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OVC FY 2021 Invited to Apply - Antiterrorism and Emergency Assistance Program for Crime Victim Compensation and/or Assistance

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#### Overview

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

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance to applicants on how to prepare and submit applications for funding to OJP. **If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.**

#### Solicitation Categories

This solicitation does not include Solicitation Categories.

#### Eligible Applicants:

City or township governments, County governments, Native American tribal governments (Federally recognized), Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education, Public and State controlled institutions of higher education, State governments, Other

#### Other

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

For Assistance: other eligible applicants include the federal government and state victim assistance programs.

For 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](#).

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

## Contact Information

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

For technical assistance with submitting the **full application** in DOJ's Justice Grants System (JustGrants), contact the JustGrants Service Desk at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov), [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov), 833-872-5175. The JustGrants Service Desk operates 5 a.m. – 9 p.m. EST Monday - Friday and 9 a.m. to 5 p.m. Saturday, Sunday, and Federal holidays.

An applicant that experiences unforeseen Grants.gov or JustGrants technical issues beyond its control that prevent it from submitting its application by the deadline must email the OVC contact identified below **within 24 hours after the application deadline** to request approval to submit its application after the deadline.

For assistance with any other requirements of this solicitation, contact Eugenia Pedley, Program Manager, by email at [eugenia.pedley@ojp.usdoj.gov](mailto:eugenia.pedley@ojp.usdoj.gov).

## Submission Information

In FY 2021, applications will be submitted to DOJ in a **NEW** two-step process.

**Step 1:** Applicants will submit an **SF-424 and an SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html>. To register in Grants.gov, applicants will need to obtain a Data Universal Numbering System (DUNS) and System for Award Management (SAM) registration or renewal.

**Step 2:** Applicants will submit the **full application** including attachments in JustGrants at [JustGrants.usdoj.gov](https://www.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](#).

# Contents

|                                                                                                                                     |    |
|-------------------------------------------------------------------------------------------------------------------------------------|----|
| Contact Information                                                                                                                 | 2  |
| Program Description                                                                                                                 | 5  |
| Overview                                                                                                                            | 5  |
| Specific Information                                                                                                                | 5  |
| Goals, Objectives, Deliverables, and Timeline                                                                                       | 8  |
| Evidence-Based Programs or Practices                                                                                                | 9  |
| Information Regarding Potential Evaluation of Programs and Activities                                                               | 9  |
| Federal Award Information                                                                                                           | 9  |
| General Guidance for Federal Award                                                                                                  | 9  |
| Awards, Amounts and Durations                                                                                                       | 9  |
| Financial Management and System of Internal Controls                                                                                | 10 |
| Budget Information                                                                                                                  | 10 |
| Cost Sharing or Matching Requirement                                                                                                | 10 |
| Pre-agreement Costs (also known as Pre-award Costs)                                                                                 | 10 |
| Limitation on Use of Award Funds for Employee Compensation: Waiver                                                                  | 10 |
| Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs                                                        | 10 |
| Costs Associated with Language Assistance (if applicable)                                                                           | 10 |
| Eligibility Information                                                                                                             | 10 |
| Application and Submission Information                                                                                              | 10 |
| Information to Complete the Application for Federal Assistance (SF-424)                                                             | 10 |
| Standard Applicant Information (JustGrants 424 and General Agency Information)                                                      | 11 |
| Proposal Abstract                                                                                                                   | 11 |
| Proposal Narrative                                                                                                                  | 11 |
| Goals, Objectives, Deliverables, and Timeline                                                                                       | 13 |
| Budget and Associated Documentation                                                                                                 | 13 |
| Budget Worksheet and Budget Narrative (Web-based Form)                                                                              | 13 |
| Non-competitive Justification                                                                                                       | 13 |
| Indirect Cost Rate Agreement (if applicable)                                                                                        | 13 |
| Consultant Rate                                                                                                                     | 13 |
| Employee Compensation Waiver                                                                                                        | 13 |
| Financial Management Questionnaire (including applicant disclosure of high-risk status)                                             | 13 |
| Disclosure of Process Related to Executive Compensation                                                                             | 13 |
| Additional Application Components                                                                                                   | 13 |
| Tribal Authorizing Resolution                                                                                                       | 13 |
| Research and Evaluation Independence and Integrity Statement                                                                        | 13 |
| Disclosures and Assurances                                                                                                          | 14 |
| Disclosure of Lobbying Activities                                                                                                   | 14 |
| DOJ Certified Standard Assurances                                                                                                   | 14 |
| Applicant Disclosure of Duplication in Cost Items                                                                                   | 14 |
| DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements | 14 |
| Before You Apply                                                                                                                    | 14 |
| How to Apply                                                                                                                        | 14 |
| Submission Dates and Time                                                                                                           | 14 |
| Application Review Information                                                                                                      | 14 |
| Review Process                                                                                                                      | 14 |
| Federal Award Administration Information                                                                                            | 15 |

