

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



**Solicitation Title: OVC FY24 Antiterrorism and Emergency Assistance Program for Crime
Victim Compensation and/or Assistance - Colorado - Invited to Apply**

Solicitation Short Title: OVC FY24 AEAP CO

Assistance Listing Number: #16.321

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Solicitation Release Date: 01/17/2024

Step 1: Application Grants.gov Deadline: 11:59 p.m. Eastern Time on 01/24/2024

Step 2: Application JustGrants Deadline: 8:59 p.m. Eastern Time on 01/31/2024

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Synopsis

Program Description Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) is seeking applications for funding.

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

With this solicitation, 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 DOJ's mission to uphold the rule of law, to keep our country safe, and to protect civil rights.

Eligibility

- Other

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

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.)

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 2024 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

Agency Contact Information

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

Application Submission Information

Registration

Before submitting an application, all applicants must register with the [System for Award Management \(SAM\)](#).

Submission

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants. See the solicitation cover page for the Grants.gov and JustGrants application deadlines.

Step 1: The applicant must register for this opportunity in Grants.gov at <https://www.grants.gov/register> and submit by the Grants.gov deadline the required [Application for Federal Assistance standard form \(SF-424\)](#) and a [Disclosure of Lobbying Activities \(SF-LLL\)](#). See solicitation cover page for application deadlines.

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

Program Description

Program Description Overview

The Office for Victims of Crime (OVC) supports victims of mass violence and terrorism through the Antiterrorism 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 is designed to support mass violence incidents that are seemingly random or unpredictable in nature, and does not support victimization as a consequence of disputes between individuals or groups – including gang-related violence – domestic violence, or broader community gun violence. It is expected that states and communities use other funding, such as VOCA formula funding, to support victims in areas that are known to have higher crime rates.

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. §§ 20101(d)(5) and 20105(b)

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, 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 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. 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 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. Any and all pre-award costs are incurred at the sole risk of the applicant. 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.

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 [Federal Register :: Amendment to the Anti-Terrorism and Emergency Assistance Program Guidelines](#) for the 2014 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 (NMVVRRC) 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: [evidence-based-treatments-versus-evidence-based-practices.pdf \(nmvvrc.org\)](#) and [trauma-focused-treatments-versus-trauma-informed-resiliency.pdf \(nmvvrc.org\)](#).) In general, some empirically supported 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.

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 NMVVRRC “*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 identified 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 administered by one agency working in conjunction with other organizations and victim assistance providers. OVC will award one grant with the grantee assuming overall responsibility for coordination of grant activities with subgrantees and/or contractors. With extraordinary 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.

Solicitation Goals and Objectives

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 include 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.

For information about what the applicant needs to submit regarding Goals, Objectives, and Deliverables please see the [How To Apply section on the Application Goals, Objectives, Deliverables, and Timeline Web-Based Form](#).

Federal Award Information

Awards, Amounts, and Durations

Anticipated Number of Awards: one

Anticipated Maximum Dollar Amount per Award: \$3,485,727

Period of Performance Start Date: 11/19/2022

Period of Performance Duration (Months): 36 months

Anticipated Total Amount To Be Awarded Under Solicitation: \$3,485,727

Additional Information: AEAP grants may be retroactive to the date of the mass violence or terrorist incident and range from 9 to 36 months duration.

Availability of Funds

This funding opportunity, and awards under this funding opportunity, are subject to the availability of funding and to any changes 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.

Type of Award

OJP expects to make awards under this funding opportunity as grants. See the “[Administrative, National Policy, and Other Legal Requirements](#)” section of the [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.

Cost Sharing or Matching Requirement

This solicitation does not require a match.

Eligibility Information

For eligibility information, [see the Synopsis section](#).

For the purposes of this notice of funding opportunity, “state” means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

How To Apply

Before You Apply

DOJ's AEAP Guidelines for Terrorism and Mass Violence Crimes requires that a Letter of Request be submitted to OVC once an applicant has determined the extent and nature of the need but before a formal application is submitted. This letter 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.

