Mental Health Services Administration	Drug-Free Communities Mentoring Program/North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

Each applicant should include the table as a separate attachment to its application. The file should be named “Disclosure of Pending Applications.” The applicant Legal Name on the application must match the entity named on the disclosure of pending applications statement.

Any applicant that does not have any pending applications as described above is to submit, as a separate attachment, a statement to this effect: “[Applicant Name on SF-424] does not have (and is not proposed as a subrecipient under) any pending applications submitted within the last 12 months for federally funded grants or cooperative agreements (or for subawards under federal grants or cooperative agreements) that request funding to support the same project being proposed in this application to OJP and that would cover any identical cost items outlined in the budget submitted as part of in this application.”

**b. 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. The applicant must demonstrate independence and integrity regarding both this proposed research and/or evaluation, and any current or prior related projects.

Each application should include an attachment that addresses both i. and ii. below.

- i. For purposes of this solicitation, each applicant is to document research and evaluation independence and integrity by including one of the following two items:
  - a. A specific assurance that the applicant has reviewed its application to identify any actual or potential apparent conflicts of interest (including through review of pertinent information on the principal investigator, any co-principal investigators, and any subrecipients), and that the applicant has identified no such conflicts of interest—whether personal or financial or organizational (including on the part of the applicant entity or on the part of staff, investigators, or subrecipients)—that could affect the independence or integrity of the research, including the design, conduct, and reporting of the research.

OR

- b. A specific description of actual or potential apparent conflicts of interest that the applicant has identified—including through review of pertinent information on the principal investigator, any co-principal investigators, and any subrecipients—that could affect the independence or integrity of the research, including the design, conduct, or reporting of the research. These conflicts may be personal (e.g., on the part of investigators or other staff), financial, or organizational (related to the applicant or any subrecipient entity). Some examples of potential investigator (or other personal) conflict situations are those in which an investigator would be in a position to evaluate a spouse's work product (actual conflict), or an investigator would be in a position to evaluate the work of a former or current colleague (potential apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization would not be given an award to evaluate a project, if that organization had itself provided substantial prior technical assistance to that specific project or a location implementing the project (whether funded by OJP or other sources), because the organization in such an instance might appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research or evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability of an evaluation or research product is a problem and must be disclosed.
- ii. In addition, for purposes of this solicitation, each applicant is to address possible mitigation of research integrity concerns by including, at a minimum, one of the following two items:
  - a. If an applicant reasonably believes that no actual or potential apparent conflicts of interest (personal, financial, or organizational) exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion. The applicant also is to include an explanation of the specific processes and procedures that the applicant has in place, or will put in place, to identify and prevent (or, at the very least, mitigate) any such conflicts of interest pertinent to the funded project during the period of performance. Documentation that may be helpful in this regard may include organizational codes of ethics/conduct and policies regarding organizational,



personal, and financial conflicts of interest. There is no guarantee that the plan, if any, will be accepted as proposed.

OR

- b. If the applicant has identified actual or potential apparent conflicts of interest (personal, financial, or organizational) that could affect the independence and integrity of the research, including the design, conduct, or reporting of the research, the applicant must is to provide a specific and robust mitigation plan to address each of those conflicts. At a minimum, the applicant is expected to explain the specific processes and procedures that the applicant has in place, or will put in place, to identify and eliminate (or, at the very least, mitigate) any such conflicts of interest pertinent to the funded project during the period of performance. Documentation that may be helpful in this regard may include organizational codes of ethics/conduct and policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan, if any, will be accepted as proposed.

OJP will assess research and evaluation independence and integrity based on considerations such as the adequacy of the applicant's efforts to identify factors that could affect the objectivity or integrity of the proposed staff and/or the applicant entity (and any subrecipients) in carrying out the research, development, or evaluation activity; and the adequacy of the applicant's existing or proposed remedies to control any such factors.

**c. 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 regulations with regard to its compensation decisions.

Each applicant nonprofit organization must state at the time of its application (in the "OJP Financial Management and System of Internal Controls Questionnaire" 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 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 Internal Revenue Service 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).

