

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



---

## OVC FY 2019 Enhancing Community Responses to the Opioid Crisis: Serving Our Youngest Crime Victims

### FY 2019 Competitive Grant Solicitation

CFDA #16.582

Grants.gov Solicitation Number: OVC-2019-15644

Solicitation Release Date: May 28, 2019

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

---

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) is seeking applications to support crime victims and to enhance community-driven responses to the current opioid crisis.<sup>1</sup> This program furthers the Department's mission by providing resources to support state, local, and tribal efforts to assist crime victims.

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 are limited to nonprofit and for-profit organizations (including tribal nonprofit and for-profit organizations), faith- and community-based organizations, colleges and universities (including tribal institutions of higher education), public agencies, state agencies, and 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.) **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 (see page 9 for more information).** All applicants must be able to demonstrate knowledge and

---

<sup>1</sup> Although the opioid epidemic is the current substance abuse crisis facing Americans, OVC recognizes that drug trends change and individuals who use illegal drugs (or misuse legal drugs) often use or migrate to multiple other substances. Therefore, it is OVC's intent to create a program that foremost provides for the needs of young crime victims affected by substance abuse, regardless of the type of substance in question.

understanding of the effects on children and youth who are crime victims as a result of the opioid crisis. Applicants should have proven experience in serving this unique niche of crime victims; and knowledge and understanding of the best practices to support these crime victims.

***Grantees who received FY 2018 awards under the Enhancing Community Responses to the Opioid Crisis: Serving Our Youngest Crime Victims program are NOT eligible for the FY 2019 program. Also, grantees funded under BJA's FY 2018 Comprehensive Opioid Abuse Site-Based Program (Category 1b for First Responder Partnerships) are not eligible for this FY 2019 program.***

Applicants must have the staff, resources, and capacity to develop new initiatives or enhance existing programs proposed to address the areas of victimization described in this solicitation (see pages 6-12 for additional details about this program).

Applicants must be willing to work cooperatively with OVC and a training and technical assistance (TTA) provider specified by OVC. Grantees will be required to participate in a program assessment if OVC elects to conduct an evaluation of this program.

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 project. 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 National Criminal Justice Reference Service (NCJRS) Response Center identified below **within 24 hours after the application deadline** to request approval to submit its application after the deadline. Additional information on reporting technical issues appears under "Experiencing Unforeseen Grants.gov Technical Issues" in the How To Apply (Grants.gov) section in the [OJP Grant Application Resource Guide](#).

For assistance with any other requirements of this solicitation, contact the 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.

### **Pre-Application Webinar**

OVC will conduct one pre-application webinar on Monday, June 10, 2019, from 1:00 p.m. to 2:00 p.m. eastern time. Participation in the webinar is optional. OVC staff will review the solicitation requirements and conduct a question and answer session with interested potential applicants. You may register for the webinar at <https://www.ovc.gov/grants/webinars.html>.

### **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 11, 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](#).

## Contents

A. Program Description .....	5
Overview .....	5
Program-Specific Information .....	5
Goal, Objectives, Activities, and Deliverables .....	6
Evidence-Based Programs or Practices .....	8
Information Regarding Potential Evaluation of Programs and Activities .....	9
Encouraging Program Investments in Economically-Distressed Communities (Qualified Opportunity Zones).....	9
B. Federal Award Information.....	9
Type of Award .....	10
Financial Management and System of Internal Controls .....	10
Budget Information .....	10
Cost Sharing or Matching Requirement .....	10
Pre-agreement Costs (also known as Pre-award Costs) .....	10
Limitation on Use of Award Funds for Employee Compensation; Waiver.....	10
Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs .....	10
Costs Associated with Language Assistance (if applicable).....	11
C. Eligibility Information .....	11
D. Application and Submission Information .....	11
What an Application Should Include .....	11
How To Apply (Grants.gov) .....	17
E. Application Review Information.....	17
Review Criteria .....	17
Review Process.....	17
F. Federal Award Administration Information.....	19
Federal Award Notices .....	19
Administrative, National Policy, and Other Legal Requirements .....	19
Information Technology (IT) Security Clauses .....	19
General Information about Post-Federal Award Reporting Requirements.....	19
G. Federal Awarding Agency Contact(s).....	19
H. Other Information .....	19
Freedom of Information and Privacy Act (5 U.S.C. 552 and U.S.C. 552a) .....	19
Provide Feedback to OJP.....	20
Appendix A: Application Checklist .....	21