Application Resources

When preparing and submitting an application, the following resources may aid prospective applicants:

1. Grants.gov ["How To Apply for Grants"](#)
2. OJP ["How To Apply"](#) section in the [Application Resource Guide](#)
3. JustGrants [Application Submission Training](#)

This solicitation (notice of funding opportunity) incorporates guidance provided in the [OJP Grant Application Resource Guide](#) (Application Resource Guide), which provides additional information for applicants to prepare and submit applications to OJP for funding. **If this solicitation requires something different from any guidance provided in the [Application Resource Guide](#), the difference will be noted in this solicitation and the applicant is to follow the guidelines in this solicitation, rather than the guidance in the [Application Resource Guide](#) that is in conflict.**

How To Apply

Registration

Before submitting an application, all applicants must register with the System for Award Management (SAM.gov). An applicant must renew their registration every 12 months. If an applicant does not renew their SAM.gov registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Applicants are encouraged to start the SAM.gov registration process at least 30 days prior to the application deadlines. Applicants who fail to begin the registration or renewal process at least 10 business days prior to the Grants.gov deadline may not complete the process in time and will not be considered for late submission.

Submission

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants.

Step 1: After registering with SAM.gov, the applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://www.grants.gov/register> by the Grants.gov deadline. **To leave time to address any technical issues that may arise, an applicant should submit the SF-424 and SF-LLL as early as possible.** If an applicant fails to submit in Grants.gov by the deadline, they will be unable to apply in JustGrants. Applicants can confirm Grants.gov submission by verifying their application status shows as “submitted” or “agency tracking number assigned.”

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

OJP recommends that applicants submit the complete application package in JustGrants as soon as possible. Some of the required sections of the application will be entered directly into JustGrants, and other sections will require documents to be uploaded and attached. Therefore, applicants should allow enough time before the JustGrants deadline to prepare all the requirements of the application. Applicants may save their progress in the system and add to or change the application as needed prior to hitting the “Submit” button at the end of the application in JustGrants.

An applicant will receive emails when successfully submitting in Grants.gov and JustGrants and should maintain all emails and other confirmations received from SAM.gov, Grants.gov, and JustGrants systems.

For additional information, see the “How To Apply” section in the [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 01/24/2024.

The **full application** must be submitted in JustGrants by 8:59 p.m. Eastern Time on 01/31/2024.

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 and application process in sufficient time (i.e., waiting until the due dates identified in this solicitation for those systems to begin the application steps) is not an acceptable reason to request a technical waiver.

Experiencing Unforeseen Technical Issues Preventing Submission of an Application (Technical Waivers)

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

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 documentation of attempts to receive technical assistance to resolve the issue prior to the application deadline. A tracking number is the most typical documentation and is 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, long call wait times for support do 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.gov Help Desk \(Federal Service Desk\)](#), Monday–Friday from 8:00 a.m. to 8:00 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 7:00 a.m. to 9:00 p.m. ET and Saturday, Sunday, and federal holidays from 9:00 a.m. to 5:00 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 (provide screenshots if applicable);
- 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 that does not provide documentation of a technical issue (including all information listed above), or that 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 [Application Resource Guide](#).

Application and Submission Information

Content of the 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 [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 funding opportunity **is not** subject to [Executive Order \(E.O.\) 12372](#). In completing the SF-424, an applicant should answer question 19 by selecting “Program is not covered by E.O. 12372.”

Content of the JustGrants Application Submission

Entity and User Verification (First Time Applicant)

For first time JustGrants applicants, once the application is received from Grants.gov, DOJ will send an email (from DIAMD-NoReply@usdoj.gov) to the individual listed in Section 8F of the SF-424 with instructions on how to create a JustGrants account. This email should arrive within 24 hours after this individual receives confirmation from Grants.gov of their SF-424 and SF-LLL submissions. Register the Entity Administrator (the person who manages who can access JustGrants on behalf of the applicant), the Application Submitter, and Authorized Representative for the applicant with JustGrants as early as possible and (recommended) not later than 48-72 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive a link in an email to complete the rest of the application in JustGrants. Find additional information on JustGrants Application Submission in the [Application Resource Guide](#).

