



OVC FY 2021 Advancing Hospital-Based Victim Services

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Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) is seeking applications for funding to improve linkages between the victim services field and hospitals and other medical facilities that increase support for victims of crime, improve their outcomes, and reduce future victimization. This program furthers the Department's mission by supporting victims of crime.

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

Solicitation Categories

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-OVC-2021-00023-PROD	Category 1: Demonstration Sites	3	\$500,000.00	10/1/21 12:00 AM	24
C-OVC-2021-00024-PROD	Category 2: Technical Assistance Project	1	\$500,000.00	10/1/21 12:00 AM	24

Eligible Applicants:

City or township governments, County governments, For profit organizations other than small businesses, Native American tribal governments (Federally recognized), Native American tribal organizations (other than Federally recognized tribal governments), Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education, Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education, Private institutions of higher education, Public and State controlled institutions of higher education, Public housing authorities/Indian housing authorities, State governments, Other

Other

For purposes of this solicitation, "state" means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

To advance Executive Order 13929 Safe Policing for Safe Communities, as of October 28, 2020, the Attorney General determined that all state, local, and university or college law enforcement agencies must be certified by an approved independent credentialing body or have started the certification process to be allocated FY 2021 DOJ discretionary grant funding, as either a recipient or a subrecipient. For detailed information on this new certification requirement, please visit <https://cops.usdoj.gov/SafePolicingEO>.

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

OVC will consider applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients (subgrantees). For additional information on subawards, see the [OJP Grant Application Resource Guide](#).

OVC may elect to fund applications submitted under this FY 2021 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

Contact Information

For technical assistance with submitting the **SF-424 and SF-LLL** in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, at [Grants.gov customer support](#), or email at support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

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

An applicant that experiences unforeseen Grants.gov or JustGrants technical issues beyond its control that prevent it from submitting its application by the deadline must

email the contact identified below (the Response Center) **within 24 hours after the application deadline** to request approval to submit its application after the deadline.

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

Submission Information

In FY 2021, applications will be submitted to DOJ in a **NEW** two-step process.

Step 1: Applicants will submit an **SF-424 and an SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html>. To register in Grants.gov, applicants will need to obtain a Data Universal Numbering System (DUNS) and System for Award Management (SAM) registration or renewal.

Step 2: Applicants will submit the **full application** including attachments in JustGrants at [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov).

To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline.

OJP encourages applicants to review, the "How to Apply" section in the [OJP Grant Application Resource Guide](#).

