



OVC FY 2022 Safety, Support, and Services for Survivors of Sexual Abuse in Youth Detention

Assistance Listing Number # 16.582

Grants.gov Opportunity Number: O-OVC-2022-171240

Solicitation Release Date: April 04, 2022 4:00 PM

Version: 2

Grants.gov Deadline: May 26, 2022 11:59 PM

Application JustGrants Deadline: June 02, 2022 8:59 PM

Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) seeks applications for funding to support the development and enhancement of partnerships between juvenile detention centers or jails and community-based victim service providers, with the goal of increasing access to outside support services for incarcerated juvenile survivors of sexual abuse. This program furthers the DOJ's mission by ensuring compliance with the Prison Rape Elimination Act (PREA) and support of law enforcement. Specifically, this program will provide: (1) victim services to detained juveniles who have been sexually assaulted; (2) training to correctional officers on how to respond to and support juvenile victims; and (3) technical assistance to correctional institutions and victim service providers to help ensure the delivery of services to detained juvenile victims.

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

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-OVC-2022-00002-PROD	Purpose Area 1: Project Sites	4	\$500,000.00	10/1/22 12:00 AM	36
C-OVC-2022-00003-PROD	Purpose Area 2: Technical Assistance (TA) Provider	1	\$750,000.00	10/1/22 12:00 AM	36

Eligible Applicants:

City or township governments, County governments, For profit organizations other than small businesses, Independent school districts, Individuals, Native American tribal governments (Federally recognized), Native American tribal organizations (other than Federally recognized tribal governments), Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education, Nonprofits that do not have a 501(c)(3) status with

the IRS, other than institutions of higher education, Private institutions of higher education, Public and State controlled institutions of higher education, Public housing authorities/Indian housing authorities, Small businesses, State governments, Unrestricted (open to any type of entity above), subject to any clarification in text field entitled as Additional Information on Eligibility, Other

Other

For the purposes of this solicitation "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.

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

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

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 2022 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on 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 technical assistance with submitting the full application in DOJ's Justice Grants System (JustGrants), contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov. The JustGrants Service Desk operates 5 a.m. to 9 p.m. eastern time Monday-Friday and 9 a.m. to 5 p.m. Saturday, Sunday, and Federal holidays.

For assistance with any other requirements of this solicitation, contact the OJP Response Center by telephone at 800-851-3420 or TTY: 301-240-6310 (hearing impaired only), or by email at grants@ncjrs.gov. The OJP Response Center hours of operation are 10:00 a.m. to 6:00 p.m., eastern time Monday-Friday, and 10:00 a.m. to 8:00 p.m. on the solicitation closing date.

Pre-Application Webinar: OVC will conduct one pre-application webinar during which OVC staff will review the solicitation requirements and conduct a question and answer session with interested potential applicants. Participation is optional. When the webinar has been scheduled, the details and registration information will be available at <https://ovc.ojp.gov/funding/funding-webinars>.

Submission Information

Applications will be submitted to DOJ in two steps:

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

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

Contents

Contact Information	2
Program Description	6
Overview	6
Statutory Authority	6
Specific Information	6
Goals, Objectives, Deliverables, and Timeline	8
Evidence-Based Programs or Practices	9
Information Regarding Potential Evaluation of Programs and Activities	9
OJP Priority Areas	9
Federal Award Information	10
Awards, Amounts and Durations	10
Continuation Funding Intent	11
Availability of Funds	11
Types of Awards	11
Financial Management and System of Internal Controls	11
Cost Sharing or Matching Requirement	11
Pre-agreement Costs (also known as Pre-award Costs)	11
Limitation on Use of Award Funds for Employee Compensation: Waiver	11
Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs	11
Costs Associated with Language Assistance (if applicable)	11
Eligibility Information	11
Application and Submission Information	12
Information to Complete the Application for Federal Assistance (SF-424)	12
Standard Applicant Information (JustGrants 424 and General Agency Information)	12
Proposal Abstract	12
Proposal Narrative	12
Goals, Objectives, Deliverables, and Timeline	15
Budget and Associated Documentation	15
Budget Worksheet and Budget Narrative (Web-based Form)	15
Pre-Agreement Cost	15
Indirect Cost Rate Agreement (if applicable)	15
Employee Compensation Waiver	16
Financial Management Questionnaire (including applicant disclosure of high-risk status)	16
Disclosure of Process Related to Executive Compensation	16
Additional Application Components	16
Curriculum Vitae or Resumes	16
Tribal Authorizing Resolution	16
Timeline Form	16
Letters of Support	16
Research and Evaluation Independence and Integrity Statement	16
Logic Model	17
Disclosures and Assurances	17
Disclosure of Lobbying Activities	17
DOJ Certified Standard Assurances	17
Applicant Disclosure of Duplication in Cost Items	17
DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements	17

Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)	17
How to Apply	17
Submission Dates and Time	17
Application Review Information	18
Review Criteria	18
Review Process	18
Federal Award Administration Information	19
Federal Award Notices	19
Administrative, National Policy, and Other Legal Requirements	19
Information Technology (IT) Security Clauses	19
General Information about Post-Federal Award Reporting Requirements	19
Federal Awarding Agency Contact(s)	19
Other Information	19
Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)	19
Provide Feedback to OJP	19
Performance Measures	20
Application Checklist	20

Program Description

Overview

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

This solicitation is intended to support the development and enhancement of partnerships between juvenile detention centers or jails and community-based victim service providers, with the goal of increasing access to outside support services for juvenile survivors of sexual abuse.

Statutory Authority

34 U.S.C. § 20103(c)(1)(A)

Specific Information

On any given day, nearly 50,000 youth are held in juvenile detention facilities across the United States, often for low-level nonviolent offenses including parole violations, drugs, or truancy, or before they have had a hearing, according to the 2018 World Report from the Humans Rights Watch (www.hrw.org/world-report/2018/country-chapters/united-states?msclkid=4afb5f36a9e611ec9e7eb01fcb7dd2f3#). An additional 5,000 or so youth are detained in adult prisons and jails [[World Report 2018: United States | Human Rights Watch \(hrw.org\)](http://www.hrw.org/world-report/2018/country-chapters/united-states?msclkid=4afb5f36a9e611ec9e7eb01fcb7dd2f3#)]. The typical youth detention facility holds people under the age of 18.

The juvenile justice system holds some of the most marginalized children in society. A significant proportion of these children have severe learning disabilities, mental illness, and alcohol or drug addiction. Additionally, the role of race cannot be overlooked. Youth of color are significantly overrepresented in the juvenile justice system. A staggering 42 percent of boys and 35 percent of girls in youth detention are Black—even though Black youth comprise just 14 percent of the overall youth detention population ([Youth Confinement: The Whole Pie 2019 | Prison Policy Initiative](http://www.hrw.org/world-report/2018/country-chapters/united-states?msclkid=4afb5f36a9e611ec9e7eb01fcb7dd2f3#)). Latinx youth also are several times more likely than white children to be in detention ([Youth Confinement: The Whole Pie 2019 | Prison Policy Initiative](http://www.hrw.org/world-report/2018/country-chapters/united-states?msclkid=4afb5f36a9e611ec9e7eb01fcb7dd2f3#)).

An estimated 90 percent of youth who are in the juvenile justice system have a history of serious trauma ([Youth Confinement: The Whole Pie 2019 | Prison Policy Initiative](http://www.hrw.org/world-report/2018/country-chapters/united-states?msclkid=4afb5f36a9e611ec9e7eb01fcb7dd2f3#)). Youth with a history of prior sexual abuse, especially girls, are far more likely to become involved in the criminal justice system than those with no prior abuse—a dynamic that is known as the “sexual abuse to prison pipeline,” according to the National Sexual Violence Resource Center (<https://www.nsvrc.org/publications/nsvrc-publications/resource-newsletter-fall-winter-2016>).

Sexual abuse is devastating during any phase of life, but children and teen survivors are especially at high risk for Post-Traumatic Stress Disorder, depression, and drug addiction. Indeed, young people's ways of coping with or seeking to escape sexual abuse (running away from home, skipping school, or violating curfew) may contribute directly to their ending up in juvenile detention. Some young survivors act out their feelings in ways that are especially dangerous—like destroying property, getting involved in drugs, or harming themselves. Such behaviors are usually a cry for help; often, however, these actions lead to juvenile detention.

In 2003, the Prison Rape Elimination Act (PREA) was passed with the objective of eliminating prison rape. In 2012, DOJ released its Prison Rape Elimination Act final rule (“PREA Rule”). One of the requirements under the PREA Rule is that correctional agencies must attempt to make available to incarcerated survivors an advocate from a rape crisis center. Correctional agencies are encouraged to enter into an agreement with a rape crisis center to provide incarcerated survivors with an opportunity to receive services from a trained advocate with background and expertise in providing sexual assault advocacy services. Specifically, the relevant PREA standards are:

115.21 Evidence protocol and forensic medical examinations

(d) The agency shall attempt to make available to the victim a victim advocate from a rape crisis center. If a rape crisis center is not available to provide victim advocate services, the agency shall make available a qualified staff member from a community-based organization, or a qualified agency staff member to provide these services. Agencies shall document efforts to secure services from rape crisis centers. For the purpose of this standard, a rape crisis center refers to an entity that provides intervention and related assistance, such as the services specified in 42 U.S.C. § 14043g(b)(2)(C), to victims of sexual assault of all ages. The agency may utilize a rape crisis center that is part of a governmental unit as long as the center is

not part of the criminal justice system (such as a law enforcement agency) and offers a comparable level of confidentiality as a nongovernmental entity that provides similar victim services.