Standard Applicant 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 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 [Application Resource Guide](#) for an [example](#) of a proposal abstract.

Data Requested With Application

The following application elements should be submitted in the web-based forms in JustGrants.

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

The Financial Management and System of Internal Controls Questionnaire helps OJP assess the financial management and internal control systems, and the associated potential risks of an applicant as part of the pre-award risk assessment process. Every OJP applicant (other than an individual applying in their personal capacity, not representing an applicant organization) is

required to complete the web-based Questionnaire form in JustGrants. See the [Application Resource Guide: Financial Management and System of Internal Controls Questionnaire \(including Applicant Disclosure of High Risk Status\)](#) for the questions additional guidance on how to complete the form.

Proposal Narrative

The Proposal Narrative should be submitted as an attachment in JustGrants. The attached document should be single-spaced, using a standard 11- or 12-point size font; have 1-inch margins; and should not exceed the number of pages previously provided to OVC in draft form.

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. Both direct and indirect victims are considered to be victims of the incident but the categories are separated for grant development purposes. 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 to provide notice that award recipients will be required to submit performance data as part of each award's reporting requirements.

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 solicitation goals and objectives identified in the "[Goals and Objectives](#)" section. Applicants can visit [OJP's performance measurement page](#) at www.ojp.gov/performance for more information on performance measurement activities.

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 [OVC Victim Compensation Performance Measures](#).

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 the applicant is 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](#).

[Application Goals, Objectives, Deliverables, and Timeline Web-Based Form](#)

The applicant will submit the AEAP project’s goals, objectives, deliverables and timeline in the JustGrants web-based form. This is a summary of the goals, objectives, deliverables, and timeline that relate to the proposal narrative. The applicant will also enter the projected fiscal year and quarter that each objective and deliverable will be completed. Please refer to the [Application Submission Job Aid](#) for step-by-step directions.

- **Goals:** The applicant should describe the project’s intent to change, reduce, or eliminate the problem noted in the proposal narrative.

- **Program Objectives and Timeline:** The applicant should include objectives to accomplish its goals. Objectives are specific, measurable actions to reach the project's desired results. They include timelines should be clearly linked to the goal.
- **Deliverables and Timeline:** Project deliverables refer to outputs—tangible (for example, a report or a website) or intangible (for example, greater feelings of safety reported by the community)—that are documented and submitted within the scope of a project. Deliverables include timelines.

For AEAP grants, these factors should address how victims will be served under the award.

[Deliverables Expected by Award Recipients](#)

Program objectives and deliverables should be included in one timeline.

[Budget and Associated Documentation](#)

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.

[Funding Restrictions](#)

AEAP funding cannot be used to pay for property damage or loss.

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

[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.

For additional information about how to prepare a budget for federal funding, see the “[Application Resource Guide](#)” section on [Budget Preparation and Submission Information](#) and the technical steps to complete the budget form in JustGrants in the [Complete the Application in JustGrants: Budget](#) training.

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

OJP strongly encourages every applicant that proposes to use award funds for any conference-, meeting-, or training-related activity (or similar event) to review carefully—before submitting an application—the [Application Resource Guide](#) for information on prior approval, planning, and reporting of conference/meeting/training costs.

Costs Associated With Language Assistance (if applicable)

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. See the [Application Resource Guide](#) for information on costs associated with language assistance.

Budget/Financial Attachments

Pre-Agreement (Pre-Award) Costs (if applicable)

Pre-agreement costs are defined as costs requiring approval incurred by the applicant prior to the start date of the period of performance of the federal award. OJP does not typically approve pre-agreement costs. If a successful applicant, in anticipation of the federal award, but before the start date of the period of performance, incurs costs which are necessary for efficient and timely performance of the funded project, those costs may not be charged to the award. See the “Costs Requiring Prior Approval” section in the [DOJ Grants Financial Guide Post-Award Requirements](#) for more information.