Pre-Application Webinar

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

Contents

Contact Information	1
Program Description	5
Overview	5
Statutory Authority	5
Specific Information	5
Receiving culturally relevant, trauma-informed services for crime victims is an important step in every victim's healing process. According to the National Crime Victimization Survey (NCVS), only 11 percent of victims of serious violence who report their victimization ever access help from a victim services agency. Increasing the number of crime victims connected to the supports necessary to aid their healing is paramount. This connection is especially important for groups that experience high rates of victimization. In recent years, a rise in gun violence has disproportionately impacted underserved communities, particularly communities of color, as noted in the Centers for Disease Control and Prevention's Fatal Injury Reports . OVC remains committed to supporting efforts to diversify and expand existing strategies for providing victim assistance and establishing vital linkages to other fields that touch the lives of those impacted by crime—particularly those victims less likely to access services through the traditional support infrastructure.	5
In an effort to expand the use of hospitals and other medical facilities as an entry point to increase support for victims of crime, improve their outcomes, and reduce the risk for repeat victimization, this solicitation will fund up to three demonstration sites to expand existing hospital-based programs that support crime victims. Additionally, the solicitation will fund one applicant to provide comprehensive technical assistance (TA) to the demonstration sites and develop TA resources and tools to support this effort.	5
Goals, Objectives, Deliverables, and Timeline	5
Evidence-Based Programs or Practices	6
Information Regarding Potential Evaluation of Programs and Activities	6
Priority Areas	6
Federal Award Information	7
Awards, Amounts and Durations	7
Continuation Funding Intent	7
Availability of Funds	7
Types of Awards	7
Financial Management and System of Internal Controls	7
Budget Information	7
Cost Sharing or Matching Requirement	7
Pre-agreement Costs (also known as Pre-award Costs)	7
Limitation on Use of Award Funds for Employee Compensation: Waiver	7
Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs	7
Costs Associated with Language Assistance (if applicable)	7
Eligibility Information	8
Application and Submission Information	8
Information to Complete the Application for Federal Assistance (SF-424)	8
Standard Applicant Information (JustGrants 424 and General Agency Information)	8
Proposal Abstract	8
Proposal Narrative	8
Goals, Objectives, Deliverables, and Timeline	9
Budget and Associated Documentation	9
Budget Worksheet and Budget Narrative (Web-based Form)	9
Indirect Cost Rate Agreement (if applicable)	9
Financial Management Questionnaire (including applicant disclosure of high-risk status)	9
Disclosure of Process Related to Executive Compensation	9
Memoranda of Understanding (MOUs) and Other Supportive Documents	9
Additional Application Components	9
Tribal Authorizing Resolution	9
Research and Evaluation Independence and Integrity Statement	9
Documentation of Advancing DOJ Priorities	9
Documentation of High-Poverty Areas or Persistent-Poverty Counties	9
Disclosures and Assurances	10
Disclosure of Lobbying Activities	10
DOJ Certified Standard Assurances	10
Applicant Disclosure of Duplication in Cost Items	10
DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements	10
Applicant Disclosure and Justification-DOJ High Risk Grantees (if applicable)	10
How to Apply	10
Submission Dates and Time	10
Application Review Information	10
Review Criteria	10
Review Process	10
Federal Award Administration Information	11
Federal Award Notices	11
Administrative, National Policy, and Other Legal Requirements	11
Information Technology (IT) Security Clauses	11
General Information about Post-Federal Award Reporting Requirements	11

Federal Awarding Agency Contact(s)	11
Other Information	11
Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)	11
Provide Feedback to OJP	11
Performance Measures	11
Application Checklist	11
	13

Program Description

Overview

The Department of Justice is committed to advancing work that promotes civil rights, increases access to justice, supports crime victims, protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

The Office for Victims of Crime (OVC) is committed to enhancing 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. This solicitation seeks to improve linkages between the victim services field and hospitals and other medical facilities that increase support for victims of crime, improve victim outcomes, and reduce chances of further victimization.

Statutory Authority

34 U.S.C. § 20103(c)(1)(A)

Specific Information

Receiving culturally relevant, trauma-informed services for crime victims is an important step in every victim's healing process. According to the [National Crime Victimization Survey](#) (NCVS), only 11 percent of victims of serious violence who report their victimization ever access help from a victim services agency. Increasing the number of crime victims connected to the supports necessary to aid their healing is paramount. This connection is especially important for groups that experience high rates of victimization. In recent years, a rise in gun violence has disproportionately impacted underserved communities, particularly communities of color, as noted in the Centers for Disease Control and Prevention's [Fatal Injury Reports](#). OVC remains committed to supporting efforts to diversify and expand existing strategies for providing victim assistance and establishing vital linkages to other fields that touch the lives of those impacted by crime—particularly those victims less likely to access services through the traditional support infrastructure.

In an effort to expand the use of hospitals and other medical facilities as an entry point to increase support for victims of crime, improve their outcomes, and reduce the risk for repeat victimization, this solicitation will fund up to three demonstration sites to expand existing hospital-based programs that support crime victims. Additionally, the solicitation will fund one applicant to provide comprehensive technical assistance (TA) to the demonstration sites and develop TA resources and tools to support this effort.

Goals, Objectives, Deliverables, and Timeline

The goal of this solicitation is to support evidence-based models, practices, and policies that improve partnerships between the victim services field and hospitals and other medical facilities to increase support for crime victims. The objective of these partnerships is to provide comprehensive, coordinated, trauma-informed services and support that address the full range of victim needs.

Category 1: Demonstration Sites

This solicitation will fund up to three demonstration sites that operate hospital-based/affiliated programs to support crime victims using evidence-based models and practices with victim-centered approaches.