### **How to Apply**

Applicants must register in, and submit applications through Grants.gov, a primary source to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at [www.Grants.gov](http://www.Grants.gov). Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, which operates 24 hours a day, 7 days a week, except on federal holidays.

Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take several weeks** for first-time registrants to receive confirmation of registration and a user password. OJP encourages applicants to **register several weeks** before the application submission deadline. In addition, OJP urges applicants to submit applications at least 72 hours prior to the application due date, in order 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.

OJP strongly encourages all prospective applicants to sign up for Grants.gov email [notifications](#) regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for updates will be automatically notified.

**Browser Information:** Grants.gov was built to be compatible with Internet Explorer. For technical assistance with Google Chrome, or another browser, contact Grants.gov Customer Support.

**Note on Attachments:** Grants.gov has two categories of files for attachments: “mandatory” and “optional.” OJP receives all files attached in both categories. Please ensure that all required documents are attached in either Grants.gov category.

**Note on File Names and File Types:** Grants.gov only permits the use of certain specific characters in the file names of attachments. Valid file names may include only the characters shown in the table below. Grants.gov rejects any application that includes an attachment(s) with a file name that contains any characters not shown in the table below. Grants.gov forwards successfully submitted applications to the OJP GMS.

Characters	Special Characters		
Upper case (A – Z)	Parenthesis ( )	Curly braces { }	Square brackets [ ]
Lower case (a – z)	Ampersand (&)	Tilde (~)	Exclamation point (!)
Underscore ( _ )	Comma ( , )	Semicolon ( ; )	Apostrophe ( ' )
Hyphen ( - )	At sign ( @ )	Number sign ( # )	Dollar sign ( \$ )
Space	Percent sign ( % )	Plus sign ( + )	Equal sign ( = )
Period ( . )	Applicants must use the “&” format in place of the ampersand (&) when using XML format for documents.		

**GMS does not accept executable file types as application attachments.** These disallowed file types include, but are not limited to, the following extensions: “.com,” “.bat,” “.exe,” “.vbs,” “.cfg,” “.dat,” “.db,” “.dbf,” “.dll,” “.ini,” “.log,” “.ora,” “.sys,” and “.zip.” GMS may reject applications with files that use these extensions. It is important to allow time to change the type of file(s) if the application is rejected.

All applicants are required to complete the following steps:

Every applicant entity must comply with all applicable System for Award Management (SAM) and unique entity identifier (currently, a Data Universal Numbering System [DUNS] number) requirements. If an applicant entity has not fully complied with applicable SAM and unique identifier requirements by the time OJP makes award decisions, OJP may determine that the applicant is not qualified to receive an award and may use that determination as a basis for making the award to a different applicant.

An individual who wishes to apply in his/her personal capacity should search Grants.gov for funding opportunities for which individuals are eligible to apply. Use the Funding Opportunity Number (FON) to register. (An applicant applying as an individual must comply with all applicable Grants.gov individual registration requirements.)

Complete the registration form at <https://apply07.grants.gov/apply/IndCPRegister> to create a username and password for Grants.gov. (An applicant applying as an individual should complete all steps except 1, 2 and 4.)

- 1. Acquire a unique entity identifier (currently, a DUNS number).** In general, the Office of Management and Budget requires every applicant for a federal award (other than an individual) to include a "unique entity identifier" in each application, including an application for a supplemental award. Currently, a DUNS number is the required unique entity identifier.

A DUNS number is a unique nine-digit identification number provided by the commercial company Dun and Bradstreet. This unique entity identifier is used for tracking purposes, and to validate address and point of contact information for applicants, recipients, and subrecipients. It will be used throughout the life cycle of an OJP award. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866–705–5711 to obtain a

DUNS number or apply online at [www.dnb.com](http://www.dnb.com). A DUNS number is usually received within 1–2 business days.

- 2. Acquire registration with SAM.** SAM is the repository for certain standard information about federal financial assistance applicants, recipients, and subrecipients. All applicants for OJP awards (other than individuals) must maintain current registrations in the SAM database. An applicant must be registered in SAM to successfully register in Grants.gov. Each applicant must **update or renew its SAM registration at least annually** to maintain an active status. SAM registration and renewal can take as long as 10 business days to complete.