Indirect Cost Rate Agreement (if applicable)

Indirect costs are costs of an organization that are not readily assignable to a particular project but are necessary to the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for facility operation and maintenance, depreciation, and administrative salaries. The requirements for the development and submission of indirect cost proposals and cost allocation plans are listed in Appendices III – VII of 2 C.F.R. Part 200. A non-federal applicant should follow the guidelines applicable to its type of organization. If applicable, an applicant with a current federally approved indirect cost rate agreement will upload it as an attachment in JustGrants. See the [DOJ Financial Guide](#) for additional information on [Indirect Cost Rate Agreement](#).

Consultant Rate (if applicable)

Costs for consultant services require prior approval from OJP. If the proposed project expects to fund consultant services, compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace. See the [DOJ Grants Financial Guide](#) for information on the consultant rates, which require prior approval from OJP.

Limitation on Use of Award Funds for Employee Compensation for Awards Over \$250,000; Waiver (if applicable)

If an applicant proposes to hire employees with federal award funds, for any award of more than \$250,000 made under a funding opportunity, an award recipient may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the federal government’s Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. See the [Application Resource Guide](#) for information on the “Limitation on Use of Award Funds for Employee Compensation for Awards over \$250,000; Waiver.”

Disclosure of Process Related to Executive Compensation (if applicable)

An applicant that is a nonprofit organization may be required to make certain disclosures relating to the processes it uses to determine the compensation of its officers, directors, trustees, and key employees. 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 [Application Resource Guide](#) for information.

Additional Application Components

The applicant will attach the additional requested documentation in JustGrants.

Curriculum Vitae or Resumes (if applicable)

Provide resumes of key personnel who will work on the proposed project.

Tribal Authorizing Resolution (if applicable)

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 [Application Resource Guide](#) for information on tribal authorizing resolutions.

Memoranda of Understanding (MOUs) and Other Supportive Documents (if applicable)

Applicants should include for each named partner, a signed Memorandum of Understanding (MOU), letter of intent, or subcontract that confirms the partner’s agreement to support the project through commitments of staff time, space, services, or other project needs. For applications submitted from two or more entities, applicants are encouraged to develop and submit signed MOUs or signed letters of intent that provide a detailed description of how the agencies will work together to meet project requirements.

Each MOU or letter of intent should include the following: (1) names of the organizations involved in the agreement; (2) what service(s) and other work will be performed under the agreement by what organization; (3) duration of the agreement.

Subcontracts, MOUs, or letters of intent should be submitted as one separate attachment to the application.

Research and Evaluation Independence and Integrity Statement (if applicable)

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 [Application Resource Guide](#).

Disclosures and Assurances

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities

The SF-LLL attachment that was completed and submitted in Grants.gov is attached to this section.

[Applicant Disclosure of Duplication in Cost Items](#)

To ensure funding coordination across grant making agencies, and to avoid unnecessary or inappropriate duplication among grant awards, the applicant will disclose if it has any pending applications for federal funding, including pending applications for subawards of federal funds. Complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [Application Resource Guide](#) for additional information.

[DOJ Certified Standard Assurances](#)

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

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

[Applicant Disclosure and Justification – DOJ High-Risk Grantees](#)

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 [Application Resource Guide](#) for additional information.

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.

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

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 (programs or practices that have been evaluated as effective), see the [Application Resource Guide](#).

Information Regarding Potential Evaluation of Programs and Activities

OJP may conduct or support an evaluation of the projects and activities funded under this solicitation. For additional information on what should be included in the application, see the [Application Resource Guide](#) section entitled “Information Regarding Potential Evaluation of Programs and Activities.”

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 [Application Resource Guide](#).

Civil Rights Compliance

If a successful applicant accepts funding from OJP—as a recipient of OJP funding—that award recipient must comply with certain federal civil rights laws that prohibit it from discriminating on the basis of race, color, national origin, sex, religion, or disability in how the recipient delivers its program’s services or benefits and in its employment practices. The civil rights laws that may be applicable to the award include Title VI of the Civil Rights Act of 1964 (Title VI), the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act of 1968 (Safe Streets Act), and Section 504 of the Rehabilitation Act of 1973. These and other federal civil rights laws are discussed in greater detail here: [Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2024 Awards](#) under the “Civil Rights Requirements” section, and additional resources are available from the [OJP Office for Civil Rights](#).

