

Update regarding the OVC FY 2022 Invited to Apply Tribal Victim Services Set-Aside Formula Grant Program solicitation.

May 2, 2022: Updated “Unallowable MMIP Costs” section on page 6.

The text on page 6 related to unallowable MMIP costs was updated to:

Unallowable MMIP Costs and Certain Exceptions for Searches for Missing Persons in Exigent Circumstances

Costs related to investigating a missing person’s case (e.g., law enforcement expenses, hiring a private investigator) are unallowable.

Costs related to searching for missing persons (e.g., physical or virtual searches) or incidental to searching for a missing person (e.g., recruiting/training of volunteers, purchasing search supplies, providing fuel assistance or refreshment for searchers) are generally unallowable under the TVSSA Program, except in these specific circumstances:

Both circumstances below must be present:

- 1) Exigent circumstances (when immediate action is required)
 - Examples: missing person is a child, or an adult who has dementia or a cognitive/ intellectual disability
- 2) Law enforcement resources are not reasonably available (e.g., delayed by weather or geographic distance)

In these specific circumstances, certain expenses incidental to a physical search, and for supporting families/loved ones of a missing person, are allowable:

- Recruiting/training volunteers
- Purchasing search supplies (sunscreen, bug spray)
- Providing fuel reimbursement or assistance (gas cards) or light refreshments (water, protein bars) for volunteer searchers

TVSSA grantees are not required to get advance permission from their OVC grant managers to use TVSSA funds for limited search expenses in these exigent circumstances but should notify their OVC Grant managers as soon as practicable when TVSSA funds have been used for these expenses.

TVSSA grantees who are using TVSSA grant funds to support searches for missing persons in exigent circumstances should coordinate closely with law enforcement.



OVC FY 2022 Invited to Apply Tribal Victim Services Set-Aside Formula Grant Program

Assistance Listing Number #	16.841
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Solicitation Release Date:	April 20, 2022 3:00 PM
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Grants.gov Deadline:	May 11, 2022 8:59 PM
Application JustGrants Deadline:	June 23, 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 for the Fiscal Year (FY) 2022 Tribal Victim Services Set-Aside (TVSSA) Formula Grant Program. This program furthers the Department's mission by supporting the provision of victim services in American Indian/Alaska Native communities.

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

Under this program, OVC allocates funding to participating Tribes through a discretionary administrative formula based on the Population Certifications submitted by Federally recognized Indian Tribes, Alaska Native Claims Settlement Act ("ANCSA") Regional Corporations, and designees. Eligible applicants are entities that submitted Population Certifications by February 15, 2022 and have been notified by OVC of their formula allocation.

To confirm your eligibility to apply under this solicitation or to confirm your FY 2022 formula allocation, see the funding table posted at <https://ovc.ojp.gov/program/tribal/tribal-victim-services-set-aside>

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 webpage](#), 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 JustGrants.Support@usdoj.gov, 833-872-5175. The JustGrants Service Desk operates 5 a.m. to 9 p.m. eastern time Monday-Friday and 9 a.m. to 5 p.m., eastern time 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 OVC contact identified below **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 either your assigned OVC grant manager or OVCTribalSetAside@ojp.usdoj.gov if you do not have an assigned OVC grant manager.

Submission Information

Applications will be submitted to DOJ in two steps:

Step 1: Applicants must submit by the Grants.gov deadline the required fully-completed 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>.

Beginning April 4, 2022, the Federal government will cease using the Data Universal Numbering System (DUNS) number to uniquely identify entities. At that point, entities doing business with the Federal government will use a Unique Entity Identifier (UEI) created in SAM.gov. If your entity is currently registered in SAM.gov, your UEI has already been assigned and is viewable in SAM.gov. This includes inactive registrations. If you are a new entity registering in SAM.gov, upon completing your registration in SAM.gov, you will be assigned a UEI. For additional information, see the [Unique Entity Identifier Update](#) and the [OJP Grant Application Resource Guide](#).

Step 2: Applicants must then submit the **full application**, including attachments, in JustGrants at 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.

Pre-Application Webinars

OVC will conduct a series of pre-application webinars during which OVC staff will review the solicitation requirements, provide step-by-step expectations on developing the application and considerations for developing the budget, capture guidance on how to apply, and answer questions. The webinar series may include the following parts:

- Overview of the TVSSA Program
- Getting Ready to Apply in Grants.Gov and JustGrants
- Developing Your Grant Proposal
- Considerations When Building Your Budget

Participation in this webinar series, while encouraged for potential applications, is optional and not required. Video archives and a copy of the presentation material will be available online within 10 business days after each presentation. When the webinar has been scheduled, the details and registration information will be available at <https://ovc.ojp.gov/funding/funding-webinars>.

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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 solicitation supports the provision of services to crime victims in American Indian/Alaska Native (AI/AN) communities through an administrative formula program funded through a set-aside designated by law from the Crime Victims Fund. The program is not competitive and is open only to federally recognized Indian Tribes (applying individually or as consortia), ANCSA regional corporations, and their authorized designees.

Statutory Authority: Any awards under this solicitation would be made under statutory authority provided by the Consolidated Appropriations Act, 2022.

Specific Information

Eligible entities (federally recognized Tribes and their designees) who submitted a Population Certification and received notice from OVC of their formula allocation, are invited to participate in this program.

The authorizing statute for the Tribal Set-Aside Program does not create a statutory formula program. Based on the information gathered through consultation with Tribal leaders and stakeholders, OVC established an administrative formula to administer the Tribal Set-Aside Program as a noncompetitive program in Fiscal Year 2020. Due to differences in statutory authority and scope, this *administrative* formula program differs in certain requirements and flexibilities, from the federal *statutory* formula Victim Assistance Program that OVC administers to states, the District of Columbia, and U.S. territories.

Tribal Set-Aside Program Background

A 1988 amendment to the Victims of Crime Act of 1984 (VOCA) created the Office for Victims of Crime as part of the DOJ's OJP. An important part of OVC's mission is to administer grant award programs that are funded by the Crime Victims Fund (CVF), which primarily includes criminal fines paid by convicted federal offenders. Each year Congress, in the appropriation law, sets the amount that OVC may use from the CVF to support grant programs for victim services.

In the FY 2018 appropriation, Congress created a Tribal victim services set-aside from the CVF for the first time. The amount of the first set-aside was 3 percent of the amount available for obligation from the CVF for that year, and accordingly, the set-aside totaled about \$133 million, "available to the Office for Victims of Crime for grants, consistent with the requirements of the Victims of Crime Act, to Indian Tribes to improve services for victims of crime." Congress has appropriated funds under the Tribal Set-Aside each year since.

In FY 2022, Congress has set the Tribal Set-Aside at 5 percent of the amount available for obligation from the CVF, or \$130 million. In accordance with testimony received during OVC's January 2022 Tribal Consultation, OVC used an administrative formula to determine FY 2022 allocations for each eligible applicant based on the Tribal Population Certifications submitted earlier this year.

Changes to the Program in 2022 to Expand Tribes Flexibilities in Serving Families of Missing & Murdered Indigenous Persons

The Biden Administration has made addressing MMIP a priority (See [Executive Order 14053](#)). Through consultation, tribal leaders have conveyed to OVC that it is imperative that AI / AN communities have flexibility in designing and implementing victim services programs to support the families of missing and murdered indigenous persons (MMIP), especially in cases that involve women and children. While the TVSSA funding has always been available to provide services to families of homicide victims, in response to the recommendations of tribal leaders, OVC has broadened the scope of the TVSSA Program to allow grantees to use their funds to address the needs of families of missing persons as well. We believe this change creates an opportunity for tribal communities to direct much needed funding toward meeting the needs of the loved ones of MMIP, generating awareness of MMIP, and creating systemic change that can help remove barriers to helping victims of MMIP and their loved ones find justice and healing.???

