

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



OVC FY 2022 VOCA Victim Compensation Fellow

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Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) seeks applications for funding from individuals interested in participating in the OVC Fellowship program. This program furthers the DOJ's mission by improving the capacity of the victim services field to address the needs of crime victims.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance to applicants to prepare and submit applications to OJP for funding. **If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.** This solicitation expressly modifies the OJP Grant Application Resource Guide by not incorporating the "Disclosure of Process Related to Executive Compensation" provisions in the "Application Attachments" section.

Solicitation Categories

This solicitation does not include Solicitation Categories.

Eligible Applicants:

Individuals

The successful candidate must demonstrate substantial knowledge of data and research related to victimization and victim services, and have the skills to communicate orally and in writing with a broad audience of stakeholders. Applicants must be able to be onsite at OVC in Washington, D.C., for a minimum of 1 week per 6 months throughout a 36-month project period, unless there are unique circumstances that would prevent the grantee Fellow from being onsite. The grantee Fellow will work with OVC to determine unique circumstances and make adjustments, as necessary. Organizations are not eligible to apply.

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

OVC may elect to fund applications submitted under this FY 2022 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

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, [Grants.gov Customer Support](#), or 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. to 9 p.m. eastern time Monday–Friday and 9 a.m. to 5 p.m. Saturday, Sunday, and Federal holidays.

For assistance with any other requirements of this solicitation, contact the OJP Response Center 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. to 6:00 p.m. eastern time Monday–Friday, and 10:00 a.m. to 8:00 p.m. 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

OJP is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety and protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

OVC's mission is to enhance the Nation's capacity to assist crime victims and provide leadership in changing policies and practices to promote justice and healing for all victims of crime. OVC achieves this mission, in part, by administering discretionary award programs supported by the federal Crime Victims Fund to develop innovative training and technical assistance, and to provide direct services to improve the overall quality of victim assistance.

The OVC Victims of Crime Act (VOCA) Victim Compensation Fellow Program supports a grantee Fellow at OVC. The individual who is awarded funding under this program will work collaboratively with OVC and the crime victim services' field to identify barriers that prevent all victims of crime, including victims of color, from accessing and receiving compensation, improve support and resources for state victim compensation programs, and promote equity in access to and receipt of compensation funding.

Statutory Authority

34 U.S.C. § 20103(c)(1)(A) and (c)(3)(E)(i)

Specific Information

This program will support one Fellow assigned to OVC's State Victim Resource Division (SVRD). The compensation Fellow will work with OVC staff, compensation administrators, and relevant stakeholders in the victim services field to identify ways to increase awareness of and access to state victim compensation programs. The compensation Fellow would focus on those communities that historically have not accessed or received compensation funding at the same rate as other eligible victim populations. The selected Fellow will have demonstrated expertise in working with VOCA Victim Compensation programs and OVC.

Schedule: The grantee Fellow will work full time on project activities and deliverables throughout the project period. Grantee Fellows will work with their grant managers to determine their individual schedules during the grant period.

Time sheets: Fellows will request scheduled drawdowns of grant funds under their awards based on the level of effort contributed toward the grant (time spent working on grant deliverables). The grantee must maintain time sheets and other documentation that substantiates and supports the grantee's level of effort for each drawdown period, and this documentation shall be available for inspection and review upon request from OVC during the grant.

Progress reports: Progress reports will be used to ensure that the Fellow's activities support the stated purpose of the award and that the fellowship's deliverables are being met as established by the approved schedule for that reporting period. The Fellow's financial, administrative, and programmatic compliance—and overall performance—will be monitored by a Grants Management Specialist within the assigned division, with ultimate oversight by an OVC Deputy Director or Associate Director.

Equipment/supplies: OJP will provide equipment, including a computer, a telephone, and office supplies. When onsite, OJP will provide workspace and Internet access.

Security clearance: Any offer of a fellowship award may be contingent upon the applicant successfully passing a complete and thorough background investigation and drug test.

Relationship to OVC: Fellows are grantees and not federal employees, and therefore lack any inherent governmental authority. This means grantee Fellows do not speak on behalf of the Federal Government, nor can

they make decisions on behalf of the government. Grantee Fellows are expected to conduct themselves in a professional manner at all times while working on fellowship grant activities. When grantee Fellows are onsite, they are expected to comply with the workplace requirements generally applicable to employees at the work site.

Federal debt: Applicants must certify in their application that they have no delinquent federal student loans or other unresolved federal debt, including unresolved federal tax debt.