(e) As requested by the victim, the victim advocate, qualified agency staff member, or qualified community-based organization staff member shall accompany and support the victim throughout the forensic medical examination process and investigatory interviews and shall provide emotional support, crisis intervention, information, and referrals.”

115.53 Inmate, detainee, and resident access to outside confidential support services

(a) The facility shall provide inmates with access to outside victim advocates for emotional support services related to sexual abuse by giving inmates mailing addresses and telephone numbers, (including toll free hotline numbers where available), of local, state, or national victim advocacy or rape crisis organizations, and for persons detained solely for civil immigration purposes, immigrant services agencies. The facility shall enable a reasonable communication between inmates and these organizations and agencies, in as confidential a manner as possible.

(b) The facility shall inform inmates, prior to giving them access, of the extent to which such communications will be monitored and the extent to which reports of abuse will be forwarded to authorities in accordance with mandatory reporting laws.

(c) The agency shall maintain or attempt to enter into memoranda of understanding or other agreements with community services providers that are able to provide inmates with confidential emotional support services related to sexual abuse. The agency shall maintain copies of agreements or documentation showing attempts to enter into such agreements.”

According to the analysis of institutional factors contributing to sexual abuse in juvenile facilities, facilities that were in compliance with core provisions of the PREA standards—namely providing youth education about how to make a report and how to get help immediately upon intake—had lower rates of sexual abuse than those that did not provide education or provided it later, [Bureau of Justice Statistics (BJS). *Facility-level and Individual level Correlates of Sexual Victimization in Juvenile Facilities*, 2012. June 2016. (NCJ 249877) Available at <https://www.bjs.gov/content/pub/pdf/filcsvif12.pdf>. (See page 34.)]. The report also reinforced the need for safe ways for victims of sexual abuse to report and to get help. In facilities where youth indicated that they would be more likely to report sexual activity to a staff member face-to-face, the rates of abuse were much lower than in those where youth said they would be embarrassed or ashamed to report (1.7 percent vs. 5.8 percent) [<https://www.bjs.gov/content/pub/pdf/filcsvif12.pdf>, see pages 34–35].

Sexual Abuse Among Youth in Detention and the Need for Services

While sexual abuse is widespread in the juvenile justice system, it is also completely preventable. Youth detention facilities with strong leaders can build a culture of respect and openness, where youth feel comfortable speaking out and staff who cross boundaries are held accountable. Yet leadership often fails to address unprofessional behavior, creating conditions for abuse to thrive. Tellingly, Bureau of Justice Statistics studies have found that an overwhelming majority of youth who were victimized by staff reported prior inappropriate contact with their abuser.

Research indicates that detention staff who sexually abuse youth in custody rarely are held accountable, either by the people who lead their facilities or in a court of law. In some cases, abuse by staff persists after the youth is released from detention. The abusive staff member might use an offer of assistance—or the threat of additional incarceration—to control their victims. Some might even use the promise of continuing their “relationship” as a way to keep their victims close.

Unfortunately, although the juvenile justice system is filled with youth who have endured trauma, before or during their time in custody, victim services are rarely available. With few resources to help them heal, children who survive sexual abuse in detention often struggle to get back on their feet. Few of these children are likely to have received counseling, either in detention facilities or in the community. Moreover, many youth detainees have had life experiences that cause them to feel a deep distrust of adults.

Unaddressed trauma will not resolve without the help of trained professionals and will perpetuate the cycle of abuse. Many detained youth find themselves back in the youth system, and are eventually funneled to adult prison and jails, where they become prime targets for yet more abuse.

Youth detention facilities are less likely to have agreements in place with victim advocacy programs than adult prisons, as required under PREA, and are less likely to have conducted regular PREA audits [The Youth Law

Center, [Protecting Youth in the PREA National Standards \(ylc.org\)](https://www.ylc.org/)). It is critical for youth detention facilities to have clear policies on victim confidentiality, informed consent, and mandatory reporting requirements. Through this cooperative agreement, OVC will fund project sites that will partner with juvenile facilities to develop victim advocacy services, response protocols, and service delivery methods, with the goal of providing support services to juvenile survivors of sexual abuse.

