

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

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OVC FY 2023 Invited to Apply Waukesha, Wisconsin - Antiterrorism and Emergency Assistance Program for Crime Victim Compensation and/or Assistance

Assistance Listing Number # 16.321

Grants.gov Opportunity Number: O-OVC-2023-171684

Solicitation Release Date: March 24, 2023 7:30 AM ET

Application Grants.gov Deadline: March 27, 2023 11:59 PM ET

Application JustGrants Deadline: March 31, 2023 8:59 PM ET

Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) seeks applications to provide supplemental funding to eligible entities providing assistance to victims of specific acts of criminal mass violence or terrorism. This program furthers the Department's mission and the Attorney General's priorities for reducing violent crime and providing vital services to crime victims. Violent crime can take a physical, psychological, emotional, and financial toll on victims and first responders, which requires effective and appropriate evidence-based responses.

This solicitation incorporates guidance provided in the [OJP Grant Application Resource Guide](#) which provides additional information for applicants to prepare and submit applications to OJP 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

This is not a competitive solicitation. OVC will contact potential applicants directly.

See the section on Eligibility for more information.

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

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

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

OVC may elect to fund applications submitted under this FY 2023 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

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, [Grants.gov customer support](#), or support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

For assistance with the requirements of this solicitation, contact the OJP Response Center at 800-851-3420, 301-240-6310 (TTY for hearing-impaired callers only), or grants@ncjrs.gov. The OJP Response Center operates from 10:00 a.m. to 6:00 p.m. eastern time (ET) Monday–Friday, and 10:00 a.m. to 8:00 p.m. ET on the solicitation close date.

For assistance with any other requirements of this solicitation, please contact Eugenia Pedley, Program Manager, by email at eugenia.pedley2@usdoj.gov.

Submission Information

Registration: Before submitting an application, all applicants must register with the System for Award Management (SAM). You must renew and validate your registration every 12 months. If you do not renew your SAM registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Registration and renewal can take up to 10 business days to complete.

Submission: Applications must be submitted to DOJ electronically through a two-step process via Grants.gov and JustGrants.

Step 1: The applicant must submit by the Grants.gov deadline the required **Application for Federal Assistance standard form (SF)-424** and a **Disclosure of Lobbying Activities (SF-LLL) form** when they register in Grants.gov at <https://www.grants.gov/web/grants/register.html>. **Submit the SF-424 and SF-LLL as early as possible, but no later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov, they will be unable to apply in JustGrants.

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

Step 2: The applicant must then submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://justgrants.usdoj.gov) by the JustGrants deadline. To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline.

For technical assistance with submitting the **full application** in JustGrants, contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov. The JustGrants Service Desk operates 7 a.m. to 9 p.m. ET Monday–Friday and 9 a.m. to 5 p.m. ET on Saturday, Sunday, and Federal holidays.

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. Applicants should maintain all receipts and confirmations received from SAM.gov, Grants.gov, JustGrants systems.

Contents

Overview	1
Contact Information	2
Program Description	7
Overview	7
Specific Information	7
Goals, Objectives, and Deliverables	14
Evidence-Based Programs	15
Information Regarding Potential Evaluation of Programs and Activities	15
Federal Award Information	15
General Guidance for Federal Award	15
Awards, Amounts and Durations	16
Type of Award	16
Financial Management and System Controls	16
Budget Information	16
Cost Sharing or Matching Requirement	17
Pre-agreement Costs (also known as Pre-award Costs)	17
Limitation on Use of Award Funds for Employee Compensation: Waiver	17
Prior Approval, Planning, and Reporting of Conference/Meeting/ Training Costs	17
Costs Associated with Language Assistance (if applicable)	17
Availability of Funds	17
Eligibility Information	17
Application and Submission Information	18
Content of Application Submission	18
Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov	18
Standard Applicant Information (JustGrants 424 and General Agency Information)	18
Proposal Abstract	19
Proposal Narrative	19
Goal, Objective and Deliverables	22
Budget and Associated Documentation	22
Budget Worksheet and Budget Narrative (attachment)	23
Pre-agreement Costs (also known as Pre-award Costs)	23
Indirect Cost Rate Agreement (if applicable)	23

Consultant Rate	23
Employee Compensation Waiver	23
Financial Management and System of Internal Controls	23
Questionnaire (including applicant disclosure of high-risk status)	
Disclosure of Process Related to Executive Compensation	23
Additional Application Components	23
Tribal Authorizing Resolution	24
Research and Evaluation Independence and Integrity Statement	24
Disclosure and Assurances	24
Disclosure of Lobbying Activities	24
DOJ Certified Standard Assurances	24
Applicant Disclosure of Duplication in Cost Items	24
DOJ Certifications Regarding Lobbying; Debarment, Suspension and	24
Other Responsibility Matters; and Drug-Free Workplace	
Requirements; Law Enforcement and Community Policing	
Applicant Disclosure and Justification – DOJ High Risk Grantees (if	25
applicable)	
Before You Apply	25
How to Apply	25
Submission Dates and Time	26
Application Review Information	28
Review Process	28
Federal Award Administration Information	28
Federal Award Notices	28
Administrative, National Policy, and Other Legal Requirements	29
	29
Information Technology (IT) Security Clauses	29
General Information about Post-Federal Award Reporting	29
Requirements	
Federal Awarding Agency Contact(s)	29
Other Information	29
Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C.	29
552a)	
Provide Feedback to OJP	29
Performance Measures	30
Application Checklist	31
Standard Solicitation Resources	34

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.