Lobbying: Applicants may not be registered lobbyists at the time that the fellowship award is made or during the period of the fellowship.

Financial management training: Successful applicants must take the online financial management training for grantees to ensure understanding of the requirements associated with recordkeeping and reporting. Information about the DOJ Grants Financial Management Online Training can be found at <https://ojp.gov/training/training.htm>

It is OVC's expectation that the selected grantee Fellow will work closely with OVC and OVC's training and technical assistance partners to participate in information sharing and engage in peer-to-peer learning exchanges and other activities that are relevant to working with state compensation programs, and will support the Fellow in achieving the goals, objectives, and deliverables of this program.

Goals, Objectives, Deliverables, and Timeline

Goals

The goal of this fellowship program is to strengthen and enhance compensation programs with a focus on collaborating with the crime victim services' field to identify barriers that prevent all victims of crime, including victims of color, from accessing and receiving compensation, improving support and resources for state victim compensation programs, and promoting equity in access to and receipt of compensation funding.

Objectives

- Assist OVC/OJP work with compensation administrators to support compensation programs.
- Assess individual state compensation programs and applicable laws, rules, regulations, policies, and other guidance or programs impacting the operations and execution of state compensation programs.
- Identify barriers that prevent all victims of crime, including victims of color, from accessing and receiving compensation, and provide recommendations at the national and state levels to overcome those barriers.
- Advance OVC/OJP's support of compensation programs to promote equity in access to and receipt of compensation funding.
- Identify model best practices across victim compensation programs, share these best practices with OVC and other state programs, and develop trainings/public outreach efforts to raise awareness about these practices.
- Make recommendations to OVC about how to institutionalize communication and collaboration innovations that will improve coordination with the compensation administrators.

Deliverables

- A nationwide assessment of state victim compensation programs, incorporating previous OVC/OJP and other field-generated work in this area.
- A report on recommendations to improve OVC/OJP's efforts to enhance communication with states regarding victim compensation programs. This will include recommendations for OVC to institutionalize improved communication and collaboration with compensation administrators.
- A report on recommendations to improve OVC/OJP's support of state victim compensation systems, policies, and structures, to include: (a) identified barriers that prevent all victims of crime, including victims of color, from accessing and receiving compensation; (b) recommendations at the national and state levels to overcome those barriers; and (c) recommendations to advance OVC/OJP efforts to promote equity in access to and receipt of compensation funding.
 - Trainings, outreach, public awareness efforts, and public resources, which are developed and conducted to raise awareness about OVC's efforts to increase support to state compensation programs.

- Work with OVC’s training and technical assistance partners to hold listening sessions with organizations representing marginalized communities, survivors, and compensation administrators to gain a better understanding of improvements that need to be made to the victim compensation program.
- Monthly reports submitted to the Program Manager outlining the activities completed.

The Goals, Objectives, and Deliverables are directly related to the performance measures that show the completed work’s results, as discussed in 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	Anticipated Maximum Dollar Amount of Awards
1	\$400,000.00
Period of Performance Start Date	Period of Performance Duration (Months)
10/1/22 12:00 AM	36
Anticipated Total Amount to be Awarded Under Solicitation	
\$400,000.00	

Continuation Funding Intent

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

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 cooperative agreements, which provide for OJP to have substantial involvement in carrying out award activities. See the “Administrative, National Policy, and Other Legal Requirements” section of the [OJP Grant Application Resource Guide](#) for additional information.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements 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.

Budget Information

The following are the only allowable expenses under this solicitation:

- Personnel (salary) must demonstrate that salary amounts are determined by education and experience. Benefits are not included as part of salary. If the application is selected for an award, applicants may be required to provide a copy of their last two federal tax returns (with their Social Security number redacted) or other documentation of salary or consulting income history.
- Fringe benefits may include life, health, and disability insurance; state workers' compensation; retirement plan; FICA (the employer match of 7.65 percent of salary only); and a public transportation stipend that does not exceed \$270 monthly, based on actual expenses. (This amount is based on the current maximum transit subsidy monthly benefit for federal employees and is subject to change.) Applicants must clearly identify which benefits they are requesting and the actual calculations. For example, if the individual is requesting health insurance, the applicant should indicate the amount paid monthly and multiply by 12 to get the annual expense.
- Travel expenses will involve site visits, attendance at conferences and meetings, and participation in training and professional development training (as permitted by public health regulations). Applicants should budget for 16 trips over the 3-year period. All trips should be budgeted at \$1,500 each, with a notation that date, location, and nature of travel will be determined in consultation with OVC management after the award is made. The applicant should include in the Budget Narrative a notation that travel costs, such as per diem and lodging, will not exceed the federal guidelines.
- Supplies may include expenses to cover professional reference materials and resources relating to the fellowship activities (not to exceed \$500) and business cards (not to exceed \$30).
- Expenses associated with professional development and training relating to the OVC fellowship project. Fees for up to four trainings at up to \$1,000 each should be included. At minimum, one training must be on racial equity/justice. Note: Many training opportunities will be in the Washington, D.C., area, which would be local for an onsite Fellow; however, final decisions will be made in consultation with the grantee Fellow's grant manager. Applicants should identify the type of training that they believe would be most helpful to them in carrying out fellowship activities.

