

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



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) is seeking applications for funding under the Fiscal Year (FY) 2016 Victims of Crime Act (VOCA) Victim Assistance Formula Grant Program. This program furthers the Department's mission by providing grants to support the provision of services to victims of crime throughout the Nation.

OVC FY 2016 VOCA Victim Assistance Formula

Applications Due: July 11, 2016

Eligibility

Eligible applicants are limited to state agencies designated by the chief executive of their state to administer VOCA Victim Assistance Formula * grants.

Deadline

Applicants must register in the [OJP Grants Management System \(GMS\)](#) prior to submitting an application for this funding opportunity. Registration is required for all applicants, even those previously registered in GMS. Select the "Apply Online" button associated with the solicitation title. All registrations and applications are due by 11:59 p.m. eastern time on July 11, 2016.

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

Contact Information

For technical assistance with submitting an application, contact the Grants Management System Support Hotline at 888-549-9901, option 3, or via email at GMS.HelpDesk@usdoj.gov. The [GMS](#) Support Hotline hours of operation are Monday–Friday from 6:00 a.m. to midnight eastern time, except Federal holidays.

Applicants that experience unforeseen GMS technical issues beyond their control that prevent them from submitting their application by the deadline must email the OVC contact identified below **within 24 hours after the application deadline** and request approval to submit their application. Additional information on reporting technical issues is found under "Experiencing Unforeseen GMS Technical Issues" in the [How to Apply](#) section.

For assistance with any other requirements of this solicitation, contact your designated OVC Victim Justice Program Specialist at 202–307–5983.

Release date: May 25, 2016

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OVC FY 2016 VOCA Victim Assistance Formula (CFDA #16.575)

A. Program Description

Overview

Under this solicitation, the Office for Victims of Crime (OVC) will award each eligible state victim assistance program an annual grant to support eligible crime victim assistance programs in that state or territory. Eligible crime victim assistance programs are those that “are operated by a public agency or nonprofit organization, or a combination of such agencies or organizations or of both such agencies and organizations, and provide services to victims of crime,” and that meet the other requirements set out in 42 U.S.C. § 10603 (b)(1). Services generally include those efforts that (1) respond to the emotional and physical needs of crime victims, (2) help primary and secondary victims of crime to stabilize their lives after a victimization, (3) help victims to understand and participate in the criminal justice system, and (4) provide victims of crime with a measure of safety and security, such as boarding up broken windows and replacing and repairing locks. This grant is funded through the Victims of Crime Act of 1984, Public Law 98-473, 42 U.S.C. § 10603 (a) and (b).

Program-Specific Information

For federal fiscal year (FY) 2016, the amount available to OVC for obligation from the Crime Victims Fund is \$2.653 billion. This is the second year a significant amount will be available to crime victim assistance programs.

OVC recognizes that while states have the sole discretion for how grant funds will be spent, they must meet the requirements of VOCA and Program and Financial Guidelines. States may determine which organizations will receive sub-grants. This increased funding, however, provides an opportunity to address long-standing challenges to reach and serve all crime victims, address concerns in the field about staffing, and allow states and territories to fund programs that otherwise would not receive funding.

In the victim services field, staff salaries and benefits often are terribly low. Many providers cannot offer competitive salaries and benefits or afford to provide cost-of-living increases. Service providers face hiring freezes, workforce reductions, and a high turnover rate, which results in inadequate numbers of employees, lack of long-term personnel, and inexperienced staff. To recruit and retain a highly competent, skilled, and professional staff, OVC encourages states to improve the salaries and benefits for service providers.

Additionally, crime victims often face numerous barriers to accessing services. OVC’s *Vision 21: Transforming Victim Services Final Report* found that services are often unavailable, inadequate, or difficult to access. For underserved victims/marginalized populations, including boys and young men of color, American Indian/Alaska Native (AI/AN) victims, victims with disabilities, older victims, victims in detention settings, youth and women who are victims of human trafficking, undocumented immigrants, people with limited English proficiency, and individuals who identify as lesbian, gay, bisexual, transgender, or queer (LGBTQ), access to services can be particularly challenging. Access to services for these victims can be curtailed by a host of complicating factors such as social isolation, fear of stigma, poverty, jurisdictional issues, geography, immigration status, mistrust of the criminal justice system, abuse by a family

member or caregiver, homelessness, and cultural, language, and communication obstacles. The Victims of Crime Act sets, as a priority, funding for a broad category of underserved victims/marginalized populations. OVC encourages states to fund organizations that serve previously underserved victims/marginalized populations to increase their access to appropriate services. Each state grantee may use its own criteria for determining the method for identifying “previously underserved” crime victims.