Part of complying with civil rights laws that prohibit national origin discrimination includes recipients taking reasonable steps to ensure that people who are limited in their English proficiency (LEP) because of their national origin have meaningful access to a recipient’s program and activity. An LEP person is one whose first language is not English and who has a limited ability to read, write, speak, or understand English. To help recipients meet this obligation to serve LEP persons, DOJ has published a number of resources, including a language access assessment and planning tool, which are available at <https://www.lep.gov/language-access-planning>. Additional resources are available at <https://www.ojp.gov/program/civil-rights-office/limited-english-proficient-lep>. If the award recipient proposes a program or activity that would deliver services or benefits to LEP

individuals, the recipient may use grant funds to support the costs of taking reasonable steps (e.g., interpretation or translation services) to provide meaningful access. Similarly, recipients are responsible for ensuring that their programs and activities are readily accessible to qualified individuals with disabilities. Applicants for OJP funding must allocate grant funds or explain how other available resources will be used to ensure meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language (ASL) interpreter services for deaf or hard of hearing individuals or the purchase of adaptive equipment for individuals with mobility or cognitive disabilities. For resources, see <http://www.ADA.gov> or contact OJP.

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 [Application Resource Guide](#) for additional information.

Information Technology Security Clauses

An application in response to this solicitation may require inclusion of information related to information technology security. See the [Application Resource Guide](#) for more 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 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 [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), contact information for Grants.gov, and contact information for JustGrants, see the solicitation cover page.

Other Information

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

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

Provide Feedback to OJP

See the [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 FY24 Antiterrorism and Emergency Assistance Program for Crime Victim Compensation and/or Assistance - Colorado - Invited to Apply

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

- Confirm your entity's registration in the [System for Award Management \(SAM.gov\)](#) [Registration is active through the solicitation period; submit a new or renewal registration in SAM.gov if needed](#) (see [Application Resource Guide](#))

Register in Grants.gov

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

Find the Funding Opportunity

- Search for the funding opportunity in Grants.gov using the opportunity number, assistance listing number, or keyword(s)
- Access the funding opportunity and application package (see Step 7 in the [Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#) (about [browser compatibility and special characters in file names](#))
- Read OJP policy and guidance on conference approval, planning, and reporting available at <https://www.ojp.gov/funding/financialguidedo/iii-postaward-requirements#6g3y8> (see [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 2024 Awards](#)" in the [OJP Funding Resource Center](#).

Review the Scope Requirement

- The federal amount requested is within the allowable limit(s) of \$3,485,727.

Review Eligibility Requirement

- Review "Eligibility" in the Synopsis section and "Eligibility Information" section in the solicitation.

Application Step 1

After registering with SAM.gov 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 Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov customer support](#), or support@grants.gov regarding technical difficulties (see [“Application Resource Guide” section on Experiencing Unforeseen Technical Issues](#))

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

- Entity and User Verification (First Time Applicant)
- Standard Applicant information (SF-424 information from Grants.gov)
- Proposal Abstract
- Data Requested With the Application (if applicable)
- Proposal Narrative Attachment (See p. 17 for narrative elements)

Budget and Associated Documentation

- Excel Budget Worksheet attachment
- Budget Narrative attachment
- Financial Management and System of Internal Controls Questionnaire (see [Application Resource Guide](#))
- Indirect Cost Rate Agreement (if applicable) (see [Application Resource Guide](#))
- Disclosure of Process related to Executive Compensation (if applicable) (see [Application Resource Guide](#))

Additional Application Components

- Tribal Authorizing Resolution (if applicable) (see [Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (if applicable) (see [Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [Application Resource Guide](#))
- Memorandum of Understanding (if applicable)
- Resumes of key personnel (if applicable)
- List of procurement contracts (if applicable)

Disclosures and Assurances

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [Application Resource Guide](#))

- Applicant Disclosure of Duplication in Cost Items (see [Application Resource Guide](#))
- DOJ Certified Standard Assurances (see [Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing (see [Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High-Risk Grantees (if applicable) (see [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 [Application Resource Guide](#) for additional information.

Standard Solicitation Resources

[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.