



OVC FY 2022 Invited to Apply - National Crime Victims' Rights Week Community Awareness Projects (2023)

Assistance Listing Number #	16.582
Grants.gov Opportunity Number:	O-OVC-2022-171383
Solicitation Release Date:	June 29, 2022 8:00 AM
Version:	1
Grants.gov Deadline:	July 19, 2022 11:59 PM
Application JustGrants Deadline:	August 02, 2022 8:59 PM

Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC), seeks applications for funding to implement the 2023 National Crime Victims' Rights Week (NCVRW) Community Awareness Projects (CAP). This program furthers the DOJ's mission by supporting public awareness, community outreach, and education activities for crime victims' rights and services.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance to applicants to prepare and submit applications 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

This solicitation does not include Solicitation Categories.

Eligible Applicants:

Other

Other

National Association of VOCA Assistance Administrators

To advance Executive Order 13929 Safe Policing for Safe Communities, 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 eligible for FY 2022 DOJ discretionary grant funding. To become certified, the law enforcement agency must meet two mandatory conditions: (1) the agency's use-of-force policies adhere to all applicable federal, state, and local laws and (2) the agency's use-of-force policies prohibit chokeholds except in situations where use of deadly force is allowed by law. The certification requirement also applies to law enforcement agencies receiving DOJ discretionary grant funding through a subaward. For detailed information on this certification requirement, please visit <https://cops.usdoj.gov/SafePolicingEO> to access the Standards for Certification on Safe Policing for Safe Communities, the Implementation Fact Sheet, and the List of Designated Independent Credentialing Bodies.

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

Contact Information

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

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

For assistance with any other requirements of this solicitation, contact Emily Bauernfeind, Communications Specialist, by telephone at 202-598-9315, or by email at emily.w.bauernfeind@usdoj.gov.

Submission Information

Applications will be submitted to DOJ in two steps.

Step 1: The applicant must submit by the Grants.gov deadline the required Application for Federal Assistance standard form (SF)-424 and a Disclosure of Lobbying Activities (SF-LLL) form when they register in Grants.gov at <https://www.grants.gov/web/grants/register.html>. To register in Grants.gov, the applicant will need to ensure that its System for Award Management (SAM) registration is current.

Step 2: The applicant must then submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://justgrants.usdoj.gov). To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline. OJP encourages applicants to review the "How to Apply" section in the [OJP Grant Application Resource Guide](#) and the [JustGrants website](#) for more information, resources, and training.

Contents

Contact Information	1
Program Description	5
Overview	5
Specific Information	5
Goals, Objectives, Deliverables, and Timeline	6
Evidence-Based Programs or Practices	6
Information Regarding Potential Evaluation of Programs and Activities	6
Federal Award Information	7
General Guidance for Federal Award	7
Awards, Amounts and Durations	7
Types of Awards	7
Financial Management and System of Internal Controls	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	7
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)	10
Disclosure of Process Related to Executive Compensation	10
Additional Application Components	10
Curriculum Vitae or Resumes	10
Research and Evaluation Independence and Integrity Statement	10
Time-Task Plan	10
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)	11
How to Apply	11
Submission Dates and Time	11
Experiencing Unforeseen Technical Issues	11
Application Review Information	12
Review Process	12
Federal Award Administration Information	12
Federal Award Notices	12

Administrative, National Policy, and Other Legal Requirements	12
	12
	12
Information Technology (IT) Security Clauses	13
General Information about Post-Federal Award Reporting Requirements	13
Federal Awarding Agency Contact(s)	13
Other Information	13
Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)	13
Provide Feedback to OJP	13
Performance Measures	13
Application Checklist	14

Program Description

Overview

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

This cooperative agreement will enable an organization to provide financial and technical assistance to approximately 80 communities nationwide to conduct public education and awareness activities on crime victims' rights and services in their jurisdictions during the 2023 National Crime Victims' Rights Week (NCVRW). All final decisions as to which communities will be funded by the intermediary will be made by the OVC Director.

Statutory Authority: 34 USC § 20103(c)(1)(A)

Specific Information

To further assist victim service providers in their efforts to conduct public awareness activities during NCVRW, OVC will select an applicant to pass-through funds and serve as the technical assistance provider to competitively selected subgrantees. The recipient will work cooperatively with OVC in the application review and selection process for community awareness projects.

Subrecipient Eligibility: Public agencies, nonprofit organizations, community-based victim service organizations, faith-based organizations, Tribal organizations, and community coalitions committed to ensuring the rights of and services for crime victims will be eligible to apply for the reimbursable contract funding for the CAPs held during 2023 NCVRW. A nonprofit organization that serves crime victims does not need to have 501(c)(3) status to apply. VOCA-funded organizations are also eligible to apply. Applicants selected for funding will be required to submit an after-action report on their NCVRW activities, including data on performance measures and financial outlays.

