

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



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## **FY 2019 Law Enforcement-Based Victim Specialist Program**

**CFDA #16.582**

**Grants.gov Solicitation Number:** OVC-2019-15600

**Solicitation Release Date:** May 24, 2019

**Application Deadline:** 11:59 p.m., eastern time, on July 26, 2019

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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) is seeking applications for funding for the OVC FY 2019 Law Enforcement-Based Victim Specialist Program. This program furthers the Department's mission by assisting law enforcement to better support victims through the criminal justice process.

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

### **Eligibility** (Who may apply):

Eligible applicants for the OVC FY 2019 Law Enforcement-Based Victim Specialist Program are limited to public law enforcement agencies (including municipal, county, state, and tribal agencies).

Tribal agencies must be of federally recognized Indian tribal governments (as determined by the Secretary of the Interior). (A determination by the Secretary of the Interior is not required for tribes to which federal recognition was extended by virtue of Public Law 115-121, the Thomasina E. Jordan Indian Tribes of Virginia Federal Recognition Act of 2017.) Such federally recognized Indian tribal governments include Alaska Native villages and tribal consortia consisting of two or more federally recognized Indian tribes. "Indian tribe" means any Indian tribe, band, nation, or other organized group or community (including any Alaska Native village or regional or village corporation as defined in or established pursuant to the Alaska Native Claims Settlement Act (85 Stat. 688), 43 U.S.C. §§ 1601 et seq.) that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians. Additionally, an organization that is acting as the authorized designee of a federally recognized Indian tribe may apply. While all applications from tribal agencies will require a tribal resolution or other satisfactory evidence of legal authority from the tribe as part of the application, only organizations that are tribal designees **MUST** submit this documentation as part of their application.

OVC encourages applicants from small, mid-size and/or large jurisdictions. Sites within the Bureau of Justice Assistance [Public Safety Partnership program](#) are particularly encouraged to apply.

**Note: Separate and unique funding is available for tribal applicants, and therefore OVC anticipates that they will not “compete” with non-tribal applicants due to the availability of that funding (for more information, see Federal Award Information on page 9).**

Grantees funded under the OVC FY 2018 Law Enforcement-Based Direct Victim Services Program are not eligible for this FY 2019 solicitation.

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

OVC will consider applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients (subgrantees). The applicant must be the entity that would have primary responsibility for carrying out the award, including administering the funding and managing the entire program. Under this solicitation, only one application by any particular applicant entity will be considered. An entity may, however, be proposed as a subrecipient (subgrantee) in more than one application. For additional information on subawards, see the [OJP Grant Application Resource Guide](#).

OVC may elect to fund applications submitted under this FY 2019 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

### Contact information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, at <https://www.grants.gov/web/grants/support.html>, or at [support@grants.gov](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** to request approval to submit its application after the deadline. Additional information on reporting technical issues appears under “Experiencing Unforeseen Grants.gov Technical Issues” in the How To Apply (Grants.gov) section in the [OJP Grant Application Resource Guide](#).

For **requirements of this solicitation**, please contact OVC’s National Criminal Justice Reference Service (NCJRS) Response Center: toll free at 800-851-3420; via TTY at 301-240-6310 (hearing impaired only); email to [grants@ncjrs.gov](mailto:grants@ncjrs.gov); fax to 301-240-5830; or web chat at <https://webcontact.ncjrs.gov/ncjchat/chat.jsp>. The NCJRS Response Center operates from 10:00 a.m. to 6:00 p.m., eastern time, Monday through Friday, and from 10:00 a.m. to 8:00 p.m., eastern time, on the solicitation closing date.

For assistance with any **programmatic requirements** of this solicitation, please contact Laura Ivkovich, OVC Policy Analyst, by telephone at 202-616-3576, or by email at [Laura.Ivkovich@ojp.usdoj.gov](mailto:Laura.Ivkovich@ojp.usdoj.gov).

### **Pre-Application Webinar**

OVC will conduct one pre-application webinar on June 6, 2019, from 3:00 p.m. to 4:00 p.m., eastern time. Participation in the webinar is optional. OVC staff will review the solicitation requirements and conduct a question and answer session with interested potential applicants. You may register for the webinar at <https://www.ovc.gov/grants/webinars.html>.