Starting with FY 2022, TVSSA applicants can use their funding to support victim services in any of the circumstances identified below:

The missing individual is known to be the victim of kidnapping, or human trafficking (or was being groomed by a trafficker). This includes circumstances where adolescents in foster care disappear and are suspected to have been

- lured away, or coerced into traveling away from home by a trafficker;
2. The individual's disappearance is the subject of a law enforcement investigation;
 3. The individual is feared by family members or loved ones to be missing as a result of any form of criminal victimization; or
 4. The missing individual is known to have prior history of crime victimization and the victimization may be directly or indirectly linked to their status as a missing person.

Applicants may also use TVSSA funds to:

- Develop response protocols among a multi-disciplinary, inter-jurisdictional group of agencies and organizations responsible for responding to cases of MMIP
- Educate the community about what to do when a loved one goes missing.
- Educate the community about the intersection of MMIP and other crimes by integrating MMIP issues into existing awareness events (e.g., awareness month activities for domestic violence, sexual assault, stalking, human trafficking), and/or awareness activities about National Missing and Murdered Indigenous Women's Day.
- Promote community awareness of grant-funded services available to the family and loved ones of MMIP.
- Help raise awareness of missing individuals from the communities that they serve, when the circumstances of their disappearance are consistent with any of the four circumstances outlined above, by renting billboards, printing placards, leaflets, and other display materials, or hosting awareness walks or other commemorative events.

Note: Applicants may budget no more than 3% of their total award amount for costs associated with generating awareness about individuals who are missing. These costs should be included as a "MMIP Awareness: Individual Cases" line item in the Other Costs category of the budget detail worksheet, and an itemized list of the costs should be added to the budget narrative for this section. OVC will consider post-award grantee requests to exceed this 3% guideline on a case-by-case basis.

OVC encourages applicants to consider coordinating missing persons awareness activities with state and national missing persons clearinghouses, and national groups such as the [National Center for Missing and Exploited Children](#) to help leverage existing resources to promote awareness of missing persons from their community.

Unallowable MMIP Costs and Certain Exceptions for Searches for Missing Persons in Exigent Circumstances

Costs related to investigating a missing person's case (e.g., law enforcement expenses, hiring a private investigator) are unallowable.

Costs related to searching for missing persons (e.g., physical or virtual searches) or incidental to searching for a missing person (e.g., recruiting/training of volunteers, purchasing search supplies, providing fuel assistance or refreshment for searchers) are generally unallowable under the TVSSA Program, except in these specific circumstances:

Both circumstances below must be present:

- 1) Exigent circumstances (when immediate action is required)
 - Examples: missing person is a child, or an adult who has dementia or a cognitive/ intellectual disability
- 2) Law enforcement resources are not reasonably available (e.g., delayed by weather or geographic distance)

In these specific circumstances, certain expenses incidental to a physical search, and for supporting families/loved ones of a missing person, are allowable:

- Recruiting/training volunteers
- Purchasing search supplies (sunscreen, bug spray)
- Providing fuel reimbursement or assistance (gas cards) or light refreshments (water, protein bars) for volunteer searchers

TVSSA grantees are not required to get advance permission from their OVC grant managers to use TVSSA funds for limited search expenses in these exigent circumstances but should notify their OVC Grant managers as soon as practicable when TVSSA funds have been used for these expenses.

TVSSA grantees who are using TVSSA grant funds to support searches for missing persons in exigent circumstances should coordinate closely with law enforcement.

Goals, Objectives, Deliverables, and Timeline

Recipients may use TVSSA grant funds to develop or expand victim services programs and provide direct services to victims of crime. Recipients are encouraged to be creative and innovative in using TVSSA funds to support trauma-informed, victim-centered services that reflect community values and traditions. For more details about the types of victim service activities that can be supported through this program, review the Allowable and Unallowable Costs chart printed in this solicitation.

Goals

The goal of this program is to provide support to Tribal communities to improve services for victims of crime.

Objectives

The objective of this program is to use an administrative formula to make grant awards to Tribes to support activities such as:

- community needs assessment and strategic planning;
- victim service program development and implementation; victim service program expansion;
- community outreach and education;
- purchasing or procuring tangible items related to victim services; and
- other activities needed to address the individualized needs of victims of any type of crime in Tribal communities. (See chart at the end of this document for guidance about allowable and unallowable expenses.) Deliverables (including mandatory reporting requirements)

Deliverables should align with the activities proposed.

Core deliverables include reports and documentation, as required by law.

Reporting Requirement	Statutory Source for Deliverable Required
Semiannual Progress Reports	2 C.F.R. Part 200§
Quarterly Financial Reports	2 C.F.R. Part 200§
Quarterly Performance Measurement Data Submission	2 C.F.R. Part 200§
Submission and Clearance of Proposed Project Budget; Ongoing Budget Modification	2 C.F.R. Part 200§
Current Indirect Cost Rate from Cognizant Federal Agency; or de minimis rate of 10 percent	2 C.F.R. Part 200§
Lobbying Certification	2 C.F.R. Part 200§

Grantees will be able to access, at no cost, training and technical assistance (TTA) through OVC-designated programmatic and financial TTA providers, who are available to assist Tribes with successfully implementing grant activities. This may include professional development training; specific training for project staff and staff members from collaborating partner agencies and organizations or other experts on how to serve victims of crime; assistance with establishing mechanisms to capture required performance measurement data; development of project deliverables; or other TTA needs that may be identified. OVC expects all awardees to actively participate in activities and services offered through OVC and to use the OVC-designated TTA providers as their primary TTA resource. Grantees are also permitted to budget a portion of their award funds to secure their own TTA in consultation with their OVC Program Manager.

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

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: OVC will make awards to every eligible Tribe (or Designee) that submitted a Population Certification and completes the application process. Designees must also submit Tribal Resolutions to OVC (or legal equivalents) in order to receive an award.

Estimated dollar amount for each award: Dollar amounts of awards made under this program will vary, and will be determined by a formula (as described above in the Program-Specific Information section).

Total amount anticipated to be awarded under solicitation: This is dependent on the number of applications that OVC receives from eligible applicants.

Period of Performance start date: January 1, 2023 for most applicants, though some applicants (those with funding expiring 9/30/2022) may be permitted to start performance on October 1, 2023 to avoid interruption of services.

Period of Performance duration: As determined by applicant: 12, 24, 36, 48, or 60 months. Project periods may not exceed 60 months.

Solicitation Categories

This solicitation does not include Solicitation Categories.

Awards, Amounts and Durations

Anticipated Total Amount to be Awarded Under Solicitation

\$110,000,000.00

Types of Awards

OVC expects to make awards under this solicitation as grants. See the “Administrative, National Policy, and Other Legal Requirements” section of the [OJP Grant Application Resource Guide](#) for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants.

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.

Budget Information

Applicants may submit a budget of up to 60 months using the current [DOJ Budget Detail Worksheet](#), which must be uploaded as an attachment in JustGrants. Applicants must use this form to show calculations for requested funding, and narrative descriptions for all proposed expenses. The proposed budget should not exceed the formula allocation amount, and must be consistent with activities described in the program narrative.

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 title page.

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

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 Narrative

Program Description

Applicants may choose to satisfy the requirement to complete a program description in one of three ways: (1) applicants may submit a typed, written narrative that uses 1” margins, is double-spaced, uses at least a 12-point size font, does not exceed 20 pages, and includes each of the headings below, and detailed written responses to each of the bullet points listed beneath each heading; (2) applicants may complete the program narrative checklist included in Appendix A; or (3) applicants may schedule an interview with OVC staff.

Directions for Completing a Written Narrative

Description of the Issue: Applicants should use this section to describe the community or communities to be served by the proposed project, including:

- The geographic location of the service area(s); key demographic information (total population to be served, average age of the residents, identified underserved populations, etc.)
- Whether there is a current victim services program(s) available in the community, and if so, how long the program(s) has been in operation, how many employees staff the program(s), and a summary of the current services that the program(s) offers to victims.
- The current need(s) or challenge(s) related to serving crime victims and how the proposed project will address these problems.
- Who will be served by the project (children, adults, elders, specific underserved populations or communities, etc.)
- What forms of crime victimization will be addressed by the project (domestic violence, sexual assault, human trafficking, elder abuse, child abuse, etc.)

