

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



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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) is seeking applications to 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.

# **OVC Fiscal Year 2018 Enhancing Community Responses to the Opioid Crisis: Serving Our Youngest Crime Victims**

**Applications Due: July 10, 2018**

## **Eligibility**

This solicitation has two purpose areas:

- Purpose Area 1: Direct Services – see [Section C. Eligibility Information](#) for details.
- Purpose Area 2: Training and Technical Assistance (TTA) Provider – see [Section C. Eligibility Information](#) for details.

### **For Both Purpose Area 1 and Purpose Area 2**

Applications (in either purpose area) that involve two or more entities are welcome; however, one eligible entity must be the lead applicant and the others proposed as subrecipients (subgrantees).<sup>2</sup> The lead applicant must be the entity with the primary responsibility for administering the funding and managing the project, including subrecipient monitoring. Under this solicitation, only one application by any particular entity will be considered. An entity may, however, be proposed as a subrecipient (subgrantee) in more than one application.

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

OVC may elect to fund applications submitted under this fiscal year (FY) 2018 solicitation in future FYs, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

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<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.

<sup>2</sup> For additional information on subawards, see "Budget and Associated Documentation" under [Section D. Application and Submission Information](#).

## Deadline

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 10, 2018.

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.

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

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

## Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726, 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 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](#) section.

For assistance with any other requirements of this solicitation, contact the 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/ncichat/chat.jsp>. The NCJRS Response Center operates from 10:00 a.m.–6:00 p.m. eastern time, Monday through Friday, and from 10:00 a.m.–8:00 p.m. eastern time on the solicitation closing date.

### Pre-Application Webinar

OVC will conduct one pre-application webinar on Wednesday, June 6, 2018, 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://ojp.webex.com/ojp/onstage/g.php?MTID=ef683f76b65af1ada54540802b2444532>.

Grants.gov number assigned to this solicitation: OVC-2018-14323

Release date: May 30, 2018

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# OVC FY 2018 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 attitudes, 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>3</sup> who are victimized as a result of the opioid crisis.<sup>4</sup> 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).

*Note: Funding for this program is authorized by the Victims of Crime Act (VOCA), which limits 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 under VOCA 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](#)

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<sup>3</sup> For the purposes of this solicitation and program, the term “children and youth” refers to newborns through teens (up to 18).

<sup>4</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, 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.

[Control and Prevention](#), more than 64,000 Americans died from drug overdoses in 2016.<sup>5</sup> According to the Office of the Assistant Secretary for Planning and Evaluation at the U.S. 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 established their [Regional Partnership Grants](#) to ensure that families impacted by substance abuse (including opioids) have access to proven and comprehensive strategies that are trauma-informed and respond to the safety and well-being of children and the whole family.

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.

OVC and the crime victims field can play a critical role in supporting young victims affected by the opioid crisis.<sup>6</sup> 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.

As noted above, the purpose of this solicitation is to address the urgent gap related to children and youth who are crime victims<sup>7</sup> as a result of the opioid 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.

### **Goal, Objectives, Activities, and Deliverables—Purpose Area 1 and Purpose Area 2**

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

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<sup>5</sup> National Institute on Drug Abuse, Overdose Death Rates, September 2017, website available at: [www.drugabuse.gov/related-topics/trends-statistics/overdose-death-rates](http://www.drugabuse.gov/related-topics/trends-statistics/overdose-death-rates).

<sup>6</sup> See definition of “opioid crisis” provided on page 1, footnote 1.

<sup>7</sup> See definition of “children and youth who are crime victims” provided on page 4, footnotes 3 and 4.

result of the opioid crisis.<sup>8</sup> Purpose Area 1 applicants will achieve this goal by providing direct services and support to these young victims at a community or jurisdictional level. Purpose Area 2 applicants will achieve this goal by supporting Purpose Area 1 grantees as they develop new initiatives and enhance existing efforts.

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 will 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, 2018, and ending on September 30, 2021 (no time extensions will be granted due to the time restrictions outlined in VOCA). 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.

**Purpose Area 1 (Direct Services)** 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.

**Purpose Area 1 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.

**Purpose Area 1 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.

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<sup>8</sup> See definitions provided in previous footnotes.

**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.

Purpose Area 1 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.

**Purpose Area 2 (TTA)** applicants will develop and activate plans to support the direct services applicants on a national scale, to equip and support the community-based programs as they develop new initiatives or enhance existing efforts. Applicants must determine how to fully support a wide variety of direct services program sites (possibly more than 30) in successfully carrying out their own objectives and activities, and to share key information, lessons learned, and promising practices on a national scale (in close consultation with OVC).

**Purpose Area 2 Objective 1:** Actively provide tools and support to the direct services program sites to enhance their delivery of 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. Routinely identify and share current best practices and tools in the areas of information delivery and trauma-informed direct victim services and support to young crime victims of the opioid crisis. **Deliverables:** Documented practices and tools identified and methods employed to share this information (e.g., newsletters, webinars, conference calls). Complete performance measure data that accurately reflects these efforts.
- b. Support the direct services program sites to develop and disseminate awareness materials about their local services (to help generate awareness of and referrals to services). **Deliverables:** Draft and finalized materials. Complete performance measure data that accurately reflects development and dissemination activities, resulting products, and a tool for communities to measure the outcome of their materials (e.g., service referrals made, services accessed).
- c. Continuously identify, develop, and deliver targeted TTA (e.g., need-based consulting to troubleshoot problems or questions, brainstorming with sites to ensure they meet their program objectives) for the direct services program sites to ensure the sites are equipped with the knowledge and best practice resources to possibly provide trainings at the local level. These trainings should include highlighting existing efforts underway by direct services program sites. **Deliverables:** Method to proactively identify TTA needs and match with the appropriate level of support; TTA materials developed and provided. Performance measure data that accurately reflects TTA provided, topics/issues covered, and groups served by the TTA. *Note: Due to DOJ's extensive conference cost approval process (which applies to cooperative agreements), TTA applicants are strongly encouraged to use web-based or other technology to deliver trainings (versus in-person trainings).*