Subrecipient Information: CAP subrecipients may be approved for up to \$5,000 in reimbursement under this funding for the following activities:

- Purchase print media, radio, television, or outdoor advertising to promote NCVRW events and victims' rights and services.
- Design and print promotional or educational materials.
- Reimburse NCVRW event speakers' fees (NOT to exceed \$650 per day for each speaker). Supplemental funding from other sources cannot be used to exceed this daily limitation.
- Rent space to conduct NCVRW activities and events.
- Purchase supplies, materials, and equipment used in public awareness events and activities.

The following reimbursements will NOT be approved for subrecipients:

- Salaries.
- Organizational overhead or operational costs.
- Refreshment costs not associated with public awareness events or programs.
- Entertainment (such as bands).
- Costs associated with a fundraising activity or event.
- Bar charges or alcoholic beverages.
- Food and beverage costs associated with award events or ceremonies.

- Construction costs.
- Cash prizes, including gift cards, associated with contests, raffles, or drawings.
- Costs associated with promotional and educational materials that are not directly tied to the 2023 NCVRW theme.

Goals, Objectives, Deliverables, and Timeline

Goals

The goals of this project are to increase public awareness of crime victims' rights and services nationwide during the 2023 National Crime Victims' Rights Week, and strengthen the capacity of victim assistance agencies to develop a broad, collaborative approach to community awareness that highlights services for all types of crime victims.

Objectives

Objective 1: Financially, programmatically, and administratively support approximately 80 subgrants of up to \$5,000 each for communities and victim assistance organizations nationwide.

Objective 2: Provide technical assistance for the recipient organizations to promote 2023 NCVRW in communities across the Nation.

Objective 3: Market the project so that it meets the goal of funding a project in every state.

Objective 4: Assemble a group of expert reviewers who are familiar with NCVRW and the victim assistance field, and who are willing to volunteer their services to review every application received and be a part of the selection process.

Deliverables

Project activities and deliverables include the following:

- Development and administration of the community awareness project outreach and application processes (final recommendations require the approval of the OVC Director).
- Application period advertisement and publication through OVC and other public venues.
- A Review Committee, established to review, grade, and comment on each application submitted. The Review Committee should meet, either in-person or virtually, after all applications are scored to determine which applications will move forward for final approval.
- An NCVRW CAP website to advertise the funding opportunity, provide answers to frequently asked questions (FAQs) for first-time applicants, and link to the main OVC NCVRW website.
- Funding recommendations from the Review Committee for the OVC Director.
- Reimbursement to selected subrecipients.
- Technical assistance to be provided to each selected subrecipient.
- Certificates of Appreciation, sent to all of the successful CAP applicants.
- After-action reports, including documentation and verification of expenses and requests for reimbursement.
- A final report for OVC on the overall project, including recommendations for improvement and a list of innovative practices for inclusion in future NCVRW Resource Guides.

The Goals, Objectives, and Deliverables are directly related to the performance measures that show the completed work's results, as discussed in the Content of Application Submission section.

Evidence-Based Programs or Practices

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

Information Regarding Potential Evaluation of Programs and Activities

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

Federal Award Information

General Guidance for Federal Award

Total number of awards OVC expects to make: 1
Maximum dollar amount for each award: \$500,000
Total amount to be awarded under solicitation: \$500,000
Period of performance start date: September 1, 2022
Period of performance duration: 12 Months

Solicitation Categories

This solicitation does not include Solicitation Categories.

Awards, Amounts and Durations

Anticipated Total Amount to be Awarded Under Solicitation
\$500,000.00

Types of Awards

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

Financial Management and System of Internal Controls

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

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](#) for 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](#) for information on the Limitation on Use of Award Funds for Employee Compensation; Waiver.

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

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

Costs Associated with Language Assistance (if applicable)

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

Eligibility Information

For eligibility information, see the solicitation cover page.

For information on cost sharing or matching requirements, see the Federal Award Information section.

Application and Submission Information

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

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

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

In Section 8F of the SF-424, please include the name and contact information of the individual **who will complete the application in JustGrants**. JustGrants will use this information (*email address*) to assign the application to this user in JustGrants.

Intergovernmental Review: This solicitation (“funding opportunity”) **is not** subject to [Executive Order 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. The applicant will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, the applicant will need to add: zip codes for areas affected by the project; confirm its Authorized Representative; and verify and confirm the organization’s unique entity identifier, legal name, and address.