The following expenses are not allowable under this solicitation:

- Equipment, such as costs for laptops or other equipment that will be supplied by OJP.
- Moving expenses.
- International travel.
- Indirect costs.

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](#) information on Pre-agreement Costs (also known as Pre-award Costs).

Limitation on Use of Award Funds for Employee Compensation: Waiver

See the [OJP Grant Application Resource Guide](#) information on the Limitation on Use of Award Funds for Employee Compensation; Waiver.

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 solicitation cover page.

For information on cost sharing or match requirements, see the “Federal Award Information” section.

Application and Submission Information

The following application elements **must** be included in the application to meet the basic minimum requirements to advance to peer review and receive consideration for funding:

- Proposal Abstract
- Proposal Narrative
- Budget Worksheet and Budget Narrative (Web-based Form) (The web-based form includes the budget details and the budget narrative.)
- Resume or Curriculum Vitae

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

In Section 8F. of the SF-424, please include the name and contact information of the individual **who will complete the 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 \(E.O.\) 12372](#). (In completing the SF-424, an applicant is to answer question 19 by selecting “Program is not covered by E.O. 12372.”)

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.

Proposal Abstract

A proposal abstract (no more than 400 words) summarizing the proposed project, including the purpose of the project, primary activities, expected outcomes, the service area, intended beneficiaries and subrecipients (if known), will be completed in the JustGrants web-based form. This abstract should be written in the third person and will be made publicly available on the OJP website if the project is awarded.

Proposal Narrative

The proposal narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point font; have no less than 1-inch margins; and should not exceed 20 pages. Pages should be numbered and submitted as an attachment. If the proposal narrative fails to comply with these length restrictions, OVC may consider such noncompliance in peer review and in final award decisions.

The following sections must be included as part of the proposal narrative:

a. Description of the Issue

The applicant must clearly articulate an understanding of the problem that this project plans to address by providing information about—

- Current practices in state victim compensation programs.
- How data can be used by compensation administrators and other providers in the field to improve services for victims.
- Gaps in information and knowledge by practitioners in the field.
- Gaps in accessing compensation, focusing on victims of color.
- Problems related to disseminating information to the field and integration of information into practice.

b. Project Design and Implementation

This section must—

- Specify the goals and objectives of this fellowship. The goals should be in alignment with the overall goals and objectives stated in this solicitation and relate directly to the description of the issue and needs identified in the previous section.
- Outline the process of completing fellowship activities and deliverables described in this solicitation.
- Include a time-task plan that clearly identifies objectives, major activities, phases of work, and project deliverables. The time-task plan also must provide for the submission of quarterly financial status reports and semiannual progress reports required of all grant recipients. The time-task plan, presented in chart or table form, is not subject to the 20-page narrative limitation or other formatting requirements described herein.

The Fellow must plan to take the DOJ Grants Financial Management Training Seminar online or in person within 120 days of receipt of the award. Specific information about the dates and locations of upcoming OJP Office of the Chief Financial Officer (OCFO) events and information about the DOJ Grants Financial Management Online Training can be found at <https://ojp.gov/training/training.htm>.

c. Capabilities and Competencies

This section must—

- Provide a clear description of academic and professional expertise in the fellowship specialization subject matter area(s), including but not limited to:
 - Experience working with state victim compensation programs and/or the administration or management of state victim compensation programs.
 - Experience working with victims of color and/or designing programs or initiatives that engage victims of color.
- Document experience in providing oral presentations and developing written publications or technical assistance products for broad audiences of stakeholders.
- Describe other relevant competencies. Resumes or curriculum vitae must be included as a separate attachment.

d. Plan for Collecting the Data Required for this Solicitation's Performance Measures

This section must—

- State the applicant's understanding of the performance data reporting requirements for this grant program and describe a plan for collecting all of the performance measures data required by this solicitation.
- Outline a plan for conducting evaluation activities to determine if the project is meeting goals and objectives.