**Purpose Area 2 Objective 2:** Support direct services program sites to establish and apply appropriate feedback systems 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. Help sites, as appropriate, to 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 the range of appropriate data sources that are being used across the sites, how the data is being used to further define the scope of the sites' projects (related to



children and youth who are crime victims as a result of the opioid crisis), and trends and gaps that are emerging across the sites in terms of victim needs and identified resources. Complete performance measure data that accurately reflects technical assistance efforts in this area (e.g., sites assisted, final products).

- b. Support the sites with sample tools and guidance, when needed, to 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 processes that are being used to determine victim needs and measure how and whether these needs are being met with community resources. Complete performance measure data that accurately describes these efforts.
- c. Support the sites to continue to identify, vet, and integrate additional resources and services into their community responses to ensure victims' needs are fully met. **Deliverables:** Examples of documented processes used by the sites to successfully identify, vet, and integrate additional resources into their community response. Complete performance measure data that reflects the sites' expansion of available resources.
- d. Provide practical support and assistance to the sites to assist their efforts to be accountable to their communities and to communicate what is being learned using public reports about how this program is making a difference locally. **Deliverables:** Messages developed and public reports distributed in partnership with the sites. Complete performance measure data that accurately reflects resultant communication efforts by the sites.

Purpose Area 2 Objective 3: Where possible, support a comprehensive, community-driven, 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:

- a. Work in collaboration with national-scope public safety and public health professionals to identify and connect with relevant stakeholders. **Deliverables:** Agendas and general meeting summaries that reflect the cross-section of participants, identified action items, and progress achieved over time. Complete performance measure data that accurately reflects these efforts.
- b. Continue to expand stakeholders to meet emerging and specialized victim needs. **Deliverables:** List of active stakeholders that demonstrates participant change and growth over the life of the project. Complete performance measure data that accurately reflects current membership engagement.
- c. Integrate proven strategies and practices, learn from one another's expertise, and delineate roles to ensure a seamless and comprehensive TTA response to the direct services program sites. **Deliverables:** A document (e.g., Memorandum of Understanding or protocol) that outlines roles and responsibilities and reflects routine updates based on lessons learned during the project. Complete performance measure data that reflects these efforts.
- d. Provide support to the local sites to develop realistic sustainability plans. **Deliverables:** Completed action plans to sustain these efforts long term (including after the 3-year OVC grant has ended) and adjust as trends in substance abuse and victim needs change. Complete performance measure data that reflects sustainability plans.

The goals, objectives, activities, and deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed in [Section D. Application and Submission Information](#), under Program Narrative.

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

OJP strongly emphasizes the use of data and evidence in policy making and program development in criminal justice, juvenile justice, and crime victim services. OJP is committed to:

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

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based.

The OJP CrimeSolutions.gov website at <https://www.crimesolutions.gov> is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

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

DOJ has prioritized the use of evidence-based programming and deems it critical to continue to build and expand the evidence informing criminal and juvenile justice programs to reach the highest level of rigor possible. Therefore, applicants should note that OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. Recipients and subrecipients will be expected to cooperate with program-related assessments or evaluation efforts, including through the collection and provision of information or data requested by OJP (or its designee) for the assessment or evaluation of any activities and/or outcomes of those activities funded under this solicitation. The information or data requested may be in addition to any other financial or performance data already required under this program.

## **B. Federal Award Information**

OVC expects to make awards through this solicitation totaling up to \$26 million.

Purpose Area 1 (Direct Services): OVC expects to make approximately 32 awards in Purpose Area 1 ranging from \$300,000 to \$750,000 to focus on meeting the direct service needs of children and youth who are victims of the opioid epidemic. The awards will be for a 36-month period of performance to begin on October 1, 2018, and end on September 30, 2021. This period of performance reflects OVC's statutory limitations and NO extensions can be granted. Applicants are strongly encouraged to carefully budget for critical needs, to ensure the project can be successfully carried out according to this timeline, and to ensure that the amount requested can be fully expended during the 36-month time period.

Purpose Area 2 (TTA Provider): OVC expects to make one award of up to \$2.5 million for Purpose Area 2. Applicants are expected to represent a wide array of expertise and

partnerships needed to successfully carry out and manage this national-scope effort. This award will be for a 36-month period of performance to begin on October 1, 2018, and end on September 30, 2021. OVC may make additional supplemental awards (or new competitive awards) depending on the performance of the TTA provider and the needs of the direct services sites.

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.

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 Purpose Area 1 (Direct Services) of this solicitation in the form of a grant, and the award under Purpose Area 2 (Training and Technical Assistance) in the form of a cooperative agreement, which is a type of award that provides for OJP to have substantial involvement in carrying out award activities. See [Administrative, National Policy, and Other Legal Requirements](#) under [Section F. Federal Award Administration Information](#) for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants, and for a brief discussion of what may constitute substantial federal involvement.

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

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities<sup>9</sup>) must, as described in the Part 200 Uniform Requirements<sup>10</sup> as set out at 2 C.F.R. 200.303:

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

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<sup>9</sup> For purposes of this solicitation, the phrase "pass-through entity" includes any recipient or subrecipient that provides a subaward ("subgrant") to a subrecipient (subgrantee) to carry out part of the funded award or program. Additional information on proposed subawards is listed under [What an Application Should Include](#), Section D of this solicitation.

