

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



OVC FY 2022 VOCA Victim Assistance Formula Grant

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Application JustGrants Deadline:	June 30, 2022 8:59 PM

Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC), seeks applications for funding under the Fiscal Year (FY) 2022 Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program. This program furthers the Department's mission by providing grants to support the provision of services to victims of crime throughout the nation.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance to applicants on how to prepare and submit applications for funding to OJP. **If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.**

This solicitation expressly modifies the OJP Grant Application Resource Guide by not incorporating the "Limitation on Use of Award Funds for Employee Compensation; Waiver" provisions in the "Financial Information" section of the OJP Grant Application Resource Guide or the "Disclosure of Process Related to Executive Compensation" provisions in the "Application Attachments" section. It also deviates from the "Application Elements and Formatting Instructions" section of the Guide, specifically in the "Budget Preparation and Submission Information" provisions, in that this application does not require submission of a budget as described in those provisions.

Eligible Applicants:

State governments, Other

Other

Territories and possessions of the United States.

All states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands, American Samoa, Guam, and the Northern Mariana Islands are eligible to receive an annual VOCA victim assistance formula grant. Applicants must meet the eligibility requirements specified in VOCA, 34 U.S.C. § 20103(b).

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

Contact Information

For technical assistance with submitting the Application for Federal Assistance standard form (SF)-424 and a Disclosure of Lobbying Activities form (SF-LLL) in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, at [Grants.gov customer support](#), or email at support@grants.gov. The

Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

For technical assistance with submitting the **full application** in DOJ's Justice Grants System (JustGrants), contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov. The JustGrants Service Desk operates 5 a.m.–9 p.m., eastern time (ET) Monday through Friday and 9 a.m.–5 p.m., ET, Saturday, Sunday, and federal holidays.

For assistance with any other requirements of this solicitation, contact the OJP Response Center (this is the OVC contact) by telephone at 800–851–3420 or TTY 301–240–6310 (hearing impaired only), or by email at grants@ncjrs.gov. The OJP Response Center hours of operation are 10:00 a.m.–6:00 p.m. ET, Monday through Friday, and 10:00 a.m.–8:00 p.m. ET, on the solicitation closing date.

Pre-Application Webinar

OVC will conduct one pre-application webinar during which OVC staff will review the solicitation requirements and conduct a question and answer session with interested potential applicants. Participation in the webinar is optional. When the webinar has been scheduled, the details and registration information will be available at: <https://ovc.ojp.gov/funding/funding-webinars>.

Submission Information

Applications will be submitted to DOJ in two steps:

Step 1: The applicant must submit by the Grants.gov deadline the required Application for Federal Assistance standard form (SF-424) and a Disclosure of Lobbying Activities (SF-LLL) form when they register in Grants.gov at <https://www.grants.gov/web/grants/register.html>. To register in Grants.gov, the applicant will need to ensure that its System for Award Management (SAM) registration is current.

Step 2: The applicant must then submit the **full application**, including attachments, in JustGrants at JustGrants.usdoj.gov. To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline. OJP encourages applicants to review the “How to Apply” section in the [OJP Grant Application Resource Guide](#) and the [JustGrants website](#) for more information, resources, and training.

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Program Description

Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC), seeks applications for funding under the Fiscal Year (FY) 2022 Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program. This program furthers the Department's mission by providing grants to support the provision of services to victims of crime throughout the nation.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance to applicants on how to prepare and submit applications for funding to OJP. **If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.**

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Statutory Authority

34 U.S.C. § 20103(a)

Specific Information

For federal FY 2022, the amount available to OVC for obligation from the Crime Victims Fund is \$2.6 billion.

All states and most territories receive an annual VOCA victim assistance grant. Each state, the District of Columbia, the U.S. Virgin Islands, and Puerto Rico receive a base amount of \$500,000. The territories of Northern Mariana Islands, Guam, and American Samoa each receive a base amount of \$200,000. Additional funds are distributed to states and territories based on population according to the U.S. Census Bureau.