# OVC FY 2019 Enhancing Community Responses to the Opioid Crisis: Serving Our Youngest Crime Victims CFDA # 16.582

## A. Program Description

### Overview

OVC's mission is to enhance the nation's capacity to assist crime victims and provide leadership in changing policies and practices to promote justice and healing for all victims of crime. 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 purpose of this solicitation is to address an urgent gap in crime victim services related to the opioid epidemic and to expand upon existing or establish new programs to provide services to children and youth<sup>2</sup> who are victimized<sup>3</sup> as the result of the opioid crisis. OVC anticipates that this solicitation will support service providers in expanding their current scope and expertise to ensure that children and youth—the most vulnerable victims impacted by the opioid crisis—are supported as they heal from the impact of crime and substance abuse.

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

*Note: Funding authorizations for this program limit allowable expenses to those associated with serving crime victims. Examples include programs and services that provide awareness about victimization and the resources available to victims, direct services that provide for the needs of crime victims, and support to navigate the complex systems often associated with victimization (e.g., criminal justice, child welfare). **Primary prevention programs are not permissible and are not an allowable cost under this solicitation.***

### Program-Specific Information

Across the nation, communities are struggling to respond to drug abuse and addiction—particularly from opioids—and the associated social and economic consequences, including crime victimization. Many officials and social service providers have expressed being overwhelmed and unequipped to respond to the volume and severity of situations associated with the public health emergency presented by the opioid epidemic. Countless media stories portray tragic situations of drug overdoses, abused and neglected children, families in crisis, and first responders struggling to keep up with the increased demand in services. Federal data sources confirm the urgency of the opioid epidemic. According to the [Centers for Disease Control and Prevention](#), more than 70,200 Americans died from drug overdoses in 2017. According to the Office of the Assistant Secretary for Planning and Evaluation at the U.S.

---

<sup>2</sup> OVC defines the target population in this program as children and youth (i.e., newborns to 18 years old.)

<sup>3</sup> Children and youth may be victims of a range of crimes including, but not limited to child abuse, criminal neglect, assault, sexual abuse/assault, identity theft, exploitation, endangering the welfare of a child, human trafficking, and kidnapping etc. A crime does not have to be reported to authorities for a child or youth to be eligible to receive services provided through this solicitation and program.

Department of Health and Human Services (HHS), many communities across the nation are experiencing dramatic increases in their foster care caseloads that are related to trauma, poverty, and substance abuse—particularly the abuse of opioids, heroin, marijuana, alcohol, cocaine, and a combined use of drugs termed “polysubstance abuse.”

A strong link between crime victimization and substance abuse has been evidenced for some time, and these issues cannot be successfully addressed in “silos” or by one discipline or agency. While many comprehensive and integrated responses are underway to effectively address these complex and interrelated issues, OVC believes that crime victim services can play a larger and more integral part in this response in many communities. According to various studies, it’s likely that half (or more) of the current child abuse and neglect caseloads are impacted by caregiver substance abuse. Therefore, HHS focused their [Regional Partnership Grants program](#) on supporting comprehensive and trauma-informed responses to families impacted by substance abuse (including opioids).

Many agencies within the federal government have been mobilizing to effectively address the complex and multidimensional issues associated with the opioid epidemic. The 2017 [President’s Executive Order establishing the Commission on Combating Drug Addiction and the Opioid Crisis](#) described the far-reaching health, financial, and social consequences of substance abuse—from increased medical needs and associated costs, to unemployment and poverty, to increased crime and child abuse. Since that time, agencies across government have provided historic levels of funding to support Americans affected by the crisis.

OVC and the crime victims’ field can play a critical role in supporting young victims affected by the opioid crisis. Due to the established link between trauma and substance abuse, many of our Nation’s victim service providers are encountering increasingly complex issues within their day-to-day work. And those who are responding to the opioid crisis and other substance abuse issues may lack expertise in identifying and serving crime victims. Therefore, it is wise for existing community partnerships and established multidisciplinary teams to expand to include a range of public safety, public health, and community-based partners to address the needs associated with this crisis. OVC is committed to supporting the expansion of crime victim services and community partnerships to ensure these young crime victims are supported—no matter when or where they may access services. Examples of programs that may already be assisting young victims include, but are not limited to: school-based programs, foster care or child welfare programs, counseling and assistance programs, child advocacy programs, court-appointed special advocates, mentoring and tutoring programs, hospital- and medical-based programs, and faith-based programs.