### **Post-Award Legal Requirements Notice**

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). OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application.

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

### **Deadline Details**

Applicants must register with Grants.gov at <https://www.grants.gov/web/grants/register.html> prior to submitting an application. All applications are due by 11:59 p.m., eastern time, on July 26, 2019.

To be considered timely, an application must be submitted by the application deadline using Grants.gov, and the applicant must have received a validation message from Grants.gov that indicates successful and timely submission. OJP urges applicants to submit applications at least 72 hours prior to the application due date, to allow time for the applicant to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

An applicant must use the **Add Attachment** button to attach a file to its application. Do not click the paperclip icon to attach files. This action will not attach the files to the application. After adding an attachment, select the **View Attachment** button to confirm you attached the correct file. To remove the file, select the **Delete Attachment** button.

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

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

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# OVC FY 2019 Law Enforcement-Based Victim Specialist Program CFDA # 16.582

## A. Program Description

### Overview

This program will develop or enhance crime victim specialist programs within law enforcement agencies to better support victims through the criminal justice process including by connecting them with community-based direct victim services programs to more quickly and more effectively serve them. Among the most immediate needs are often referrals to victim assistance and compensation programs and informing them of their rights as crime victims.

Funding under this program will support an estimated 80 victim specialist grants to state, tribal, and/or local law enforcement agencies—preferably divided among small, mid-sized, and large jurisdictions—to hire staff to develop new programs or enhance existing law enforcement-based victim specialist programs. These programs should have a strong focus on assisting and supporting victims in high-crime areas and communities particularly affected by violence, and improving care and services to these crime victims.

In addition, significant funding is available for potential awards to support law enforcement based victim specialists focused specifically on serving tribal communities or populations.

Training and technical assistance (TTA) will be available to law enforcement agencies funded under this program.

**Statutory Authority:** This project is authorized by 34 U.S.C. § 20103(c)(1)(A) and (for projects serving tribal populations) the Commerce, Justice, Science, and Related Agencies Appropriations Act of 2019, Section 510.

### Program-Specific Information

Through the Victims of Crime Act (VOCA), OVC supports a variety of efforts to improve services and response to victims of crime, including programs that provide direct assistance to help victims of all crimes rebuild their lives. Over the years, OVC has funded partnerships with law enforcement agencies at the state, tribal, and local levels to combat crime, promote safer neighborhoods, and establish collaborations between police and the communities they protect—which can inevitably lead to more successful investigations and prosecutions. Through discretionary grant programs (e.g., the [Enhancing Law Enforcement Response to Victims \(ELERV\)](#) initiative), OVC grantees help law enforcement agencies provide effective, trauma-informed practices to better serve victims.

OVC also funds national-scope discretionary programs to demonstrate the provision of comprehensive services to victims and family members in the aftermath of crimes, such as homicide, domestic violence, sexual assault, and child/elder abuse. These initiatives help to demonstrate how law enforcement can assist in addressing the needs of victims of crime, as well as the benefits to the law enforcement agency and its personnel. However, of the thousands of victim assistance programs funded through VOCA annually at the state and local

levels, less than 10 percent were reported as law enforcement-based according to OVC's online Performance Measurement Tool (PMT).

The 2013 Law Enforcement Management Analysis Statistics (LEMAS) report, produced by the Bureau of Justice Statistics (BJS), gathered responses from more than 3,000 state and local law enforcement agencies, including those that employ 100 or more sworn officers, and a representative sample of smaller agencies in the United States. The 2013 LEMAS report found that only 13 percent of U.S. law enforcement agencies reported having a specialized unit with full- or part-time personnel dedicated to victim assistance; and only an additional 12 percent reported having any dedicated victim assistance personnel. More than half of the agencies reported having no dedicated personnel, but indicated having some policies, procedures, or training related to victim assistance. The remaining 20 percent of law enforcement agencies reported that crime victim services were not formally addressed.<sup>1</sup>

The role of a law enforcement-based victim specialist can vary from jurisdiction to jurisdiction, but generally they ensure victims of crimes are treated with fairness and respect, are notified of their rights, provided with updates on their cases, and given the information and referrals they need to address the often traumatic impact of victimization. Many federal law enforcement-based victim assistance programs are funded by OVC (e.g., FBI, ATF, DEA, etc.), and are uniquely positioned to quickly identify the needs of victims and connect them with services in the immediate aftermath of a crime. These federal programs provide service as required by federal statute (e.g., 34 U.S.C. § 20141) and policy (e.g., [Attorney General Guidelines for Victim and Witness Assistance](#)) and stand as a model for system-based victim services and how they play a key role in meeting the needs of victims of all crime.