Each applicant, in the award acceptance process in JustGrants, must agree to the following award condition, which satisfies the VOCA requirements at 34 U.S.C. § 20103(a)(2), and 34 U.S.C. § 20110(h), that states make certain certifications:

VOCA Requirements

The recipient assures that the State and its subrecipients will comply with the conditions of the Victims of Crime Act of 1984, sections 1404(a)(2), and 1404(b)(1) and (2), 34 U.S.C. § 20103(a)(2) and (b)(1) and (2) (and the applicable program guidelines and regulations), as required. Specifically, the State certifies that funds under this award will:

- a. Be awarded only to eligible victim assistance organizations, 34 U.S.C. § 20103(a)(2);
- b. Not be used to supplant State and local public funds that would otherwise be available for crime victim assistance, 34 U.S.C. § 20103(a)(2), or for administering the state victim assistance program, 34 U.S.C. § 20110(h); and
- c. Be allocated in accordance with program guidelines or regulations implementing 34 U.S.C. § 20103(a)(2)(A) and 34 U.S.C. § 20103(a)(2)(B) to, at a minimum, assist victims in the following categories: sexual assault, child abuse, domestic violence, and underserved victims of violent crimes as identified by the State.

Award funds will be used only to provide services to victims of crime, except for a maximum of 5 percent that may be used for administration and training. See 34 U.S.C. § 20103(b)(3), 28 C.F.R. 94.107.

States and territories have the sole discretion to determine which organizations will receive subawards, subject to the requirements of VOCA, the Victim Assistance Program Rule at 28 C.F.R. part 94, subpart B, government-wide grant rules at 2 C.F.R. part 200 (as adopted by DOJ), and the [DOJ Grants Financial](#)

Guide.

The [Victim Assistance Program Rule](#) describes the program requirements, and types of programs and activities that states and territories are able to support with VOCA Assistance grant funds. Questions and answers regarding the rule and the VOCA Assistance Program are available on the OVC website at <https://ovc.ojp.gov/program/victims-crime-act-voca-administrators/voca-faqs>.

OVC strongly encourages SAAs to use the VOCA Assistance funding within the program parameters to affirmatively advance equity, civil rights, racial justice, and equal opportunity. The following practices may advance SAA efforts toward these goals:

- Include diverse perspectives in any process to identify victim service needs (e.g., strategic planning).
- Consider funding organizations that in the past have not received VOCA funds. Review the SAA criteria for determining the organizational capacity of subrecipient applicants (see 28 C.F.R. 94.122 (b); 34 U.S.C. § 20103(b)(1)(B)), and selecting subrecipients for funding, to ensure that these criteria do not unnecessarily exclude or deter from applying organizations serving traditionally underserved communities.
- Support victims of violent crime through community-based crime victim intervention projects.

Goals, Objectives, Deliverables, and Timeline

The goal of the Victims of Crime Act (VOCA) Victims Assistance funding is to improve the treatment of victims of crime by providing victims with the assistance, support, and services necessary to aid their restoration after a criminal act, and to support and aid them as they move through the criminal justice process.

States and territories shall use funds to support eligible crime victim assistance programs that provide direct services to crime victims; retaining up to 5 percent of their total grant for administrative and training purposes.

The Goals, Objectives, and Deliverables are directly related to the performance measures that show the completed work's results, as discussed under the Application and Submission Information section.

Evidence-Based Programs or Practices

OJP strongly encourages the use of data and evidence in policymaking and program development for criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices, see the [OJP Grant Application Resource Guide](#).

Information Regarding Potential Evaluation of Programs and Activities

OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. For additional information, see the [OJP Grant Application Resource Guide](#) section entitled "Information Regarding Potential Evaluation of Programs and Activities."

Federal Award Information

Solicitation Categories

This solicitation does not include Solicitation Categories.