The Office for Victims of Crime (OVC) supports victims of mass violence and terrorism through the Antiterrorism and emergency Assistance Program (AEAP). Funding for this program comes from the Antiterrorism Emergency Reserve (the Emergency Reserve). Along with non-grant training and technical assistance services, there are four types of grants that may be combined into one application: crisis response, consequence management, criminal justice support, and crime victim compensation.

AEAP grants are a mechanism by which the Director of OVC may award supplemental crime victim compensation and assistance to eligible entities responding to acts of mass criminal violence or domestic terrorism. The event must be sufficiently large that the jurisdiction cannot provide needed services to victims of the incident with existing resources, while also supporting victims of other crimes, in a timely and comprehensive manner.

AEAP funds may be used to provide emergency relief to benefit victims such as crisis response efforts, help victims adapt to and cope with the consequences of the event over the longer-term, and facilitate victim participation in the judicial process. AEAP can also supplement state crime victim compensation administrative agencies that reimburse victims for out-of-pocket expenses related to their victimization. Funding under this program is retroactive to the date of the incident. Justification for all funding must demonstrate that AEAP funds will support victims of the incident and are supplemental to existing resources. OVC may provide a no-cost consultant(s) to help the prospective grantee with the AEAP application process

Statutory Authority: 34 U.S.C. § 20103(c)(1)(A)

Specific Information

Because many mass violence or domestic terrorism incidents involve federal jurisdiction and law enforcement officials, OVC will immediately coordinate with the Federal Bureau of Investigation's (FBI) Victim Services Division (VSD) to determine which resources may already be deployed and which services are being coordinated with state and local victim assistance and law enforcement personnel on the scene. In the event that the FBI is investigating a federal crime or is asked to assist state, local, or tribal authorities with a non-federal crime, VSD can be a valuable resource to victims and affected agencies, especially in the initial aftermath of an incident. In such instances, VSD personnel can provide immediate victim assistance such as helping to collect anti-mortem data and to conduct death notifications; establishing or helping staff Family Assistance Centers;

assisting with incident briefings for victims/families, individual needs assessments, and personal effects management; and providing support and information to victims through a national network of FBI Victim Specialists. When the FBI is investigating federal crimes or their assistance is requested by state, local, or tribal authorities, VSD may also support select short-term emergency victim-related expenses. This may include expenses associated with emergency transportation or temporary lodging for victims or their families. For more information on the FBI's victim services, visit: <https://www.fbi.gov/resources/victim-assistance>. State Victims of Crime Act (VOCA) personnel and other state and local victim assistance providers should work with appropriate federal, state, local, and tribal government agencies and nongovernmental and nonprofit agencies to address the full range of victims' needs.

Upon verification that an act of mass criminal violence or domestic terrorism has resulted in a significant number of victims who were killed or injured, or witnesses who were psychologically affected, OVC will contact the state VOCA administrator(s) in the affected state(s) and advise them that AEAP resources may be available. In order to determine the scope of possible need and resources available, this will be the first of many interactions between OVC and the agency eligible to receive AEAP funds.

Once OVC determines the appropriate eligible applicant, OVC will interact regularly with the applicant and inform the organization of the range of AEAP resources. OVC may also supply samples of approved AEAP application submissions to use as a guideline for developing a funding request. As victims' needs become more apparent and victim support expenses mount, OVC encourages the applicant to call or email OVC with questions about what AEAP funding can support.

AEAP Guidelines follow the definition of victim that is used under the VOCA program. However, because of the nature of mass violence and domestic terrorist incidents, AEAP may also include individuals who are likely to suffer vicarious trauma from the incident, for example, people in direct proximity to the crime and emergency responders who respond to the incident. (Note: Please see the definitions of a direct and indirect victims under "Statement of the Problem".)

There are four types of **supplemental** grants available under AEAP:

1. Crisis Response (emergency/short-term, up to 9 months): designed to provide resources to help victims rebuild adaptive capacities, decrease stressors, and to reduce symptoms of trauma immediately following the terrorism or mass violence event.
2. Consequence Management (ongoing/longer term, up to 18 months): designed to provide supplemental resources to help victims adapt to the trauma event and to restore victims' sense of equilibrium.
3. Criminal Justice Support (ongoing/longer term, up to 36 months): designed to facilitate victim participation in an investigation or prosecution directly related to the terrorist and mass violence event. (Please note the longer time frame here is

generally intended to provide victim support in instances where there is a trial or other extended criminal proceeding.)

4. Crime Victim Compensation (available at any time): designed to provide supplemental funding to reimburse victims for out-of-pocket expenses related to their victimization in cases of terrorism or mass violence occurring within the United States.

Prospective grantees will identify victim-related expenses, including those associated with the immediate aftermath of the event; the longer-term consequences for victims; and victim participation in investigations or prosecutions. OVC may require detailed justification for proposed expenses and will need to ensure that the requested funding is supplemental and does not supplant existing resources or duplicate funding from another source. The prospective grantee and OVC will collaborate to refine the application prior to the final application submission. The time needed to complete this process may vary depending on the complexity of the application. Historically, grants have taken between 6-18 months to develop although some may be submitted more quickly and others take longer.

OVC personnel will help prospective grantees throughout this process and will be available to address questions and concerns. In most instances, participation for large and complex situations, OVC may also provide an expert mass violence consultant to assist the applicant with researching and gathering information, determining victims' needs, identifying victim resources, developing response strategies, and drafting the AEAP proposal. OVC understands that states or communities may not have the expertise or resources to develop an AEAP grant and this is where an OVC-provided consultant can offer valuable assistance. There is no cost to the prospective grantee for the consultant. OVC will also work with prospective grantees to ensure that they have coordinated their response with other agencies that may be able to provide support. For example, OJP's Bureau of Justice Assistance may have funding available for law enforcement activities associated with the event that are not victim-related (see Justice Assistance Grant information at www.bja.gov/ProgramDetails.aspx?Program_ID=59). DOJ Community Oriented Policing Services (COPS) grants may also be available (see www.cops.usdoj.gov/Default.asp?Item=232). Additionally, under limited circumstances, the U.S. Department of Education may have funding available to help local educational agencies and institutions of higher education recover from a violent or traumatic event (see "Project school Emergency Response to Violence" at www2.ed.gov/programs/dvppserv/index.html).