|                                                                                                                                           |    |
|-------------------------------------------------------------------------------------------------------------------------------------------|----|
| Federal Award Notices                                                                                                                     | 15 |
| Administrative, National Policy, and Other Legal Requirements                                                                             | 15 |
|                                                                                                                                           | 15 |
|                                                                                                                                           | 15 |
| Information Technology (IT) Security Clauses                                                                                              | 15 |
| General Information about Post-Federal Award Reporting Requirements                                                                       | 15 |
| Federal Awarding Agency Contact(s)                                                                                                        | 15 |
| Other Information                                                                                                                         | 15 |
| Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)                                                                   | 15 |
| See the OJP Grant Application Resource Guide for information on Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a) . | 15 |
| Provide Feedback to OJP                                                                                                                   | 15 |
| Performance Measures                                                                                                                      | 16 |
| Application Checklist                                                                                                                     | 16 |

# Program Description

## Overview

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

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

AEAP funds may be used to provide emergency relief to benefit victims such as crisis response efforts, help victims adapt to and cope with the consequences of the event over the longer-term, and facilitate victim participation in the judicial process. AEAP can also supplement state crime victim compensation administrative agencies that reimburse victims for out-of-pocket expenses related to their victimization. Funding provided 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:** AEAP is authorized by 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 ante-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, particularly for large and complex situations, OVC may also provide an expert mass violence consultant to assist the applicant with researching and gathering information, determining victim 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 provide 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](http://www.bja.gov/ProgramDetails.aspx?Program_ID=59)). DOJ Community Oriented Policing Services (COPS) grants also may be available (see [www.cops.usdoj.gov/Default.asp?Item=232](http://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](http://www2.ed.gov/programs/dvppserv/index.html)).

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

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

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

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

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

- Victim advocacy efforts including applying for compensation.  
Counseling and group therapy (providers should be licensed and accredited according to state standards and

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

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

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

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

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

award is made to another organization. (See <https://www.gpo.gov/fdsys/pkg/FR-2014-10-01/pdf/2014-23343.pdf> for the amendment to the AEAP Guidelines.)

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

To the greatest extent possible, proposed mental health interventions should be evidence-based treatments/empirically supported treatments (EBTs and ESTs) or evidence-based practices (EBPs). (Please refer to the OVC-funded National Mass Violence Victimization Resource Center (NMVVR) at the Medical University of South Carolina (MUSC) for an explanation of these terms and examples of them in the "What are Evidence-Based Treatments and Evidence-Based Practices?" Tip Sheet:

[https://www.nmvvr.org/TipSheets/Ev%20Based%20treatments%20and%20practices\\_07-12-19%20FINAL.pdf](https://www.nmvvr.org/TipSheets/Ev%20Based%20treatments%20and%20practices_07-12-19%20FINAL.pdf).)

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. The Substance Abuse and Mental Services Administration (SAMHSA) indicates that Trauma Center Trauma-Sensitive Yoga is an empirically validated ADJUNCTIVE clinical treatment for complex trauma or chronic treatment-resistant PTSD (<https://www.samhsa.gov/wellness-initiative/calendar/trauma-center-trauma-sensitive-yoga>).

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

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

## Goals, Objectives, Deliverables, and Timeline

The objective of this program is to improve services and assistance by providing **supplemental** funding to assist victims of criminal mass violence and domestic terrorism. This is consistent with OJP Strategic Objective 1.2, to increase access

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

## **Goals**

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

## **Objectives**

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

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

## **Deliverables**

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

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

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

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

## **Evidence-Based Programs or Practices**

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

## **Information Regarding Potential Evaluation of Programs and Activities**

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

## **Federal Award Information**

### **General Guidance for Federal Award**

Total number of awards OVC expects to make: one award per incident

Maximum dollar amount for each award: up to \$50 million

Total amount to be awarded under solicitation: to be determined in each incident

Period of performance start date: date of the incident

Period of performance duration: up to 36 months

### **Awards, Amounts and Durations**

#### **Anticipated Total Amount to be Awarded Under Solicitation**

\$488,054.00

## 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. The "Part 200 Uniform Requirements" means the DOJ regulation at 2 C.F.R. Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200. See [OJP Grant Application Resource Guide](#) for additional information.