Note: Applicants are **not** required to submit performance data with the application. Rather, performance measure information is included as an alert that successful applicants will be required to submit performance data as part of each award's reporting requirements.

OJP will require each successful applicant to submit regular performance data that show the completed work's results. The performance data directly relate to the goals, objectives, and deliverables identified in the "Goals, Objectives, and Deliverables" discussion. Applicants can visit OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

OVC will require award recipients to submit performance measure data and performance reports in JustGrants. Examples of performance measure questionnaires and resources can be found at <https://ovc.ojp.gov/funding/performance-measures>. OVC will provide further guidance on the post-award submission process, if selected for award.

Note on Project Evaluations

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

Goals, Objectives, Deliverables, and Timeline

Applicants will submit the program's goals, objectives, deliverables, and timelines in the JustGrants web-based form.

Budget and Associated Documentation

Budget Worksheet and Budget Narrative (web-based form)

Applicants will complete the JustGrants web-based budget form. See the [OJP Grant Application Resource Guide for additional information](#).

Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high risk status)

The applicant will download the questionnaire, complete it, and submit it by uploading it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide for the link to the questionnaire and additional information](#).

Budget Worksheet and Budget Narrative (Web-based Form)

The applicant will complete the JustGrants web-based budget form. See the [OJP Grant Application Resource Guide](#) for additional information.

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

The applicant will download the questionnaire, complete it, and submit it by uploading it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for the link to the questionnaire and additional information.

Additional Application Components

Applicants will attach the additional requested documentation in JustGrants.

Curriculum Vitae or Resumes

See the Proposal Narrative description for details.

Timeline Form

See the Proposal Narrative description for details about the Time-Task Plan.

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; Drug-Free Workplace Requirements; 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 **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 in [JustGrants.usdoj.gov](https://www.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 on July 5, 2022.

The **full application** must be submitted in JustGrants by 8:59 p.m. eastern time on July 12, 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 the OJP Response Center within 24 hours of the Grants.gov deadline to request approval to submit after the deadline. 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), 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 Criteria

a. Merit Review Criteria

Applications that meet the basic minimum requirements will be evaluated by peer reviewers on how the proposed project/program addresses the following criteria:

1. Statement of the Problem/Description of the Issue (20%) - evaluate the applicant's understanding of the program/issue to be addressed.
2. Project Design and Implementation (20%) - evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.

3. Capabilities and Competencies (45%) - evaluate the administrative and technical capacity of the applicant to successfully accomplish the goals and objectives.
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%) - evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
5. Budget (10%) - evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

b. Other Review Criteria/Factors

Other important considerations for OVC include geographic diversity, strategic priorities, available funding, past performance, and the extent to which the Budget Worksheet and Budget Narrative (web-based form) accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

Review Process

Applications submitted under this solicitation that meet the basic minimum requirements, will be evaluated for technical merit by a peer review panel(s) in accordance with OJP peer review policy and procedures using the review criteria listed above.

OJP screens applications to ensure they meet the basic minimum requirements prior to conducting the peer review. Although specific requirements may vary, the following are common requirements applicable to all OJP solicitations:

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

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 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, all final award decisions will be made by the Assistant Attorney General, who may consider not only peer review ratings and OVC recommendations, but also other factors as indicated in this section.

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 the 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, semiannual 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.)

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

Federal Awarding Agency Contact(s)

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

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

For contact information for 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.

Application Checklist

OVC FY 2022 VOCA Victim Compensation Fellow

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 for Award Management \(SAM\) Registration Information](#) (see [OJP Grant Application Resource Guide](#))

To register in Grants.gov:

- Acquire an 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 in 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/financialguidedoj/iii-postaward-requirements#6q3y8> (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 2021 Awards](#)” in the [OJP Funding Resource Center](#).

Review Scope Requirement:

- The federal amount requested is within the allowable limit(s) of \$400,000.

Review Eligibility Requirement:

- Individuals

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 validation, or error notifications are received:

- Contact Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov customer support](#), or 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:

The following items are critical application elements required to pass the basic minimum requirements review. If OJP determines that an application does not include the following elements, it will neither proceed to peer review, nor receive further consideration.

- Proposal Abstract
- Proposal Narrative
- Budget Worksheet and Budget Narrative (web-based form)
- Resume/Curricula Vitae

Budget and Associated Documentation:

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

Additional Application Components:

- Timeline Form

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