Program Design and Implementation: Applicants should use this section to describe how they would use the funds from this program to develop and implement a program to meet the needs of crime victims that you identified in your responses to Section A, including:

- Where the proposed project will be located and how victims will access the services (in-person, virtually, etc.), any anticipated barriers to victims accessing services (cost, transportation, childcare, etc.) and how the applicant would use the award funds to help reduce the barriers.
- The services that would be provided by the project (victim advocacy, civil legal assistance, shelter or transitional housing, etc.) as well as other project activities that would be supported by grant funds (outreach and awareness, training, program evaluation, Tribal code or other product development, etc.) and identify who will provide the services and conduct the activities by position/title.
- Specific goals and objectives for the project that are directly related to meeting the needs/challenges identified in Section A, and the specific tasks and activities necessary to achieve the goals and objectives.
- A detailed project timeline that covers the entire proposed project period selected by the applicant (12-60 months) and which illustrates how the project tasks and activities will be carried out, identifies who will be responsible for the tasks and activities by position/title, and explains how the applicant will fulfill its reporting requirements, and/or obtain OVC review and approval for proposed products. The timeline may be included in the body of the program narrative or submitted as an attachment to the application

Who Will Implement the Program: Applicants should use this section to identify the individual(s) who would staff the proposed project and explain their duties and responsibilities by:

- Identifying by name and position/title any existing staff whose position(s) would be supported by funding from this proposed award, including a brief description of their assigned duties/responsibilities, the percentage of their time-effort they would devote to this project, and a summary of their qualifications (education, prior work experience). Applicants should attach the position descriptions and resumes of existing staff members to their application for funding.
- Identifying by position/title any proposed new staff positions that would be created with this funding, including a brief summary of their assigned duties/responsibilities, the percentage of time-effort they would devote to the project, and a summary of the desired qualifications for the individual who would be hired to fill the position. Applicants should attach the position description for any proposed new positions to be funded by this project to their application.
- Identifying by name and position/title the individual who will be responsible for supervising the work to be carried out by proposed existing or new staff members, including what percentage of this individual's time-effort will be supported with grant funds, what other responsibilities the individual might have for the success of the project, and a summary of their qualifications (education, prior work experience).
- (If applicable) Identifying by name any proposed subrecipients, subcontractors, or individual consultants who will share responsibility for developing or implementing the project, including a brief summary of their assigned duties/responsibilities and a summary of their qualifications (education, prior experience).
- (If applicable) Identifying the collaborative partner agencies and organizations who will participate in a grant-supported multi-disciplinary team response (e.g., SANE-SART, CCR, CPT), including the names and position/title of the individual representative for each participating agency or organization. Applicants should

Plan for Collecting the Data Required for this Solicitation's Performance Measures: Applicants should use this section to describe how it will collect and report the performance measurement data for the TVSSA Program including:

- Identifying by name and position/title, the individual(s) who will be responsible for collecting, storing, and reporting the performance measurement data.
- Where and how the data will be stored (hard copy, electronic, cloud-based software application), and who will have access to it.
- Whether the performance measurement data that will be collected for this solicitation will be used to satisfy reporting requirements for another funding source.

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 the Goals, Objectives, and Deliverables [section](#).

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. Award recipients will be required to provide the relevant data by submitting quarterly performance data through the Transforming Victim Services module in OVC's online Performance Measurement Tool (PMT),

located at <https://ovcpmt.ojp.gov/>, or in a new information technology system being developed for all DOJ grant-making components. Applicants should review the applicable performance measures at <https://ovc.ojp.gov/sites/g/files/xyckuh226/files/media/document/tvs-performance-measures-questionnaire.pdf>. Grantees under this solicitation will be required to complete the following sections, if applicable to the award, including any relevant shared measures.

- I. Collaborative Partnerships (for consortia)
- II. Strategic Planning
- III. Victim Services

Award recipients will be required to generate a semiannual report from OVC's PMT system and upload it to JustGrants every 6 months as an attachment to the Performance Report for that corresponding time period. Applicants can also visit OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

Directions for Completing the Checklist

Applicants may complete the program checklist in Appendix A to document the information required about the planned program. The Checklist is also available online at <https://ovc.ojp.gov/program/tribal/tribal-victim-services-set-aside>. The Checklist should be completed in its entirety.

Directions for Scheduling an Interview

Applicants may complete a telephone or video conference interview with OVC Tribal Division staff. OVC staff will ask the questions on the program checklist and will document the information required about the planned program. To schedule an interview, please send a request via email to OVCTribalSetAside@ojp.usdoj.gov by May 19, 2022. After this date, OVC may not be able to accommodate requests for interviews and the applicant will need to use either the project narrative or checklist option. The interview will follow the checklist included as Appendix A of this solicitation.

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

OJP will require each applicant to submit a project timeline, indicating project activities and major milestones on a timeline reflecting the length of the proposed project in months as an attachment in JustGrants. See the Project Timeline that follows the checklist in Appendix A.

Budget and Associated Documentation

Applicants may submit a budget of up to 60 months using the current [DOJ Budget Detail Worksheet](#), which must be uploaded as an attachment in JustGrants. Applicants must use this form to show calculations for requested funding, and narrative descriptions for all proposed expenses. The proposed budget should not exceed the formula allocation amount, and must be consistent with activities described in the program narrative.

See the OJP Grant Application Resource Guide for additional information.

Travel Budget Requirement

Applicants should budget travel costs, including airfare, lodging, mileage, and per diem for training costs associated for a minimum of two key personnel to travel to at least one DOJ-sponsored training or convening per year for the duration of their project period, for example, the National Indian Nations Conference (December 6-9, 2022, on the Agua Caliente Band of Cahuilla Indians Reservation in California).

For budgeting purposes, if an event location is not predetermined, please use Washington, D.C., as the location. Please see the GSA web site for determining allowable per diem travel costs: <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

Allowable and Unallowable Costs

Funding authorizations for this program limit allowable expenses to those associated with serving crime victims. Examples include costs of direct services for crime victims (including the staff, equipment, etc. to deliver those services); assistance in navigating the complex systems associated with victimization (e.g., criminal justice, child welfare); and activities and services that provide awareness about victimization and the resources available to victims. A chart of allowable and unallowable costs is included in Appendix B and also available online at <https://ovc.ojp.gov/program/tribal/tribal-victim-services-set-aside>.

Funding cannot be used for activities that are NOT related to victim services – for example, activities that are centered on crime prevention, investigation, prosecution, offender services, or corrections. Primary prevention programs are also unallowable under this solicitation. A comprehensive list of Allowable and Unallowable Costs can be found in the Allowable/Unallowable Cost Chart at the end of this document. Proposed budgets may not include costs that duplicate costs supported under other federal or state grants, or that supplant (i.e., replace) existing funding for victim services.

Note: This solicitation expressly modifies the OJP Grant Application Resource Guide: The “Disclosure of Process Related to Executive Compensation” provisions in the “Application Attachments” section of the Guide, do not apply to this solicitation.

MMIP Awareness: Individual Cases

Applicants may budget no more than 3% of their total award amount for costs associated with generating awareness about individuals who are missing. These costs should be included as a “MMIP Awareness: Individual Cases” line item in the Other Costs category of the budget detail worksheet, and an itemized list of the costs should be added to the budget narrative for this section. OVC will consider post-award grantee requests to exceed this 3% guideline on a case-by-case basis.

Budget Worksheet and Budget Narrative (attachment)

Budget Worksheet and Budget Narrative (Excel Form)

The Budget Detail Worksheet is a user-friendly, fillable, Microsoft Excel-based document designed to calculate totals. Additionally, the Excel workbook contains worksheets for multiple budget years that can be completed as necessary. All applicants should use the Excel version when completing the proposed budget in an application, except in cases where the applicant does not have access to Microsoft Excel or experiences technical difficulties.