In [FY 2018, OVC funded 41 programs, awarding more than \\$27 million](#) to help youth impacted by the opioids crisis under OVC’s *Enhancing Community Responses to the Opioid Crisis: Serving Our Youngest Crime Victims*. (For a full list, see <https://ojp.gov/newsroom/pressreleases/2018/ojp-news-10252018c.pdf>.) The Department remains committed to supporting crime victims affected by the opioid crisis and intends to extend support through this grant program into additional communities in FY 2019.

### **Goal, Objectives, Activities, and Deliverables**

The overarching goal of the *Enhancing Community Responses to the Opioid Crisis: Serving Our Youngest Crime Victims* program is to support children and youth who are crime victims as a result of the opioid crisis by providing direct services and support to these young victims at a community or jurisdictional level.

OVC developed the following objectives, activities, and deliverables as a framework for applicants to be able to successfully achieve the overarching program goal of serving young victims of this crisis. The language is broad to reflect a range of programs at various stages of development. Applicants should use this general framework and provide detailed plans to describe specifically how they will successfully undertake, track, communicate about, and complete their proposed project(s) in a 3-year timeframe beginning October 1, 2019, and ending on September 30, 2022 (no project performance period extensions will be granted due to certain statutory limits). A performance measurement tool will be provided to successful applicants to ensure consistent data collection and reporting (no personally identifiable information will be requested). This data will be rolled into OVC-wide program reports and shared publicly for accountability and transparency purposes, and to grow the field's knowledge and expertise in this area.

Applicants will develop and execute plans to support children and youth directly, at the community or jurisdictional level. Applicants are expected to work with an OVC-designated national training and technical assistance (TTA) provider to further enhance these efforts and contribute to the growing body of knowledge about these issues and underscore successful practices.

Objective 1: Deliver information, services, and support to children and youth who are crime victims as a result of the opioid crisis.

**Activities and Deliverables** to support Objective 1 include the following:

- a. Provide and document direct services that are trauma-informed and responsive to the identified needs of children and youth who are crime victims as a result of the opioid crisis. **Deliverables:** Evidence of these efforts demonstrated by complete performance measure data that accurately reflects direct services provided.
- b. Develop and disseminate awareness materials about services available (to help generate referrals), sharing information with organizations that may encounter children and youth who are crime victims as a result of the opioid crisis. **Deliverables:** Draft and finalized materials; complete performance measure data that accurately reflects development and dissemination activities and resulting service referrals.
- c. Develop and deliver targeted trainings (e.g., to allied professionals, first responders, and victim service providers) to ensure children and youth who are crime victims as a result of the opioid crisis are provided seamless and comprehensive responses. **Deliverables:** Training materials developed and used; performance measure data that accurately reflects trainings provided and groups trained.

Objective 2: Build and implement a feedback system to further identify and define the scope of the community- or jurisdiction-specific problem (related to children and youth who are crime victims as a result of the opioid crisis), the associated victim needs, the resources and services available, and remaining gaps to be addressed.

**Activities and Deliverables** to support Objective 2 include the following:

- a. Identify and analyze local data sources associated with the problem and integrate this information into a targeted response. Data sources could include child welfare statistics, overdose incident data, fatality review information, trends in service requests, and spikes in crime and victimization. **Deliverables:** Brief reports summarizing how the issue and



response is evolving in your community. Complete performance measure data that accurately reflects data collection and analysis efforts.

- b. Continually assess the needs of children and youth who are crime victims as a result of the opioid crisis and determine whether the community response is meeting these identified needs. **Deliverables:** Documented framework or process that is being used to determine victim needs and successfully meet these needs with community resources. Complete performance measure data that accurately describes these efforts.
- c. As needed, continue to identify, vet, and integrate additional resources and services into the community's response to ensure victims' needs are fully met. **Deliverables:** Documented process for identifying, vetting, and integrating additional resources into your community response. Complete performance measure data that reflects expansion of available resources to crime victims.
- d. Be accountable to the community and communicate what is being learned using public reports about how this program is making a difference locally. **Deliverables:** Messages developed and public reports distributed. Complete performance measure data that accurately reflects public communication efforts.