<sup>10</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.

- (d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- (e) Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive or [the recipient (or any subrecipient)] considers sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

To help ensure that applicants understand the applicable administrative requirements and cost principles, OJP encourages prospective applicants to enroll, at no charge, in the DOJ Grants Financial Management Online Training, available at <https://ojpfgm.webfirst.com/>. (This training is required for all OJP award recipients.)

Also, applicants should be aware that OJP collects information from applicants on their financial management and systems of internal controls (among other information), which is used to make award decisions. Under [Section D. Application and Submission Information](#), applicants may access and review a questionnaire – the [OJP Financial Management and System of Internal Controls Questionnaire](#) – that OJP requires **all** applicants (other than an individual applying in his/her personal capacity) to download, complete, and submit as part of the application.

### **Budget Information**

*Note: Funding for this program is authorized by the Victims of Crime Act (VOCA), which limits 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 under VOCA and are not an allowable cost under this solicitation.*

### **Cost Sharing or Match 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.

For additional information on cost sharing and match, see the DOJ Grants Financial Guide at <https://ojp.gov/financialguide/doj/PostawardRequirements/chapter3.3b.htm>.

### **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.

For additional information on cost sharing and match, see the DOJ Grants Financial Guide at <https://ojp.gov/financialguide/doj/PostawardRequirements/chapter3.3b.htm>.

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

With respect to any award of more than \$250,000 made under this solicitation, a recipient may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any

employee of the recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year.<sup>11</sup> The 2018 salary table for SES employees is available on the Office of Personnel Management website at <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/18Tables/exec/html/ES.aspx>. Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Non-federal funds used for any such additional compensation will not be considered matching funds, where match requirements apply.) If only a portion of an employee's time is charged to an OJP award, the maximum allowable compensation is equal to the percentage of time worked times the maximum salary limitation.

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

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

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

OJP strongly encourages every applicant that proposes to use award funds for any conference, meeting, or training-related activity (or similar event) to review carefully—before submitting an application—the OJP and DOJ policy and guidance on approval, planning, and reporting of such events, available at

<https://www.ojp.gov/financialguide/doj/PostawardRequirements/chapter3.10a.htm>. OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most conference, meeting, and training costs for cooperative agreement recipients, and some conference, meeting, and training costs for grant recipients; and (3) set cost limits, which include a general prohibition of all food and beverage costs.

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

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

For additional information, see the "Civil Rights Compliance" section under "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards](#)" in the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>.

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<sup>11</sup> OJP does not apply this limitation on the use of award funds to the nonprofit organizations listed in Appendix VIII to 2 C.F.R. Part 200.

## C. Eligibility Information

**Purpose Area 1 (Direct Services):** Eligible Purpose Area 1 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). All applicants must be able to demonstrate knowledge and understanding of the affects 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.

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 the solicitation (see pages 5–9 for additional details).

Applicants must be willing to work cooperatively with OVC and a 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.

**Purpose Area 2 (Training and Technical Assistance):** Eligible Purpose Area 2 applicants for the technical assistance project 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). Applicants must have: (1) the demonstrated ability to provide in-depth and targeted TTA on a national scale; (2) demonstrated experience and expertise providing TTA in the areas of crime victimization, particularly with children and youth, and the types of services described in this solicitation; (3) experience developing high-quality online publications and TTA resources for broad dissemination to the victim services field; and (4) the demonstrated ability to forge partnerships with other groups and organizations to fulfill specialized TTA needs such as sharing best practices in providing services to children and youth, and to understand the complexities of addiction.

**Both Purpose Area 1 and Purpose Area 2:** A nonprofit organization does not have to have 501(c)(3) status to apply for grant funding under this solicitation.

Applications in either purpose area that involve two or more entities are welcome; however, one eligible entity must be the lead applicant and the others proposed as subrecipients (subgrantees).<sup>12</sup> The lead applicant must be the entity with the primary responsibility for administering the funding and managing the project, including subrecipient monitoring. 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.

All recipients and subrecipients, of both purpose areas (including any for-profit organization), must forgo any profit or management fee.

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<sup>12</sup> For additional information on subawards, see "Budget and Associated Documentation" under [Section D. Application and Submission Information](#).



OVC may elect to fund applications submitted under this FY 2018 solicitation in future FYs, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

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

## D. Application and Submission Information

### What an Application Should Include

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

Moreover, an applicant should anticipate that an application that OJP determines is nonresponsive to the scope of the solicitation, or that OJP determines does not include the application elements that OVC has designated to be critical, will neither proceed to peer review, nor receive further consideration. For this solicitation, OVC has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet and Budget Narrative, and Letters of Support from project partners outlined on page 18 of this program solicitation.

**NOTE:** OJP has combined the Budget Detail Worksheet and Budget Narrative in a single document collectively referred to as the Budget Detail Worksheet. See “Budget Information and Associated Documentation” below for more information about the Budget Detail Worksheet and where it can be accessed.

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

Please review the “Note on File Names and File Types” under [How To Apply](#) to be sure applications are submitted in permitted formats.

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

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

To avoid processing delays, an applicant must include an accurate legal name on its SF-424. On the SF-424, current OJP award recipients, when completing the field for “Legal Name” (box 8a), should use the same legal name that appears on the prior year award document (which is also the legal name stored in OJP’s financial system). Also, these recipients should enter the Employer Identification Number (EIN) in box 8b exactly as it

appears on the prior year award document. An applicant with a current, active award(s) must ensure that its GMS profile is current. If the profile is not current, the applicant should submit a Grant Adjustment Notice (GAN) updating the information on its GMS profile prior to applying under this solicitation.