Goals, Objectives, Deliverables, and Timeline

The goal of this project is to increase access to outside support services for juvenile survivors of sexual abuse in detention.

Purpose Area 1: Project Site Objectives

Under this grant program, the selected victim service organizations shall achieve the following objectives:

1. Partner with juvenile detention centers, jails, and/or correction agencies that do not already have formalized partnerships with victim service providers.
2. Work meaningfully with community advocates to build victim services programming for juvenile detention facility residents and strengthen sexual safety. Specifically, they shall:
 - a. Develop a strong partnership, including by implementing a Memorandum of Understanding (MOU) between the facility and victim advocacy agency.
 - b. Address concerns and establish protocols around confidentiality and mandatory reporting when working with detained youth.
3. Establish safe access to technology-based victim services that appeal to youth, such as email, chat, tablets, and web-based services.
4. Explore the provision of innovative and creative programming and non-traditional service delivery to help victim residents heal from sexual abuse and other trauma.
5. Implement services for residents to address trauma broadly, to promote healing from abuses such as trafficking, child sexual abuse, sexual violence, hate crimes, domestic or dating violence, removal from the home, and gun violence.
6. Ensure that residents are educated in an age-appropriate, accessible, and continuously available manner about their rights and available services.
7. Explore additional ways in which advocates can contribute to sexual safety within the facility, including by inviting them to:
 - a. Conduct trainings for facility staff on:
 - i. The role of advocates.
 - ii. How to be victim-centered and trauma-informed in their interactions with residents and their response to sexual harassment and sexual abuse.
 - iii. Healthy adolescent sexual development, specifically supporting and understanding the development of sexuality, sexual orientation, and gender identity; and modeling and maintaining appropriate boundaries with residents.
 - b. Create opportunities for partnership and development of subject matter expertise; for example, by serving on working groups and committees such as Sexual Assault Response Teams, PREA teams, incident review committees, and gender review/classification committees (e.g., to help determine safe housing and programming placements for transgender residents on a case-by-case basis).
 - c. Provide emotional support for residents and staff, as needed during PREA audits.
8. Provide technical assistance (TA) to:
 - a. Prioritize safety and dignity for transgender and gender-nonconforming youth (taking into account housing, privacy, communication, programming).
 - b. Promote an institutional culture of residents reporting and seeking help (i.e., from victim advocates, their counsel, and guardians), including by ensuring access to a confidential and anonymous outside reporting line.
 - c. Strengthen institutional leadership and implement concrete steps to prevent staff abuse via grooming techniques documented in [BJS youth data](#).
 - d. Develop screening protocols and improved staff training and supervision to address breaches in basic professional conduct and help staff to detect and respond to such dynamics in their facilities.
9. Ensure that residents also receive education about healthy relationships, boundaries, communication, other life skills, and understanding trauma.
10. Prepare a plan for program sustainability.

Selected victim service organizations will be required to work with the awarded TA provider. Applicants will be required to submit with their application a Letter of Support indicating a facility's commitment to

partnering with the service provider to make victim services available to juvenile survivors.

Purpose Area 1: Project Site Deliverables

1. A needs assessment.
2. A strategic plan to work with the partner facility.
3. An MOU between the victim service organization and the facility, memorializing the partnership and the details of how the services will be provided to juvenile survivors.
4. A report of lessons learned, documented in coordination with the technical assistance provider, to be disseminated throughout the field.

Purpose Area 2: TA Provider Objectives

1. During the first quarter of the grant period, assist each site with conducting a needs assessment to determine gaps in the establishment of PREA-compliant victim services requirements for residents, as part of initial project planning.
2. During the first year, work with the sites to help build the relationships with the victim advocacy programs and assist with MOU development.
3. Provide support addressing the gaps identified in the needs assessment.
4. Provide targeted technical assistance for youth detention officials on implementing effective strategies for staff screening, training, and supervision.
5. Collect and share tools, best practices, and guides related to supporting incarcerated youth who have been victims of crime; identify gaps in the available resources; and create new resources based on the gap analysis.
6. Following TA guidelines, provide ongoing guidance and support via—
 - weekly calls;
 - regular group meeting (with TA provider, grantees and OVC);
 - training and peer sharing; and
 - advanced/directed TA by request, as needed, either virtually or in person.
1. Work with each site to develop a sustainability plan that will support the long-term success of the partnership beyond the grant period.