VOCA state administering agencies (SAAs) that support the victim response efforts after a mass violence event and anticipate applying for an OVC AEAP grant to supplement their existing crime victim assistance and compensation efforts should be careful to ensure that they follow established OVC policies, the [Victim Assistance Final Rule](#), the [Victim Compensation Guidelines](#), the [Department of Justice \(DOJ\) Grants Financial Guide](#), and proper accounting principles. Since AEAP grants are retroactive to the date of the event and there will be a gap in time between when the event occurred and the AEAP grant is awarded, it is vital that VOCA SAAs and potential subrecipients carefully

track all federal and state funds used to support victims of a mass violence event prior to the date of the AEAP award. Because victims often need immediate support, VOCA SAAs and potential subrecipients may use unobligated crime victim assistance or compensation formula funds as an interim solution to assist these victims. Regardless of how the mass violence victim services are funded before an AEAP award is made, proper accounting practices should be employed and expenses should be clearly tracked to ensure that the VOCA SAAs or subrecipients do not duplicate reimbursements for mass violence-related costs.

The following information provides examples of the types of support that are available under AEAP grants. This is not an exhaustive list; other items will be considered if the applicant can demonstrate that expenditures support victim assistance or compensation and that such expenses are **supplemental** and not provided through other funding. It is expected that state VOCA programs will examine their existing resources to determine whether they can support an incident without significantly adversely affecting victims of other crimes. If they lack sufficient resources, then AEAP funding will be considered. Since AEAP covers expense retroactive to the date of the incident, it is assumed that organizations requesting retroactive supplemental costs will need to fund those expenses up front and, if approved, they be reimbursed under the AEAP award.

Examples of supplemental VOCA compensation items typically covered under AEAP include (*see Compensation Note on page 8):

- Compensation for autopsy, refrigeration, and transport of a body; funeral and burial costs; etc.
- Compensation for medical costs and medical-related expenses, including vocational rehabilitation, non-medical attendant services, rehabilitation and physical therapy, diagnostic examinations, prosthetic devices, eyeglasses, medical/dental/vision health insurance copayments, etc.
- Compensation for mental health costs, including crisis counseling, group therapy, etc., and insurance copayments supporting these type services.
- Emergency travel and/or transportation costs.
- Lost wages.

Note: Compensation funds may NOT be used to cover property damage or loss. Property damage is damage to material goods (not including medical-related devices) or the physical loss of money, stocks, bonds, etc. Additionally, compensation is intended for individuals, not businesses or organizations.

Examples of supplemental VOCA assistance services typically covered under AEAP include:

- Victim advocacy efforts including applying for compensation.
- Counseling and group therapy (providers should be licensed and accredited)

according to state standards and delivering evidence-based or widely accepted therapeutic services).

- Rehabilitation expenses.
- Vocational rehabilitation.
- Emergency food, clothing, housing, transportation, and travel.
- Temporary housing, per diem, and relocation.
- Child and dependent care.
- Cleaning and return of personal effects.
- Employer and creditor intervention.
- Automated informational telephone services.
- Outreach, awareness, and education.
- Case management and navigator services.
- Victim informational websites, including victim notification systems.
- Support for victim participation in investigations and criminal justice proceedings such as travel/transportation to court or closed-circuit viewing facility, counseling, advocacy, victim impact statements, etc.
- Other criminal justice support such as assistance with victim impact statements; attorney advisor and victim advocate personnel costs; case briefings by investigators; criminal justice notification, information, and referral; outreach, awareness, and education, etc.
- On a case-by-case basis, the OVC Director may approve limited funding to be used for administrative purposes (such as staff and some equipment) deemed essential to the delivery of services and assistance to victims.
- Support for trauma suffered by first responders.
- **Very limited** victim service-related law enforcement and first responder **overtime** expenses, such as death notifications; showing/explaining the crime scene to the family; law enforcement-based victim advocates; crime scene cleanup; and additional security at a memorial service or funeral when there is an ongoing threat. (Please note that AEAP CANNOT cover routine law enforcement or first responder expenses and that any requests for funding must be related to **victim** activities. Interviewing victims and witnesses about the incident is NOT considered a victim service.)
- **Limited** expenses for coroners' or medical examiners' offices for a larger-than-normal number of deceased victims. Costs for additional supplies and **overtime** may be considered if the office is overwhelmed. Salaries of current staff will not be reimbursed. It is assumed that the coroner or medical examiner will be able to support some amount of these expenses. For example, if responding to multiple vehicle fatalities is normal for the office, then some costs above that norm will be considered. The type and amount will depend on the size of the incident and office (major city versus rural area). Costs will NOT be considered for expenses related to a suspect/perpetrator.

The following is generally covered under OVC-provided training and technical assistance:

- Training and technical assistance (TTA) is principally available to help federal, state, and local authorities identify victim needs and needed resources, to coordinate services to victims, develop short- and longer-term strategies for responding, and other related purposes as determined by OVC. TTA may include conducting limited needs assessments and planning, defining the mental health needs of victims, identifying strategies for integrating victim assistance in the incident command structure, improving coordination and collaboration among responding agencies, linking mental health services with victim assistance services, and working cooperatively in a multi-disciplinary environment.