Law enforcement agencies are in a unique position to refer survivors to community-based programs that provide an array of services, such as case management; direct advocacy and counseling services; emergency shelter; mental health services; legal advocacy; transportation; safety planning; assistance with crime victim compensation claims; information and referrals; and follow-up to ensure the victim's needs are being addressed.

With this FY 2019 solicitation, OVC is taking steps to invest nationwide in the development and growth of law enforcement-based victim specialists at the state, tribal, and local levels.

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

The goal of the FY 2019 Law Enforcement-Based Victim Specialist Program is to assist state, tribal and local law enforcement agencies of all sizes to develop or enhance a victim specialist program that connects survivors and families to coordinated and trauma-informed services.

These services can lead to valuable partnerships with community-based programs to serve the broader needs and rights of all crime victims—and connect victims to vital resources earlier, soon after a crime is reported.

OVC will provide grants to state, tribal and/or local law enforcement agencies to hire victim service specialists to improve the overall response to victims of crime—with a strong focus on reaching and serving victims in high-crime areas and communities particularly affected by violence.

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<sup>1</sup> DOJ, OJP, BJS, Law Enforcement Management and Administrative Statistics (LEMAS), 2013 (Ann Arbor, MI: Inter-university Consortium for Political and Social Research, 2015).

Grantees will use program funds to hire victim service specialists, and successful applicants will ensure the development and training of these specialists. Resources such as OVC's [Model Program Standards for Victim Services](#) can be useful as personnel develop written guidelines for their individual police agency that describe:

- The victim specialist program mission, goals, and objectives;
- Timing and availability including addressing victim/survivor crisis situations; procedures for addressing imminent danger, stalking, and intimidation of victims/survivors; and information provided to victims/survivors on initial contact and throughout service delivery;
- Guidance specifying which crime victims will be served by the program and how services, response, and procedures might vary (e.g., homicide, sexual assault, robbery, burglary, child abuse, domestic violence, theft/forgery, etc.)
- The roles, responsibilities and interaction that patrol officers, detectives, victim specialist staff and other police personnel (such as media specialists) should typically have with victims (from on-site assistance immediately following a crime, informing the victim of their rights, updates on the investigation as appropriate, and possibly until prosecution—depending on the case).
- Methods for maintaining geographic accessibility of services and accessibility over time, including accessibility of services to people with disabilities;
- Policy on nondiscrimination in service provision;
- Procedures for assessing safety and security; and
- Procedures for communication and collaboration with victim service providers in the community.

Under this solicitation the objective is to support law enforcement agencies in identifying victims, and more quickly referring them to, community programs that deliver victim services that:

- Respond to the emotional, psychological, and/or physical needs of crime victims, and offer referrals to other community resources to help meet these needs;
- Assist victims as they stabilize their lives after victimization;
- Assist victims to understand and more effectively participate in the criminal justice system, and be informed of their rights as a victim of crime, and how to exercise those rights;
- Restore a measure of security and safety for the victim; and/or
- Address other allowable victim needs identified by the grantee.

Under this solicitation the deliverables include, but are not limited to:

- Connecting the victim to support services (and/or referrals for) such as crisis intervention services, emergency transportation to court or certain appointments, short-term child care services, temporary housing/shelter and security measures, assistance in participating in criminal justice proceedings, payment of all reasonable costs for a forensic medical examination of a crime victim (to the extent that such costs are otherwise not reimbursed or paid), assistance with crime victim compensation applications and eligibility, and other services for crime victims identified by the grantee;
- In the early phases of the grant project, develop and print documents/brochures that can be given to crime victims shortly after an offense is reported that briefly outline the rights

and services available to victims in the grantee's jurisdiction<sup>2</sup>, and includes contact information for the police agency's victim specialist program; and

- A plan for how the victim specialist program will be developed or enhanced, implemented, and sustained at the conclusion of FY 2019 funding (which can be up to 36 months).