## Budget Information

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

## Cost Sharing or Matching Requirement

This solicitation does not require a match.

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

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

## Limitation on Use of Award Funds for Employee Compensation: Waiver

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

## Eligibility Information

For eligibility information, see the title page.

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

## Application and Submission Information

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

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

The SF-424 will 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 F of the SF-424, please include the name and contact information of the individual who will complete application materials 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. Applicants will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, applicants will need to add: zip codes for areas affected by the project; confirm their Authorized Representative; and verify the organizations legal name and address.

### **Proposal Abstract**

A proposal abstract (no more than 400 words) summarizing the proposed project including primary activities, products and deliverables, the service area, and who will benefit from the proposed project, may be completed in the JustGrants Web-based form.

### **Proposal Narrative**

The program narrative should be submitted as an attachment in JustGrants. The attached document should be single-spaced, using a standard 11-point Times New Roman font and have no less than 1-inch margins. Pages should be numbered and submitted as an attachment. If the program narrative fails to comply with these restrictions, OVC may negatively consider such noncompliance in final award decisions.

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

a. Statement of the problem including—

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 earlier in this Solicitation 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 law enforcement personnel, first responders, and/or others who interacted in a meaningful way with the direct victims. Generally, except for those direct and indirect victims described above, individuals who were not within sight of the event, not in the same building, or those in the larger community are not considered victims for purposes of AEAP.)

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

1. The projected number of compensation claims to be paid and the projected number of claimants to receive payments;  
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 (if appropriate) 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: applicants are **not** required to submit performance data with the application. Rather, performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award.

OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award. The performance data directly relate to the goals, objectives, and deliverables identified under "Goals, Objectives, and Deliverables."

Applicants can also visit OJP's performance measurement page at [www.ojp.gov/performance](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP.

For **Victim Assistance**:

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

For **Victim Compensation**:

- Applicants should examine the list of Victim Compensation performance measures at [http://ovcpmt.ojp.gov/documents/OVC%20Victim%20Compensation%20Measures\\_508.pdf](http://ovcpmt.ojp.gov/documents/OVC%20Victim%20Compensation%20Measures_508.pdf).

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

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

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

Further guidance on the post-award submission process will be provided, 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 under "Note on Project Evaluations" in the [OJP Grant Application Resource Guide](#).

#### **Goals, Objectives, Deliverables, and Timeline**

Applicants will submit the project goals, objectives, deliverables and timelines in the JustGrants Web-based form. See the [OJP Grant Application Resource Guide](#) for additional information.

#### **Budget and Associated Documentation**

##### **Budget Worksheet and Budget Narrative (Web-based Form)**

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

#### **Non-competitive Justification**

The applicant will provide justification for any sole-source or non-competitive procurement contract that exceeds \$250,000.

#### **Indirect Cost Rate Agreement (if applicable)**

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

#### **Consultant Rate**

The consultant rate should conform to the DOJ Grants Financial Guide: <https://www.ojp.gov/funding/financialguidedojo/overview>. Compensation for consultant services in excess of the hourly or daily rate for an 8-hour day - currently \$650 - requires prior approval if the activity has not already occurred. Since AEAP grants are retroactive to the date of the incident and if the consultation has already occurred in excess of this established rate, justification will need to be submitted in the application and OVC will determine whether to fund any costs in excess of the established rate.

#### **Employee Compensation Waiver**

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

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

Applicants will download the questionnaire in JustGrants and submit by uploading the completed questionnaire as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

#### **Disclosure of Process Related to Executive Compensation**

If applicable, applicants will submit a description of the process used to determine compensation by uploading the document and an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

#### **Additional Application Components**

##### **Tribal Authorizing Resolution**

If applicable, applicants will submit the Tribal Authorizing Resolution by uploading the resolution as an attachment in JustGrants. An application in response to this solicitation may require inclusion of information related to a tribal authorizing resolution as an attachment. See the [OJP Grant Application Resource Guide](#) for information on tribal authorizing resolutions.

##### **Research and Evaluation Independence and Integrity Statement**

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. Applicants will submit a description of their research and evaluation independence and integrity by uploading the document as an attachment in JustGrants. For additional information regarding demonstrating research/evaluation

independence and integrity, including appropriate safeguards, see the [OJP Grant Application Resource Guide](#).

## Disclosures and Assurances

Applications will complete the following disclosures and assurances.