If a state VOCA agency is applying for both compensation and assistance resources, the request should be combined into one application, if practical. It is possible to file a supplemental application if circumstances are such that it is not possible to combine all items in the initial request or if there is an unforeseen ongoing need.

*Note to state VOCA compensation programs applying for supplemental crime victim compensation: AEAP may provide state crime victim compensation agencies supplemental funding to reimburse victims for out-of-pocket expenses related to their victimization in cases of mass criminal violence or domestic terrorism occurring within the United States. AEAP funds may not be used to cover property damage or loss and the funding is not intended to exceed existing compensation program limits; however, OVC may award state compensation programs supplemental funding to cover extra expenses related to the incident. Under a 2014 clarification to the AEAP Guidelines, OVC may provide funding to the state program, public agencies, or other organizations to cover expenses not ordinarily covered (whether in amount or type) by state crime victim compensation programs. Due to the nature of mass violence incidents, victims (in addition to being more numerous) may also have compensation needs that are more extensive or somewhat different than what the state program would ordinarily cover, such as compensation to emergency responders or victims who were in the immediate proximity of the crime when it occurred or, in the aftermath of a bombing where many victims lose limbs, there may be an increased need for rehabilitative services that extend beyond what a state compensation program typically provides. Caregivers for seriously injured victims may also incur expenses not typically covered under state crime victim compensation programs such as lost wages and travel expenses when providing care for or taking victims to medical appointments. OVC will coordinate such awards with state crime victim compensation programs in the event that such an award is made to another organization. (See <https://www.gpo.gov/fdsys/pkg/FR-2014-10-01/pdf/2014-23343.pdf> for the amendment to the AEAP Guidelines.)

Examples of mental health interventions that may be funded or denied funding under AEAP grants:

To the greatest extent possible, proposed mental health interventions should be evidence-based treatments/empirically supported treatments (EBTs and ESTs) or

evidence-based practices (EBPs). (Please refer to the OVC-funded National Mass Violence Victimization Resource Center (NMVVR) at the Medical University of South Carolina (MUSC) for an explanation of these terms and examples of them in the “*What are Evidence-Based Treatments and Evidence-Based Practices?*” Tip Sheet: https://www.nmvvrc.org/TipSheets/Ev%20Based%20treaments%20and%20practices_07-12-19%20FINAL.pdf.)

In general, some empirically support treatments include Cognitive Processing Therapy (CPT), Complicated Grief Treatment (CGT), Eye Movement Desensitization and Reprocessing (EMDR), Prolonged Exposure (PE), and Trauma-Focused Cognitive Behavioral Therapy (TF-CBT). Evidence-based practices may include Grief and Trauma Intervention (GTI) for Children, Psychological First Aid (PFA), Skills for Psychological Recovery (SPR) and others. There may be instances, for example, where a local Resiliency Center established following a mass violence incident will provide activities such as trauma-informed yoga, trauma music therapy, etc. These may be appropriate to draw victims into the Resiliency Center and Increase their awareness of various services or as a way to provide low-level interventions for victims who need limited support. However, these types of programs are not intended to be used extensively or as stand-alone treatments for most victims. The substance Abuse and Mental Health Services Administration (SAMHSA) indicates that Trauma Centered Trauma-Sensitive Yoga is an empirically validated adjunctive clinical treatment for complex trauma or chronic treatment-resistant PTSD. (See <https://www.samhsa.gov/wellness-initiative/calendar/trauma-center-trauma-sensitive-yoga>.)

OVC reserves the right to decline funding for proposed treatments if they are not evidence-based treatments, empirically supported treatments, or evidence-based practices. The applicant should work with OVC to provide information for OVC to make a determination whether requested interventions will be funded under the AEAP grant. At this time, OVC will NOT fund activities such as Equine-Assisted therapy or Trauma Reiki even though some states may fund these activities under their state VOCA programs. Aside from the samples provided on the referenced NMVVR “*What are Evidence-Based Treatments and Evidence-Based Practices?*” Tip Sheet, the applicant can expect OVC to carefully review proposed interventions and all funded interventions must be provided by licensed/accredited personnel.

Allowable expenses are based, in part, on activities authorized in guidelines established for OVC’s Antiterrorism Emergency Reserve and *the Federal VOCA Victim Assistance Grant Program Guidelines*. In addition, when developing these categories of available services and assistance, OVC relied on the requirements in the *Attorney General Guidelines for Victim and Witness Assistance* that deal specifically with the provision of services for victims of terrorism and other mass casualties.

Victim services identifies in this section are intended to complement services that are available from other agencies and organizations. For instance, an applicant would not be precluded from receiving AEAP funding merely because it received funding from a private charitable organization or another federal agency, such as the Federal

Emergency Management Agency; however, the applicant would be required to demonstrate how AEAP funding would complement and enhance (not duplicate) the ability to meet an unmet need.

Funding under this program is best administered by one agency working in conjunction with other organizations and victim assistance providers. In most instances, OVC will award one grant with the grantee assuming overall responsibility for coordination of grant activities with subgrantees and/or contractors. With sufficient justification, OVC may entertain more than one application and may award funding to multiple applicants for different types of assistance. If multiple applicants receive grants under AEAP, they are expected to coordinate their activities. OVC also works closely with applicants to ensure the most appropriate use of resources from all affected entities. Applicants should identify other public and private entities that were consulted in the process of preparing the application and describe how the proposed services fit within the overall plan for addressing victims' needs. OVC will consider the level of coordination and the availability of resources from other federal, state, local, and tribal agencies and private entities when making funding determinations. Extensive coordination with agencies (e.g., state emergency preparedness organizations, state mental health providers, and local chapters of the American Red Cross and the United Way) and among federal and state law enforcement and prosecution personnel is a necessary component of an effective response to terrorism and mass violence and a criterion upon which OVC will base its funding decision. OVC does not provide AEAP funding directly to individual crime victims.