The increased funding for FY 2016 will result in increased administrative funds, which offers states and territories an opportunity to revise their data collection technology to comply with OVC’s updated data collection and performance measurement requirements. It also provides an opportunity to conduct strategic planning. The victim services field reports that ad hoc planning is ineffective to achieve long-term, system-wide goals. Strategic planning is necessary to develop collaboration among service providers throughout a state or region and to support coordinated responses to deep-rooted problems. This coordinated planning process should unite state agencies, victim assistance coalitions, other stakeholders and allies who advocate for or serve victims, and sub-recipients to maximize resources and avoid duplicative efforts. OVC encourages states to develop strategic plans on a state and/or regional basis, and conduct surveys and needs assessments to determine further service gaps. For general information on strategic planning, please visit www.navaa.org/sp/index.html.

The OVC [Training and Technical Assistance Center \(TTAC\)](#) is available to provide comprehensive training, technical assistance, and other in-person and online support to assist the victim services field in building its collective capacity to serve crime victims. OVC TTAC can assist with strategic planning, needs assessments, and subgrantee training. OVC TTAC also customizes training and technical assistance to fit the specific needs of victim service organizations and maintains a diverse network of skilled consultants to support capacity-building programs and activities.

The OVC VOCA Administrators Mentoring Program is designed to assist and support state administering agency personnel to develop and retain the critical knowledge and skills required to successfully operate and manage a state VOCA compensation or assistance program. OVC provides funding for training and technical assistance to cover the costs associated with sending a mentee state administrator to a mentor state administering agency, or vice versa, to help develop their skills, knowledge, and abilities. Administrators may seek assistance in developing financial and program manuals, planning and organizing statewide training, establishing program standards, implementing and/or upgrading advanced technologies, utilizing administrative dollars, streamlining the application process, developing needs assessments, developing public-private partnerships, providing outreach to unserved and underserved populations, and monitoring sub-grantees.

If you need additional information about OVC TTAC, please contact your Victim Justice Program Specialist or your OVC TTAC Regional Training and Technical Assistance (RTTA) Specialist. RTTA Specialists perform outreach and coordinate capacity-building efforts within assigned regions. They collaborate with state VOCA administrators in an effort to build relationships with victim service providers and leaders in their region, develop a thorough understanding of state and provider needs, and work across states to develop opportunities for capacity building. These state-level conversations lead to a wider dissemination of information about OVC and OVC TTAC’s services and uncovers unanticipated needs that require innovative, specific responses.

OVC will continue to provide the opportunity for you to discuss issues and challenges, both programmatic and financial administration, with your program specialist and OVC management.

OVC is in the process of issuing a final rule for VOCA assistance. The final rule will provide clarity and allow more flexibility in the programs that states and territories are able to support, such as expanded forms of legal assistance and services to incarcerated victims, as well as VOCA-funded projects to support transitional housing.

Goals, Objectives, and Deliverables

Funds under this program shall be used by states and territories to support eligible crime victim assistance programs that provide direct services to crime victims with the following exception: states and territories may retain up to five percent of their total grant for administrative and training purposes. All states and most territories receive an annual VOCA victim assistance grant. Each state, the District of Columbia, the U.S. Virgin Islands, and Puerto Rico receive a base amount of \$500,000. The territories of the Northern Mariana Islands, Guam, and American Samoa each receive a base amount of \$200,000. Additional funds are distributed to states and territories based on population according to the U.S. Census Bureau.

Evidence-Based Programs or Practices

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

- Improving the quantity and quality of evidence OJP generates
- Integrating evidence into program, practice, and policy decisions within OJP and the field
- Improving the translation of evidence into practice

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. The [OJP CrimeSolutions.gov](http://OJP.CrimeSolutions.gov) website is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

B. Federal Award Information

OVC estimates that it will make up to 56 awards in accordance with VOCA. The project period for these grants will be October 1, 2015, through September 30, 2019.