The demonstration sites will develop plans to provide comprehensive, victim-centered services that aid in the survivor's physical and emotional recovery. OVC encourages a focus on responding to community violence and victims of gun violence, but potential sites may consider using hospital-based/affiliated services and other related approaches to support multiple types of victimization in their proposed projects. Demonstration project applicants should include detailed descriptions of the specific approach they will follow to reach the specified type of victims and explain how the approach will be used to improve victim outcomes. Applicants should also include a detailed explanation of how their program partners will assist in meeting the complex needs of the victims served.

All services provided as part of this program must: respect the decision-making independence of crime victims; support victim self-sufficiency; and promote victims' feelings of increased safety and well-being. Collaborations with victim-serving organizations will be an important element of this model, as programs should also incorporate plans to follow up with discharged victims and their families to assist with their long-term recovery. Successful applicants will include one or more hospitals or medical facilities within the area, departments of health, or relevant victim-serving organizations to implement a model most appropriate in that jurisdiction and most capable of filling an unmet need.

Project activities could include the following:

- Creation of trauma-informed services and support for survivors identified by program advocates, case managers, and other staff when entering hospital emergency departments and similar medical settings (i.e., urgent care facilities, clinics, etc.).
- Funding positions and training for hospital and program staff on use of screening tools and other methods used to identify victimization and trauma.
- Conducting training for medical staff on use of victim-centered, trauma-informed approaches when working with survivors in hospital settings.
- Funding partnerships to expand the network of support services available to survivors in the surrounding community that are easily accessible for survivors.
- Use of multidisciplinary teams linked to hospitals to identify and address service gaps and barriers that improve participating agency responses to victims and create a seamless network of services for survivors.

The activities listed above are solely included as examples. Applicants are not limited to submitting proposals for these types of activities. Rather, applicants are encouraged to consider a variety of solutions that apply approaches to improve outcomes for crime victims.

Applicants will be required to collaborate with a local research partner to support their work on the project and should budget at least \$25,000 per year to support the local evaluation of the project. Priority will be given to projects engaged in research-practitioner partnerships that will have a rigorous evaluation component that will contribute to filling gaps in knowledge and bridge-building across these fields.

The local research entity must be a partner in the proposal and a Memorandum of Understanding (MOU) between the applicant organization and the research entity must be included in the application. The role of the local research entity is to assist the site with identifying and documenting the use of evidence-based practices. The local research partner will help the site develop a logic model for the project to provide a graphical depiction of the logical relationships between the resources, activities, outputs, and outcomes of the program. The research partner must be independent and not connected, directly or indirectly, to the applicant agency outside of the agreement for the implementation evaluation. The MOU developed must explicitly allow the local research entity access to data that is important to the successful completion of the demonstration project. The proposal and budget must also clearly reflect the partnership of the researcher. Applicants are encouraged to explore a range of possible research partners.

In support of the implementation evaluation, the local research partner will work with the site, TA provider, and OVC to refine criteria and plans for implementation policies and procedures. The local research entity will also be responsible for working with the site and its partners to determine appropriate data collection procedures and ensure the project is able to obtain the data necessary to complete the implementation/process evaluation.

The participating sites will work along with a TA provider to establish sustainability plans and information-sharing agreements to elevate vital health-related data on a jurisdiction-level, as well as engage in cross-analysis of victimization and victim services information, and where possible/appropriate, other health-related data not often utilized by the victim assistance field. These efforts will yield vital learning and best practices around aligning currently disparate data collection efforts, and overall improving the ability of these fields to talk to one another.

Sites funded through this solicitation will engage in the following activities to meet the program goals and objectives:

- Identify or hire a project lead and formalize plans to coordinate and manage the proposed project.
- Identify potential program partners and develop or enhance letters of intent and Memoranda of Understanding (MOUs) to reflect roles, responsibilities, and commitments from partners.
- Devise plans to train staff from the project, hospital and partner agencies (where appropriate) on the project itself and related victim-centered approaches.
- Work in conjunction with the TA provider and other demonstration sites to strengthen the proposed projects and develop plans to sustain their efforts.
- Develop a logic model to illustrate how the grantee will monitor and evaluate project performance.
- Partner with a local research entity to conduct a process/implementation evaluation of the project and identify and document the project's use of evidence-based practices and lessons learned.
- Establish data collection processes to support implementation/process evaluation and reports developed on the project.