Awards, Amounts and Durations

Anticipated Number of Awards

56

Period of Performance Start Date

10/1/21 12:00 AM

Period of Performance Duration (Months)

48

Anticipated Total Amount to be Awarded Under Solicitation

\$1,608,841,915.00

Availability of Funds

This solicitation, and awards (if any are made) under this solicitation, are subject to the availability of appropriated

funds and to any modifications or additional requirements that may be imposed by the agency or by law. In addition, nothing in this solicitation is intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

Types of Awards

OVC expects to make awards under this solicitation as grants. See the "Administrative, National Policy, and Other Legal Requirements" section of the [OJP Grant Application Resource Guide](#) for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See [OJP Grant Application Resource Guide](#) for additional information.

Budget Information

This solicitation does not require a budget.

Cost Sharing or Matching Requirement

This solicitation does not require a match.

Pre-agreement Costs (also known as Pre-award Costs)

See the [OJP Grant Application Resource Guide](#) for information on Pre-agreement Costs (also known as Pre-award Costs).

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs

See the [OJP Grant Application Resource Guide](#) for information on Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs.

Costs Associated with Language Assistance (if applicable)

See the [OJP Grant Application Resource Guide](#) for information on Costs Associated with Language Assistance.

Eligibility Information

For eligibility information, see the title page.

For information on cost sharing or matching requirements, see the Federal Award Information section.

Application and Submission Information

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

Information to Complete the Application for Federal Assistance (SF-424)

The SF-424 must be submitted in Grants.gov. It is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. See the [OJP Grant Application Resource Guide](#) for additional information on completing the SF-424.

In Section 8F of the SF-424, please include the name and contact information of the individual **who will**

complete application in JustGrants. JustGrants will use this information (*email address*) to assign the application to this user in JustGrants.

Intergovernmental Review: This solicitation (“funding opportunity”) **is not** subject to [Executive Order 12372](#). (In completing the SF-424, an applicant is to answer question 19 by selecting the response that the “Program is not covered by E.O. 12372.”)

Standard Applicant Information (JustGrants 424 and General Agency Information)

Standard Applicant Information (JustGrants 424 and General Agency Information)

The Standard Applicant Information section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. The applicant will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, the applicant will need to: add zip codes for areas affected by the project; confirm its Authorized Representative; and verify and confirm the organization’s unique entity identifier, legal name, and address.

Note on Project Evaluations

An applicant that proposes to use award funds through this solicitation to conduct project evaluations must follow the guidance under “Note on Project Evaluations” in the [OJP Grant Application Resource Guide](#).

Proposal Narrative

Goals, Objectives, Deliverables, and Timeline

VOCA formula applicants are not required to submit the VOCA Victim Assistance Formula goals, objectives, deliverables and timelines in the JustGrants Web-based form.

Budget and Associated Documentation

Budget Worksheet and Budget Narrative (attachment)

These are not required for the VOCA Assistance Formula Program application. Please disregard the OJP Grant Application Resource Guide, Budget Preparation and Submission Information provisions, to the extent that they require submission of a budget.

Indirect Cost Rate Agreement (if applicable)

The applicant will submit its indirect cost rate agreement by uploading it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

Financial Management Questionnaire (including applicant disclosure of high-risk status)

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the [OJP Grant Application Resource Guide](#) for additional information.

OJP Financial Management and Grant Administration Training Certificates

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

If you propose subawards or procurement contracts from your administrative funding allocation, and these meet the criteria for OJP review set out in the OJP Grant Application Resource Guide (e.g., proposed non-competitive contracts over \$250,000), you should describe them in this submission, if the details are known at the time of application.

A Statement Regarding Use of Administrative and Training Funds

Applicants should provide OVC with a general statement about how they intend to use the 5 percent of the award

amount allowed for administration and training. See 28 C.F.R. 94.107.

If you propose subawards or procurement contracts from your administrative funding allocation, and these meet the criteria for OJP review set out in the OJP Grant Application Resource Guide (e.g., proposed non-competitive contracts over \$250,000), you should describe them in this submission, if the details are known at the time of application.