If an applicant does not have access to Microsoft Excel or experiences technical difficulties with the Excel version, then the applicant should use the 508-compliant accessible Adobe Portable Document Format (PDF) version. [When using the PDF version, an applicant must complete it for each year (this format does not allow for computations of multiple years).] Both versions of the Budget Detail Worksheet can be accessed at <https://ojp.gov/funding/Apply/Forms/BudgetDetailWorksheet.htm>.

Indirect Cost Rate Agreement (if applicable)

Indirect Cost Rate Agreement

Indirect costs may be charged to an award only if:

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

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

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.

Tribal Authorizing Resolution (if applicable)

Tribes and ANCSA Regional Corporations submitting applications on their own behalf are not required to attach a Tribal resolution.

For consortia of Tribes and any applicant authorized as the designee of a Tribe to apply on the Tribe's behalf, an official, signed Tribal resolution on Tribal letterhead, or a legal equivalent is required if such were not submitted during the Population Certification (Phase 1) of this program. See the OJP Grant Application Resource Guide for information on Tribal authorizing resolutions.

Project Timeline

OJP will require each applicant to submit a project timeline, indicating project activities and major milestones on a timeline reflecting the length of the proposed project in months as an attachment in JustGrants. See the Project Timeline that follows the checklist in Appendix A.

Curriculum Vitae or Resumes

Applicants should attach the position descriptions and resumes of existing staff members to their application for funding.

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](#).

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 8:59 p.m. eastern time on May 11, 2022.

The **full application** must be submitted in JustGrants by 8:59 p.m. eastern time on June 23, 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.

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, semi-annual 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

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 the Goals, Objectives, and Deliverables [section](#).

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. Award recipients will be required to provide the relevant data by submitting quarterly performance data through the Transforming Victim Services module in OVC's online Performance Measurement Tool (PMT), located at <https://ovcpmt.ojp.gov/>, or in a new information technology system being developed for all DOJ grant-making components. Applicants should review the applicable performance measures at <https://ovc.ojp.gov/sites/g/files/xyckuh226/files/media/document/tvs-performance-measures-questionnaire.pdf>.

Grantees under this solicitation will be required to complete the following sections, if applicable to the award, including any relevant shared measures.

- I. Collaborative Partnerships (for consortia)
- II. Strategic Planning
- III. Victim Services

Award recipients will be required to generate a semiannual report from OVC's PMT system and upload it to JustGrants every 6 months as an attachment to the Performance Report for that corresponding time period.

Applicants can also visit OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

Application Checklist

This application checklist has been created as an aid in developing an application. [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 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 2022 Awards](#)" in the [OJP Funding Resource Center](#).

Review Scope Requirement:

- The federal amount requested is within the allowable limit(s) of the formula allocation for the applicant.

Review Eligibility Requirement: Applicant was notified by OVC that they are eligible to apply.

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 **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 Narrative
- Resumes or C.V.s of project staff

Budget and Associated Documentation

- Budget Worksheet and Budget Narrative (attachment)
- 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) (see [OJP Grant Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))
- 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.Support@usdoj.gov or 833-872-5175 regarding technical difficulties.

Appendix A: Program Checklist

**OVC Tribal Victim Services Set-Aside Formula Grant Program
FY 2022 TVSSA Program Checklist**

Rev. April 18, 2022

Funds from OVC's Tribal Victim Services Set-Aside Formula Program (TVSSA Program) can be used to pay for any services for victims of crime. Some activities are not allowed by law or policy; these are listed as "unallowable" in the FY 2022 OVC TVSSA Program's Allowable and Unallowable Costs Chart and should not be included in your program design or budget. Other information regarding allowable and unallowable costs can also be found in the [DOJ Grants Financial Guide](#).

Required Information	Applicant's Response
What is the applicant Tribe / Designee's name?	
Applicant Type <i>Place an "X" next to the appropriate response.</i>	<input type="checkbox"/> Federally Recognized Indian Tribe <input type="checkbox"/> Consortium or two or more Federally Recognized Indian Tribes <input type="checkbox"/> Authorized Designee of a Federally Recognized Indian Tribe
Name each Federally Recognized Tribe that the proposed project will serve.	
What are the primary activities for which funds are requested? <i>Place an "X" next to all that apply.</i>	<input type="checkbox"/> Victim services <input type="checkbox"/> Tribal code development <input type="checkbox"/> Construction ^[1] <input type="checkbox"/> Minor renovations <input type="checkbox"/> Community outreach and awareness activities <input type="checkbox"/> Developing program policies and procedures <input type="checkbox"/> Conducting a community needs assessment and developing a strategic plan <input type="checkbox"/> Mental health and substance abuse services <input type="checkbox"/> Training for project staff and partners <input type="checkbox"/> Purchasing a vehicle or other major equipment <input type="checkbox"/> Planning and conducting a conference <input type="checkbox"/> Access to traditional/cultural activities <input type="checkbox"/> Supporting a multi-disciplinary response team (SANE-SART, CCR, CPT) <input type="checkbox"/> Other (please specify):
What are the goals for the proposed project? <i>List the anticipated project achievements. Adjust the list to add or delete goals as needed.</i>	Goal 1: Goal 2: Goal 3: Goal 4:
Will award funds be used to create a product? <i>A product is a tangible deliverable (website, written policies and procedures, strategic plan, video, etc.).</i>	<input type="checkbox"/> Yes. The applicant will use award funds to create one or more products. <input type="checkbox"/> No. The applicant will not use award funds to create any products. <i>If award funds will be used to create one or more products, please list them below. Otherwise skip to the next question.</i> Product 1: Product 2: Product 3:
What is the proposed project period?	<i>The project period must be between 12 and 60 months. Place an "X" in the appropriate space below.</i> <input type="checkbox"/> 12 months <input type="checkbox"/> 24 months <input type="checkbox"/> 36 months <input type="checkbox"/> 48 months <input type="checkbox"/> 60 months
Description of the Issue	<i>Respond to the questions below to describe the community (or communities) the proposed project will serve.</i>
Describe the service area's geographic location. <i>Include key demographic information (total population to be served, average age of the residents, identified underserved populations, etc.).</i>	

<p>Describe any current victim services programs available in the community. <i>For each existing program explain (1) how long it has been in operation; (2) how many employees staff the program; and (3) provide a 2-3 sentence summary of services the program currently offers.</i></p>	<p>Number of Years in Operation: Number of Employees: Summary of Current Services:</p>
<p>What are the current needs or challenges related to serving crime victims in the proposed service area? <i>List the unmet needs and challenges individually. Add or delete needs and challenges, as needed.</i></p>	<p>Need or Challenge 1: Need or Challenge 2: Need or Challenge 3: Need or Challenge 4:</p>
<p>How will the proposed project address the unmet needs and challenges? <i>Describe how the project will address each need or challenge identified above. Add or delete needs and challenges, as needed.</i></p>	<p>Need or Challenge 1: Need or Challenge 2: Need or Challenge 3: Need or Challenge 4:</p>
<p>Who will be served by the project? <i>Place an "X" in the appropriate spaces to the right.</i></p>	<p><input type="checkbox"/> Children under age 18 <input type="checkbox"/> Adults <input type="checkbox"/> Elders <input type="checkbox"/> Underserved populations/communities (LGBTQIA/Two Spirit; individuals with disabilities, etc.)</p>
<p>What forms of crime victimization will the project address? <i>Place an "X" in the appropriate spaces to the right.</i></p>	<p><input type="checkbox"/> Domestic violence <input type="checkbox"/> Sexual assault <input type="checkbox"/> Teen dating violence <input type="checkbox"/> Stalking <input type="checkbox"/> Human trafficking <input type="checkbox"/> Child abuse/neglect <input type="checkbox"/> Elder abuse <input type="checkbox"/> Survivors of homicide/murder victims <input type="checkbox"/> Property crimes (<i>burglary, arson, destruction of property, etc.</i>) <input type="checkbox"/> Violent crimes (<i>kidnaping, armed robbery, aggravated assault</i>) <input type="checkbox"/> Missing persons <input type="checkbox"/> Identity theft <input type="checkbox"/> Other</p>
<p>Program Design and Implementation</p>	<p><i>Using the spaces below, describe how you will use this funding to develop and implement a program to meet the needs of crime victims as stated in the Description of the Issue section.</i></p>
<p>Please describe where the proposed project will be located and how victims will access the services (in person, virtually, etc.).</p>	
<p>Describe the victim services that TVSSA grant funds will provide. <i>Provide more specific details on the victim services that will the funds will support. If the applicant is not proposing to use the award funds to provide services to victims, write "N/A" and skip to the next question.</i></p>	
<p>What are the anticipated barriers to victims accessing services (cost, transportation, childcare, etc.)? <i>List the anticipated barriers. Add or delete barriers, as needed.</i></p>	<p>Barrier 1: Barrier 2: Barrier 3: Barrier 4:</p>