Purpose Area 2: TA Provider Deliverables

Deliverables include a final report regarding lessons learned, building capacity, and a strategic planning guide to be used across the country by other detention centers to implement support services for their victims.

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 or Practices

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

Information Regarding Potential Evaluation of Programs and Activities

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

OJP Priority Areas

The Department of Justice 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.

1. Priority Considerations Supporting Executive Order 13985, *Advancing Racial Equity and Support for Underserved Communities Through the Federal Government*

Consistent with this Executive Order, the term “underserved community” refers to a population sharing a particular characteristic, as well as a geographic community, that has been systematically denied a full opportunity to participate in aspects of economic, social, and civic life or whose members have been historically underserved, marginalized, and adversely affected by inequality. Such communities include, among others, Black people, Hispanics and Latino/a/e people, Native American and other Indigenous peoples of North America (including Alaska Natives, Eskimos, and Aleuts), Asian Americans, Native Hawaiians, and Pacific Islanders.

In support of Executive Order 13985, OJP will:

A. Give priority consideration to applications that include project(s) that will promote racial equity and the removal of barriers to access and opportunity for communities that have been historically underserved, marginalized, and adversely affected by inequality, when making award decisions.

To receive this consideration, the applicant must describe how the proposed project(s) will address potential inequities and barriers to equal opportunity, and/or contribute to greater access to services for underserved and historically marginalized populations.

B. Give priority consideration to applicants that can demonstrate that their capabilities and competencies for implementing their proposed project(s) are enhanced because the applicant (or at least one proposed subrecipient that will receive at least 30% of the requested award funding, as demonstrated in the Budget Worksheet and Budget Narrative) identifies as a culturally specific organization. To receive this additional priority consideration, applicants must describe how being a culturally specific organization (or funding the culturally specific subrecipient organization(s)) will enhance their ability to implement the proposed project (s) and should also specify which culturally specific populations are intended or expected to be served or to have their needs addressed under the proposed project(s).

Culturally specific organizations are defined for purposes of this solicitation as private nonprofit or tribal organizations whose primary purpose as a whole is to provide culturally specific services to, among others, Black people, Hispanics and Latino/a/e people, Native American and other Indigenous peoples of North America (including Alaska Natives, Eskimos, and Aleuts), Asian Americans, Native Hawaiians, and/or Pacific Islanders.

Note: Addressing these priority areas is one of many factors that OJP considers in making funding decisions. Receiving priority consideration for one or more priority areas is not a guarantee of an award.

Federal Award Information

Solicitation Categories

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-OVC-2022-00002-PROD	Purpose Area 1: Project Sites	4	\$500,000.00	10/1/22 12:00 AM	36
C-OVC-2022-00003-PROD	Purpose Area 2: Technical Assistance (TA) Provider	1	\$750,000.00	10/1/22 12:00 AM	36

Awards, Amounts and Durations

Period of Performance Start Date

Period of Performance Duration (Months)

Anticipated Total Amount to be Awarded Under Solicitation

\$2,750,000.00

Continuation Funding Intent

OVC may, in certain cases, provide additional funding in future years to awards made under this solicitation through continuation awards. OJP will consider, among other factors, OJP's strategic priorities, a recipient's overall management of the award, and the award-funded work's progress, when making continuation award decisions.

Availability of Funds

This solicitation, and awards (if any are made) 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.

Types of Awards

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

Financial Management and System of Internal Controls

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

Cost Sharing or Matching Requirement

This solicitation does not require a match.

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

See the [OJP Grant Application Resource Guide](#) 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](#) information on the Limitation on Use of Award Funds for Employee Compensation; Waiver.

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

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

Costs Associated with Language Assistance (if applicable)

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

Eligibility Information

For eligibility information, see the solicitation cover page.

For information on cost sharing or match requirements, see the “Federal Award Information” section.

Application and Submission Information

The following application elements **must** be included in the application to meet the basic minimum requirements to advance to peer review and receive consideration for funding:

- Proposal Abstract
- Proposal Narrative
- Budget Worksheet and Budget Narrative (Web-based Form) (The web-based form includes the budget details and the budget narrative.)

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

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

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

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

Intergovernmental Review: This solicitation (“funding opportunity”) **is not** subject to [Executive Order 12372](#). (In completing the SF-424, an applicant is to answer question 19 by selecting the response that the “Program is not covered by E.O. 12372.”)

Standard Applicant Information (JustGrants 424 and General Agency Information)

The Standard Applicant Information section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. The applicant will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, the applicant will need to: add zip codes for areas affected by the project; confirm its Authorized Representative; and verify and confirm the organization's unique entity identifier, legal name, and address.