Applicants, especially those who propose collaborative partnerships as part of their activities, must also clearly document support and engagement from their proposed and/or existing partners.

Applicants should outline how a coordinated, community-wide approach will leverage existing local, state, and federal resources for the provision of an array of services for all victims.

This funding should not supplant or duplicate currently funded victim specialist programs, but applicants may propose activities that demonstrate how a current program can be enhanced or expanded, as well as launch new programs.

It is critical to ensure that each OVC project is operating as designed and achieving its goals and objectives. Accordingly, each application must—

- a. provide a plan to periodically assess the project's effectiveness and accomplishments of project goals and objectives;
- b. include clearly stated goals and objectives;
- c. establish links between program activities and objectives; and
- d. outline the project's performance expectations.

Grantees are encouraged to refer to <https://www.ovc.gov/map.html>, which provides VOCA state contacts and additional resources.

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

### **Evidence-Based Programs or Practices**

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

### **Information Regarding Potential Evaluation of Programs and Activities**

Applicants should note 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."

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<sup>2</sup> The state attorney general's office may already have much of this information assembled, which can be customized for the grantee's jurisdiction.



## **Encouraging Program Investments in Economically Distressed Communities (Qualified Opportunity Zones)**

Under this program, OJP will, as appropriate, give priority consideration in award decisions to applications that propose projects that directly benefit federally designated Qualified Opportunity Zones (QOZ).<sup>3</sup> In order to assist OJP in considering this factor, applicants should include information in the application that specifies how the project will enhance public safety in the specified QOZs (for example, encouraging victims to report and prosecute crimes can enhance public safety). For resources on QOZs, and for a current list of designated QOZs, see the U.S. Department of the Treasury's resource webpage, accessible at <https://www.cdfifund.gov/pages/opportunity-zones.aspx>.

## **B. Federal Award Information**

OVC expects to make an anticipated 80 awards, divided among jurisdictions of various sizes:

**Small** (non-federal departments employing fewer than 250 full-time sworn officers) – Awards of up to \$92,000 per year over 3 years with a maximum award of up to \$276,000.

**Medium** (non-federal departments employing 250 to 1,000 full-time sworn officers) – Awards of up to \$150,000 per year over 3 years with a maximum award of up to \$450,000.

**Large** (non-federal departments employing more than 1,000 full-time sworn officers) – Awards of up to \$275,000 per year over 3 years with a maximum award of up to \$825,000.

**Note: Separate and unique funding is available for tribal applicants, and therefore OVC anticipates that they will not “compete” with non-tribal applicants due to the availability of that funding.**

**Tribal** – Additional awards are available of up to \$150,000 per year over 3 years with the maximum of \$450,000.

OVC expects to make awards for a 36-month period of performance, to begin on October 1, 2019, and end on or by September 30, 2022 (no extensions are allowed).

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

### **Type of Award**

OVC expects to make any award under this solicitation in the form of a grant. 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 (and cooperative agreements).

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<sup>3</sup> See Public Law 115-97, Title I, Subtitle C, Part IX, Subpart B, Sec. 13823.

## **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<sup>4</sup> as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See [OJP Grant Application Resource Guide](#) for additional information.

## **Budget Information**

### **Cost Sharing or Matching Requirement**

This solicitation does 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 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 page 2 of the 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 Post award Requirements at <https://ojp.gov/financialguide/DOJ/index.htm> for more information.

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

For applicants seeking the waiver, see [OJP Grant Application Resource Guide](#) for information.

### **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. See [OJP Grant Application Resource Guide](#) for information.

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

See the [OJP Grant Application Resource Guide](#) for information on costs associated with language assistance that may be allowable.

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<sup>4</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.

## C. Eligibility Information

For eligibility information, see the title page.

For information on cost sharing or match requirements, see [Section B. Federal Award Information](#).

## D. Application and Submission Information

### What an Application Should Include

For this solicitation, OVC has designated the following application elements as critical: Program Narrative and Budget Detail Worksheet (including the Budget Narrative). All eligible law enforcement agencies are invited to apply.

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

#### 1. Complete the Application for Federal Assistance (Standard Form (SF)-424)

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

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

#### 2. Project Abstract

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.