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

Type of Award¹

OVC expects that it will make any award from this solicitation in the form of a grant.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including any recipient or subrecipient funded in response to this solicitation that is a pass-through entity²) must, as described in the Part 200 Uniform Requirements set out at 2 C.F.R. 200.303:

- (a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the recipient (and any subrecipient) is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- (b) Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards.
- (c) Evaluate and monitor the recipient’s (and any subrecipient’s) compliance with statutes, regulations, and the terms and conditions of Federal awards.
- (d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- (e) Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive or the recipient (or any subrecipient) considers sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

In order to better understand administrative requirements and cost principles, applicants are encouraged to enroll, at no charge, in the Department of Justice Grants Financial Management Online Training available [here](#).

Budget Information

Cost Sharing or Matching Requirement

This solicitation does not require a match. However, if a successful application proposes a voluntary match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit. States and territories must require match by subrecipients in accordance with the VOCA Assistance Guidelines.

¹ See *generally* 31 U.S.C. §§ 6301-6305 (which defines and describes various forms of Federal assistance relationships, including grants and cooperative agreements (a type of grant)).

² For purposes of this solicitation (or program announcement), “pass-through entity” includes any entity eligible to receive funding as a recipient or subrecipient under this solicitation (or program announcement) that, if funded, may make a subaward(s) to a subrecipient(s) to carry out part of the funded program.

Pre-Agreement Cost (also known as Pre-Award Cost) Approvals

Pre-agreement costs are costs incurred by the applicant prior to the start date of the period of performance of the grant award.

OJP does not typically approve pre-agreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. If approved, pre-agreement costs could be paid from grant funds consistent with a grantee's approved budget, and under applicable cost standards. However, all such costs prior to award and prior to approval of the costs are incurred at the sole risk of an applicant. Generally, no applicant should incur project costs *before* submitting an application requesting Federal funding for those costs. Should there be extenuating circumstances that appear to be appropriate for OJP's consideration as pre-agreement costs, the applicant should contact the point of contact listed on the title page of this announcement for details on the requirements for submitting a written request for approval. See the section on Costs Requiring Prior Approval in the [Financial Guide](#), for more information.

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

OJP strongly encourages applicants that propose to use award funds for any conference-, meeting-, or training-related activity to review carefully—before submitting an application—the OJP policy and guidance on conference approval, planning, and reporting available at www.ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm. OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most conference, meeting, and training costs for cooperative agreement recipients and of some conference, meeting, and training costs for grant recipients; and (3) set cost limits, including a general prohibition of all food and beverage costs.

Costs Associated with Language Assistance (if applicable)

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

For additional information, see the "Civil Rights Compliance" section under "Solicitation Requirements" in [OJP's Funding Resource Center](#).

C. Eligibility Information

For additional eligibility information, see the title page.

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

Limit on Number of Application Submissions

If an applicant submits multiple versions of the same application, OVC will review only the most recent system-validated version submitted. For more information on system-validated versions, see [How to Apply](#).

D. Application and Submission Information

What an Application Should Include

Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

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

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

Intergovernmental Review: This funding opportunity (program) is **not** subject to [Executive Order 12372](#). (In completing the SF-424, applicants are to make the appropriate selection in response to question 19 to indicate that the "Program is not covered by E.O. 12372.")

2. A Statement Regarding Use of Administrative and Training Funds

Due to the increase in VOCA Victim Assistance Formula grant awards in FY 2016, administrative funds will also increase. OVC expects states and territories to use part of their additional administrative funds to support technology enhancements that will enable them to comply with OVC's updated data collection requirements. Applicants must provide a preliminary plan for expenditure of administrative funds.

3. Certification of State/Territory Eligibility Requirements Statement

4. A Statement Regarding Compliance with Collecting the Data Required for this Solicitation's Performance Measures

Award recipients are required to provide relevant data by submitting quarterly performance metrics through OVC's online Performance Measurement Tool (PMT), located at www.ovcpmt.org. The following measures are a sample of the core performance measures for the VOCA Victim Assistance Formula grant program, but applicants should examine the complete list at www.ovcpmt.org. To view each form, please click the following links:

- [Victim Assistance – Subgrant Award Report \(SAR\)](#)
- [Victim Assistance – Subgrantee Performance Measures Report](#)
- [Victim Assistance – Grantee Report](#)

To demonstrate program progress and success, as well as to assist the Department with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. OJP will require any award recipient, post award, to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column.