Deliverables for Category 1

Deliverables include:

- Submission of quarterly financial reports and semiannual progress reports in compliance with DOJ grant requirements.
- Participation in conferences and meetings hosted by the TA provider, OVC, and other partners, as requested by OVC.
- A final report that describes how the grantee implemented its project, including identification of project partners, areas of success, and lessons learned.

OVC will enter into a cooperative agreement with successful applicants to ensure OVC's involvement in key decisions and direction of the project. All funded applications, along with their project partners, will be required to work cooperatively with the designated TA provider. All funded applicants will also be expected to cooperate in a national evaluation of their projects should OVC choose to launch one in future years.

Category 2: Technical Assistance Project

This solicitation will be used to select one entity to provide comprehensive TA to the demonstration sites and develop TA tools and resources to support the initiative.

The successful applicant will be expected to deliver an array of TA resources and guidance that support the demonstration sites and the overall initiative. The comprehensive TA resources and support could include, but is not limited to: (1) providing diverse subject matter expertise and innovative assistance to the demonstration sites to ensure they develop solid plans to support crime victims, achieve their individual goals and objectives, and sustain their efforts; (2) working with sites to engage partners and strengthen their project plans; (3) identifying and providing TA that is comprehensive, coordinated, appropriate, trauma-informed, and data-driven to reach and assist all victims; and (4) facilitating peer learning exchanges among the sites and other organizations engaged in similar work to promote problem-solving and innovation through the exchange of ideas and information.

The successful applicant will be required to coordinate with other OVC-funded TA providers, such as OVC's Training and Technical Assistance Center and other entities working with related projects and partners. Protocols for coordinating with these organizations must be established to ensure consistent messaging around relevant topic areas, maximize effectiveness of TA, and avoid duplication of efforts.

Deliverables for Category 2

Deliverables include:

- An array of TA resources and guidance that support the demonstration sites and the overall initiative that is comprehensive, coordinated, appropriate, trauma-informed, and data-driven to reach and assist victims.
- Provision of diverse subject-matter expertise and innovative assistance to the demonstration sites to ensure they develop solid plans to support crime victims, achieve their individual goals and objectives, and sustain their efforts;
- Working with sites to engage partners and strengthen their project plans;
- Facilitating peer learning exchanges among the sites and other organizations engaged in similar work to promote problem-solving and innovation through the exchange of ideas and information.
- Participation in conferences and meetings hosted by OVC and other project partners as determined by OVC.
- Participation in regular calls with the OVC grant monitor and submission of monthly reports tracking TA activities.
- Submission of quarterly financial reports and semiannual progress reports in compliance with DOJ grant requirements.
- A final report summarizing the overall initiative, including a summary of the TA project, success stories, and lessons learned.

OVC will enter into a cooperative agreement with the successful demonstration project and technical assistance applicants to ensure involvement in key decisions and direction of the project. In furtherance of the goals and objectives described above, OVC's role in coordination will include the following:

- Reviewing and approving major plans, including changes to such plans, and key decisions pertaining to project operations.
- Reviewing and approving major project-generated documents.
- Providing guidance on significant project plans and participating in project-related training events or meetings (OVC will make final decision on the occurrence of any events, and review/approve meeting agendas).
- Selecting the participating demonstration project sites and TA provider.

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

Evidence-Based Programs or Practices

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

Information Regarding Potential Evaluation of Programs and Activities

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

Priority Areas

The Department of Justice is committed to advancing work that promotes civil rights, increases access to justice, supports crime victims, protects the public from crime and evolving threats, and builds trust between law enforcement and the community. In FY 2021, OJP will give priority consideration in award decisions to applications that demonstrate ways in which their projects will advance one or more of these areas.