Civil Rights Compliance Reporting

Applicant will submit through JustGrants the name of a civil rights contact person who is responsible for ensuring that all applicable civil rights requirements are met and who will act as liaison in civil rights matters with the OJP Office for Civil Rights.

Monitoring of Subawards

Please describe your subaward monitoring plan for FY 2022. Please explain whether you met your monitoring goals for FY 2021. If you did not meet or are not meeting your monitoring goals, please explain.

Statement Regarding Plan to Subgrant Funds

Applicants must upload the following to JustGrants:

- a. A copy of the documented methodology for selecting subrecipients that will apply to FY 2022 VOCA Assistance funding.
- b. A copy of any completed strategic plan applicable to FY 2022 VOCA Assistance funding.
- c. A document that describes (to the extent not already addressed in the items above) the following:
 - Efforts to assess victim services needs in the state or territory; and whether these efforts actively seek to include diverse and frequently marginalized perspectives in identifying these needs, and, if so, how.
 - How subawards will be made, including the extent to which new awards will be made and the extent to which awards to existing subgrantees will be modified. If a planning process is underway or anticipated regarding the delivery of victim services, please describe that process.
 - How the state or territory will use its funding to affirmatively advance equity, civil rights, racial justice, and equal opportunity, including by incorporating any of the practices described below and any others that your jurisdiction uses or plans to use.

For this item, please refer to the definitions used in the January 20, 2021 "[Executive Order on Advancing Racial Equity and Support for Underserved Communities Through the Federal Government](#)." The term 'equity' means the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; and persons with disabilities. The term 'underserved communities' refers to populations sharing a particular characteristic, and geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life, including isolated rural areas, particularly tribal communities and Alaska Native villages; communities affected by persistent poverty or inequality; and communities exemplified by the list in the preceding definition of 'equity.'

How the state or territory will ensure that subrecipients meet the VOCA organizational capacity requirements. See 28 C.F.R. 94.112(b); 34 U.S.C. § 20103(b)(1)(B) (requiring subrecipients to show

a record of effective services to victims of crime and financial support from non-Crime Victims Fund sources, or, in lieu of this record, show substantial financial support from non-Crime Victims Fund sources).

OVC encourages states and territories to consider funding organizations that traditionally have not received VOCA funds, and, within the parameters of the program rule, to set flexible criteria for demonstrating organizational capacity. To the extent that your jurisdiction will (or has) reviewed its process for determining organizational capacity to broaden access to VOCA Assistance funding, please describe what changes you intend to make (or have made).

Additional Application Components

The applicant will address the following disclosures and assurances.

Disclosures and Assurances

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities

Complete and submit the SF-LLL in Grants.gov. See the [OJP Grant Application Resource Guide](#) for additional information.

DOJ Certified Standard Assurances

Review and accept the DOJ Certified Standard Assurances in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

Applicant Disclosure of Duplication in Cost Items

Complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [OJP Grant Application Resource Guide](#) for additional information.

DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

Review and accept the DOJ Certified Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements; and Law Enforcement and Community Policing in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)

If applicable, submit the DOJ High Risk Disclosure and Justification as an attachment in JustGrants. A DOJ High Risk Grantee is an award recipient that has received a DOJ High Risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible. See the [OJP Grant Application Resource Guide](#) for additional information.

How to Apply

Step 1: The applicant must submit the **SF-424** and an **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html>.

Step 2: The applicant must then submit the **full application**, including attachments, in JustGrants at <https://justgrants.usdoj.gov/>.

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

Submission Dates and Time

The **SF-424** and the **SF-LLL** must be submitted in Grants.gov by 11:59 p.m., eastern time (ET) on June 23, 2022.

The **full application** must be submitted in JustGrants by 8:59 p.m., eastern time (ET) on June 30, 2022.

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates to allow sufficient time to correct errors and resubmit by the submission deadlines if a rejection notification is received. To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline.