Goals, Objectives, and Deliverables

The objective of this program is to improve services and assistance by providing supplemental funding to assist victims of criminal mass violence and domestic terrorism. This is consistent with OJP Strategic Objective 1.2, to increase access to sound, practical programs designed to improve outcomes for youth, non-violent offenders, and victims. OVC is authorized to provide emergency relief for the benefit of victims in cases of mass criminal violence or domestic terrorism occurring within the United States (34 U.S.C. § 20105(b)). This support provides supplemental resources in relation to the jurisdiction's crisis response efforts, consequence management activities, criminal justice actions, crime victim compensation program, and training and technical assistance.

Goals

While the overall goal of AEAP is to support criminal mass violence and terrorism victims, individual grant goals, objectives, and deliverables will vary by incident as each event is unique and resources may differ in each jurisdiction. Support for victims under AEAP is accomplished by providing supplemental crime victim assistance and compensation to support these victims, including first responders who are adversely impacted by these events.

Objectives

The overall objective is to increase access to programs designed to improve services, assistance (including victim compensation), and outcomes for victims of mass violence and terrorism.

How AEAP funding serves these victims varies depending on the nature of the incident. For example, funding may support direct victim services such as individual/group counseling or vocational/rehabilitation expenses. In other instances, AEAP funding supports victim advocacy efforts; case management and victim navigation services; Resiliency Center activities and websites; TTA for various activities including training for mental health practitioners; outreach and awareness; etc

Deliverables

Deliverables vary by incident and depend on what the AEAP grant activities are supporting.

Deliverables including completing the AEAP PMT questionnaire as well as semi-annual progress reports addressing the following items:

- Description of Services Provided;
- Description of Plans for Addressing Longer-term and Unmet Needs;
- and the Evaluation/Assessment of the Effectiveness of the Response.
- A Final Report is also required.

The goals, objectives, and deliverables are directly related to the performance measures that show the completed work's results, as discussed in the "Application and Submission Information" section.

Evidence-Based Programs

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 and applicable documentation to be included in the application, 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

Anticipated number of awards OVC expects to make: 1

Anticipated maximum dollar amount for each award: \$3,292,543
Period of performance start date: 11/21/2021
Period of performance duration: 36 months
Anticipated Total amount to be awarded under solicitation: \$3,292,543

Additional Information: This AEAP award is retroactive back to the date of this incident, which is allowable under this program.

Solicitation Categories

This solicitation does not include Solicitation Categories.

Awards, Amounts and Durations

Type of Award

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 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

AEAP funding is supplemental and cannot supplant existing resources. As such, funding cannot be used for costs such as existing staffing and facilities; however, AEAP funding may be used to hire **additional** staff—either to work on the mass violence or domestic terrorism incident or backfill an existing employee who is supporting the victims of a mass violence or domestic terrorism incident on an ongoing basis. AEAP funds may also pay overtime costs for staff or secure additional office space and supplies if it can be demonstrated that existing resources cannot sufficiently support the needs of these victims while adequately supporting victims of other crimes. All funding requests must be tied to the incident and be victim-related. AEAP funding cannot be used to pay for property damage or loss. Additionally, AEAP funds cannot be used for routine police or first responder activities but may be used to support overtime victim service activities such as death notifications; showing/explaining the crime scene to the family; law enforcement-based victim advocates; possibly some crime scene cleanup; and additional security at a memorial service or funeral when there is an ongoing threat.

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.

Availability of Funds

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

Eligibility Information

For Crime Victim Assistance, eligible applicants are limited to state victim assistance programs; public agencies, including federal, state, and local governments, and federally recognized Indian tribal governments, as determined by the Secretary of the Interior and published in the Federal Register; public institutions of higher education; and victim service and nongovernmental organizations.

For Crime Victim Compensation, eligible applicants are limited to state crime victim compensation administrative agencies.

OVC does not provide Antiterrorism Emergency Assistance Program (AEAP) funding directly to individual crime victims. AEAP applications will be accepted only from the jurisdiction where the crime occurred, unless a federal statute establishes a special authorization and appropriation supporting allocations to other jurisdictions or a compelling justification can be provided to the OVC Director supporting requests from other jurisdictions. In the case of terrorism and mass violence outside the United States, OVC will make a determination regarding which organizations or agencies within the United States may apply for funding.

This is a restricted invitation because the program is intended to respond to specific cases of terrorism and mass violence. Only after OVC has consulted with an eligible organization can an application be submitted. Further program guidance is set out in the AEAP Guidelines (available from OVC, or at in the Federal Register at 67 Fed. Reg. 4822 (Jan. 31, 2002) and 79 Fed. Reg. 59298 (Oct. 1, 2014)). (See <https://www.gpo.gov/fdsys/pkg/FR-2002-01-31/pdf/02-2299.pdf> for details.)

Application and Submission Information

Content of Application Submission

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) in Grants.gov

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 their Authorized Organization Representative; and verify and confirm the organization's unique entity identifier, legal name, and address.

Proposal Abstract

A Proposal Abstract (no more than 400 words) summarizing the proposed project—including its purpose, primary activities, expected outcomes, the service area, intended beneficiaries, and subrecipients (if known) — must be completed in the JustGrants web-based form. This abstract should be in paragraph form without bullets or tables, written in the third person, and exclude personally identifiable information.