To receive priority consideration for advancing one or more of the Department's priorities, the applicant must provide a sufficient narrative explanation as an attachment, that specifies how the project will advance the promotion of civil rights, access to justice, support to crime victims, protecting the public from crime and evolving threats, or

building trust between law enforcement and the community.

In addition, OJP will give priority consideration, if applicable, to applicants that demonstrate that the individuals who are intended to benefit from the requested grant reside in high-poverty areas or persistent-poverty counties.

To receive priority consideration under the poverty priority, the applicant must provide information to demonstrate that the individuals who are intended to benefit from the requested grant reside in high-poverty areas or persistent poverty counties. For purposes of this priority consideration, the term "high-poverty area" means any census tract with a poverty rate of at least 20 percent as measured by the 2013–2017 5-year data series available from the American Community Survey of the Census Bureau (applicants may search by census tract at <https://www.census.gov/acs/www/data/data-tables-and-tools/narrative-profiles/2017/>) and the term "persistent poverty counties" means any county that has had 20 percent or more of its population living in poverty over the past 30 years, as measured by the 1990 and 2000 decennial censuses and the most recent Small Area Income and Poverty Estimates (applicants may search by county at <https://www.census.gov/data/tables/time-series/dec/census-poverty.html> and at <https://www.census.gov/programs-surveys/saipe.html>).

Priority consideration is one of many factors that OJP considers in making funding decisions and is not a guarantee of an award.

Federal Award Information

Solicitation Category

Competition ID Enter to sort	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-OVC-2021-00023-PROD	Category 1: Demonstration Sites	3	\$500,000.00	10/1/21 12:00 AM	24
C-OVC-2021-00024-PROD	Category 2: Technical Assistance Project	1	\$500,000.00	10/1/21 12:00 AM	24

Awards, Amounts and Durations

Period of Performance Start Date

10/1/21 12:00 AM

Period of Performance Duration (Months)

24

Anticipated Total Amount to be Awarded Under Solicitation

\$2,000,000.00

Continuation Funding Intent

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

Availability of Funds

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

Types of Awards

OVC expects to make awards under this solicitation as cooperative agreements, which provide for OJP to have substantial involvement in carrying out award activities. See the "Administrative, National Policy, and Other Legal Requirements" section of the [OJP Grant Application Resource Guide for additional information](#).

Financial Management and System of Internal Controls

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

Budget Information

Cost Sharing or Matching Requirement

This solicitation does not require a match.

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

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

Limitation on Use of Award Funds for Employee Compensation: Waiver

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

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

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

Costs Associated with Language Assistance (if applicable)

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

Eligibility Information

For eligibility information, see the title page.

For information on cost sharing or match requirements, see Federal Award Information.

Application and Submission Information

The following application elements **MUST** be included in the application submission for an application to meet the basic minimum requirements (BMR) to advance to peer review and receive consideration for funding:

- Proposal Abstract,
- Proposal Narrative, and
- Budget Worksheet and Budget Narrative (web-based form).

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

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

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

In Section F of the SF-424, please include the name and contact information of the individual who will complete application materials in JustGrants. JustGrants will use this information (*email address*) to assign the application to this user in JustGrants.

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

Standard Applicant Information (JustGrants 424 and General Agency Information)

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

Proposal Abstract

A proposal abstract (no more than 400 words) summarizing the proposed project including primary activities, products and deliverables, the service area, and who will benefit from the proposed project, will be completed in the JustGrants Web-based form.

Proposal Narrative

The proposal narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point Times New Roman font; have no less than 1-inch margins; and should not exceed 25 pages. Pages should be numbered and submitted as an attachment. If the proposal narrative fails to comply with these length restrictions, OVC may negatively consider such noncompliance in peer review and in final award decisions.

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

Category 1 applicants should include detailed descriptions of the specific approach they will follow to reach the specified type of victims and explain how the approach will be used to improve victim outcomes. Applicants should also include a detailed explanation of how their program partners will assist in meeting the complex needs of the victims served. Successful applicants will offer an array of services to meet victim needs, including immediate supports such as safety planning, crisis intervention, referrals to community-based victim services (including crime victim compensation) and social services, victim advocacy, emotional support, grief counseling, and psycho-education on the effects of trauma on victims and their families.