An application cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. Once the SAM registration/renewal is complete, **the information transfer from SAM to Grants.gov can take as long as 48 hours**. OJP recommends that the applicant register or renew registration with SAM as early as possible.

Information about SAM registration procedures can be accessed at [www.sam.gov](http://www.sam.gov).

- 3. Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. An applicant entity's "unique entity identifier" (DUNS number) must be used to complete this step. For more information about the registration process for organizations and other entities, go to <https://apply07.grants.gov/apply/OrcRegister>. Individuals registering with Grants.gov should go to <http://www.grants.gov/web/grants/applicants/individual-registration.html>.
- 4. Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. The E-Biz POC will need the Marketing Partner Identification Number (MPIN) password obtained when registering with SAM to complete this step. Note that an organization can have more than one AOR.
- 5. Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance ("CFDA") number for this solicitation is 16.582, titled "Crime Victim Assistance/Discretionary Grants," OVC-2017-12180.
- 6. Submit a valid application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive two notifications from Grants.gov. The first will confirm the receipt of the application. The second will state whether the application has been validated and successfully submitted, or whether it has been rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received, and then receive a rejection notice a few minutes or hours later. Submitting an application well ahead of the deadline provides time to correct the problem(s) that caused the rejection. Important: OJP urges each applicant to submit its application at least 72 hours prior to the application due date, to allow time 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. Applications must be successfully submitted through Grants.gov by 11:59 p.m. eastern time on July 18, 2017.

Click [here](#) for further details on DUNS numbers, SAM, and Grants.gov registration steps and timeframes.

### **Note: Application Versions**

If an applicant submits multiple versions of the same application, OJP will review only the most recent system-validated version submitted.

### **Experiencing Unforeseen Grants.gov Technical Issues**

An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must contact the Grants.gov [Customer Support Hotline](#) or the [SAM Help Desk](#) (Federal Service Desk) to report the technical issue and receive a tracking number. The applicant must email the OVC contact identified in the Contact Information section on the title page **within 24 hours after the application deadline** to request approval to submit its application after the deadline. The applicant's email must describe the technical difficulties, and must include a timeline of the applicant's submission efforts, the complete grant application, the applicant's DUNS number, and any Grants.gov Help Desk or SAM tracking number(s).

**Note: OJP does not automatically approve requests to submit a late application.** After OJP reviews the applicant's request, and contacts the Grants.gov or SAM Help Desks to verify the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the untimely application submission was due to the applicant's failure to follow all required procedures, OJP will deny the applicant's request to submit its application.

The following conditions generally are insufficient to justify late submissions:

- Failure to register in SAM or Grants.gov in sufficient time. (SAM registration and renewal can take as long as 10 business days to complete. The information transfer from SAM to Grants.gov can take up to 48 hours.)
- Failure to follow Grants.gov instructions on how to register and apply as posted on its website.
- Failure to follow each instruction in the OJP solicitation.
- Technical issues with the applicant's computer or information technology environment, such as issues with firewalls or browser incompatibility.

**Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP [Funding Resource Center](#) web page.**

## **E. Application Review Information**

### **Review Criteria**

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

1. Abstract (5%)
2. Statement of the Problem/Description of the Issue (10%)
3. Project Design and Implementation Plan (40%)
4. Capabilities and Competencies (25%)
5. Plan for Collecting the Data Required for this Solicitation's Performance Measures (10%)

6. Budget: complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should demonstrate generally how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.<sup>6</sup> (10%)

### **Review Process**

OJP is committed to ensuring a fair and open process for making awards. OVC reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, and consistent with the solicitation.

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 designated as “critical elements”.
- The applicant must not be identified in SAM as excluded from receiving federal awards.

For a list of the critical elements for this solicitation, 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 OJP include underserved populations, geographic diversity, strategic priorities, available funding, and 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 applicants. 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 SAM as excluded from receiving a federal award. If OJP anticipates that an award will exceed \$150,000 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

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<sup>6</sup> Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

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 applicants.