The following measures are a sample of the core performance measures for the VOCA victim assistance formula grant program:

Objective	Performance Measure(s)	Data Grantee Provides
To provide direct services to crime victims.	Number of agencies funded.	Number of agencies funded.
	Number of sub-grants funded.	Number of sub-grants funded.
	Number of victims served.	Number of victims served, by type of victimization.
	Number of victim services provided.	Number of victims who received services, by type of service (e.g., crisis counseling, therapy, emergency legal advocacy).

OVC does not require applicants to submit performance measures data with their application. Performance measures are included as an alert that OVC will require successful applicants to submit specific data as part of their reporting requirements. For the application, applicants should indicate an understanding of these requirements and discuss what they have done to comply and when they expect to fully comply, should they receive funding.

5. Applicant Disclosure of High Risk Status

Applicants are to disclose whether they are currently designated high risk by another Federal grant making agency. This includes any status requiring additional oversight by the Federal agency due to past programmatic or financial concerns. If an applicant is designated high risk by another Federal grant making agency, you must email the following information to OJPComplianceReporting@usdoj.gov at the time of application submission:

- The Federal agency that currently designated the applicant as high risk
- Date the applicant was designated high risk
- The high risk point of contact name, phone number, and email address, from that Federal agency
- Reasons for the high risk status

OJP seeks this information to ensure appropriate Federal oversight of any grant award. Disclosing this high risk information does not disqualify any organization from receiving an OJP award. However, additional grant oversight may be included, if necessary, in award documentation.

6. Applicant Disclosure of Pending Applications

Applicants are to disclose whether they have pending applications for Federally funded grants or sub-grants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation. The disclosure should include both direct applications for Federal funding (e.g., applications to Federal agencies) and indirect applications for such funding (e.g., applications to State agencies that will sub-award Federal funds).

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

Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

- The Federal or state funding agency
- The solicitation name/project name
- The point of contact information at the applicable funding agency

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

Applicants should include the table as a separate attachment to their application. The file should be named “Disclosure of Pending Applications.” Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page (e.g., “[Applicant Name on SF-424] does not have pending applications submitted within the last 12 months for Federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.”)

7. Financial Management and System of Internal Controls Questionnaire

In accordance with the Part 200 Uniform Requirements as set out at [2 C.F.R. 200.205](#), Federal agencies must have in place a framework for evaluating the risks posed by applicants before they receive a Federal award. To facilitate part of this risk evaluation, **all** applicants (other than an individual) are to download, complete, and submit this [form](#).

8. Disclosure of Lobbying Activities

Any applicant that expends any funds for lobbying activities is to provide the detailed information requested on the form, Disclosure of Lobbying Activities ([SF-LLL](#)).

9. Statement Regarding Plan to Sub-grant Funds

Applicants must describe the process used to make sub-grants with the increased Fiscal Year 2015 funding and describe the process that will be used to award Fiscal Year 2016 funding.

Please describe:

- The efforts to identify additional needs for victim services in the state or territory.
- How sub-awards will be made, including the extent to which new awards will be made and the extent to which awards to existing sub-grantees will be increased. If a strategic plan has already been developed that covers part of the planning for VOCA funds, please submit the plan with the application.
- Any planning process that is underway or anticipated with regard to providing victim assistance in the state or territory.
- VOCA requires that states and territories should give preference to victim assistance grant recipients who have long-standing and proven track records of service to their communities. However, given the amount of funding available this year, OVC believes that states should consider funding other organizations, in addition to those that have been traditionally funded, that can demonstrate the capacity and expertise to provide direct services, especially to underserved/marginalized victim populations. Describe how this is accomplished in your jurisdiction.

It is understood that the plan for FY 2016 is a preliminary plan that may change as the planning process unfolds.

States and territories will make sub-awards to eligible organizations. Sub-awardees are to provide match in accordance with the Guidelines. OVC may waive the match requirement, all or in part, as provided in the Guidelines, if need is documented by the state VOCA administrator.