Proposal Abstract

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

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 should not exceed 25 pages. Pages should be numbered and submitted as an attachment. If the proposal narrative fails to comply with these length restrictions, OVC may consider such noncompliance in peer review and in final award decision.

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

Purpose Area 1: Project Sites

a. Statement of the Problem

1. Describe the current problem with juveniles in detention and sexual assault.

2. Describe gaps in services for juvenile survivors, and more specifically, the needs for juveniles in your target areas.
3. Why does your organization want to participate in this initiative?
4. Describe policies and practices in your area of work related to victim services and addressing the needs of sexual abuse victims, specifically those that address juvenile victims.
5. Describe your experience with providing support services to juvenile victims of sexual abuse and/or rape crisis coalitions.

b. Project Design and Implementation

1. Describe the project strategy and discuss how the strategy will address the stated goals and objectives of the project.
2. Identify any project partners.
3. Describe any existing agreements or MOUs.
4. Describe the project phases, tasks, activities, staff responsibilities, interim deliverables, and final products. Include a time-task plan that delineates organizational responsibility for the activities to be completed and a schedule for completing the activities and submitting the finished projects.
5. Describe the plan to leverage other related efforts and/or outreach underway in your community and a plan to work together with partners to ensure young crime victims are served through this grant.
6. Identify anticipated challenges.

If the applicant is seeking priority consideration for Priority 1(A), it should address in this section how the proposed project(s) will promote racial equity and/or the removal of barriers to access and opportunity, and/or contribute to greater access to services, for communities that have been historically underserved, marginalized, and adversely affected by inequality.

c. Capabilities and Competencies

1. Describe your organization and your current capacity to deliver victim services to juvenile survivors in detention
2. Provide resumes of key staff and describe their experience.
3. Identify any staffing, resource, and capacity needs that your organization would have to fill to lead this project.
4. Provide letters of support.
5. Describe the strengths and weaknesses of your organization and identify potential challenges (e.g., resources, policy and system barriers, and training gaps.)

If the applicant is seeking priority consideration under Priority 1(B), it should describe within this section how being a culturally specific organization (or funding a culturally specific subrecipient organization at a minimum of 30% of the project budget) will enhance its ability to implement the proposed project(s) and should also specify which culturally specific populations are intended or expected to be served or have their needs addressed under the proposed project(s).

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

1. A plan for collecting all of the performance measures data required by this solicitation.
2. A description of the qualifications of the key staff who will be responsible for collecting data and reporting performance measures in JustGrants.

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

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

OVC will require award recipients to submit performance measure data and performance reports in JustGrants. Examples of the performance measures questionnaire can be found at <https://www.ovc.gov/grants/pdfxt/TVS-questionnaire.pdf>. OVC will provide further guidance on the post-award submission process, if selected for award.

Purpose Area 2: Technical Assistance Provider

a. Statement of the Problem

1. Describe the problem with juveniles experiencing sexual assault in detention.
2. Describe how the problem has contributed to increased rates of suicide, mental health issues, and continued youth victimization across the Nation.
3. Describe the current nationwide gaps in victim services for youth in detention.
4. Describe the gaps in available training and technical assistance (TTA) to assist with these issues.

a. Project Design and Implementation

1. Describe your organization's strategy for providing comprehensive TTA for the selected sites. Please include a detailed description of the TTA activities to be undertaken to accomplish the goals and objectives of this project.
2. List and describe the individuals who will implement the project, including staff, consultants, and partnering organizations, if applicable.
3. Include a time-task plan that delineates organizational responsibility for the activities to be completed and a schedule for the completion of activities and the submission of finished products.

If the applicant is seeking priority consideration for Priority 1(A), it should address in this section how the proposed project(s) will promote racial equity and/or the removal of barriers to access and opportunity, and/or contribute to greater access to services, for communities that have been historically underserved, marginalized, and adversely affected by inequality.

a. Capabilities and Competencies

1. The applicant must demonstrate that it has the expertise and organizational capacity to successfully undertake a project that involve significant challenges.
2. Describe your experience in developing and providing TTA to victim service organizations.
3. Describe the applicant organization's mission?
4. Describe the qualifications and experience of the proposed staff and consultants dedicated to the project. Please provide resumes.

If the applicant is seeking priority consideration under Priority 1(B), it should describe within this section how being a culturally specific organization (or funding a culturally specific subrecipient organization at a minimum of 30% of the project budget) will enhance its ability to implement the proposed project(s) and should also specify which culturally specific populations are intended or expected to be served or have their needs addressed under the proposed project(s).