Category 2 applicants must clearly demonstrate their knowledge and experience in providing technical assistance to victim-serving organizations, victim services (including victim compensation), child and youth victimization, child and adolescent development, child welfare, juvenile justice, law enforcement, health services (physical, mental and behavioral), public health, and other key components identified in this solicitation and by the applicant. Applicants should also demonstrate their knowledge and relevant connection to mental and behavioral health counseling services, and potentially other critical overlapping areas, such as substance use treatment, and have the ability to collaborate with these entities as needed to support this TA project.

a. Description of the Issue

The problem statement must establish strong rationale for the project and provide a clear statement of how funding will support the project's value to the victim field by meeting the stated goals. Applicants should use data to provide evidence that the need for the effort exists and demonstrate the scope and size of the need. The problem statement must also make a convincing case that the project addresses a gap in existing resources and does not duplicate existing resources. If the applicant organization is receiving funding from any other sources to provide services and support for crime victims, or TA to support such projects, then the strategy must demonstrate how the OVC funding would leverage the other funding to enhance the response to victims.

b. Project Design and Implementation

The project design and implementation plan must describe the project strategy and discuss how the strategy will address the identified problems in support of the goals and objectives. This section should detail how the project will link and leverage resources from program partners that address the complex, long-term issues of survivors and their families such as substance abuse, health issues, joblessness, educational opportunities, and stable housing that may prevent victims from achieving stability, safety, and overall well-being. The applicant's strategy or project design must include the identification of a lead agency and a main point of contact within the lead agency to coordinate the effort. It must also contain a description of project phases, tasks, activities, staff responsibilities, interim deliverables, and final products. The project design and implementation section must include a time-task plan that delineates organizational responsibility for the activities to be completed and a schedule for the completion of the activities and the submission of finished products. In preparing the time-task plan, Gantt chart, or schedule, applicants should make certain that all project activities occur within the proposed project period. Applicants must include a logic model that graphically illustrates how the project's problems, goals, objectives, and design are interrelated, leading to anticipated outputs, performance measures, and outcomes. Sample logic models are available at <https://ojdp.ojp.gov/funding/grant-performance-measurement/data-collection-methods-and-logic-models>. The applicant must submit the logic model as a separate attachment, as stipulated in "Additional Attachments."

c. Capabilities and Competencies

Applicants must demonstrate they have the expertise and organizational capacity to undertake an initiative successfully that involves significant collaboration with other agencies supporting the effort. Applicants must address the following items in this section:

- Explain the roles and responsibilities of the lead agency along with a plan for communicating with the multidisciplinary team, other agencies, and community partners. This discussion must describe the project's organizational structure and operations. A copy of the applicant's organizational chart must be submitted.
- Identify a coordinator within the lead agency responsible for the operation and expansion of program efforts. This individual must be empowered to lead a multidisciplinary effort within a well-designed, staff supported organizational structure that includes capacity to oversee programmatic and financial responsibilities.

- iii. Discuss any previous or current experience providing victim services, or TA to support such services, using multidisciplinary partnerships, balanced public health approaches, and data-driven strategies.
- iv. List personnel, in addition to the identified coordinator, responsible for managing and implementing the major stages of the project, and a description of the current and proposed professional staff members' unique qualifications that enable them to fulfill their responsibilities.

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

This section must include the following information:

1. A plan for collecting all of the performance measures data required by this solicitation.
2. A description of the qualifications of the key staff who will be responsible for collecting data and reporting performance measures in JustGrants.

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

Award recipients will be required to submit performance measure data in the Performance Measurement Tool (PMT) and/or JustGrants. Examples of the performance measures questionnaire can be found at <https://ovc.ojp.gov/funding/performance-measures-overview>. Further guidance on the post-award submission process will be provided, if selected for award.

Note: Applicants are **not** required to submit performance data with the application. Rather, 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. Applicants can also visit OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

Note on Project Evaluations

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

Goals, Objectives, Deliverables, and Timeline

Applicants will submit the Hospital-Based Victim Services project's goals, objectives, deliverables and timelines in the JustGrants Web-based form. See the [OJP Grant Application Resource Guide](#) for additional information.