<p>How will you use the award funds to help reduce the barriers to victims accessing services?</p> <p><i>Describe how the project will address each need or barrier identified above. Add or delete barriers, as needed.</i></p>	<p>Addressing Barrier 1: Addressing Barrier 2: Addressing Barrier 3: Addressing Barrier 4:</p>
<p>Describe other program activities that will be carried out with award funds.</p> <p><i>Provide more specific details about the other program activities identified in the Project Abstract section of this checklist.</i></p>	
<p>List the specific goals and objectives for the proposed project and identify the specific tasks/activities necessary to achieve them.</p> <p>The goals and objectives identified here must be related to addressing the unmet needs and challenges for crime victims in the community to be served that were identified in the Description of the Project section of this checklist. Please adjust the number of goals and objectives, as needed.</p>	<p>Goal 1: Objective 1a: Related Tasks/Activities: Objective 1b: Related Tasks/Activities: Objective 1c: Related Tasks/Activities:</p> <p>Goal 2: Objective 2a: Related Tasks/Activities: Objective 2b: Related Tasks/Activities: Objective 2c: Related Tasks/Activities:</p> <p>Goal 3: Objective 3a: Related Tasks/Activities: Objective 3b: Related Tasks/Activities: Objective 3c: Related Tasks/Activities:</p>

Complete the project timeline below, indicating project activities and major milestones reflecting the length of the proposed project in months. The project timeline must (1) cover the entire proposed project period (12–60 months); (2) illustrate how project activities will be carried out to meet project goals and objectives; (3) identify who will be responsible for the tasks and activities by position/title; (4) explain how the applicant will fulfill its reporting requirements; and (5) obtain OVC review and approval for proposed products (if applicable). Adjust the timeline as needed to reflect the applicant’s proposed award period.

Year One	Year One Activities	Year Two	Year Two Activities	Year 3	Year 3 Activities
	Attend OVC Grantee Meeting		Attend OVC Grantee Meeting		Attend OVC Grantee Meeting
1 st Quarter	•	1 st Quarter	•	1 st Quarter	•
<i>Within 30 days of the end of the 1st quarter</i>	Submit quarterly FFR & quarterly PMT report	<i>Within 30 days of the end of the 1st quarter</i>	Submit quarterly FFR & quarterly PMT report	<i>Within 30 days of the end of the 1st quarter</i>	Submit quarterly FFR & quarterly PMT report
2 nd Quarter	•	3 rd Quarter	•	3 rd Quarter	•
<i>Within 30 days of the end of the 2nd quarter</i>	Submit quarterly FFR & semiannual progress report	<i>Within 30 days of the end of the 2nd quarter</i>	Submit quarterly FFR & semiannual progress report	<i>Within 30 days of the end of the 2nd quarter</i>	Submit quarterly FFR & semiannual progress report
3 rd Quarter	•	3 rd Quarter	•	3 rd Quarter	•
<i>Within 30 days of the end of the 3rd quarter</i>	Submit quarterly FFR & quarterly PMT report	<i>Within 30 days of the end of the 3rd quarter</i>	Submit quarterly FFR & quarterly PMT report	<i>Within 30 days of the end of the 3rd quarter</i>	Submit quarterly FFR & quarterly PMT report
4 th Quarter	•	4 th Quarter	•	4 th Quarter	•
<i>Within 30 days of the end of the 4th quarter</i>	Submit quarterly FFR & semiannual progress report	<i>Within 30 days of the end of the 4th quarter</i>	Submit quarterly FFR & semiannual progress report	<i>Within 90 days of the end of the 4th quarter</i>	Submit final FFR & semiannual progress reports; initiate closeout package in JustGrants

[1] For purposes of the TVSSA Program, "construction" includes major renovations to existing facilities (e.g., building an addition, completing renovations to change the use of a facility).

Appendix B: Allowable and Unallowable Costs

This document provides examples of program activities and specific costs for which the Office for Victims of Crime (OVC) Tribal Victim Services Set-Aside (TVSSA) Program grant funds may be used. Use this document when developing your Budget Detail Worksheet and Program Narrative (which should be consistent with each other) to describe the proposal for OVC review. Funding must be used to provide services to crime victims. OVC will review all proposed costs in the context of the grant proposal. To use this document:

- Use [DOJ's Grants Financial Guide](#) and [2 C.F.R. Part 200](#) (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, hereafter "Part 200 Uniform Requirements") as a resource for your budget-related questions, and in conjunction with your Tribe's or organization's policies and procedures, to determine the parameters of budgeted costs.
- When considering whether costs are allowable through this grant program, use these questions as a guide:
 - ***Is this cost/activity related to supporting or assisting crime victims?***
 - ***How is this cost related to the proposed project?***
 - ***How does this expense help crime victims?***

There are certain cost categories that are generally unallowable in grant project budgets. They include:

- Activities or services not victim-service related, or otherwise not directed at assisting victims of crime or improving victim services.
 - Costs incurred outside of the project period
 - Activities focused primarily on crime prevention.
 - Criminal justice activities (investigation, prosecution, court, and corrections work) that are not victim services. (This does not preclude criminal justice agencies from using grant funds to provide victim services – for example, a victim advocate within a prosecutor's office.)
 - Food/beverages/meals/refreshments at meetings, conferences, or trainings. (This does not preclude food and beverages provided as emergency supports for crime victims or food provided as part of cultural/traditional activities reasonably incorporated into victim services.)
 - Lobbying.
 - Fundraising activities.
 - Legal services for criminal defense and tort actions.
 - Research (i.e., the cost of gathering, analyzing, or publishing data for the purpose of contributing to the general body of knowledge about a particular subject).
- Audit costs not associated with the organizational audit requirements of OMB Circular A-133 or Subpart F of the Part 200

- Uniform Requirements.
- Entertainment, including social, diversion, and amusement activities.
- Purchasing real property.

Notice – Supplanting Prohibited: OVC grant funds are to be used to enhance or expand services to victims, not to substitute (supplant) other existing funding sources. In other words, you may not deliberately substitute OVC grant funds in place of Tribal government funding that is otherwise available for victim services. For example, if your Tribe spends \$100,000 per year on victim services, you may not deliberately decrease this funding to \$50,000 because you receive a \$50,000 OVC grant. (Changes in spending due to considerations other than receipt of OJP grant funds – e.g., jurisdiction-wide budget reductions across all programs – are not considered supplanting.)