**Objective 3:** Establish or enhance a seamless, comprehensive, community-driven, and multidisciplinary response to children and youth who are crime victims as a result of the opioid crisis.

**Activities and Deliverables** to support Objective 3 include the following:

- a. Work in collaboration with local public safety and public health professionals to identify and convene relevant community stakeholders. **Deliverables:** Agendas and general meeting summaries that reflect the cross-section of participants, identified action items, and progress achieved during the project period. Complete performance measure data that accurately reflects these efforts.
- b. Continue to interact with community stakeholders to meet the emerging needs of young victims. **Deliverables:** List of community stakeholders that contribute to change and growth over the life of the project. Complete performance measure data that accurately reflects this engagement.
- c. Learn from one another's expertise, integrate proven strategies and practices, and delineate roles to ensure a seamless and comprehensive response for young victims of the opioid epidemic. **Deliverables:** An evolving document that outlines the roles and responsibilities other organizations or agencies can play. Lessons learned during the project should also be documented. Complete performance measure data that reflects these efforts.
- d. When possible, leverage various partnerships to sustain a robust team response to assist young victims of the opioid crisis. **Deliverables:** Written action plan to sustain these efforts long term (including after the 3-year OVC grant has ended) and adjust as trends with substance abuse and victim needs change. Complete performance measure data that reflects sustainability plans.

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 policy making 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.”

### **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>4</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, to assist young crime victims to cope with adverse experiences and deter them from substance abuse or criminal behavior in the future). 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**

Number of awards OVC expects to make (up to 12 non-tribal awards and up to 12 tribal awards)	Approx. 12 to 24 awards
Estimated maximum dollar amount for each award	Up to \$750,000
Total amount anticipated to be awarded under solicitation (for tribal and non-tribal jurisdictions, combined)	Up to \$18 million

***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.***

Period of Performance start date	October 1, 2019 <sup>5</sup>
Period of Performance duration (no extensions allowed)	Approx. 36 months
Period of Performance end date	September 30, 2022

OVC may, in certain cases, provide additional funding in future years to awards made under this solicitation, through continuation awards. In making decisions regarding continuation awards, OJP will consider, among other factors, the availability of appropriations, when the program or project was last competed, OJP’s strategic priorities, and OJP’s assessment of both the management of the award (for example, timeliness and quality of progress reports), and the progress of the work funded under the award.

---

<sup>4</sup> See Public Law 115-97, Title I, Subtitle C, Part IX, Subpart B, Sec. 13823.

<sup>5</sup> Applicants should note that if funding is awarded the grantee may not obligate, expend or draw down funds until the Office of the Chief Financial Officer (OCFO) has approved the budget and budget narrative and a Grant Adjustment Notice (GAN) has been issued to remove this special condition from the grant award.

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

### **Type of Award**

OVC expects 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).

### **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>6</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**

*Note: Funding authorizations for this program limit allowable expenses to those associated with serving crime victims. Examples include: programs and services that provide awareness about victimization and the resources available to victims, direct services that provide for the needs of crime victims, and support to navigate the complex systems often associated with victimization (e.g., criminal justice, child welfare). **Primary prevention programs are not permissible and are not an allowable cost under this solicitation.***

### **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.

Voluntary committed cost sharing (defined at 2 C.F.R. 200.99) – or, voluntary match – must be cash-only under this program and, if that cash match is properly documented in the application, that additional cash contribution to the project will be considered in award decisions as described under Section E. Application Review Information, below.

### **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. Requests for approval of pre-agreement costs will not be considered under this solicitation.

### **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

---

<sup>6</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.

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.

## **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, Budget Detail Worksheet and Budget Narrative, and Letters of Support from project partners (outlined on page 13 of this program solicitation).

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.