10. Plan for Monitoring Sub-grants

States and territories will provide a plan for monitoring sub-grants. Please ensure your policies and procedures are consistent with OVC's Guidelines and the most recent version of the Financial Guide, for the awarding and monitoring of your grants.

11. List of Staffing Whose Salary is Paid with VOCA Victim Assistance Administrative Funds.

Please provide a complete list of each assistance staff person whose salary is paid for with VOCA Victim Assistance Formula grant administrative funding. Please list the person's name, title, and the percentage of funding supported with VOCA victim assistance funds. If your program does not use administrative funds to support staff salaries, please indicate this in your attachment.

How to Apply

Applicants must submit applications through the [Grants Management System \(GMS\)](#), which provides support for the application, award, and management of awards at OJP. Applicants **must register in GMS for each specific funding opportunity**. Although the registration and submission deadlines are the same, OJP urges applicants to **register promptly**, especially if this is their first time using the system. Find complete instructions on how to register and submit an application in GMS at www.ojp.gov/gmscbt/. Applicants that experience technical difficulties during this process should email GMS.HelpDesk@usdoj.gov or call 888-549-9901 (option 3), Monday–Friday from 6:00 a.m. to midnight, eastern time, except Federal holidays. OJP recommends that applicants **register promptly** to prevent delays in submitting an application package by the deadline.

Note on File Types: GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: “.com,” “.bat,” “.exe,” “.vbs,” “.cfg,” “.dat,” “.db,” “.dbf,” “.dll,” “.ini,” “.log,” “.ora,” “.sys,” and “.zip.”

OJP may not make a Federal award to an applicant organization until the applicant organization has complied with all applicable DUNS and SAM requirements. Individual applicants must comply with all Grants.gov requirements. If an applicant has not fully complied with the requirements by the time the Federal awarding agency is ready to make a Federal award, the Federal awarding agency may determine that the applicant is not qualified to receive a Federal award and use that determination as a basis for making a Federal award to another applicant.

All applicants should complete the following steps:

- 1. Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for Federal funds include a DUNS number in their application for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for Federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866-705-5711 to obtain a DUNS number or apply online at www.dnb.com. A DUNS number is usually received within 1-2 business days.
- 2. Acquire registration with the System for Award Management (SAM).** SAM is the repository for standard information about Federal financial assistance applicants, recipients, and subrecipients. OJP requires that all applicants (other than individuals) for Federal financial assistance maintain current registrations in the SAM database. Applicants must **update or renew their SAM registration annually** to maintain an active status. SAM registration and renewal can take as long as 10 business days to complete.

Information about SAM registration procedures can be accessed at www.sam.gov.
- 3. Acquire a GMS username and password.** New users must create a GMS profile by selecting the “First Time User” link under the sign-in box of the [GMS](#) home page. For more information on how to register in GMS, go to www.ojp.gov/gmscbt.
- 4. Verify the SAM (formerly CCR) registration in GMS.** OJP requests that all applicants verify their SAM registration in GMS. Once logged into GMS, click the “CCR Claim” link on the left side of the default screen. Click the submit button to verify the SAM (formerly CCR) registration.
- 5. Search for the funding opportunity on GMS.** After logging into GMS or completing the GMS profile for username and password, go to the “Funding Opportunities” link on the left side of the page. Select “OVC” and “OVC FY 2016 VOCA Victim Assistance Formula.”

Select the correct funding opportunity. Some OJP funding opportunities posted in GMS contain multiple purpose areas, denoted by the funding opportunity categories identified in the funding opportunity title. If applying to a funding opportunity with multiple categories,

select the appropriate funding opportunity title for the intended purpose area of the application.

6. **Register by selecting the “Apply Online” button associated with the funding opportunity title.** The search results from step 5 will display the funding opportunity title along with the registration and application deadlines for this funding opportunity. Select the “Apply Online” button in the “Action” column to register for this funding opportunity and create an application in the system.
7. **Follow the directions in GMS to submit an application consistent with this solicitation.** Once submitted, GMS will display a confirmation screen stating the submission was successful. **Important:** In some instances, applicants must wait for GMS approval before submitting an application. OJP urges applicants to submit the application **at least 72 hours prior** to the application due date.