A new applicant entity should enter its official legal name in box 8a, its address in box 8d, its EIN in box 8b, and its Data Universal Numbering System (DUNS) number in box 8c of the SF-424. A new applicant entity should attach official legal documents to its application (e.g., articles of incorporation, 501(c)(3) status documentation, organizational letterhead) to confirm the legal name, address, and EIN entered into the SF-424. OJP will use the System for Award Management (SAM) to confirm the legal name and DUNS number entered in the SF-424; therefore, an applicant should ensure that the information entered in the SF-424 matches its current registration in SAM. See the [How to Apply](#) section for more information on SAM and DUNS numbers.

**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 25 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<sup>13</sup>.

**Please note:** Applicants for [Purpose Area 1](#) (Direct Services) should address these items in the context of their local communities. Applicants for [Purpose Area 2](#) (TTA) should address these items in a national-scope context that will fully support all direct services program sites in successfully carrying out their community-based projects, developing and sharing key information through publications, trainings, documented lessons learned at the local level, and promising practices on a national scale (in close consultation with OVC).

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<sup>13</sup> For information on subawards (including the details on proposed subawards that should be included in the application), see "Budget and Associated Documentation" under [Section D. Application and Submission Information](#).



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

Drawing from all available local data (or national data, for Purpose Area 2 applicants), describe the problem of the opioid crisis and its connection to child and youth victimization within your target community (or nationally, for Purpose Area 2 applicants). This description includes: how the opioid crisis has exacerbated child and youth victimization issues in your community (or on a national scale, for Purpose Area 2 applicants), the need to support these vulnerable crime victims at the local level, 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 (or national scale, for Purpose Area 2 applicants).
- 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 5–9).
- 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 5–9).
- 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 5–9).
- 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). *Note: Applicants must ensure there is no duplication of efforts or other government funds being used for same projects/services.*
- viii. Describe your plan to use local data to target needs and to adjust strategies and responses accordingly (Purpose Area 2 applicants should apply this on a national scale).

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

- i. Describe the applicant's (and subrecipients', if appropriate) history of providing (or supporting, for Purpose Area 2 applicants) 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 (or cooperative agreement, for Purpose Area 2 applicants).
- iii. Determine a staffing plan that includes a Project Coordinator who will serve as the lead on this project (Purpose Area 1 should budget for at least a .50 full-time employee and Purpose Area 2 should budget for at least a 1.0 full-time employee).
- iv. Identify specific organizations and individuals that will 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 (see "[General Information about Post-Federal Award Reporting Requirements](#)" in [Section F. Federal Award Administration Information](#)). The performance data directly relate to the goals, objectives, and deliverables identified under "Goals, Objectives, Activities, and Deliverables" in [Section A. Program Description](#).

Award recipients will be required to provide the relevant data by submitting quarterly performance metrics through OVC's online Performance Measurement Tool (PMT) located at <https://ovcpmt.ojp.gov/>.

Purpose Area 1: Applicants should review the list of Victim Assistance performance measures in the questionnaires below as an example of the measures that will be required:

- Victim Assistance – [Subgrantee Performance Measures Report](#)
- Victim Assistance – [Grantee Report](#)

Purpose Area 2: Applicants should review the list of performance measures at [https://ovcpmt.ojp.gov/documents/Vision%2021\\_Questionnaire\\_508.pdf](https://ovcpmt.ojp.gov/documents/Vision%2021_Questionnaire_508.pdf).

More information on performance measurement at OJP is provided at <https://www.ojp.gov/performance>.

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

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

For additional information on determining whether a proposed activity would constitute research for purposes of human subjects protection, applicants should consult the decision tree in the “Research and the protection of human subjects” section of the [“Requirements related to Research”](#) webpage of the [“Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards,”](#) available through the OJP Funding Resource Center at <https://ojp.gov/funding/Explore/SolicitationRequirements/index.htm>.

Every prospective applicant whose application may propose a research or statistical component also should review the “Data Privacy and Confidentiality Requirements” section on that webpage.

#### 4. Budget and Associated Documentation (15 percent of scoring criteria)

The Budget Detail Worksheet and the Budget Narrative are now combined in a single document collectively referred to as the Budget Detail Worksheet. The Budget Detail Worksheet is a user-friendly, fillable, Microsoft Excel-based document designed to calculate totals. Additionally, the Excel workbook contains worksheets for multiple budget years that can be completed as necessary. **All applicants should use the Excel version when completing the proposed budget in an application, except in cases where the applicant does not have access to Microsoft Excel or experiences technical difficulties.** If an applicant does not have access to Microsoft Excel or experiences technical difficulties with the Excel version, then the applicant should use the 508-compliant accessible Adobe Portable Document Format (PDF) version.

Both versions of the Budget Detail Worksheet can be accessed at <https://ojp.gov/funding/Apply/Forms/BudgetDetailWorksheet.htm>.

##### a. Budget Detail Worksheet

The Budget Detail Worksheet should provide the detailed computation for each budget line item, listing the total cost of each and showing how it was calculated by the applicant. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee paid with grant funds. The Budget Detail Worksheet should present a complete itemization of all proposed costs.

For questions pertaining to budget and examples of allowable and unallowable costs, see the DOJ Grants Financial Guide at <https://ojp.gov/financialguide/DOJ/index.htm>.