Experiencing Unforeseen Technical Issues

An applicant that experiences unforeseen SAM.gov, Grants.gov, or JustGrants technical issues beyond its control that prevent application submission by the deadline, must demonstrate all efforts in requesting technical support in order to submit an application by the deadline. Technical support is available via phone and email to the applicable SAM.gov, Grants.gov, or JustGrants support centers or service desks in which an applicant received a ticket number for resolution. If an applicant misses a deadline due to unforeseen technical difficulties, the applicant may request a waiver to submit an application after the deadline. *Note: If an applicant does not submit all the required Grants.gov forms by the Grants.gov deadline, the applicant will not be able to proceed to the JustGrants portion of the application process.*

An applicant experiencing technical difficulties with the following systems must contact the associated support desk indicated below to report the technical issue and receive a tracking number:

- Grants.gov - contact the [Grants.gov Customer Support Hotline](#)
- SAM.gov - contact the [SAM Help Desk \(Federal Service Desk\)](#)
- JustGrants - contact the JustGrants Support Desk at JustGrants.Support@usdoj.gov or 833-872-5175

An applicant requesting a waiver to submit a late application must document their request for technical assistance in an email to the OJP Response Center at grants@ncjrs.gov **within 24 hours after the application deadline** to request approval to submit its application after the deadline. If an applicant has technical issues with Grants.gov, the applicant must contact OJP Response Center at grants@ncjrs.gov within 24 hours of the Grants.gov deadline to request approval to submit after the deadline. However, waiver requests will not be reviewed until after the JustGrants deadline to allow time for all waivers to be submitted. Waiver requests to submit after the submission deadline must:

- Describe the technical difficulties experienced;
- Include a timeline of the applicant's submission efforts (e.g., what date and time did the error occur, what date and time was action taken to resolve the issue and resubmit; and what date and time did support representatives respond)
- Include an attachment(s) of the complete grant application and all required documentation and material; and
- Include the applicant's Unique Entity Identifier (UEI) and any applicable SAM.gov tracking number(s), Grants.gov Help Desk, and JustGrants Support Desk Ticket Numbers.

OJP will review each request for late submission and required supporting documentation and notify the applicant whether the request has been approved or denied. For more details on the waiver process, OJP encourages applicants to review the "Experiencing Unforeseen Technical Issues" section in the [OJP Grant Application Resource Guide](#)

Application Review Information

Review Process

OJP reviews the application to make sure that the information presented is reasonable, understandable, measurable, achievable, and consistent with the solicitation. See the [OJP Grant Application Resource Guide](#) for information on the application review process for this solicitation.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also

reviews information related to the degree of risk posed by the applicant. Among other things to help assess whether an applicant with 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.

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

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

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

Federal Award Administration Information

Federal Award Notices

See the [OJP Grant Application Resource Guide](#) for information on award notifications and instructions.

Administrative, National Policy, and Other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions, and all applicable requirements of federal statutes and regulations, including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance.

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

Information Technology (IT) Security Clauses

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

General Information about Post-Federal Award Reporting Requirements

In addition to the deliverables described in the Program Description section, all award recipients under this solicitation will be required to submit certain reports and data.

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

OJP will require each successful applicant to submit quarterly performance data that show the completed work's results. The performance data directly relate to the goals, objectives, and deliverables identified under "Goals, Objectives, and Deliverables" in Section A. Program Description. OVC will require award recipients to provide the relevant data by submitting quarterly performance metrics through OVC's online Performance Measurement Tool (PMT), located at <https://ovcpmt.ojp.gov>. Reports generated from OVC's PMT system must be uploaded to JustGrants annually. OVC will provide further guidance on the post-award submission process, after making awards.

A list of resources and trainings can be found at <https://ovc.ojp.gov/program/victims-crime-act-voca->

[administrators/victim-assistance-and-victim-compensation-performance-measures#nwjgvs](#).