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 22 pages. 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. **Statement of the Problem** (15 percent of scoring criteria)

Drawing from all available local data, describe the opioid problem and its connection to child and youth victimization within your target community. This description should include: how the opioid crisis has exacerbated child and youth victimization issues in your community, the need to support these vulnerable crime victims locally, and previous or current attempts to address this problem.

b. **Project Design and Implementation Plan** (25 percent of scoring criteria)

- i. Clearly state the jurisdictional or geographic area targeted.
- ii. Clearly state the population(s) of crime victims this project will target (e.g., infants, toddlers, teenagers).
- iii. Describe the overall project strategy and demonstrate how the strategy will address the stated goal and objectives of this program (outlined on pages 6–8).
- iv. Describe the proposed activities, including services to be provided to young crime victims, and how you will undertake these to accomplish the stated goal and objectives (outlined on pages 6–8).
- v. Provide a corresponding 3-year timeline that reflects a clear delineation of roles and responsibilities for the activities to be completed; provides a reasonable and achievable schedule for the completion of activities and expenditure of funds; and identifies key milestones, performance measures, and deliverables that will demonstrate project progress (consistent with those outlined on pages 6–8).
- vi. Describe existing and potential project partners and how they will contribute to the project.
- vii. Describe other funding sources your community will be leveraging to successfully undertake this project (e.g., other federal grants, state grants, private donations).  
*Note: Applicants must ensure there is no duplication of efforts or other government funds being used for the same projects/services.*
- viii. Describe your plan to use local data to target needs and to adjust strategies and responses accordingly.

c. **Capabilities and Competencies** (25 percent of scoring criteria)

- i. Describe the applicant's (and subrecipients', if appropriate) history of providing crime victims services to children and youth.
- ii. Describe the capacity of your organization to successfully undertake this work, lead this project, and manage this grant.
- iii. Determine a staffing plan that includes a Project Coordinator who will serve as the lead on this project for at least the equivalent of a .50 full-time employee.
- iv. Identify specific organizations and individuals that will help implement this project and describe the role of each.
- v. Describe the applicant's demonstrated history of working in partnership with public health, public safety, or other victim service providers that represent multiple disciplines and perspectives. These may include first responders (law enforcement, fire, EMS), courts and corrections, health practitioners, licensed substance abuse treatment providers, child welfare, local community- and faith-based groups, and

- public and/or non-profit crime victim services providers (e.g., Children’s Advocacy Centers; domestic violence shelters and programs; rape crisis centers; human trafficking programs; other victim service providers that are hospital-based, law enforcement-based, prosecution-based, or community-based).
- vi. Identify any challenges you anticipate encountering (e.g., resources, policy and system barriers, training gaps).
  - vii. Describe any additional staffing, resource, and capacity needs your organization anticipates, and your plan to address these to carry out a successful project.
- d. **Letters of Support** (10 percent of scoring criteria)  
Provide Letters of Support from project partners that demonstrate commitment and describe their role in this project, even if it is just providing referrals or general support.
- e. **Plan for Collecting the Data Required for this Solicitation’s Performance Measures** (10 percent of scoring criteria)  
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.

- I. Training
- IV. Data Gathering
- V. Collaborative Partnerships
- VII. Victim Services
- A. Training and TA Activities
- B. Partnerships
- C. Planning Activities, Policy and Procedural Changes

Reports generated from OVC’s PMT system must be uploaded to the Grants Management System (GMS) every six 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** (15 percent of scoring criteria)  
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)**  
The following two paragraphs in this solicitation expressly modify the “Tribal Authorizing Resolution” provisions in the [OJP Grant Application Resource Guide](#). An applicant is to follow the guidance in these two paragraphs instead of the guidance stated under the “Tribal Authorizing Resolution” heading in the Guide.

An application in response to the solicitation may require inclusion of information related to a tribal authorizing resolution. 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>7</sup> (if applicable)**

An applicant that is designated as a DOJ High Risk Grantee is to submit in GMS, 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

---

<sup>7</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.

earlier) whether or not the applicant entity believes (or asserts) that it currently satisfies the requirements of 26 C.F.R. 53.4958-6 (which relate to establishing or invoking a rebuttable presumption of reasonableness of compensation of certain individuals and entities).