**b. Budget Narrative**

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

An applicant should demonstrate in its budget narrative how it will maximize cost effectiveness of award expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

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

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

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

Whether an action—for federal grants administrative purposes—is a subaward or procurement contract is a critical distinction as significantly different rules apply to subawards and procurement contracts. If a recipient enters into an agreement that is a subaward of an OJP award, specific rules apply—many of which are set by federal statutes and DOJ regulations; others by award conditions. These rules place particular responsibilities on an OJP recipient for any subawards the OJP recipient may make. The rules determine much of what the written subaward agreement itself must require or provide. The rules also determine much of what an OJP recipient must do both before and after it makes a subaward. If a recipient enters into an agreement that is a procurement contract under an OJP award, a substantially different set of federal rules applies.

OJP has developed the following guidance documents to help clarify the differences between subawards and procurement contracts under an OJP award and outline the compliance and reporting requirements for each. This information can be accessed online at <https://ojp.gov/training/training.htm>.

- [Subawards under OJP Awards and Procurement Contracts under Awards: A Toolkit for OJP Recipients](#)
- [Checklist to Determine Subrecipient or Contractor Classification](#)
- [Sole Source Justification Fact Sheet and Sole Source Review Checklist](#)

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

This will be true **even if** the recipient, for internal or other non-federal purposes, labels or treats its agreement as a procurement, a contract, or a procurement contract. Neither the title nor the structure of an agreement determines whether the agreement—for purposes of federal grants administrative requirements—is a *subaward* or is instead a procurement *contract* under an award. The substance of the relationship should be given greater consideration than the form of agreement between the recipient and the outside entity.

### **1. Information on proposed subawards**

A recipient of an OJP award may not make subawards ("subgrants") unless the recipient has specific federal authorization to do so. Unless an applicable statute or DOJ regulation specifically authorizes (or requires) subawards, a recipient must have authorization from OJP before it may make a subaward.

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

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

### **2. Information on proposed procurement contracts (with specific justification for proposed noncompetitive contracts over \$150,000)**

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

The Procurement Standards in the Part 200 Uniform Requirements, however, reflect a general expectation that agreements that (for purposes of federal grants administrative requirements) constitute procurement “contracts” under awards will be entered into on the basis of full and open competition. All noncompetitive (sole source) procurement contracts must meet the OJP requirements outlined at <https://ojp.gov/training/subawards-procurement.htm>. If a proposed procurement contract would exceed the simplified acquisition threshold—currently, \$150,000—a recipient of an OJP award may not proceed without competition unless and until the recipient receives specific advance authorization from OJP to use a noncompetitive approach for the procurement. An applicant that (at the time of its application) intends—without competition—to enter into a procurement contract that would exceed \$150,000 should include a detailed justification that explains to OJP why, in the particular circumstances, it is appropriate to proceed without competition.

If the applicant receives an award, sole source procurements that do not exceed the Simplified Acquisition Threshold (currently \$150,000) must have written justification for the noncompetitive procurement action maintained in the procurement file. If a procurement file does not have the documentation that meets the criteria outlined in 2 C.F.R. 200, the procurement expenditures may not be allowable. Sole source procurement over the \$150,000 Simplified Acquisition Threshold must have prior approval from OJP using a Sole Source GAN. Written documentation justifying the noncompetitive procurement must be submitted with the GAN and maintained in the procurement file.

**d. Pre-Agreement Costs**

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

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

Indirect costs may be charged to an award only if:

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

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

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

Certain OJP recipients have the option of electing to use the “de minimis” indirect cost rate. An applicant that is eligible to use the “de minimis” rate that wishes to use the “de minimis” rate should attach written documentation to the application that advises OJP of both (1) the applicant’s eligibility to use the “de minimis” rate, and (2) its election to do so. If an eligible

applicant elects the “de minimis” rate, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. The "de minimis" rate may no longer be used once an approved federally negotiated indirect cost rate is in place. (No entity that ever has had a federally approved negotiated indirect cost rate is eligible to use the "de minimis" rate.) For the “de minimis” rate requirements (including information on eligibility to elect to use the rate), please see Part 200 Uniform Requirements, at [2 C.F.R. 200.414\(f\)](#).

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

A tribe, tribal organization, or third party that proposes to provide direct services or assistance to residents on tribal lands should include in its application a resolution, letter, affidavit, or other documentation, as appropriate, that demonstrates (as a legal matter) that the applicant has the requisite authorization from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for an award on behalf of a tribe or multiple specific tribes, the application should include appropriate legal documentation, as described above, from all tribes that would receive services or assistance under the award. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without an authorizing resolution or comparable legal documentation from each tribal governing body) may submit, instead, a copy of its consortium bylaws with the application.

An applicant unable to submit an application that includes a fully executed (i.e., signed) copy of legal appropriate documentation, as described above, consistent with the applicable tribe’s governance structure, should, at a minimum, submit an unsigned, draft version of such legal documentation as part of its application (except for cases in which, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, OJP will make use of and access to award funds contingent on receipt of the fully executed legal documentation.

#### **7. Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)**

Every 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. The Questionnaire helps OJP assess the financial management and internal control systems, and the associated potential risks of an applicant as part of the pre-award risk assessment process.

The Questionnaire should only be completed by financial staff most familiar with the applicant's systems, policies, and procedures in order to ensure that the correct responses are recorded and submitted to OJP. The responses on the Questionnaire directly impact the pre-award risk assessment and should accurately reflect the applicant's financial management and internal control system at the time of the application. The pre-award risk assessment is only one of multiple factors and criteria used in determining funding. However, a pre-award risk assessment that indicates that an applicant poses a higher risk to OJP may affect the funding decision and/or result in additional reporting requirements, monitoring, special conditions, withholding of award funds, or other additional award requirements.