The evaluation of risks goes beyond information in SAM, however. OJP itself has in place a framework for evaluating risks posed by applicants for competitive awards. OJP takes into account information pertinent to matters such as—

1. Applicant financial stability and fiscal integrity.
2. Quality of the management systems of the applicant, and the applicant's ability to meet prescribed management standards, including those outlined in the DOJ Grants Financial Guide.
3. Applicant's history of performance under OJP and other DOJ awards (including compliance with reporting requirements and award conditions), and awards from other federal agencies.
4. Reports and findings from audits of the applicant, including audits under the Part 200 Uniform Requirements.
5. Applicant's ability to comply with statutory and regulatory requirements, and to effectively implement other award requirements.

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**

Award notifications will be made by September 30, 2017. OJP sends award notifications by email through GMS to the individuals listed in the application as the point of contact and the authorizing official (E-Biz POC and AOR). The email notification includes detailed instructions on how to access and view the award documents, and steps to take in GMS to start the award acceptance process. GMS automatically issues the notifications at 9:00 p.m. eastern time on the award date.

For each successful applicant, an individual with the necessary authority to bind the applicant will be required to log in; execute a set of legal certifications and a set of legal assurances; designate a financial point of contact; thoroughly review the award, including all award conditions; and sign and accept the award. The award acceptance process requires physical signature of the award document by the authorized representative and the scanning of the fully executed award document to OJP.

### **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, regulations, and executive orders (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.

Applicants should consult the [“Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2017 Awards,”](#) available in the [OJP Funding Resource Center](#). In addition, applicants should examine the following two legal documents, as each successful applicant must execute both documents before it may receive any award funds.

- [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)
- [Standard Assurances](#)

Applicants may view these documents in the Apply section of the [OJP Funding Resource Center](#).

The web pages accessible through the [“Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2017 Awards”](#) are intended to give applicants for OJP awards a general overview of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants and cooperative agreements awarded in FY 2017. Individual OJP awards typically also will include additional award conditions. Those additional conditions may relate to the particular statute or program, or solicitation under which the award is made; to the substance of the funded application; to the recipient's performance under other federal awards; to the recipient's legal status (e.g., as a for-profit entity); or to other pertinent considerations.

As stated above, OVC expects that any award under this solicitation to be a cooperative agreement. A cooperative agreement will include a condition in the award document that sets out the “substantial federal involvement” in carrying out the award and program. Generally speaking, under cooperative agreements with OJP, 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 coordination efforts and site selection, as well as review and approval of work plans, research designs, data collection instruments, and major project-generated materials. In addition, OJP often indicates in the award condition that it may redirect the project if necessary.

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

### **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 the following 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.



Awards that exceed \$500,000 will include an additional condition that, under specific circumstances, will require the recipient to report (to FAPIIS) information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either the OJP award or any other grant, cooperative agreement, or procurement contract from the federal government. Additional information on this reporting requirement appears in the text of the award condition posted on the OJP website at <http://ojp.gov/funding/FAPIIS.htm>.

Data on performance measures. In addition to required reports, an award recipient also must provide data that measure the results of the work done under the award. To demonstrate program progress and success, and to assist DOJ in fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, OJP will require any recipient, post award, to provide the data listed as "Data Recipient Provides" in the performance measures questionnaire in [Section D. Application and Submission Information](#), under "Program Narrative," so that OJP can calculate values for this solicitation's performance measures.

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

For OJP contact(s), see the title page.

For contact information for Grants.gov, see the title page.

## **H. Other Information**

### **Freedom of Information Act and Privacy Act (5 U.S.C. §§ 552 and 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. By law, DOJ may withhold information that is responsive to a request pursuant to FOIA if DOJ determines that the responsive information either is protected under the Privacy Act or falls within the scope of one of nine statutory exemptions under FOIA. DOJ cannot agree in advance of a request pursuant to FOIA not to release some or all portions of an application.