Abstracts will be made publicly available on the OJP and USASpending.gov websites if the project is awarded. See the [OJP Grant Application Resource Guide](#) for an example of a proposal abstract.

Proposal Narrative

The Proposal Narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point font; have no less than 1-inch margins; and there is no specific page limit.

The Proposal Narrative must include the following sections:

a. Description of the Issue

1. Type of crime and brief description of the criminal event, including where the incident occurred, and the impact of the crime.
2. Identification of the lead law enforcement agency conducting the investigation and the lead prosecutor, if applicable.
3. The actual or estimated number of direct and indirect victims affected by the crime, and, if applicable, detail the victims' needs.
4. Description of the applicant's role in responding to the victims since the date of the incident.
5. Description of victims' needs and how these needs were identified, including challenges or gaps in serving the victims (if any) and existing resources that supported victims of this incident.
6. Description of services that this funding will support, how this funding will assist or impact victims, and how these efforts will complement services already in place or respond to an unmet need of this incident.
7. Description of state VOCA Assistance or Compensation services provided to support these victims.
8. The amount of funding requested and the timeframe for support (see Specific Information for types of grants and associated timeframes).
9. A description of outreach and coordination with other public and private entities

during the process of preparing the grant to ensure a comprehensive approach to supporting victims and preclude possibly duplicative services.

(Note: The AEAP Guidelines state that because of the nature of terrorist incidents, victims include individuals who are likely to suffer traumatic effects of the incident, for example, people in direct proximity to the crime and emergency responders. Under AEAP grants, OVC defines direct victims to be individuals who were killed or injured, witnesses or individuals who were in direct proximity to the crime, and first responders who responded to the incident. Indirect victims are generally family (or those bound by a familial-type relationship) of direct victims and additional law enforcement personnel, first responders, victim service providers, and/or others who interacted in a meaningful way with the direct victims. Generally, except for those direct and indirect victims described above, individuals who were not within sight of the event, not in the same building, or those in the larger community are not considered victims for purposes of AEAP.)

If requesting supplemental crime victim compensation funds, address the following:

1. The projected number of compensation claims to be paid and the projected number of claimants to receive payments;
2. The state's maximum award amount by category, such as medical, mental health services, lost wages, and funeral expenses; and
3. A description of the range of expenses covered by the program and the amount of state funding available to cover victim claims.

b. Project Design and Implementation

The applicant should note the supportive activities provided by the state or other entities that will not be reimbursed under the AEAP grant. For example, identify what crime victim assistance or compensation has been provided for victims. The applicant should list the proposed supplemental program activities and describe how they relate to supporting victims of the incident. Activities are the specific actions to be undertaken to fulfill the program objectives and reach the program goal(s). Provide a detailed description of the method(s) to be used to carry out each activity. Provide a timetable indicating roughly when activities or program milestones are to be accomplished.

c. Capabilities and Competencies

Describe the capabilities and competencies to accomplish the goals and objectives of the project.

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

Describe the process for measuring project performance. Identify who will collect the data, including whether subrecipients will be collecting data; who is responsible for performance measurements; and how the information will be used to guide and evaluate the impact of the project. Describe the process to accurately report data.

Note: An applicant is **not** required to submit performance data with the application. Rather, performance measure information is included as a notification that each award recipient will be required to submit performance data as part of each award's reporting requirements. Some measures are presented as examples, while others are the exact measures that every recipient will be expected to address.

OJP will require each award recipient to submit regular performance data that show the completed work's results. The performance data directly relate to the goals, objectives, and deliverables identified in the "Goals, Objectives, and Deliverables" discussion.

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

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

For Victim Assistance:

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

For Victim Compensation:

- Applicants should examine the list of Victim Compensation performance measures at http://ovcpmt.ojp.gov/documents/OVC%20Victim%20Compensation%20Measures_508.pdf.

Award recipients will be required to submit performance measure data using the AEAP PMT fillable PDF and separately submit semi-annual progress reports and a final report in JustGrants. Reports should include the AEAP grant number and the date of the report (e.g., July 1, 20XX through December 31, 20XX). This report should supplement statistics provided under the fillable AEAP PMT form. The semiannual progress report may be broken down by subrecipient under each bullet or the information may reflect the combined efforts of the subrecipients and should include:

- Description of services provided

- Provide a narrative summation of the activities and efforts supported by AEAP funds including a description of coordination efforts among agencies, any intra- or inter-agency protocols, new services and programs established, and other large-scale activities funded under the grant.
- Description of plans for addressing longer-term and unmet needs
- Grantees should describe any ongoing needs of the victims, any unmet needs, and resources available or needed to support services once AEAP funds are exhausted.
- Evaluation/assessment of the effectiveness of the response

Grantees should describe findings of any assessment of the victim service strategy, victim satisfaction with the services rendered, and lessons learned. You must address the impact on victims who received services (e.g., how victims benefited from the services made available via this funding), and provide anecdotal information such as feedback received from victims, etc.

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

Note on Project Evaluations

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

Goal, Objective and Deliverables

Applicants will submit the AEAP program's goals, objectives, deliverables and timelines in the JustGrants Web-based form. The projected fiscal year and quarter the objectives and deliverables will be completed is also entered into the form. Please refer to the [Application Submission Job Aid](#) for step-by-step directions.

Goals. The applicant should outline the project's goals.

Program Objectives. The applicant should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. They should be measurable and clearly linked to the goal.

Deliverables. Project deliverables refer to outputs—tangible or intangible—that are submitted within the scope of a project.

Budget and Associated Documentation

Budget Worksheet and Budget Narrative (attachment)

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

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

See the section on Costs Requiring Prior Approval in the [DOJ Grants Financial Guide Postaward Requirements](#) for more information.