Budget and Associated Documentation

Budget Worksheet and Budget Narrative (Web-based Form)

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

Indirect Cost Rate Agreement (if applicable)

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

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

Applicants will download the questionnaire in JustGrants and submit by uploading the completed questionnaire as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

Disclosure of Process Related to Executive Compensation

If applicable, applicants will submit a description of the process used to determine compensation by uploading the document as an attachment in JustGrants. See the "Application Attachments" section of the [OJP Grant Application Resource Guide](#) for information.

Memoranda of Understanding (MOUs) and Other Supportive Documents

Applicants should include, for each named partner, an MOU, Letter of Intent, or subcontract that confirms the partner's agreement to support the project through commitments of staff time, space, services, or other project needs. Applications submitted from two or more entities are encouraged to develop and submit signed MOUs or signed Letters of Intent that provide a detailed description of how the agencies will work together to meet the solicitation requirements.

Each MOU or Letter of Intent should include the following: (1) names of the organizations involved in the agreement; (2) scope of the direct service(s) and other work to be performed under the agreement; (3) duration of the agreement. Subcontracts, MOUs, or Letters of Intent should be submitted as one separate attachment to the application.

Additional Application Components

Applicants will attach the additional requested documentation in JustGrants.

Tribal Authorizing Resolution

If applicable, applicants will submit the Tribal Authorizing Resolution by uploading the resolution as an attachment in JustGrants. An application in response to this solicitation may require inclusion of information related to a tribal authorizing resolution as an attachment. See the [OJP Grant Application Resource Guide](#) for information on tribal authorizing resolutions.

Research and Evaluation Independence and Integrity Statement

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. Applicants will submit a description of their research and evaluation independence and integrity by uploading the document as an attachment in JustGrants. For additional information regarding demonstrating research/evaluation independence and integrity, including appropriate safeguards, see the [OJP Grant Application Resource Guide](#).

Documentation of Advancing DOJ Priorities

As is mentioned above, OJP will give priority consideration in award decisions to applications that specify how the project will advance one or more of the following DOJ priorities: the promotion of civil rights, access to justice, support to crime victims, protecting the public from crime and evolving threats, or building trust between law enforcement and the community. Applicants will submit the narrative by uploading the document as an attachment in JustGrants.

Documentation of High-Poverty Areas or Persistent-Poverty Counties

As mentioned above, OJP will give priority consideration in award decisions to applications that demonstrate that the individuals who will benefit from the requested grant reside in high-poverty areas or persistent-poverty counties as defined above. Each applicant proposing to receive consideration under the High-Poverty Areas or Persistent Poverty Counties priority must provide a sufficient narrative explanation to identify each specific High-Poverty Area (by census tract number(s)) and/or each specific Persistent-Poverty County where individuals are intended to benefit from the requested grant and how the requested grant will address specific challenges in each such identified area and/or county. Applicants will submit the narrative by uploading the document as an attachment in JustGrants.

Disclosures and Assurances

Applicants will complete the following disclosures and assurances.

Disclosure of Lobbying Activities

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

DOJ Certified Standard Assurances

See the DOJ Certified Standard Assurances in the [OJP Grant Application Resource Guide](#).

Applicant Disclosure of Duplication in Cost Items

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

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

Applicants will review and accept the DOJ Certified Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements. See [OJP Grant Application Resource Guide](#).

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

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

How to Apply

Applicants will submit an SF-424 and an SF-LLL in Grants.gov at <https://www.grants.gov/web/grants/register.html>.

Applicants will submit the **full application** including attachments in JustGrants at [JustGrants.usdoj.gov](#).

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

Submission Dates and Time

The SF-424 and the SF-LLL will be submitted in Grants.gov by 11:59 p.m., eastern time (ET) on June 28, 2021. 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.

The **full application** will be submitted in JustGrants on July 12, 2021 by 11:59 p.m., eastern time (ET).

To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline.