Proposal Abstract

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

Proposal Narrative

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

a. Description of the Issue

The description of the issue must describe the need for the project and provide a clear statement of how funding will support the project’s value to the victims’ field by meeting a stated goal.

b. Project Design and Implementation

The Project Design and Implementation plan must describe the project strategy and discuss how the strategy will address the identified problems and support the goals and objectives. The applicant’s strategy or design must include a description of project phases, tasks, activities, and staff responsibilities, and clear descriptions of interim deliverables and final products. It must include a time-task plan that clearly identifies objectives, major activities, and products for the duration of the project period. The applicant must describe the strategy, tasks, and time-task plan for developing the services and products.

As a separate attachment, the time-task plan is not subject to the page limitations of the proposal narrative. This plan must include the designation of organization responsibility, a schedule for the completion of the activities, and the submission of finished products.

In preparing the time-task plan, the applicants should make certain that all project activities will occur within the proposed project period. The plan also must provide for the submission of financial and progress reports.

c. Capabilities and Competencies

The application must include a clear description of the applicant's management structure. Applicants must include a description of the current and proposed professional staff members' unique qualifications that will enable them to fulfill their grant responsibilities.

The applicant must describe how the program will be managed and include an organizational chart or information describing the roles and responsibilities of key organization and functional components and personnel. The applicant must also include a list of personnel responsible for managing and implementing the major stages of the project. If additional staff will be hired to complete the project, the applicant should identify the selection criteria. Applicants should also provide detailed information about staff committed to working on the project contingent upon receipt of funding.

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 annual 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."

A list of performance measure questions are available under Performance Measures.

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

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

OVC will require award recipients to submit performance measure data and performance reports in JustGrants. OVC will provide further guidance on the post-award submission process, at the time of award.

Note on Project Evaluations

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

Goals, Objectives, Deliverables, and Timeline

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

Budget and Associated Documentation

Budget Worksheet and Budget Narrative (Web-based Form)

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

Indirect Cost Rate Agreement (if applicable)

The applicant will submit its indirect cost rate agreement by uploading it 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)

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

Disclosure of Process Related to Executive Compensation

This solicitation expressly modifies the OJP Grant Application Resource Guide by not incorporating its "Disclosure of Process Related to Executive Compensation" provisions. Applicants to this solicitation are not required to provide this disclosure.

Additional Application Components

The applicant will attach the requested documentation in JustGrants.

Curriculum Vitae or Resumes

See the "Capabilities and Competencies" section in the Proposal Narrative for details on what this attachment should include.

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. The applicant will submit documentation of its research and evaluation independence and integrity by uploading it as an attachment in JustGrants. For additional information, see the [OJP Grant Application Resource Guide](#).

Time-Task Plan

See the "Project Design and Implementation" section in the Proposal Narrative for details on what this attachment should include.

Disclosures and Assurances

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities

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

DOJ Certified Standard Assurances

Review and accept the DOJ Certified Standard Assurances in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

Applicant Disclosure of Duplication in Cost Items

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

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

Review and accept the DOJ Certified Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; and Law Enforcement and Community Policing in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

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

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

How to Apply

Step 1: The applicant must submit the **SF-424** and an **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html>.

Step 2: The applicant must then submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov).

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

Submission Dates and Time

The **SF-424** and the **SF-LLL** must be submitted in Grants.gov by July 19, 2022.

The **full application** must be submitted in JustGrants by August 2, 2022.

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates to allow sufficient time to correct errors and resubmit by the submission deadlines if a rejection notification is received. To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline.

Experiencing Unforeseen Technical Issues

An applicant that experiences unforeseen SAM.gov, Grants.gov, or JustGrants technical issues beyond its control that prevents application submission by the deadline, must demonstrate all efforts in requesting technical support in order to submit an application by the deadline. Technical support is available via phone and email to the applicable SAM.gov, Grants.gov, or JustGrants support centers or service desks in which an applicant received a ticket number for resolution. If an applicant misses a deadline due to unforeseen technical difficulties, the applicant may request a waiver to submit an application after the deadline. Note: If an applicant does not submit all the required Grants.gov forms by the Grants.gov deadline, the applicant will not be able to proceed to the JustGrants portion of the application process.

Applicants experiencing technical difficulties with the following systems must contact the associated support desk indicated below to report the technical issue and receive a tracking number:

- Grants.gov - contact the Grants.gov Customer Support Hotline
- SAM.gov - contact the SAM Help Desk (Federal Service Desk)
- JustGrants - contact the JustGrants Support Desk at JustGrants.Support@usdoj.gov or 833-872-5175

Applicants requesting a waiver to submit a late application must document their request for technical assistance in an email to the OJP Response Center at grants@ncjrs.gov within 24 hours after the application deadline to request approval to submit its application after the deadline. If an applicant has technical issues with Grants.gov, the applicant must contact the OJP Response Center at grants@ncjrs.gov within 24 hours of the Grants.gov

deadline to request approval to submit after the deadline. Waiver requests to submit after the submission deadline must:

- Describe the technical difficulties experienced;
- Include a timeline of the applicant's submission efforts (e.g., what date and time did the error occur, what date and time was action taken to resolve the issue and resubmit; and what date and time did support representatives respond)
- Include an attachment(s) of the complete grant application and all required documentation and material; and
- Include the applicant's Unique Entity Identifier (UEI) and any applicable SAM.gov tracking number(s), Grants.gov Help Desk, and JustGrants Support Desk Ticket Numbers.