Examples of Allowable and Unallowable Costs

Cost Category	Allowable Cost Examples	Unallowable Cost Examples
A. Personnel		
<p>Personnel Costs: Award funds may be used to pay the salary for full- and part-time employees who will spend their time and effort providing services to victims of crime. See DOJ Grants Financial Guide (3.9 Allowable Costs, Compensation for Personal Services) and 2 C.F.R. § 200.430.</p>		
<p>Note: Recipients must track staff time spent on grant activities. Time not spent on grant-related activities (i.e., not allocable to the grant) may not be charged to grant funds.</p>		
<p>Example:</p>		
<ul style="list-style-type: none"> If the Executive Director is expected to spend only 30 percent of their time on grant activities, salary for the position should be budgeted at 30 percent of annual salary. The recipient must keep documentation (e.g., timesheets) that show the Executive Director’s time spent on grant activities, and this documentation must be consistent with the amount of grant funds obligated, expended, and drawn down for those activities. If the Executive Director ends up spending only 20 percent of their time on grant activities, the grantee may only obligate, expend, and draw down funds commensurate with that, and not the full 30 percent budgeted. 		
<p>Personnel</p>	<p>Types of Costs</p> <ul style="list-style-type: none"> Salary – Compensation paid must be reasonable and consistent with that paid for similar work in the organization. Annual cost-of-living increases. Performance-based bonuses (incentive compensation) – to the extent that overall compensation is reasonable and bonuses are consistent with a pre-existing employment agreement or grantee policy. 2 C.F.R. 200.430 (f). 	<ul style="list-style-type: none"> Time not allocable to grant activities. Personnel activities that include: <ul style="list-style-type: none"> Fundraising. Grant-funded personnel performing fundraising activities may not charge time/effort spent on those fundraising activities (e.g., coordinating/organizing fundraising) to the award. Lobbying or advocacy activities with respect to legislation or to administrative changes to regulations or administrative policy (see 18 U.S.C. § 1913), whether conducted directly or indirectly. Offender services not related to victimization. Investigation, prosecution, court, and corrections personnel, such as law enforcement officers, criminal investigators, prosecutors, pre-trial services officers, probation officers, judges, clerks, and court administrators. (This does not preclude an investigative, prosecution, court, or corrections agency from using grant funds to employ
	<p>Types of Positions</p> <ul style="list-style-type: none"> Victim advocates, coordinators, specialists, etc. – professionals trained to support crime victims (e.g., counsel victims, offer emotional support, provide information, accompany victims, staff crisis hotlines, run support groups). Case managers – provide follow up care and identify, coordinate, and link victims 	

Cost Category	Allowable Cost Examples	Unallowable Cost Examples
	<p>to services.</p> <ul style="list-style-type: none"> • Program coordinators – personnel who lead multidisciplinary team efforts, for example Sexual Assault Nurse Examiner-Sexual Assault Response Teams (SANE-SART), and child protection teams (for cases involving child abuse and neglect). • Outreach coordinators – personnel who work to increase public awareness of the victim services available. • Executive and administrative staff – are typically budgeted as a percent of salary, if they will not work full time on the grant: <ul style="list-style-type: none"> ◦ Executive directors, administrators, or other senior management positions to provide supervision for direct victim services staff. <p>Administrative support personnel who support grant-related activities such as data entry/statistics, grant financial reporting, preparation of financial documents such as reimbursement claims, preparation and submission of required grant reports, etc.</p> <ul style="list-style-type: none"> • Specialized on-staff professionals <ul style="list-style-type: none"> ◦ Forensic interviewers (e.g., for a child advocacy center). ◦ Mental health professionals qualified to provide mental health services (e.g., psychologists, social workers, counselors). ◦ Medical providers to provide medical services to crime victims directly related to the survivors' victimization <p>that are not covered by other sources.</p>	<p>personnel to provide victim services – for example, a victim advocate within a prosecutor's office.)</p> <ul style="list-style-type: none"> ◦ Criminal defense or tort actions. ◦ Payment of temporary key personnel in vacant positions (unless prior approval has been given by OVC).

Cost Category	Allowable Cost Examples	Unallowable Cost Examples
	<ul style="list-style-type: none"> • Attorneys to provide legal services for victims of crime on issues related to the underlying victimization. For example, representing victims seeking a protective order, family law matters (e.g., divorce, custody, and child support), housing, employment, bankruptcy, and crime victims' rights enforcement. 	
B. Fringe Benefits		
<p>Fringe Benefits: Allowances and services provided in compensation in addition to regular salaries and wages. Fringe benefits costs must be reasonable, and are allowable to the extent required by law, agreement, or established policy of the grantee. Applicants must follow provisions included in the DOJ Grants Financial Guide (3.9 Allowable Costs, Compensation for Personal Services) and the Part 200 Uniform Requirements (2 C.F.R. § 200.431).</p>		
Fringe Benefits	<ul style="list-style-type: none"> • Workers' compensation insurance • Unemployment insurance • Health insurance (e.g., employee health plan contribution, dental, vision). • Federal Insurance Contributions Act (FICA) taxes (employer share for Medicare and Social Security). • Retirement/pension contribution • Employee support program • Life insurance • Leave (e.g., vacation, family related, sick, military, administrative) – regular compensation paid to employees during periods of authorized absences from the job. Must be reasonable, provided under a written leave policy, equitably allocated (i.e., does not disproportionately charge the federal grant), and follow consistent accounting basis. 	<ul style="list-style-type: none"> • Profit sharing. • Fringe benefits associated with any unallowable salary costs.
C. Travel		
<p>Travel: Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business of the nonfederal entity related to the award. Grantees must reimburse travel expenses based on their agency travel policy and must follow provisions included in the DOJ Grants Financial Guide (3.9 Allowable Costs, Travel) and the Part 200 Uniform Requirements (2 C.F.R. § 200.475). Any recipient or subrecipient that does not have an established travel policy must abide by the federal travel policy, including per diem rates (www.gsa.gov/perdiem).</p>		

Cost Category	Allowable Cost Examples	Unallowable Cost Examples
Travel	<ul style="list-style-type: none"> • Mileage reimbursement for program employees to use their personally owned vehicles to travel to participate in project-related meetings and events, to transport victims to access necessary services, and/or to participate in victimization-related meetings (e.g., with investigators and prosecutors). NOTE: Mileage reimbursement rates for direct services personnel must not exceed the current federal rate (www.gsa.gov/perdiem). • Air travel • Lodging • Per diem • Baggage fees • Ground transportation – e.g., rental cars or rideshare fees such as Uber, Lyft, Zipcar, associated with program activities (e.g., to transport victims to services, for staff to attend training). • Taxes and fees associated with travel <p>Note: Travel costs typically are budgeted for project staff attendance at required OVC and OJP trainings, conferences, and meetings and project staff (and other relevant professionals who are part of victim-serving teams) attendance at victim-related training. Please see the solicitation for a list of required meetings. If an event location has yet to be determined, please use Washington, D.C., as the anticipated destination to estimate travel costs.</p>	<ul style="list-style-type: none"> • Mileage reimbursement for non-grant-funded personnel or non-grant-related activities. • Expenses related to travel for unauthorized/unapproved conferences, meetings, or other events.
D. Equipment		
<p>Equipment: Award funds can be used to obtain equipment for program staff to use to carry out project activities. All equipment obtained with grant funds <u>must be reasonable and necessary for project purposes</u>. The DOJ Grants Financial Guide (3.7 Property Standards, Equipment) defines equipment as tangible personal property (including information technology systems) having (1) a useful life of more than 1 year and (2) a per-unit acquisition cost of \$5,000 or greater (or greater than the organization's capitalization threshold, if it is less than \$5,000). See Part 200 Uniform Requirements (2 C.F.R. § 200.1, def. of Equipment). If the item does not meet those thresholds, categorize it under the <i>Supplies</i> category.</p>		

Cost Category	Allowable Cost Examples	Unallowable Cost Examples
Equipment	<ul style="list-style-type: none"> • Vehicles: a <u>purchased</u> vehicle to transport victims to access necessary services, and/or to participate in meetings pertaining to the program.* (See Contracts section for Leasing.) Costs related to vehicle maintenance should be itemized under the “Other Costs” category. • Other modes of transportation (e.g., snowmobile, seaplane, motorized scooter, boat, hovercraft, etc.) necessary to transport victims to access necessary services, and to carry out project activities.* (See Contracts section for Leasing.) • Trailers or mobile homes (purchased) to serve as a location for the provision of victim services.* (See Contracts section for Leasing.) Applicants proposing to use grant funds for site preparation or installation (i.e., construction-like activities) should expect that additional documentation and review requirements may apply. • Accounting/financial management software necessary to manage the financial aspects of the award. • Equipment necessary to complete medical exams for victims (e.g., forensic medical exams), including an exam table, alternate light source, colposcope, or high definition camera and related forensic photography supplies. <p>Security system equipment (cameras, monitors, door contacts, panic buttons, glass breakers, weapon scanners such as metal detectors, etc.) where reasonable and necessary for certain victim service facilities – for example, at a child advocacy center, domestic violence shelter program, transitional housing facility or units, etc.</p> <ul style="list-style-type: none"> • Remote access equipment (cameras, monitors, etc.) that support the ability of victims of crime to participate remotely in court proceedings related to their victimization (e.g., protection order hearings, bond review hearings, trials, sentencing). A request for remote access equipment requires a judicial determination (legal authorization or policy or procedure) that such equipment may be used in a particular courthouse. Such authorization must be attached with the application. 	<ul style="list-style-type: none"> • Equipment to support law enforcement activities (e.g., surveillance equipment, vehicles). • Equipment to monitor perpetrators of a crime such as breathalyzers, electronic/GPS monitoring systems, etc. • Drug testing/urinalysis equipment. • Security equipment for public buildings (i.e., courthouse, police stations, and other facilities that serve the general public and are not specific to serving victims).