The abstract should state which of the jurisdictional categories the applicant fits (small, medium, large, or tribal—outlined on Page 9), and should include basic crime statistics for the jurisdiction for at least 2 years. As a separate attachment, the project abstract will not count against the page limit for the program narrative.

#### 3. Program Narrative

The program narrative should be double-spaced, using a standard 12-point font (Times New Roman preferred); have no less than 1-inch margins; and should not exceed 20 pages. The narrative should begin by stating in which of the jurisdictional categories the applicant fits (small, medium, large, or tribal—outlined on page 9), and should include basic crime statistics for the jurisdiction for at least 2 years. Pages should be numbered.

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:

- a. **Description of the Issue** – This section must describe the need for the project and provide a clear statement of how funding will support the project's value to victims by meeting a stated goal. Applicants should briefly describe any previous or current attempts to better support victims through the criminal justice system, and any related research or evaluation studies that contribute to the applicants' understanding of potential solutions. They should identify the challenges (e.g., resources, policy and system barriers, training gaps, etc.) to improving outcomes for victims, and provide a clear statement of how funding will allow them to address these unique challenges. Applicants must also make a convincing case that the project addresses a gap in existing efforts and does not duplicate existing resources. The project narrative should include documentation of the size of the jurisdiction served; the number of sworn officers; basic crime statistics for the jurisdiction for at least 2 years; identification as a tribal applicant (if appropriate); and/or an indication of whether the agency is a [Public Safety Partnership site](#).
- b. **Project Design and Implementation** – The project design and implementation plan must describe the project strategy and discuss how the strategy will address the identified problems and support the goals and objectives.

This section must include a **time-task plan** that outlines the following:

- a. The strategy and tasks for project implementation.
  - b. A description of project phases, staff responsibilities, interim deliverables, and final products.
  - c. Clearly identified objectives and major activities for the duration of the project period. (The time-task plan, presented in chart form, will not be included as part of the 20-page narrative limit. In preparing the time-task plan, Gantt chart, or schedule, applicants should make certain that all project activities will occur within the proposed project period, not to exceed 3 years.)
  - d. A plan for how the project deliverables will be developed.
  - e. A plan for submitting financial and progress reports. (All grant recipients are required to submit semiannual progress reports and quarterly financial reports.)
- c. **Capabilities and Competencies** – Organizational capability will be assessed on the basis of the applicant's described management structure and financial capability; and the applicant's project management plan and documentation of the professional staff members' unique qualifications to perform their assigned tasks.

Applications must also include the following:

- a. A clear description of the management structure and the current and proposed professional staff members' unique qualifications that will enable them to fulfill the grant responsibilities.
- b. A description of how the program will be managed, including an

- organizational chart or information describing the roles and responsibilities of key organizational and functional components and personnel.
- c. **A list of personnel** responsible for managing and implementing the major stages of the project. If additional staff will be hired to complete the project, the applicant should identify the selection criteria.
- d. **Resumes for key staff**, submitted as a separate attachment to the application.
- e. Detailed information about staff or community partners who have committed to work on the project contingent upon receipt of funding.

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

OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award. The performance data directly relate to the goals, objectives, and deliverables identified under "Goals, Objectives, and Deliverables" in [Section A. Program Description](#).

Award recipients will be required to provide the relevant data by submitting quarterly performance data through the Transforming Victim Services module in OVC's online Performance Measurement Tool (PMT) located at <https://ovcpmt.ojp.gov/>. Applicants should review the applicable performance measures at <https://www.ovc.gov/grants/pdfxt/TVS-questionnaire.pdf>. Award recipients under this solicitation will be required to complete the following sections, including any relevant shared measures.

- V. Collaborative Partnerships
- VI. Strategic Planning
- VII. Victim Services

Reports generated from OVC's PMT system must be uploaded to the Grants Management System (GMS) every 6 months. Applicants should visit OJP's performance measurement page at [www.ojp.gov/performance](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP.

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

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

**Note on Project Evaluations**

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

**4. Budget Information and Associated Documentation**

See the Budget Preparation and Submission Information section of the [OJP Grant Application Resource Guide](#) for details on the Budget Detail Worksheet, and on budget

information and associated documentation, such as information on proposed subawards, proposed procurement contracts under awards, and pre-agreement costs.