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

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

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

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

Each applicant must complete and submit this information. An applicant that expends any funds for lobbying activities is to provide all of the information requested on the form Disclosure of Lobbying Activities (SF-LLL) posted at <https://ojp.gov/funding/Apply/Resources/Disclosure.pdf>. An applicant that does not expend any funds for lobbying activities is to enter “N/A” in the text boxes for item 10 (“a. Name and Address of Lobbying Registrant” and “b. Individuals Performing Services”).

## **9. Additional Attachments**

### **a. Applicant Disclosure of Pending Applications**

Each applicant is to disclose whether it has (or is proposed as a subrecipient under) any pending applications for federally funded grants or cooperative agreements that (1) include requests for funding to support the same project being proposed in the application under this solicitation, and (2) would cover any identical cost items outlined in the budget submitted to OJP as part of the application under this solicitation. The applicant is to disclose applications made directly to federal awarding agencies, and also applications for subawards of federal funds (e.g., applications to State agencies that will subaward (“subgrant”) federal funds).

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

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

- The federal or State funding agency
- The solicitation name/project name



- The point of contact information at the applicable federal or State funding agency

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

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

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

**b. Research and Evaluation Independence and Integrity**

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. The applicant must demonstrate independence and integrity regarding both this proposed research and/or evaluation, and any current or prior related projects.

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

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

OR

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

OR

- b. If the applicant has identified actual or potential apparent conflicts of interest (personal, financial, or organizational) that could affect the independence and integrity of the research, including the design, conduct, or reporting of the research, the applicant is to provide a specific and robust mitigation plan to address each of those conflicts. At a minimum, the applicant is expected to explain the specific processes and procedures that the applicant has in place, or will put in place, to identify and eliminate (or, at the very least, mitigate) any such conflicts of interest pertinent to the funded project during the period of performance. Documentation that may be helpful in this regard may include organizational codes of ethics/conduct and policies regarding organizational,

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

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

**c. Disclosure of Process Related to Executive Compensation**

An applicant that is a nonprofit organization may be required to make certain disclosures relating to the processes it uses to determine the compensation of its officers, directors, trustees, and key employees.

Under certain circumstances, a nonprofit organization that provides unreasonably high compensation to certain persons may subject both the organization's managers and those who receive the compensation to additional federal taxes. A rebuttable presumption of the reasonableness of a nonprofit organization's compensation arrangements, however, may be available if the nonprofit organization satisfied certain rules set out in Internal Revenue Service (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 <http://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 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).

### **How To Apply**

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 complete instructions on how to register and submit an application at <https://www.grants.gov/web/grants/support.html>. Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, which operates 24 hours a day, 7 days a week, except on federal holidays.

**Important Grants.gov update.** Grants.gov has updated its application tool. The legacy PDF application package was retired on December 31, 2017. Grants.gov Workspace is now the standard application method for applying for grants. OJP applicants should familiarize themselves with the Workspace option now. For complete information and instructions on using Workspace (and other changes), go to the Workspace Overview page at <https://www.grants.gov/web/grants/applicants/workspace-overview.html>.

Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take several weeks** for first-time registrants to receive confirmation of registration and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications at least 72 hours prior to the application due date, in order to allow time for the applicant to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

OJP strongly encourages all prospective applicants to sign up for Grants.gov email notifications regarding this solicitation at <https://www.grants.gov/web/grants/manage-subscriptions.html>. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for updates will be automatically notified.

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

**Note on Attachments:** Grants.gov has two categories of files for attachments: “mandatory” and “optional.” OJP receives all files attached in both categories. Attachments are also labeled to describe the file being attached (e.g., Project Narrative, Budget Narrative, Other) Please ensure that all required documents are attached in the correct Grants.gov category and are labeled correctly. Do not embed “mandatory” attachments within another file.

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

Characters	Special Characters		
Upper case (A – Z)	Parenthesis ( )	Curly braces { }	Square brackets [ ]
Lower case (a – z)	Ampersand (&)*	Tilde (~)	Exclamation point (!)
Underscore ( _ )	Comma ( , )	Semicolon ( ; )	Apostrophe ( ' )
Hyphen ( - )	At sign (@)	Number sign (#)	Dollar sign (\$)
Space	Percent sign (%)	Plus sign (+)	Equal sign (=)
Period (.)			

**\*When using the ampersand (&) in XML, applicants must use the “&amp;” format.**

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

All applicants are required to complete the following steps:

### **Unique Entity Identifier (DUNS Number) and SAM**

Every applicant entity must comply with all applicable SAM and unique entity identifier (currently, a DUNS number) requirements. SAM is the repository for certain standard information about federal financial assistance applicants, recipients, and subrecipients. A DUNS number is a unique nine-digit identification number provided by the commercial company Dun and Bradstreet. More detailed information about SAM and the DUNS number is in the numbered sections below.

If an applicant entity has not fully complied with the applicable SAM and unique identifier requirements by the time OJP makes award decisions, OJP may determine that the applicant is not qualified to receive an award and may use that determination as a basis for making the award to a different applicant.

### **Applying as an Individual**

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

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

## Registration and Submission Steps

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

This unique entity identifier is used for tracking purposes, and to validate address and point of contact information for applicants, recipients, and subrecipients. It will be used throughout the life cycle of an OJP award. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866-705-5711 to obtain a DUNS number or apply online at <https://www.dnb.com/>. A DUNS number is usually received within 1-2 business days.

2. **Acquire or maintain registration with SAM.** Any applicant for an OJP award creating a **new** entity registration in SAM.gov must provide an original, signed notarized letter stating that the applicant is the authorized Entity Administrator before the registration will be activated. To learn more about this process change, read the FAQs at <https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/sam-update>. Information about the notarized letter is posted at [https://www.fsd.gov/answer.do?sysparm\\_kbid=d2e67885db0d5f00b3257d321f96194b&sysparm\\_search=kb0013183](https://www.fsd.gov/answer.do?sysparm_kbid=d2e67885db0d5f00b3257d321f96194b&sysparm_search=kb0013183).