Indirect Cost Rate Agreement (if applicable)

If applicable, the applicant will upload their indirect cost rate agreement as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

Consultant Rate

See the [DOJ Grants Financial Guide](#) for information on the consultant rates which require prior approval from OJP.

Employee Compensation Waiver

See the [OJP Grant Application Resource Guide](#) for information on the Limitation on Use of Award Funds for Employee Compensation for Awards over \$250,000; Waiver.

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

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

Disclosure of Process Related to Executive Compensation

If applicable, the applicant will upload a description of the process used to determine executive compensation as an attachment in JustGrants. See the “Application Attachments” section of the [OJP Grant Application Resource Guide](#) for information.

Additional Application Components

The applicant will attach the requested documentation in JustGrants.

Tribal Authorizing Resolution

An application in response to this solicitation may require inclusion of tribal authorizing documentation as an attachment. If applicable, the applicant will upload the tribal authorizing documentation as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for information on tribal authorizing resolutions.

Research and Evaluation Independence and Integrity Statement

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. The applicant will upload documentation of its research and evaluation independence and integrity as an attachment in JustGrants. For additional information, see the [OJP Grant Application Resource Guide](#).

Disclosure and Assurances

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities

Complete and submit the SF-LLL in Grants.gov. Once the applicant submits in Grants.gov, this information will pre-pend into JustGrants. 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; Law Enforcement and Community Policing

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

[Resource Guide](#) for additional information.

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

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

Before You Apply

DOJ's AEAP Guidelines for Terrorism and Mass Violence Crimes requires that a Letter of Request be submitted to OVC that addresses the following information. This should be sent to OVC once an applicant has determined the extent and nature of the need but before a formal application is submitted, and should include a brief discussion of the following:

- The type of crime and description of the criminal event;
- The lead law enforcement agency conducting the investigation;
- Estimated number of victims affected by the crime, both direct and indirect;
- The applicant's role in responding to the victim population since the date of the incident;
- Services that this funding will support and how these efforts will either complement services already in place or respond to an unmet need;
- The amount of funding requested and the timeframe for support; and
- A description of outreach and coordination with other public and private entities during the process of preparing the request for assistance.

How to Apply

Registration: Before submitting an application, all applicants must register with the System for Award Management (SAM). You must renew and validate your registration every 12 months. If you do not renew your SAM registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Registration and renewal can take up to 10 business days to complete.

Submission: Applications must be submitted to DOJ electronically through a two-step process via Grants.gov and JustGrants.

Step 1: After registering with SAM, the applicant must submit the **SF-424** and an **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html> by the Grants.gov deadline. **Submit the SF-424 and SF-LLL as early as possible, but no later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov, they will be unable to apply in JustGrants.

Step 2: The applicant must then submit the **full application**, including attachments, in JustGrants at JustGrants.usdoj.gov by the JustGrants deadline.

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from DIAMD-NoReply@usdoj.gov with instructions on how to create a JustGrants account. Register the Entity Administrator and the Application Submitter with JustGrants as early as possible but no later than 48-72 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive an emailed link to complete the rest of the application in JustGrants. The Entity Administrator also will need to log into JustGrants to review and invite the applicant's Authorized Representative(s) before an application can be submitted.

Submit the complete application package in JustGrants at least 24 – 48 hours prior to the JustGrants deadline. Some of the application components will be entered directly into JustGrants, and others will require uploading attached documents. Therefore, applicants will need to allow ample time before the JustGrants deadline to prepare each component. Applicants may save their progress in the system and revise the application as needed prior to hitting the Submit button at the end of the application in JustGrants.

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 11:59 p.m. eastern time on March 27, 2023.

The **full application** must be submitted in JustGrants by 8:59 p.m. eastern time on March 31, 2023.

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates with sufficient time to correct any 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. Failure to begin the SAM.gov, Grants.gov, or JustGrants registration process in sufficient time (i.e., waiting until the date identified in this solicitation) is not an acceptable reason for late submission.

Experiencing Unforeseen Technical Issues Preventing Submission of an Application

OJP will only consider a request to submit an application after the deadline when the applicant can document that a technical issue with a government system prevented application submission.

If an applicant misses a deadline due to unforeseen technical issues with SAM.gov, Grants.gov, or JustGrants, the applicant may request a waiver to submit an application after the deadline. However, the waiver request will not be considered unless it includes a tracking number generated when the applicant contacts the applicable service desks to report technical difficulties. Tracking numbers are generated automatically when an applicant emails the applicable service desks; and for this reason, applicants are encouraged to email the appropriate service desk, even if they also intend to call the service desk for phone support. Experiencing wait times for phone support does not relieve the applicant of the responsibility of getting a tracking number.

An applicant experiencing technical difficulties must contact the associated service desk indicated below to report the technical issue and receive a tracking number:

- SAM.gov - contact the [SAM Help Desk \(Federal Service Desk\)](#), Monday – Friday from 8 a.m. to 8 p.m. ET at 866-606-8220.
- Grants.gov - contact the [Grants.gov Customer Support Hotline](#), 24 hours a day, 7 days a week, except on federal holidays, at 800-518-4726, 606-545-5035, or support@grants.gov.
- JustGrants - contact the JustGrants Service Desk at JustGrants.Support@usdoj.gov or 833-872-5175, Monday – Friday from 7 a.m. to 9 p.m. ET and Saturday, Sunday, and Federal holidays from 9 a.m. to 5 p.m. ET.

If an applicant has technical issues with SAM.gov or Grants.gov, the applicant must contact the OJP Response Center at grants@ncjrs.gov within **24 hours of the Grants.gov deadline** to request approval to submit after the deadline.