A nonprofit organization that states in the questionnaire that it believes (or asserts) that it has satisfied the requirements of 26 C.F.R. 53.4958-6 must then disclose, in an attachment to its application (to be titled "Disclosure of Process Related to Executive Compensation"), the process used by the applicant nonprofit organization to determine the compensation of its officers, directors, trustees, and key employees (together, "covered persons").

At a minimum, the disclosure must describe in pertinent detail: (1) the composition of the body that reviews and approves compensation arrangements for covered persons; (2) the methods and practices used by the applicant nonprofit organization to ensure that no individual with a conflict of interest participates as a member of the body that reviews and approves a compensation arrangement for a covered person; (3) the appropriate data as to comparability of compensation that is obtained in advance and relied upon by the body that reviews and approves compensation arrangements for covered persons; and (4) the written or electronic records that the applicant organization maintains as concurrent documentation of the decisions with respect to compensation of covered persons made by the body that reviews and approves such compensation arrangements, including records of deliberations and of the basis for decisions.

For purposes of the required disclosure, the following terms and phrases have the meanings set out by the 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 (optional)**

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 should provide a sufficient narrative explanation in order for OJP to identify clearly the benefit to public safety (for example, to assist young crime victims to cope with adverse experiences and deter them from substance abuse or criminal behavior in the future). 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). See Page 9 for more information.

## 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, Federal Direct Services, Training, and Technical Assistance
- OVC-2019-15644.

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. Statement of the Problem (15%)
2. Project Design and Implementation (25%)
3. Capabilities and Competencies (25%)
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (10%)
5. Budget (15%): 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>8</sup>
6. Letters of Support from project partners (10%)

**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 (see page 9 for more information).**

### Review Process

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

---

<sup>8</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.

- 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.”

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 internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. An external peer reviewer is an expert in the subject matter of a given solicitation who is not a current DOJ employee. 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), potential project sustainability factors such as voluntary committed cost sharing (or match), 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.

An applicant proposing any voluntary committed cost sharing (using cash-only match) must clearly describe and properly document it in the program narrative, Budget Detail Worksheet, and SF-424. In its consideration of any such voluntary match, along with its consideration of other program policy or other factors, OJP will consider the significance of proposed match contribution to the potential success of the project, how it supports overall program goals and objectives, and how the application demonstrates an applicant’s commitment to sustaining the contribution and the project.

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

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

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

For OJP contact(s), see page 2.

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

## **H. Other Information**

### **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 Enhancing Community Responses to the Opioid Crisis:**  
**Serving Our Youngest Crime Victims**

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](#))
- \_\_\_\_\_ Select the correct Competition ID (see the [OJP Grant Application Resource Guide](#))
- \_\_\_\_\_ Access Funding Opportunity and Application Package  
(see the [OJP Grant Application Resource Guide](#))
- \_\_\_\_\_ Sign up for Grants.gov email [notifications](#) (optional)  
(see the [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 [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](http://ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm)  
(see the [OJP Grant Application Resource Guide](#))

*After Application Submission, Receive Grants.gov Email Notifications That:*

- \_\_\_\_\_ (1) application has been received,
- \_\_\_\_\_ (2) application has either been successfully validated or rejected with errors  
(see the [OJP Grant Application Resource Guide](#))

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

- \_\_\_\_\_ contact the National Criminal Justice Reference Service (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) of \$750,000 for a 3-year grant (up to \$250,000 per year).

**Eligibility Requirement:** For eligibility information, 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)
  - Budget Detail Worksheet (including Narrative) (see page 14)
  - Letters of Support from project partners (see page 13)
- 
- Application for Federal Assistance (SF-424) (see page 11)
  - Project Abstract (see page 11)
  - Program Narrative (see page 11)
    - Statement of the Problem* (see page 12)
    - Project Design and Implementation Plan* (see page 12)
    - Capabilities and Competencies* (see page 13)
    - Letters of Support from project partners* (see page 13)
    - Plan for Collecting the Data Required for this Solicitation's Performance Measures* (see page 13)
  - Budget Detail Worksheet (including Budget Narrative), outlining voluntary match, if applicant chooses this option. (see page 14)
  - 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 15)
  - Applicant Disclosure of Pending Applications (see page 15)
  - Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (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 Qualified Opp. Zones (optional) (see page 16)

### Additional Attachments

- Request and Justification for Employee Compensation; Waiver (if applicable) (see page 10)