All applicants for OJP awards (other than individuals) must maintain current registrations in the SAM database. Applicants will need the authorizing official of the organization and an EIN. An applicant must be registered in SAM to successfully register in Grants.gov. Each applicant must **update or renew its SAM registration at least annually** to maintain an active status. SAM registration and renewal can take as long as 10 business days to complete (2 more weeks to acquire an EIN).

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

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

3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. An applicant entity's "unique entity identifier" (DUNS number) must be used to complete this step. For more information about the registration process for organizations and other entities, go to <https://www.grants.gov/web/grants/applicants/organization-registration.html>.
4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. The E-Biz POC will need the Marketing Partner Identification Number (MPIN) password obtained when registering with SAM to complete this step. Note that an organization can have more than one AOR.

5. **Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.582, titled “Federal Direct Services, Training, and Technical Assistance,” and the funding opportunity number is OVC-2018-14323.
6. **Select the correct Competition ID.** Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by individual Competition IDs. If applying to a solicitation with multiple Competition IDs, select the appropriate Competition ID for the intended purpose area of the application.

Purpose Area 1: Direct Services

Competition ID: OVC-2018-14324

Purpose Area 2: TTA Provider

Competition ID: OVC-2018-14325

7. **Access Funding Opportunity and Application Package from Grants.gov.** Select “Apply for Grants” under the “Applicants” column. Enter your email address to be notified of any changes to the opportunity package before the closing date. Click the Workspace icon to use Grants.gov Workspace.
8. **Submit a valid application consistent with this solicitation by following the directions in Grants.gov.** Within 24-48 hours after submitting the electronic application, the applicant should receive two notifications from Grants.gov. The first will confirm the receipt of the application. The second will state whether the application has been validated and successfully submitted, or whether it has been rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received, and then receive a rejection notice a few minutes or hours later. Submitting an application well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges each applicant to submit its application **at least 72 hours prior** to the application due date, to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification. Applications must be successfully submitted through Grants.gov by 11:59 p.m. eastern time on July 10, 2018.

Go to <https://www.grants.gov/web/grants/applicants/organization-registration.html> for further details on DUNS numbers, SAM, and Grants.gov registration steps and timeframes.

**Note: Application Versions**

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

**Experiencing Unforeseen Grants.gov Technical Issues**

An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must contact the Grants.gov Customer Support Hotline at <https://www.grants.gov/web/grants/support.html> or the SAM Help Desk (Federal Service Desk) at <https://www.fsd.gov/fsd-gov/home.do> to report the technical issue and receive a tracking number. The applicant must email the OVC contact identified in the Contact Information section on the title page **within 24 hours after the application deadline** to request approval to submit its application after the deadline. The applicant's email must describe the technical difficulties, and must include a timeline of the applicant's submission efforts, the



complete grant application, the applicant's DUNS number, and any Grants.gov Help Desk or SAM tracking number(s).

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

The following conditions generally are insufficient to justify late submissions:

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

**Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>.**

## 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 Plan (25%)
3. Capabilities and Competencies (25%)
4. Letters of Support from project partners (10%)
5. Plan for Collecting the Data Required for this Solicitation's Performance Measures (10%)
6. 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>14</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.

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<sup>14</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.



Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. For purposes of assessing whether an application meets basic minimum requirements and should proceed to further consideration, OJP screens applications for compliance with those requirements. Although specific requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP programs:

- The application must be submitted by an eligible type of applicant.
- The application must request funding within programmatic funding constraints (if applicable).
- The application must be responsive to the scope of the solicitation.
- The application must include all items designated as “critical elements.”
- The applicant must not be identified in SAM as excluded from receiving federal awards.

For a list of the critical elements for this solicitation, see “What an Application Should Include” under [Section D. Application and Submission Information](#).

Peer review panels will evaluate, score, and rate applications that meet basic minimum requirements. OVC may use internal peer reviewers, external peer reviewers, or a combination, to assess applications on technical merit using the solicitation’s review criteria. An external peer reviewer is an expert in the subject matter of a given solicitation who is not a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. Peer reviewers’ ratings and any resulting recommendations are advisory only, although reviewer views are considered carefully. Other important considerations for OVC include geographic diversity, strategic priorities, 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 \$150,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and 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.

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

1. Applicant financial stability and fiscal integrity;

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

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

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

### **Federal Award Notices**

Award notifications will be made by September 30, 2018. OJP sends award notifications by email through GMS to the individuals listed in the application as the point of contact and the authorizing official (E-Biz POC and AOR). The email notification includes detailed instructions on how to access and view the award documents, and steps to take in GMS to start the award acceptance process. GMS automatically issues the notifications at 9:00 p.m. eastern time on the award date.

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

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

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions, and all applicable requirements of federal statutes 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.

Applicants should consult the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards](#)," available in the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>. In addition, applicants should examine the following two legal documents, as each successful applicant must execute both documents before it may receive any award funds. (An applicant is not required to submit these documents as part of an application.)

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

- [Certified Standard Assurances](#)

The webpages accessible through the “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards](#)” are intended to give applicants for OJP awards a general overview of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants and cooperative agreements awarded in FY 2018. Individual OJP awards typically also will include additional award conditions. Those additional conditions may relate to the particular statute, program, or solicitation under which the award is made; to the substance of the funded application; to the recipient's performance under other federal awards; to the recipient's legal status (e.g., as a for-profit entity); or to other pertinent considerations.