**5. Indirect Cost Rate Agreement**

See the Budget Preparation and Submission Information section of the [OJP Grant Application Resource Guide](#) for information.

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

Tribal applicants that wish to submit an application in response to this solicitation will be required to include information related to a tribal authorizing resolution. See the [OJP Grant Application Resource Guide](#) for information on tribal authorizing resolutions.

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 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 OJP applicant (other than an individual applying in his or her personal capacity) is required to download, complete, and submit the OJP Financial Management and System of Internal Controls Questionnaire (Questionnaire) at <https://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf> as part of its application. See the [OJP Grant Application Resource Guide](#) for additional information and submission instructions for this Questionnaire.

**8. Disclosure of Lobbying Activities**

Each applicant must complete and submit this information. See the [OJP Grant Application Resource Guide](#) for additional information and submission instructions for this disclosure.

**9. 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. For additional information on the

submission requirements for this disclosure, see the [OJP Grant Application Resource Guide](#).

**10. Applicant Disclosure and Justification – DOJ High-Risk Grantees<sup>5</sup> (if applicable)**

An applicant that is designated as a DOJ High-Risk Grantee is to submit, as a separate attachment to its application, information that OJP will use, among other pertinent information, to determine whether it will consider or select the application for an award under this solicitation. The file should be named “DOJ High-Risk Grantee Applicant Disclosure and Justification.” (See, also, “[Review Process](#),” below, under [Section E. Application Review Information](#), for a brief discussion of how such information may be considered in the application review process.) See the [OJP Grant Application Resource Guide](#) for additional information and submission instructions for this disclosure.

**11. 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. For additional information regarding demonstrating research/evaluation independence and integrity, including appropriate safeguards, see the [OJP Grant Application Resource Guide](#).

**12. 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 (IRS) regulations with regard to its compensation decisions.

Each applicant nonprofit organization must state at the time of its application (question 9c in the “OJP Financial Management and System of Internal Controls Questionnaire” located at <https://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf> and 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

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<sup>5</sup> A “DOJ High-Risk Grantee” is a recipient that has received a DOJ High-Risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible.

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 IRS 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).

### 13. Additional Attachments

a. **Documentation of Anticipated Benefit to Qualified Opportunity Zones (if applicable)**

As is mentioned above, OJP will, as appropriate, give priority consideration in award decisions to applications that propose projects that will likely enhance public safety in federally designated Qualified Opportunity Zones (QOZ). Each applicant proposing a project it anticipates will likely enhance public safety in one or more QOZs (for example, encouraging victims to report and prosecute crimes can enhance public safety) should provide a sufficient narrative explanation in order for OJP to identify clearly the public safety benefit the applicant anticipates that its project will have on a specified QOZ(s). The attachment(s) should be clearly labeled as addressing QOZs. The applicant may also include tables, charts, graphs, or other relevant illustrations that may be useful in comprehending the manner in which the proposed project is anticipated to benefit a QOZ(s).

b. **Time-Task Plan.** See page 12 for details about what to include in this attachment.

c. **List of Personnel, Resumes, Organizational Chart and/or other relevant documents.** See page 13 for details about what to include in this attachment to adequately outline the capabilities, competencies, unique qualifications and management structure of the personnel who will execute the proposed project (and the proposed selection criteria for the victim specialist staff to be hired).



## How To Apply (Grants.gov)

Applicants must register in and submit applications through [Grants.gov](https://www.grants.gov), a primary source to find federal funding opportunities and apply for funding. Find information on how to apply in response to this solicitation in the [OJP Grant Application Resource Guide](#).

## Registration and Submission Steps

Applicants will need the following identifying information when searching for the funding opportunity on Grants.gov.

- 16.582, Law Enforcement-Based Victim Specialist Program
- OVC-2019-15600.

For information on each registration and submission step, see the [OJP Grant Application Resource Guide](#).

## E. Application Review Information

### Review Criteria

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

1. Description of the Issue (20%)
2. Project Design and Implementation (30%)
3. Capabilities and Competencies (20%)
4. Plan for Collecting the Data Required for This Solicitation's Performance Measures (10%)
5. Budget (20%): 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>

### 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, 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."

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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.