Examples of performance measure questions for Victim Assistance grantees can be found at <https://ovcpmt.ojp.gov/documents/Victim%20Assistance%20-%20Subgrantee%20Data%20Report%20-%20June%202017.pdf>.

Applicants should visit OJP's performance measurement page at www.ojp.gov/performance/ for an overview of performance measurement activities at OJP.

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

Federal Awarding Agency Contact(s)

For OJP contact(s), see the solicitation cover page.

For contact information for Grants.gov and JustGrants, see the solicitation cover page.

Other Information

Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)

See the [OJP Grant Application Resource Guide](#) for information on the Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a).

Provide Feedback to OJP

See the [OJP Grant Application Resource Guide](#) for information on how to provide feedback to OJP.

Performance Measures

Examples of performance measure questions for Victim Assistance grantees can be found at <https://ovcpmt.ojp.gov/documents/Victim%20Assistance%20-%20Subgrantee%20Data%20Report%20-%20June%202017.pdf>.

Applicants should visit OJP's performance measurement page at www.ojp.gov/performance/ for an overview of performance measurement activities at OJP.

Application Checklist

This application checklist has been created as an aid in developing an application. The [DOJ Application Submission Checklist](#) is another resource.

What an Applicant Must Do:

Prior to Registering in Grants.gov:

- Confirm your Entity's [System Award Management \(SAM\) Registration Information](#) (see [OJP Grant Application Resource Guide](#))

To register in Grants.gov:

- Acquire Authorized Organization Representative (AOR) and a Grants.gov username and password (see [OJP Grant Application Resource Guide](#))
- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see [OJP Grant Application Resource Guide](#))

To find the Funding Opportunity:

- Search for the Funding Opportunity on Grants.gov using the opportunity number, Assistance Listing or keyword(s)
- Access the Funding Opportunity and Application Package (see step 7 in the [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, and reporting available at <https://www.ojp.gov/funding/financialguidedo/iii-postaward-requirements#6g3y8> (see [OJP Grant Application Resource Guide](#))

Overview of Post-Award Legal Requirements:

- Review the “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2022 Awards](#)” in the [OJP Funding Resource Center](#).

Review Scope Requirement:

- The federal amount requested is within the allowable limit(s) of the VOCA Victim Assistance Allocation Tables.

Review Eligibility Requirement:

- State governments

Prepare to submit the Application for Federal Assistance standard form (SF)-424 and Disclosure of Lobbying Activities form (SF-LLL)

- Review Information to complete the Application for Federal Assistance (SF-424) in Grants.gov
- Complete Standard Applicant Information (SF-424 information from Grants.gov)
- Submit the **SF-424** and **SF-LLL** in Grants.gov

After the SF-424 and SF-LLL submission in Grants.gov, receive Grants.gov email notifications that:

- Submission has been received in Grants.gov
- Submission has either been successfully validated or rejected with errors (see [OJP Grant Application Resource Guide](#))

If no Grants.gov receipt and validation, or error notifications are received:

- Contact Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, at [Grants.gov customer support](#), or email at support@grants.gov regarding technical difficulties (see [OJP Grant Application Resource Guide](#))

Receive email notification to complete application in JustGrants:

- Proceed to complete application in JustGrants

Content of Application Submission:

- Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov
- Standard Applicant Information (SF-424 information from Grants.gov)

Budget and Associated Documentation

- Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
- Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))

- [Guide](#))
- OJP Financial Management and Grant Administration Training Certificates

Additional Application Components

- A Statement Regarding Use of Administrative and Training Funds.
- Civil Rights Compliance Reporting
- Monitoring of Subawards
- Statement Regarding Plan to Subgrant Funds

Disclosures and Assurances

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (see [OJP Grant Application Resource Guide](#))
- DOJ Certified Standard Assurances (see [OJP Grant Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))

Submit application in JustGrants:

- Application has been successfully submitted in JustGrants

If no JustGrants application submission validation or if error notifications are received

- Contact JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov regarding technical difficulties