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

1. A plan for collecting all of the performance measures data required by this solicitation.
2. A description of the qualifications of the key staff who will be responsible for collecting data and reporting performance measures in JustGrants.

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

OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award. The performance data directly relate to the goals, objectives, and deliverables identified in the “Goals, Objectives, and Deliverables” discussion. Applicants can also visit OJP’s performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

OVC will require award recipients to submit quarterly performance measure data in the Performance Measurement Tool and separately submit semiannual performance reports in JustGrants. A list of resources and trainings can be found at <https://ovc.ojp.gov/funding/performance-measures/transforming-victim-services>. Examples of performance measure questions for this project can be found here: <https://www.ovc.gov/grants/pdf/txt/TVS-questionnaire.pdf>. Award recipients under this solicitation will be required to complete the following sections, including any relevant shared measures.

- I. Training
- IV. Data Gathering
- V. Collaborative Partnerships
- VI. Strategic Planning
- VII. Victim Services

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](#).

Goals, Objectives, Deliverables, and Timeline

Applicants will submit the project’s goals, objectives, deliverables, and timelines in the JustGrants web-based form.

Budget and Associated Documentation

See below.

Budget Worksheet and Budget Narrative (Web-based Form)

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

If the applicant is seeking priority consideration under Priority 1(B) based on the identification of at least one proposed subrecipient as a culturally specific organization, the proposed funding for the subrecipient in the web-based budget form **must be a minimum of 30% of award funding**.

The budget narrative must also describe how the activities that will be funded with the (minimum) 30% of award funding provided to the subrecipient **specifically relate to the priority consideration requested under Priority 1(B)** and described in the Capabilities and Competencies section of the application.

Pre-Agreement Cost

See the [OJP Grant Application Resource Guide](#) for information on Pre-agreement Costs (also known as Pre-award Costs).

Indirect Cost Rate Agreement (if applicable)

The applicant will submit its indirect cost rate agreement by uploading it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

Employee Compensation Waiver

See the [OJP Grant Application Resource Guide](#) for information on the Limitation on Use of Award Funds for Employee Compensation; Waiver.

Financial Management Questionnaire (including applicant disclosure of high-risk status)

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

Disclosure of Process Related to Executive Compensation

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

Additional Application Components

Applicants will attach the additional requested documentation in JustGrants.

Curriculum Vitae or Resumes

Position Descriptions and Resumes

Position descriptions and resumes for key positions should be tailored to the applicant to demonstrate qualifications of each key individual involved in the project.

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 submit the tribal authorizing documentation by uploading it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for information on tribal authorizing resolutions.

Timeline Form

The time-task plan presented in chart form will not be included as part of the 25-page narrative limitation. Applicants must develop a time-task plan that clearly identifies major activities and products for the duration of the project period. This plan must include the designation of organizational responsibility and a schedule for completion of activities and submission of finished products. In preparing the time-task plan, Gantt chart, or schedule, applicants should make certain that all project activities will occur within the proposed project period. The plan also must provide for the submission of financial and progress reports.

Letters of Support

Applicants must submit a Letter of Support or MOU with their application indicating a facilities' commitment to partnering with the service provider to make victim services available to incarcerated juvenile survivors. Applicants shall be required to submit formalized MOU with the partner facilities within 6 months of funding.

The following information must be included in these types of documents:

- Names of the organizations/agencies to be involved.
- Scope of the direct specialized service(s) and other work to be performed under the agreement.
- Duration of the agreement.

Research and Evaluation Independence and Integrity Statement

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may

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

Logic Model

Applicants must include a logic model that graphically illustrates how the project's goals, objectives, and activities are interrelated to address the stated problem. The logic model must be included as a separate attachment and must include information related to anticipated outputs, performance measures, and short- and long-term outcomes that are anticipated for victims served and the community. Sample logic models are available at www.ojjdp.gov/grantees/pm/logic_models.html.

Disclosures and Assurances

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities

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

DOJ Certified Standard Assurances

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

Applicant Disclosure of Duplication in Cost Items

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

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

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

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

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

How to Apply

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

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

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

Submission Dates and Time

The **SF-424** and the **SF-LLL** must be submitted in Grants.gov by 11:59 p.m. eastern time on May 26, 2022.

The **full application** must be submitted in JustGrants by 8:59 p.m. eastern time on June 2, 2022.