As stated above, OVC expects that it will make any award under Purpose Area 2 (TTA) of this solicitation in the form of a cooperative agreement. Cooperative agreements include a condition in the award document that sets out the nature of the “substantial federal involvement” in carrying out the award and program. Generally stated, under OJP cooperative agreement awards, responsibility for the day-to-day conduct of the funded project rests with the recipient. OJP, however, may have substantial involvement in matters such as substantive coordination of technical efforts and site selection, and review and approval of project work plans, research designs, data collection instruments, and major project-generated materials. In addition, OJP often indicates in the award terms and conditions that it may redirect the project if necessary.

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

### **General Information about Post-Federal Award Reporting Requirements**

In addition to the deliverables described in [Section A. Program Description](#), any recipient of an award under this solicitation will be required to submit the following reports and data.

Required reports. Recipients typically must submit quarterly financial reports, quarterly Performance Measurement Tool reports and 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.)

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

Data on performance measures. In addition to required reports, each award recipient also must provide data that measure the results of the work done under the award. To demonstrate program progress and success, and to assist DOJ in fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, OJP will require any award recipient, post award, to provide performance data as part of regular progress reporting. Successful applicants

will be required to access OJP's performance measurement page at <https://ojp.gov/performance/> for an overview of performance measurement activities at OJP.

## **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 Act and Privacy Act (5 U.S.C. §§ 552 and 552a)**

All applications submitted to OJP (including all attachments to applications) are subject to the federal Freedom of Information Act (FOIA) and to the Privacy Act. By law, DOJ may withhold information that is responsive to a request pursuant to FOIA if DOJ determines that the responsive information either is protected under the Privacy Act or falls within the scope of one of nine statutory exemptions under FOIA. DOJ cannot agree in advance of a request pursuant to FOIA not to release some or all portions of an application.

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

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

### **Provide Feedback to OJP**

To assist OJP in improving its application and award processes, OJP encourages applicants to provide feedback on this solicitation, the application submission process, and/or the application review process. Provide feedback to [OJPSolicitationFeedback@usdoj.gov](mailto:OJPSolicitationFeedback@usdoj.gov).

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

If you are interested in being a reviewer for other OJP grant applications, please email your resume to [ojpperreview@l-secb.com](mailto:ojpperreview@l-secb.com). (Do not send your resume to the OJP Solicitation

Feedback email account.) **Note:** Neither you nor anyone else from your organization or entity can be a peer reviewer in a competition in which you or your organization/entity has submitted an application.

## **Appendix A: Application Checklist**

### **OVC FY 2018 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 page 30)

\_\_\_\_\_ Acquire or renew registration with SAM (see page 30)

##### *To Register with Grants.gov:*

\_\_\_\_\_ Acquire AOR and Grants.gov username/password (see page 30)

\_\_\_\_\_ Acquire AOR confirmation from the E-Biz POC (see page 30)

##### *To Find Funding Opportunity:*

\_\_\_\_\_ Search for the Funding Opportunity on Grants.gov (see page 31)

\_\_\_\_\_ Select the correct Competition ID (see page 31)

\_\_\_\_\_ Access Funding Opportunity and Application Package (see page 31)

\_\_\_\_\_ Sign up for Grants.gov email [notifications](#) (optional) (see page 28)

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

\_\_\_\_\_ Read OJP policy and guidance on conference approval, planning, and reporting available at [ojp.gov/financialguide/doj/PostawardRequirements/chapter3.10a.htm](http://ojp.gov/financialguide/doj/PostawardRequirements/chapter3.10a.htm) (see page 13)

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

\_\_\_\_\_ (1) application has been received,

\_\_\_\_\_ (2) application has either been successfully validated or rejected with errors (see page 31)

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

\_\_\_\_\_ contact the 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 2018 Awards](#)" in the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>.

#### **Scope Requirement:**

\_\_\_\_\_ The federal amount requested is within the allowable limit(s) specified by purpose area. (Purpose Area 1 should be between \$300,000–750,000; and Purpose Area 2 should be up to \$2.5 million.)

**Eligibility Requirement:** For eligibility information, see [Section C. Eligibility Information](#).

#### **What an Application Should Include:**

\_\_\_\_\_ Application for Federal Assistance (SF-424) (see page 15)

\_\_\_\_\_ Articles of Incorporation or 501(c)(3) Status Documentation (see page 16)

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

\_\_\_\_\_ Program Narrative\* (see page 16)

_____	Statement of the Problem*	(see page 17)
_____	Project Design and Implementation *	(see page 17)
_____	Capabilities and Competencies*	(see page 17)
_____	Letters of Support from Project Partners*	(see page 18)
_____	Plan for Collecting the Data Required for this Solicitation's Performance Measures*	(see page 18)
_____	Budget Detail Worksheet*	(see page 19)
_____	Budget Narrative*	(see page 20)
_____	Information on Proposed Subawards and/or Proposed Procurement Contracts (if applicable)	(see page 20)
_____	Indirect Cost Rate Agreement (if applicable)	(see page 22)
_____	Tribal Authorizing Resolution (if applicable)	(see page 23)
_____	Financial Management and System of Internal Controls Questionnaire	(see page 23)
_____	<a href="#">Disclosure of Lobbying Activities (SF-LLL)</a>	(see page 24)
_____	Additional Attachments	
_____	Applicant Disclosure of Pending Applications	(see page 24)
_____	Research and Evaluation Independence and Integrity	(see page 25)
_____	Disclosure of Process Related to Executive Compensation	(see page 27)
_____	Request and Justification for Employee Compensation; Waiver (if applicable)	(see page 12)

\*Denotes critical elements, as indicated in "What an Application Should Include" under [Section D. Application and Submission Information](#).