OJP will review each request for late submission and required supporting documentation and notify the applicant whether the request has been approved or denied. For more details on the waiver process, OJP encourages applicants to review the "Experiencing Unforeseen Technical Issues" section in the [OJP Grant Application Resource Guide](#).

Application Review Information

Review Process

OJP reviews each application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation. For invited applications, OJP reviews for consistency with the invitation letter and invited applicant guidance. See the [OJP Grant Application Resource Guide](#) for information on the application review process.

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

Important note on FAPIIS: An applicant, at its option, may review and comment on any information about itself that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider 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, the Assistant Attorney General will make all final award decisions.

Federal Award Administration Information

Federal Award Notices

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

Administrative, National Policy, and Other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions and all applicable requirements of federal statutes and regulations, including the applicable requirements referred to in the assurances and certifications executed in connection with award acceptance. For additional information on these legal requirements, see the "Administrative, National Policy, and Other Legal Requirements" section in the [OJP Grant Application Resource Guide](#).

Information Technology (IT) Security Clauses

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

General Information about Post-Federal Award Reporting Requirements

In addition to the deliverables described in the "Program Description" section, all award recipients under this solicitation will be required to submit certain reports and data.

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

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

Federal Awarding Agency Contact(s)

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

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

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

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

Provide Feedback to OJP

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

Performance Measures

Objective	Performance Measure(s)	Data Grantee Provides
Financially, programmatically, and administratively support approximately 80 subgrants of up to \$5,000 each for communities and victim assistance organizations nationwide.	Number of subrecipients. Number of NCVRW events supported. Number of educational materials developed (by type) by subgrantees.	Number of subrecipients. Number of NCVRW events supported Number of educational materials developed (by type) by subgrantees.
Provide technical assistance for the recipient organizations to promote 2023 NCVRW in communities across the Nation.	Number of states and territories that received technical assistance.	Number of states and territories that received technical assistance, compared to those that requested assistance.
Market the project so that it meets the goal of funding a project in every state.	Number of states and territories represented.	Number of states and territories selected, compared to total number of states and territories to which outreach was conducted.
Assemble a group of expert reviewers who are familiar with NCVRW and the victim assistance field, and who are willing to volunteer their services to review every application received and be a part of the selection process.	Number of experts and years of experience for each.	Number of experts and years of experience for each.

Application Checklist

OVC FY 2022 Invited to Apply - National Crime Victims' Rights Week Community Awareness Projects (2023)

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

What an Applicant Must Do:

Prior to registering in Grants.gov

- Confirm your Entity's [System Award Management \(SAM\)](#) Registration Information (see [OJP Grant Application Resource Guide](#))

To register in Grants.gov:

- Acquire an Authorized Organization Representative (AOR) and Grants.gov username and password (see [OJP Grant Application Resource Guide](#))
- Acquire AOR confirmation from the E-Business Point of Contact (see [OJP Grant Application Resource Guide](#))

To find the Funding Opportunity:

- Search for the Funding Opportunity in Grants.gov using the opportunity number, Assistance Listing or keyword(s)
- Access the Funding Opportunity and Application Package (see step 7 in the [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)

- Read OJP policy and guidance on conference approval, planning, and reporting available at <https://www.ojp.gov/funding/financialguidedoij/iii-postaward-requirements#6g3y8> (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 2022 Awards](#)” in the [OJP Funding Resource Center](#).

Review Scope Requirement:

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

Review Eligibility Requirement:

- Other: National Association of VOCA Assistance Administrators

~ ~ ~ ~

Prepare to submit the Application for Federal Assistance standard form (SF)-424 and Disclosure of Lobbying Activities form (SF-LLL)

- Review Information to complete the Application for Federal Assistance (SF-424) in Grants.gov
- Complete Standard Applicant Information (SF-424 information from Grants.gov)
 - Submit the **SF-424** and **SF-LLL** in Grants.gov

After the SF-424 and SF-LLL submission in Grants.gov, receive Grants.gov email notifications that:

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

If no Grants.gov receipt validation, or if error notifications are received:

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

Receive email notification to complete application in JustGrants

- Proceed to complete Application in JustGrants

Content of Application Submission

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

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](#))

Additional Application Components

- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))
- Time-Task Plan
- Job Descriptions and Resumes
- 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 if error notifications are received:

- Contact JustGrants.Support@usdoj.gov or 833–872–5175 regarding technical difficulties.