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

Application Review Information

Review Criteria

Merit Review Criteria

Applications that meet the basic minimum requirements will be evaluated by peer reviewers. Applications will be evaluated on how the proposed project/program addresses the following criteria:

1. Statement of the Problem/Description of the Issue (20%) - evaluate the applicant's understanding of the program/issue to be addressed.
2. Project Design and Implementation (45%) - evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies (25%) - evaluate the administrative and technical capacity of the applicant to successfully accomplish the goals and objectives.
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%) - evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
5. Budget (5%) - evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

Other Review Criteria/Factors

Other important considerations for OVC include geographic diversity, strategic priorities (specifically including, but not limited to, those priority areas already mentioned), available funding, past performance, and the extent to which the Budget Worksheet and Budget Narrative (web-based form) accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

Review Process

Applications submitted under this solicitation that meet the basic minimum requirements, will be evaluated for technical merit by a peer review panel(s) in accordance with OJP peer review policy and procedures using the stated review criteria listed above.

OJP screens applications to ensure they meet the basic minimum requirements prior to conducting the peer review. Although specific requirements may vary, the following are common requirements applicable to all OJP solicitations:

- The application must be submitted by an eligible type of applicant.
- The application must request funding within programmatic funding constraints (if applicable).
- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant. Among other things to help assess whether an applicant with one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM as excluded from receiving a federal award.

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 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 peer review ratings and OVC recommendations, but also other factors as indicated in this section.

Federal Award Administration Information

Federal Award Notices

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

Administrative, National Policy, and Other Legal Requirements

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

Information Technology (IT) Security Clauses

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

General Information about Post-Federal Award Reporting Requirements

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

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

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

Federal Awarding Agency Contact(s)

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

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

For contact information for 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

OVC will require award recipients to submit quarterly performance measure data in the Performance Measurement Tool and separately submit semiannual performance reports in JustGrants. A list of resources and trainings can be found at <https://ovc.ojp.gov/funding/performance-measures/transforming-victim-services>.

Examples of performance measure questions for this project can be found here:

<https://www.ovc.gov/grants/pdf/txt/TVS-questionnaire.pdf>. Award recipients under this solicitation will be required to complete the following sections, including any relevant shared measures.

- I. Training
- IV. Data Gathering
- V. Collaborative Partnerships
- VI. Strategic Planning
- VII. Victim Services

OVC will provide further guidance on the post-award submission process, if selected for award.

Application Checklist

OVC FY 2022 Safety, Support, and Services for Survivors of Sexual Abuse in Youth Detention

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

What an Applicant Must Do:

Prior to registering in Grants.gov:

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

To register in Grants.gov:

- Acquire an 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](#))

To find the funding opportunity:

- Search for the funding opportunity in Grants.gov using the opportunity number, Assistance Listing or keyword(s)
- Select the correct Competition ID
- Access the funding opportunity and application package (see Step 7 in the [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, and reporting available at ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm (see [OJP Grant Application Resource Guide](#))

Overview of Post-Award Legal Requirements:

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2022 Awards](#)" in the [OJP Funding Resource Center](#).

Review Scope Requirement:

- The federal amount requested is within the allowable limit(s) of \$500,000 for Purpose Area 1 and \$750,000 for Purpose Area 2.

Review Eligibility Requirement:

- City or township governments
- Public and State controlled institutions of higher education
- County governments
- Public housing authorities/Indian housing authorities
- Native American tribal organizations (other than Federally recognized tribal governments)
- Native American tribal governments (Federally recognized)
- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education
- Unrestricted (open to any type of entity above), subject to any clarification in text field entitled as Additional Information on Eligibility
- Private institutions of higher education
- For profit organizations other than small businesses
- Individuals
- Independent school districts
- Small businesses
- Other

~~~

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

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

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

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

*If no Grants.gov receipt and validation, or 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](mailto:support@grants.gov) regarding technical difficulties (see [OJP Grant Application Resource Guide](#))

*Receive email notification to complete application in JustGrants:*

- Proceed to complete application in JustGrants

**Content of Application Submission: Critical Application Elements**

The following items are critical application elements required to pass the basic minimum requirements review. If OJP determines that an application does not include the following elements, it will neither proceed to peer review, nor receive further consideration.

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

~~~

Budget and Associated Documentation:

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

Additional Application Components:

- Tribal Authorizing Resolution (if applicable) (see [OJP Grant Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))

Disclosures and Assurances:

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (see [OJP Grant Application Resource Guide](#))
- DOJ Certified Standard Assurances (see [OJP Grant Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))
- Letter of Intent and/or MOU
- Logic Model
- Time-Task Plan
- Position Descriptions and Resumes

Submit application in JustGrants:

- Application has been successfully submitted in JustGrants

If no JustGrants application submission, validation, or error notifications are received:

- Contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov regarding technical difficulties.