*Applicants may request to purchase or lease equipment (vehicles, other modes of transportation, trailer or mobile homes) for use by direct services personnel to transport victims of crime and carry out project-related activities; however, applicants are responsible for demonstrating to OJP that they have selected the most cost-effective means of acquiring this equipment by conducting a purchase versus lease analysis.

Costs associated with the transportation of equipment are also allowable expenses, but these costs must be justified (reasonable, necessary, and allocable).

E. Supplies

Supplies: Award funds can be used to purchase supplies necessary to carry out project activities. Supplies are all other items of tangible personal property that are not equipment. This includes computing devices that cost less than \$5,000 per unit (or the organization's capitalization threshold, if that is less than \$5,000). Applicants must follow provisions included in the DOJ Grants Financial Guide under [3.7 Property Standards, Supplies](#) and the Part 200 Uniform Requirements ([2 C.F.R. § 200.474](#)).

<p>Supplies</p>	<ul style="list-style-type: none"> • Printers, scanners, fax machines • Communication devices (land line, cell phone, and pager). • Shelter or transitional housing supplies [e.g., dishes, small appliances, refrigerator, stove, washer, dryer, cleaning supplies, toiletries, first aid kits, comfort supplies (bed-in-a-bag, bed linens, pillows, mattresses, cribs, towels, sleeping bags, etc.)]. 	<ul style="list-style-type: none"> • Supplies that support law enforcement-related activities (e.g., bulletproof vests). • Trinkets (hats, mugs, portfolios, t-shirts, coins, gift bags, etc.) to be given away at grant-funded training conferences/meetings.
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Cost Category	Allowable Cost Examples	Unallowable Cost Examples
	<ul style="list-style-type: none"> • Office supplies (pens, paper, and other consumable supplies). • Therapeutic supplies (figures, toys, sand trays/sand, art supplies, etc.). • Supplies necessary to support victim participation in traditional/cultural therapeutic practices (sweat lodges, smudging, and crafting supplies, etc.). • Outreach and awareness supplies (brochures, posters, etc.). • Projector, screen, and other equipment necessary to present information as necessary for project activities. • Basic meeting supplies (folders, name tags, etc.). • Computers, storage, and backup systems • Furnishings (sofa, chairs, lamps, etc.) necessary to create a private waiting area for victims of crime in health care facilities, courthouses, and other facilities where the victims' privacy might be compromised. • Cabinets and locks to secure program and client files. • Kits to support the completion of sexual assault forensic exams • Food as part of cultural/traditional activities <p>reasonably incorporated into victim services.</p> <ul style="list-style-type: none"> • Postage to cover the cost of mailing correspondence related to program activities. 	
F. Construction		
<p>Construction: Costs incurred as an incidental and necessary part of a victim service program for renovation, remodeling, maintenance, and repair costs that do not constitute capital expenditures are generally allowable under the <i>Other</i> category. Applicants should consult with OVC to discuss environmental review requirements and timing associated with such activities. More significant construction activities may be allowable after consultation with your Grant Manager. Funds in the Construction Category of the budget worksheet will be held until final determinations are made about proposed construction projects. Additionally, applicants must follow provisions included in the DOJ Grants Financial Guide under 3.8 Procurement under Awards of Federal Assistance.</p>		
Construction	<p>At the time of the publication of this solicitation, construction costs, except for relatively minor renovation, remodeling, maintenance, and repair, and site preparation and installation of mobile/modular buildings, are reviewed and approved on a case by case basis.</p>	

G. Subawards (Subgrants)

Subawards (Subgrants): This section should be used to describe subawards that the lead applicant will make to nonfederal entities (subrecipients) to carry out part of the required activities under the grant award (refer to page 1 for examples of allowable victim service related activities). A nonfederal entity is acting as a subrecipient if it:

- Determines who is eligible to receive grant-funded services;
- Has its performance measured in relation to whether objectives of the federal program were met;
- Bears responsibility for making decisions about programmatic activities;
- Bears responsibility for adhering to federal program requirements; and
- Uses award funds to carry out a program for a public purpose specified in the program statute (here, victim services), as opposed to providing goods or services for the benefit of the pass-through entity.

An agreement that meets these criteria should be categorized as a subaward, not a procurement contract, even if your organization refers to the subaward agreement as a type of contract. Do **not** include procurement contracts in this section (there is a separate section below for those). Applicants must follow provisions included in the DOJ Grants Financial Guide under [3.14 Subrecipient Management and Monitoring](#) and the Part 200 Uniform Requirements ([2 C.F.R. § 200.92](#)).

Subawards (Subgrants)	<ul style="list-style-type: none">• Subgrant awards can be useful where the recipient itself does not have the expertise or capacity to provide a type of victim service, but another organization does.• Most allowable activities and the costs that comprise them may be subawarded. (See list of potential projects and activities above.)• For example, a Tribe may use grant funds to rent space and pay personnel to provide victim intake, case management, and referral services, or it could choose to subaward funds to an organization that could (or already does) do those things. <p>NOTE: Travel costs associated with subrecipient travel to carry out grant award activities should be included in the "Consultant Travel" subcategory.</p>	Costs that are unallowable in other categories are unallowable under subawards.
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H. Procurement Contracts

Procurement Contracts: Award funds can be used to procure goods or services for the benefit of the grantee. Procurement transactions must be conducted using an organization's established process. Sole-source procurement contracts in excess of \$250,000 must receive the prior approval of OJP. Applicants must follow provisions included in the DOJ Grants Financial Guide under [3.8 Procurement under Awards of Federal Assistance, Procurement Standards](#) and the Part 200 Uniform Requirements at [2 C.F.R. § 200.317 through 2 C.F.R. § 200.326](#), which detail requirements and restrictions imposed on nonfederal entities (i.e., recipients and subrecipients) that use federal assistance funds to procure property or services needed to carry out the grant-funded project.

Cost Category	Allowable Cost Examples	Unallowable Cost Examples
<p>Procurement Contracts</p>	<ul style="list-style-type: none"> • Telemedicine/telemental health access: Subscription fees for a HIPPA-compliant telemedicine platform to provide synchronous, remote behavioral health services and medical/clinical consultation and supervision. • Cell phone service: Cell phone service for program staff to maintain communication with victims when they are in the field, and/or to support the operation of a 24/7 crisis hotline through cell phone rotation. • Software support: Subscription and support fees for case management and other data collection software systems. • Single audit compliance (2 C.F.R. Subpart F) for costs associated with completing a required organizational audit for grantees that have satisfied the Subpart F spending threshold. • Equipment leases: Lease of a vehicle, photocopier, or other equipment essential to the operation of the project for a period not to exceed the award period. (See examples under Equipment above.) • Maintenance: Maintenance of shelters or transitional housing units, such as lawn mowing, snow removal, and janitorial/cleaning services. • Renovation costs: Minor renovation, remodeling, maintenance, and repairs to a facility that will be used for a victim services program. • Crime scene cleanup: Cost of services provided by individuals who are properly licensed/certified to assist property owners with cleaning up the scene of a homicide, aggravated assault, or other violent assault. 	<ul style="list-style-type: none"> • Sole-source contracts in excess of \$250,000 are unallowable without prior approval from OJP. • Audit costs not associated with a Subpart F audit. • The cost of purchasing real property. • The cost of remediating/rehabilitating a property that has been exposed to a biohazard, including property that has been used to manufacture controlled substances, such as methamphetamines. • The cost of gathering, analyzing, or publishing data for the purpose of contributing to the general body of knowledge about a particular subject (research). <ul style="list-style-type: none"> • Consulting costs associated with negotiating an inter- jurisdictional law enforcement MOU/MOA, or other protocol and procedures for inter-jurisdictional cooperation in the investigation of crimes. Funds cannot be used for investigative or prosecutorial activities.