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 OVC include geographic diversity, strategic priorities (specifically including, but not limited to, demonstrable potential enhancement to public safety in one or more federally designated Qualified Opportunity Zones), and available funding, as well as 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 the applicant. 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.

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

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

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may take into account not only peer review ratings and OVC recommendations, but also other factors as indicated in this section.

## **F. Federal Award Administration Information**

### **Federal Award Notices**

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

### **Administrative, National Policy, and Other Legal Requirements**

OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application. See the [OJP Grant Application Resource Guide](#) for additional information on administrative, national policy, and other legal requirements.

### **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 [Goals, Objectives, and Deliverables](#) in [Section A. Program Description](#), any recipient of an award under this solicitation will be required to submit certain reports and data.

Required reports. Recipients typically must submit quarterly financial reports, 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. (In appropriate cases, OJP may require additional reports.)

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

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

For OJP contact(s), see page 2.

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

## **H. Other Information**

### **Freedom of Information and Privacy Act (5 U.S.C. 552 and U.S.C. 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. See the [OJP Grant Application Resource Guide](#) for information on DOJ and OJP processes with regard to application information requested pursuant to FOIA.

### **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. See the [OJP Grant Application Resource Guide](#) for information on providing solicitation feedback to OJP.

**Appendix A: Application Checklist**  
**OVC FY 2019 Law Enforcement-Based Victim Specialist Program**

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 the [OJP Grant Application Resource Guide](#))
- \_\_\_\_\_ Acquire or renew registration with SAM (see the [OJP Grant Application Resource Guide](#))

*To Register with Grants.gov:*

- \_\_\_\_\_ Acquire AOR and Grants.gov username/password (see the [OJP Grant Application Resource Guide](#))
- \_\_\_\_\_ Acquire AOR confirmation from the E-Biz POC (see the [OJP Grant Application Resource Guide](#))

*To Find Funding Opportunity:*

- \_\_\_\_\_ Search for the Funding Opportunity on Grants.gov (see the [OJP Grant Application Resource Guide](#))
- \_\_\_\_\_ Sign up for Grants.gov email [notifications](#) (optional)
- \_\_\_\_\_ Read [Important Notice: Applying for Grants in Grants.gov](#)
- \_\_\_\_\_ Read OJP policy and guidance on conference approval, planning, and reporting available at [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](http://ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm)

*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 the [OJP Grant Application Resource Guide](#))

*If No Grants.gov Receipt, and Validation or Error Notifications Are Received:*

- \_\_\_\_\_ contact OVC's NCJRS Response Center 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 2019 Awards](#)" in the OJP Funding Resource Center at <https://ojp.gov/funding/Explore/LegalOverview2019/index.htm>.

**Scope Requirement:**

- \_\_\_\_\_ The federal amount requested is within the allowable limit(s) specified by category on page 9.

**Eligibility Requirement:** See the title page.

## What an Application Should Include:

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

- Program Narrative (see page 11–13)
- Budget Details Worksheet (including the Budget Narrative) (see page 13)

- Application for Federal Assistance (SF-424) (see page 11)
- Project Abstract (see page 11)
- Program Narrative (see page 11)
  - Description of the Issue (see page 12)
  - Project Design and Implementation (see page 12)
  - Capabilities and Competencies (see page 12)
  - Plan for Collecting the Data Required for This Solicitation’s Performance Measures (see page 13)
- Budget Detail Worksheet (including Budget Narrative) (see page 13)
- Indirect Cost Rate Agreement (if applicable) (see page 14)
- Tribal Authorizing Resolution (if applicable) (see page 14)
- Financial Management and System of Internal Controls Questionnaire (see page 14)
- Disclosure of Lobbying Activities (SF-LLL) (see page 14)
- Applicant Disclosure of Pending Applications (see page 14)
- Applicant Disclosure and Justification – DOJ High-Risk Grantees (see page 15)
- Research and Evaluation Independence and Integrity (see page 15)
- Disclosure of Process Related to Executive Compensation (see page 15)
- Documentation of Anticipated Benefit to Federally Designated Qualified Opportunity Zones (if applicable) (see page 16)
- Additional Attachments
  - Time-Task Plan (see page 12)
  - List of Personnel, Resumes and/or Other Relevant Documents (see page 13)
- Request and Justification for Employee Compensation; Waiver (if applicable) (see page 10)