Note: Duplicate Applications

If an applicant submits multiple versions of the same application, OVC will review only the most recent system-validated version submitted. See Note on “File Names and File Types” under [How to Apply](#).

Experiencing Unforeseen GMS Technical Issues

Applicants that experience unforeseen GMS technical issues beyond their control that prevent them from submitting their application by the deadline must contact the [GMS Help Desk](#) or the [SAM Help Desk](#) (Federal Service Desk) to report the technical issue and receive a tracking number. Then the applicant must email the OVC contact identified in the Contact Information section on page 1 **within 24 hours after the application deadline** and request approval to submit their application. The email must describe the technical difficulties and include a timeline of the applicant’s submission efforts, the complete grant application, the applicant’s DUNS number, and any GMS Help Desk or SAM tracking number(s). **Note: OVC does not approve requests automatically.** After the program office reviews the submission, and contacts the GMS Help Desk to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the applicant failed to follow all required procedures, which resulted in an untimely application submission, OJP will deny the applicant’s request to submit their application.

The following conditions are generally insufficient to justify late submissions:

- Failure to register in SAM or GMS in sufficient time (SAM registration and renewal can take as long as 10 business days to complete.)
- Failure to follow GMS instructions on how to register and apply as posted on the GMS website.
- Failure to follow each instruction in the OJP solicitation.
- Technical issues with the applicant’s computer or information technology environment, including firewalls.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding [web page](#) at <http://ojp.gov/funding/index.htm>.

E. Application Review Information

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. OVC reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation. OVC will also review applications to ensure statutory requirements have been met.

OJP reviews applications for potential awards to evaluate the risks posed by applicants before they receive an award. This review may include but is not limited to the following:

1. Financial stability and fiscal integrity
2. Quality of management systems and ability to meet the management standards prescribed in the Financial Guide
3. History of performance
4. Reports and findings from audits
5. The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on award recipients

Absent explicit statutory authorization or written delegation of authority to the contrary, the Assistant Attorney General will make all final award decisions.

F. Federal Award Administration Information

Federal Award Notices

OJP sends award notification by email through GMS to the individuals listed in the application as the point of contact and the authorizing official. The email notification includes detailed instructions on how to access and view the award documents, and how to accept the award in GMS. GMS automatically issues the notifications at 9:00 p.m. eastern time on the award date (by September 30, 2016). Recipients will be required to login; accept any outstanding assurances and certifications on the award; designate a financial point of contact; and review, sign, and accept the award. The award acceptance process involves physical signature of the award document by the authorized representative and the scanning of the fully-executed award document to OJP.

Administrative, National Policy, and other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the agency-approved project proposal and budget, the recipient must comply with award terms and conditions, and other legal requirements, including but not limited to OMB, DOJ or other Federal regulations which will be included in the award, incorporated into the award by reference, or are otherwise applicable to the award. OJP strongly encourages prospective applicants to review the information pertaining to these requirements **prior** to submitting an application. To assist applicants and recipients in accessing and reviewing this information, OJP has placed pertinent information on its [Solicitation Requirements](#) page of [OJP's Funding Resource Center](#) website.

Please note in particular the following two forms, which applicants must accept in GMS prior to the receipt of any award funds, as each details legal requirements with which applicants must provide specific assurances and certifications of compliance. Applicants may view these forms

in the Apply section of [OJP's Funding Resource Center](#) and are strongly encouraged to review and consider them carefully prior to making an application for OJP grant funds.

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

Upon grant approval, OJP electronically transmits (via GMS) the award document to the prospective award recipient. In addition to other award information, the award document contains award terms and conditions that specify national policy requirements³ with which recipients of Federal funding must comply; uniform administrative requirements, cost principles, and audit requirements; and program-specific terms and conditions required based on applicable program (statutory) authority or requirements set forth in OJP solicitations and program announcements, and other requirements which may be attached to appropriated funding. For example, certain efforts may call for special requirements, terms, or conditions relating to intellectual property, data/information-sharing or -access, or information security; or audit requirements, expenditures and milestones, or publications and/or press releases. OJP also may place additional terms and conditions on an award based on its risk assessment of the applicant, or for other reasons it determines necessary to fulfill the goals and objectives of the program.