Cost Category	Allowable Cost Examples	Unallowable Cost Examples
	<p>Website creation/maintenance: Costs associated with creating and maintaining a website necessary for the victim service project.</p> <ul style="list-style-type: none"> • Transportation services: Contracts for flights and other forms of transportation for victims to receive mental health, medical, or other services as a result of their victimization. • Consultant services: Consultants are subject matter experts who guide or assist grantees in carrying out grant-funded activities. (Note: Some consultants may be more appropriately budgeted under the <i>Subawards</i> category, depending on how they fit within the project – particularly if they make decisions or have discretion with regard to key award activities. Please consult the list of criteria for subawards set out above for more information.) Allowable consultant costs include, but are not limited to: <ul style="list-style-type: none"> ◦ Tribal code development: Attorney or other qualified consultant to assist with writing Tribal codes addressing specific forms of victimization and related criminal offenses, or that define or enhance crime victims' rights. ◦ Cultural experts: Compensate Tribal elders or other subject matter experts to advise programs on how to incorporate traditional lifeways and practices into the services offered by the program. <p>Trauma-informed care: Support consultation services on developing and implementing a plan to ensure that victim program services are delivered using a trauma-informed approach by revising operating policies and procedures, adopting administrative practices, training program staff, etc.</p> <ul style="list-style-type: none"> • Trainers/presenters: Consultants to provide training or make presentations to victim services personnel as part of a grantee-sponsored training event. • Medical/dental/vision care: Costs associated with treating injuries that a victim sustains as a direct result of a crime that is not otherwise covered by health insurance, crime victim compensation, or another form of reimbursement. <p>Note: Travel costs necessary for consultants to carry out their grant-related activities should be included in the "Consultant Travel" subcategory. Additionally, the OJP consultant rate should be consistent with current market value for services, with a maximum limit of \$650 per day or \$81.25</p> <ul style="list-style-type: none"> ◦ per hour (see DOJ Financial Guide, sec. 3.6, under <i>Consultant Rates</i>). 	

I. Other Costs		
<p>Other costs: Costs that do not fit into the other budget categories, but that are necessary for the victim services proposed in the project are set out in this category.</p>		
<p>Other</p>	<p>Emergency or Short-Term Victim Needs: These must be justified in the budget narrative in the context of the proposed program.</p> <ul style="list-style-type: none"> • Emergency/short-term needs of victims: e.g., food, gasoline, groceries, clothing, personal hygiene products, cleaning supplies, toiletries, household supplies, locksmith services, costs associated with repairing, replacing, or securing windows or doors to ensure a victim's safety • Lodging • Transportation assistance: Transportation tokens or vouchers, airfare, lodging, and per diem <p>that victims may use for travel to access victim services or participate in proceedings related to</p>	<ul style="list-style-type: none"> • Cash payments to victims of crime. • Disbursing gift cards to victims of crime for extended periods of time, or without sufficient assurances that the cards will be used only for expenses that are allowable under the grant program. • Transportation costs unrelated to a victim's needs arising from the victimization. • Non-emergency or long-term childcare or respite care. • Public awareness and community education activities that are not related to crime victimization, or that are focused primarily on crime prevention.

Cost Category	Allowable Cost Examples	Unallowable Cost Examples
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victimization.

- **Childcare assistance:** Daycare or childcare assistance costs for child victims or the children of adult victims of crime, to facilitate victim services.
- **Short-term nursing home or convalescent care** for elder abuse victims where no other short-term residence is available.
- **Housing assistance:** Rental assistance; relocation costs including, but not limited to, security deposits, utilities assistance, home furnishings, and other costs *incidental to relocation* to transitional or permanent housing as needed as a result of the victimization.
- **In-home care and supervision services** for children and adults who remain in their own homes when the offender/caregiver is removed.
- **Cost of transporting the body** of a homicide victim for purposes of burial, and other burial costs that are not otherwise covered by the relevant state crime victims' compensation program.
- **Court-related filing fees and service of process fees** for victims of crime, where

victim is not eligible to seek a fee waiver.

Note:

- Some of these costs may be covered by other sources. Providers should make reasonable efforts (time permitting) to use other existing resources (e.g., insurance, victim compensation) before using grant funds to cover gaps in services.

Applicants that budget flexible funding (e.g., emergency credit card that staff can use, or gift cards or vouchers for victims) to meet emergency/short-term victim needs must have written eligibility/use policies and appropriate internal controls to monitor and account for the funding.

Facility Costs:

- **Rental space** for project activities (e.g., office space, shelter facility).
- **Utilities and maintenance**

Note: These costs must be reasonably apportioned if they also support non-grant activities, and may not be charged directly if charged indirectly.

Program Operating Costs:

- **Registration fees** for grant-funded personnel and other personnel to attend approved professional development training events.
- **Membership fees** associated with joining a Tribal or state domestic violence and/or sexual assault coalition.
- **Reproduction/printing costs** associated with producing community outreach and education materials (fliers, brochures, posters, wallet cards, etc.), and training materials (job aids, workbooks, etc.) for grant-funded training events.

- Expenses not permitted under OJP's Conference Policy, including meals, refreshments, and trinkets (hats, mugs, portfolios, t-shirts, coins, gift bags, etc.), for grant-funded training conferences or meetings.
- Mortgage payments for the grantee.
- Rental fees for space or facilities that grantees own. The cost of ownership may be allowable – see DO, Financial Guide, sec. 3.9 under *Project Site* for addition details.
- Court-imposed penalties, fines, or costs.

Cost Category	Allowable Cost Examples	Unallowable Cost Examples
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- **Meeting space/facility rental** for grant activities (e.g., training event, support group, public awareness activity).
- **Gasoline and routine vehicle maintenance** costs for a vehicle that has been purchased with grant award funds.

Advertising costs: These costs include advertising in media outlets to recruit qualified applicants for grant-funded positions; publicize community awareness and education activities; and promote awareness of grant-funded activities.

- **Insurance:** Renter's insurance and insurance for vehicles purchased or leased with award funds are allowable. Grantees may also use award funds to pay premiums for property and general liability insurance for a facility or space that the grantee owns and that is being used as office space for grant-funded personnel, or as a child advocacy center, domestic violence shelter

program, or transitional housing facility. The cost of property insurance must be properly apportioned if the facility will be used for other personnel and/or for non-grant-related activities. See 2 C.F.R. 200.447.

- **Stipends:** Stipends may be used to provide modest and reasonable compensation for interns and program advisory board members.

J. Indirect Costs

Indirect costs: Indirect costs may be charged to an award only if (a) The recipient has a current (unexpired), federally approved indirect cost rate; or (b) the recipient is eligible to use, and elects to use, the "de minimis" indirect cost rate described in the [Part 200 Uniform Requirements, as set out at 2 C.F.R. 200.414\(f\)](#) and [Section 3.11 Indirect Costs](#) of the DOJ Grants Financial Guide.

Indirect costs: See the DOJ Financial Guide, sec. 3.11 for details. Organizations with a current federal indirect cost rate should charge that rate to the appropriate indirect cost distribution base and should reference the approved indirect cost rate agreement in the Budget Detail Worksheet. Organizations that do not have a current approved, negotiated federal indirect cost rate may elect to use the "de minimis" indirect costs rate of 10 percent of modified total direct costs.