If an applicant has technical issues with JustGrants that prevent application submission by the deadline, the applicant must contact the OJP Response Center at grants@ncjrs.gov within **24 hours of the JustGrants deadline** to request approval to submit after the deadline.

Waiver requests sent to the OJP Response Center must -

- describe the technical difficulties experienced,
- include a timeline of the applicant's submission efforts (e.g., date and time the error occurred, date and time of actions taken to resolve the issue and resubmit; and date and time support representatives responded),

- include an attachment of the complete grant application and all the required documentation and materials,
- include the applicant's Unique Entity Identifier (UEI), and
- include any SAM.gov, Grants.gov, and JustGrants Service Desk tracking numbers documenting the technical issue.

OJP will review each waiver request and the required supporting documentation and notify the applicant whether the request for late submission has been approved or denied. An applicant who does not provide documentation of a technical issue or who does not submit a waiver request within the required time period will be denied.

For more details on the waiver process, OJP encourages applicants to review the “Experiencing Unforeseen Technical Issues” section in the [OJP Grant Application Resource Guide](#).

Application Review Information

Review Process

OJP reviews the application to make sure that the information presented is reasonable, understandable, measurable, achievable, and 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.

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, all final award decisions will be made by the Assistant Attorney General who may consider not only OVC recommendations, but also other factors as indicated in this section.

Federal Award Administration Information

Federal Award Notices

Generally, award notifications are made by the end of the current Federal fiscal year, September 30th. 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.

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), and 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

For details, see the Proposal Narrative, Plan for Collecting the Data Required for this Solicitation's Performance Measures.

Application Checklist

OVC FY 2023 Invited to Apply Waukesha, Wisconsin - Antiterrorism and Emergency Assistance Program for Crime Victim Compensation and/or Assistance

This application checklist has been created as an aid in developing an application. For more information, reference the [OJP Application Submission Steps in the OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

Pre-Application

Before Registering in Grants.gov:

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

Register in Grants.gov:

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

Find the Funding Opportunity:

- Search for the Funding Opportunity in Grants.gov using the opportunity number, Assistance Listing or keyword(s)
- Access the Funding Opportunity and Application Package (see step 7 in the [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, and reporting available at <https://www.ojp.gov/funding/financialguidedoj/iii-postaward-requirements#6g3y8> (see [OJP Grant Application Resource Guide](#))

Review the Overview of Post-Award Legal Requirements:

- Review the “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2023 Awards](#)” in the [OJP Funding Resource Center](#).

Review Scope Requirement:

- The federal amount requested is within the allowable limit(s) of \$3,292,543.

Review Eligibility Requirement:

- Review the *Eligibility* section on the cover page and *Eligibility Information* section in the solicitation.
- Other –

For Crime Victim Assistance, eligible applicants are limited to state victim assistance programs; public agencies, including federal, state, and local governments, and federally recognized Indian tribal governments, as determined by the Secretary of the Interior and published in the Federal Register; public institutions of higher education; and victim service and nongovernmental organizations.

For Crime Victim Compensation, eligible applicants are limited to state crime victim compensation administrative agencies.

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Application Step 1

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

- In Section 8F of the SF-424, include the name and contact information of the individual **who will complete the application in JustGrants and the SF-LLL in Grants.gov**

Within 48 hours after the SF-424 and SF-LLL submission in Grants.gov, receive four (4) Grants.gov email notifications:

- a submission receipt
- a validation receipt
- a grantor agency retrieval receipt
- an agency tracking number assignment

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

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

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from JustGrants with login instructions.

- Proceed to Application Step 2 and complete application in JustGrants

Application Step 2

Submit the following information in JustGrants

Application Components

- Standard Applicant information (SF-424 information from Grants.gov)

- Proposal Abstract
- Proposal Narrative

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 (if applicable) (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 (if applicable) (see [OJP Grant Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))
- Timeline (if applicable)

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; Law Enforcement and Community Policing (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))

Review, Certify and Submit Application in JustGrants:

- Any validation errors will immediately display on screen after submission.
- Correct validation errors, if necessary, and then return to the “Certify and Submit” screen to submit the application. Access the [Application Submission Validation](#)

[Errors Quick Reference Guide](#) for step-by-step instructions to resolve errors prior to submission.

- Once the application is submitted and validated, a confirmation message will appear at the top of the page. Users will also receive a notification in the “bell” alerts confirming submission.

If no JustGrants application submission confirmation email or validation is received, or if error notification is received:

Contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov regarding technical difficulties. See the [OJP Grant Application Resource Guide](#) for additional information.

Standard Solicitation Resources

[OJP Grant Application Resource Guide](#) provides guidance to assist OJP grant applicants in preparing and submitting applications for OJP funding.

[DOJ Grants Financial Guide](#) serves as the primary reference manual to assist award recipients in fulfilling their fiduciary responsibility to safeguard grant funds and to ensure funds are used for the purposes for which they were awarded. It compiles a variety of laws, rules and regulations that affect the financial and administrative management of DOJ awards. This guide serves as a starting point for all award recipients and subrecipients of DOJ grants and cooperative agreements in ensuring the effective day-to-day management of awards.

[JustGrants Resources Website](#) is an entryway into information about JustGrants and the grants management system itself. Through this portal both award recipients and applicants can access training resource and user support options, find frequently asked questions and sign-up for the [JustGrants Update e-newsletter](#).

[JustGrants Application Submission Training Page](#) offers helpful information and resources on the application process. This training page includes e-learning videos, reference guides, checklists and other resources to help applicants complete an application.

[Virtual Q&A Sessions](#) are advertised here and provide opportunities for users to receive topic-specific training, direct technical assistance and support on JustGrants system functionality.