Prospective applicants may access and review the text of mandatory conditions OJP includes in all OJP awards, as well as the text of certain other conditions, such as administrative conditions, via OJP's [Mandatory Award Terms and Conditions](#) page of [OJP's Funding Resource Center](#).

General Information about Post-Federal Award Reporting Requirements

Recipients must submit quarterly financial reports, quarterly performance measures, final financial and performance measures, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements. Future awards and fund drawdowns may be withheld if reports are delinquent.

Special Reporting requirements may be required by OJP depending on the statutory, legislative or administrative requirements of the recipient or the program.

G. Federal Awarding Agency Contact(s)

For Federal Awarding Agency Contact(s), see the title page.

For contact information for GMS, see the title page.

³ See generally 2 C.F.R. 200.300 (which provides a general description of national policy requirements typically applicable to recipients of Federal awards, including the Federal Funding Accountability and Transparency Act of 2006 (FFATA)).

H. Other Information

Provide Feedback to OJP

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, the application submission process, and/or the application review process. Provide feedback to OJPSolicitationFeedback@usdoj.gov.

IMPORTANT: This email is for feedback and suggestions only. Replies are **not** sent from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, **you must** directly contact the appropriate number or email listed on the front of this solicitation document. These contacts are provided to help ensure that you can directly reach an individual who can address your specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please email your résumé to ojppeerreview@lmsolas.com. The OJP Solicitation Feedback email account will not forward your résumé. The OJP Solicitation Feedback email account will not forward your resume. **Note:** Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.

Application Checklist OVC FY 2016 VOCA Assistance Formula

This application checklist has been created to assist in developing an application.

What an Applicant Should Do:

Prior to Registering in GMS:

- _____ Acquire a DUNS Number (see page 12)
- _____ Acquire or renew registration with SAM (see page 12)

To Register with GMS:

- _____ For new users, acquire a GMS username and password* (see page 12)
- _____ For existing users, check GMS username and password* to ensure account access (see page 12)
- _____ Verify SAM registration in GMS (see page 12)
- _____ Search for correct funding opportunity in GMS (see page 12)
- _____ Select correct funding opportunity in GMS (see page 12)
- _____ Register by selecting the "Apply Online" button associated with the funding opportunity title (see page 13)
- _____ Read OJP policy and guidance on conference approval, planning, and reporting available at ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm (see page 7)
- _____ If experiencing technical difficulties in GMS, contact OVC (see page 13)

*Password Reset Notice: GMS users are reminded that while password reset capabilities exist, this function is only associated with points of contacts designated within GMS at the time the account was established. Neither OJP nor the GMS Help Desk will initiate a password reset unless requested by the authorized official or a designated point of contact associated with an award or application.

General Requirements:

- _____ Review [Solicitation Requirements](#) web page in the OJP Funding Resource Center.

Scope Requirement:

- _____ The Federal amount requested is with the FY 2016 VOCA Victim Assistance Allocation.

Eligibility Requirement: All states, the District of Columbia, the Puerto Rico, the U.S. Virgin Islands, American Samoa, Guam, and the Northern Mariana Islands are eligible to receive an annual VOCA victim assistance formula grant. Eligible state agencies that receive VOCA victim assistance formula grant funds must meet the eligibility requirements specified in VOCA, 42 U.S.C. § 10603 (b).

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 8)
- _____ A Statement Regarding the Use of Administrative and Training Funds (see page 8)
- _____ Certification of State Eligibility Requirements Statement (see page 8)
- _____ A Statement Regarding Compliance with Collecting the Data Required for Performance Measures (see page 8)

_____ Applicant Disclosure of High Risk Status	(see page 9)
_____ Additional Attachments	
_____ Applicant Disclosure of Pending Applications	(see page 9)
_____ Financial Management and System of Internal Controls Questionnaire	(see page 10)
_____ Disclosure of Lobbying Activities (SF-LLL) (if applicable)	(see page 10)
_____ Statement Regarding Plan to Subgrant Funds	(see page 10)
_____ Plan for Monitoring Subgrants	(see page 11)
_____ List of Staffing Whose Salary is paid with VOCA Victim Assistance Administrative Funds	(see page 11)