### Disclosure of Lobbying Activities

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

### DOJ Certified Standard Assurances

See DOJ Certified Standard Assurance on the [OJP Grant Application Resource Guide](#).

### Applicant Disclosure of Duplication in Cost Items

Applicants will 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

Applicants will review and accept the DOJ Certified Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements. See [OJP Grant Application Resource Guide](#).

## Before You Apply

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

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

## How to Apply

Applicants will submit an **SF-424** and an **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html>.

Applicants will submit the **full application** including attachments in JustGrants at [JustGrants.usdoj.gov](https://JustGrants.usdoj.gov).

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

## Submission Dates and Time

The SF-424 and the SF-LLL will be submitted in Grants.gov by 11:59 p.m., eastern time (ET) on April 2, 2021. OJP urges applicants to submit applications at least 72 hours prior to the application due date to allow time for the applicant to receive validation messages or rejection notifications from Grants.gov and to correct in a timely fashion any problems that may have caused a rejection notification.

The full application will be submitted in JustGrants by 11:59 p.m., eastern time (ET) on April 16, 2021. To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline.

## Application Review Information

### Review Process

OJP reviews each application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation. For invited applications, OJP reviews for consistency with the invitation letter and invited applicant guidance. See the [OJP Grant Application Resource Guide](#) for information on the application review process.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

Important note on FAPIIS: An applicant, at its option, may review and comment on any information about itself that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider any such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant.

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

## **Federal Award Administration Information**

### **Federal Award Notices**

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

### **Administrative, National Policy, and Other Legal Requirements**

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions, and all applicable requirements of federal statutes and regulations (including 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 Program Description, any recipient of an award under this solicitation will be required to submit certain reports and data.

**Required reports.** Recipients typically must submit quarterly financial reports, semi-annual progress reports, final financial and progress 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 measures data.

## **Federal Awarding Agency Contact(s)**

For OJP contact(s), see page 2.

For contact information for Grants.gov and JustGrants, see page 2.

## **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 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

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

This section must include the following information:

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.

OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award. The performance data directly relate to the goals, objectives, and deliverables identified under "Goals, Objectives, and Deliverables" in the Program Description.

Award recipients will be required to submit performance measure data in the Performance Measurement Tool (PMT) and/or JustGrants. Examples of the performance measures questionnaire can be found at <https://ovc.ojp.gov/funding/performance-measures-overview>. Further guidance on the post-award submission process will be provided, if selected for award.

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

## Application Checklist

OVC FY 2021 Invited to Apply - Antiterrorism and Emergency Assistance Program for Crime Victim Compensation and/or Assistance

This application checklist has been created as an aid in developing an application.

### What an Applicant Must Do:

*Prior to Registering in Grants.gov:*

- Acquire a DUNS Number (see [OJP Grant Application Resource Guide](#))
- Acquire or renew registration with SAM (see [OJP Grant Application Resource Guide](#))

*To Register with Grants.gov:*

- Acquire AOR and Grants.gov username/password (see [OJP Grant Application Resource Guide](#))
- Acquire AOR confirmation from the E-Biz POC (see [OJP Grant Application Resource Guide](#))

*To Find Funding Opportunity:*

- Search for the Funding Opportunity on Grants.gov
- Access Funding Opportunity and Application Package (see [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](https://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 2021 Awards](#)" in the [OJP Funding Resource Center](#).

*Scope Requirement:*

- The federal amount requested is within the allowable limit(s).

*Eligibility Requirement:* See Eligibility section on the title page.

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

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

#### **Content of Application Submission**

- Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov
- Standard Applicant Information (SF-424 info from Grants.gov)
- Proposal Abstract (if applicable)
- Proposal Narrative
  - *Statement of the Project*
  - *Project Design and Implementation*
  - *Capabilities and Competencies*
  - *Plan for Collecting the Data Required for this Solicitation's Performance Measures*
- Budget and Associated Documentation
- Budget Worksheet and Budget Narrative
- Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
- Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))
- Disclosure of Process related to Executive Compensation (if applicable)
- Additional Application Components
  - Tribal Authorizing Resolution (if applicable) (see [OJP Grant Application Resource Guide](#))
  - Research and Evaluation Independence and Integrity (if applicable) (see [OJP Grant Application Resource Guide](#))
- 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 Assurance (see [OJP Grant Application Resource Guide](#))
  - DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (see [OJP Grant Application Resource Guide](#))
  - Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))

*Submit Application in JustGrants:*

- Application has been successfully submitted in JustGrants

*If No JustGrants Application Submission, Validation, or Error Notifications are Received:*

- Contact [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175 regarding technical difficulties