Application Review Information

Review Criteria

a. Merit Review Criteria

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

1. Statement of the Problem/Description of the Issue (20%) - evaluate the applicant's understanding of the program/issue to be addressed.
2. Project Design and Implementation (40%) - evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies (20%) - evaluate administrative and technical capacity of the applicant to successfully accomplish the goals and objectives.
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%) - evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
5. Budget (10%) - evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).
6. Other Attachments (5%)

b. Other Review Criteria/Factors

Other important considerations for OVC include geographic diversity, strategic priorities (specifically including, but not limited to, those mentioned above relating to priority areas), available funding, past performance, and the extent to which the Budget Worksheet and Budget Narrative (web-based form) accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

Review Process

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

OJP screens applications to ensure they meet the basic minimum requirements prior to conducting peer review. 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 necessary to meet the basic minimum requirements.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant. Among other things to help assess whether an applicant that has one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM as excluded from receiving a federal award.

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

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

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

Federal Award Administration Information

Federal Award Notices

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

Administrative, National Policy, and Other Legal Requirements

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

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

Information Technology (IT) Security Clauses

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

General Information about Post-Federal Award Reporting Requirements

In addition to the deliverables described in the Program Description, any recipient of an award under this solicitation will be required to submit certain reports and data.

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

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

Federal Awarding Agency Contact(s)

For OJP contact(s), see Contact Information.

For contact information for Grants.gov, see Contact Information.

Other Information

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

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

Provide Feedback to OJP

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

Performance Measures

A list of performance measure questions for this project can be found here: <https://www.ovc.gov/grants/pdf/tvs-questionnaire.pdf>. Award recipients under this solicitation will be required to complete the following sections, including any relevant shared measures.

- I. Training (Purpose Area 1 & 2)
- II. Technical Assistance (Purpose Area 2 only)
- V. Collaborative Partnerships (Purpose Area 1 only)
- VII. Victim Services (Purpose Area 1 only)

Application Checklist

OVC FY 2021 Advancing Hospital-Based Victim Services

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

What an Applicant Must Do:

Prior to Registering in Grants.gov:

- Acquire a DUNS Number (see [OJP Grant Application Resource Guide](#))
- Acquire or renew registration with SAM (see [OJP Grant Application Resource Guide](#))

To Register with Grants.gov:

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

To Find Funding Opportunity:

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

Overview of Post-Award Legal Requirements:

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2021 Awards](#)" in the [OJP Funding Resource Center](#).

Scope Requirement:

- The federal amount requested is within the allowable limit(s) of \$500,000.

Eligibility Requirement:

- State governments
- City or township governments
- Public and State controlled institutions of higher education
- County governments
- Public housing authorities/Indian housing authorities
- Native American tribal organizations (other than Federally recognized tribal governments)
- Native American tribal governments (Federally recognized)
- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education
- For-profit organizations (including Tribal for-profit organizations) that agree to forgo any profit or management fees

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- Submit **SF-424** and **SF-LLL** in Grants.gov

After SF-424 and SF-LLL submission in Grants.gov, Receive Grants.gov Email Notifications That:

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

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

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

Receive email notification to complete application in JustGrants

- Complete Application in JustGrants

Content of Application Submission:

The following items are critical application elements required to pass Basic Minimum Requirements review. An application that OJP determines does not include the application elements that must be included in the application submission in order for the application to meet the basic minimum requirements, will neither proceed to peer review, nor receive further consideration.

- **Proposal Abstract**
- **Proposal Narrative**
- **Budget Worksheet and Budget Narrative (web-based form)**

- Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov (see [OJP Grant Application Resource Guide](#))
- Standard Applicant Information (SF-424 information from Grants.gov)

Budget and Associated Documentation

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

Additional Application Components

- Tribal Authorizing Resolution (if applicable)
- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))
- Documentation of Advancing DOJ Priorities (if applicable)
- Documentation of high-poverty areas or persistent poverty counties (if applicable)
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))

Disclosures and Assurances

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

Submit Application in JustGrants:

- Application has been successfully submitted in JustGrants

If No JustGrants Application Submission, Validation, or Error Notifications are Received:

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