In its review of records that are responsive to a FOIA request, OJP will withhold information in those records that plainly falls within the scope of the Privacy Act or one of the statutory exemptions under FOIA. (Some examples include certain types of information in budgets, and names and contact information for project staff other than certain key personnel.) In appropriate circumstances, OJP will request the views of the applicant/recipient that submitted a responsive document.

For example, if OJP receives a request pursuant to FOIA for an application submitted by a nonprofit or for-profit organization or an institution of higher education, or for an application that involves research, OJP typically will contact the applicant/recipient that submitted the application and ask it to identify—quite precisely—any particular information in the application that applicant/recipient believes falls under a FOIA exemption, the specific exemption it believes applies, and why. After considering the submission by the applicant/recipient, OJP makes an independent assessment regarding withholding information. OJP generally follows a similar process for requests pursuant to FOIA for applications that may contain law-enforcement sensitive information.

**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. Provide feedback to [OJPSolicitationFeedback@usdoj.gov](mailto:OJPSolicitationFeedback@usdoj.gov).

IMPORTANT: This email is for feedback and suggestions only. OJP does not reply from this mailbox to messages it receives in this mailbox. Any prospective applicant that has specific questions on any program or technical aspect of the solicitation must use the appropriate telephone number or email listed on the front of this document to obtain information. These contacts are provided to help ensure that prospective applicants can directly reach an individual who can address specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please email your resume to [ojppeerreview@lmsolas.com](mailto:ojppeerreview@lmsolas.com). (Do not send your resume to the OJP Solicitation Feedback email account.) Note: Neither you nor anyone else from your organization or entity can be a peer reviewer in a competition in which you or your organization/entity has submitted an application.

## Application Checklist

### Increasing Legal Access to Victims of Crime: Innovations in Access to Justice Programs

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 page 27)

\_\_\_\_\_ Acquire or renew registration with SAM (see page 28)

To Register with Grants.gov:

\_\_\_\_\_ Acquire AOR and Grants.gov username/password (see page 28)

\_\_\_\_\_ Acquire AOR confirmation from the E-Biz POC (see page 28)

To Find Funding Opportunity:

\_\_\_\_\_ Search for the Funding Opportunity on Grants.gov (see page 28)

\_\_\_\_\_ Download Funding Opportunity and Application Package (see page 29)

\_\_\_\_\_ Sign up for Grants.gov email [notifications](#) (optional) (see page 26)

\_\_\_\_\_ Read [Important Notice: Applying for Grants in Grants.gov](#)

\_\_\_\_\_ Read OJP policy and guidance on conference approval, planning, and reporting

available at [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](http://ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm)

(see page 14)

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 page 28)

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 2017 Awards](#)" in the OJP Funding Resource Center.

#### Scope Requirement:

\_\_\_\_\_ The federal amount requested is within the allowable limit(s) specified on page 12.

**Eligibility Requirement:** Eligible applicant organizations in the victim service field with extensive knowledge and experience related to civil law and victims' rights. See the [title page](#) for additional details.

#### What an Application Should Include:

\_\_\_\_\_ Application for Federal Assistance (SF-424) (see page 16)

\_\_\_\_\_ Intergovernmental Review (see page 16)

\_\_\_\_\_ Project Abstract (see page 16)

\_\_\_\_\_ Program Narrative (see page 17)

\_\_\_\_\_ Budget Detail Worksheet (see page 18)

\_\_\_\_\_ Budget Narrative (see page 18)

\_\_\_\_\_ Indirect Cost Rate Agreement (if applicable) (see page 21)

\_\_\_\_\_ Tribal Authorization (if applicable) (see page 21)

_____	Financial Management and System of Internal Controls Questionnaire	(see page 22)
_____	Disclosure of Lobbying Activities (SF-LLL)	(see page 22)
_____	Additional Attachments	
_____	Applicant Disclosure of Pending Applications	(see page 22)
_____	Research and Evaluation Independence and Integrity	(see page 23)
_____	Disclosure of Process Related to Executive Compensation	(see page 25)
_____	Request and Justification for Employee Compensation; Waiver (if applicable)	(see page 14)