

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



OVC Fiscal Year (FY) 2019 Transforming America's Response to Elder Abuse: Enhanced Multidisciplinary Teams (E-MDTs) for Older Victims of Abuse and Financial Exploitation

FY 2019 Competitive Grant Solicitation

CFDA #16.582

Grants.gov Solicitation Number: OVC-2019-15656

Solicitation Release Date: June 7, 2019

Application Deadline: 11:59 p.m. eastern time on July 8, 2019

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) is seeking applications for two purpose areas: Enhanced Multidisciplinary Teams and a Multidisciplinary Team Training and Technical Assistance Center. This program furthers the Department's mission by supporting the development and TTA needs of enhanced MDT models to strengthen the capacity of the victim services field and allied professionals to better serve and support victims of elder abuse and financial exploitation.

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

Eligibility (Who may apply):

For Purpose Area 1: Enhanced Multidisciplinary Teams—Eligible applicants include states (including territories), units of local government, federally recognized tribal governments as determined by the Secretary of the Interior, nonprofit organizations (including tribal nonprofit organizations), and institutions of higher education (including tribal institutions of higher education).

For Purpose Area 2: Multidisciplinary Team Training and Technical Assistance Center—Eligible applicants include nonprofit and for-profit organizations (including tribal organizations); and colleges or universities (including tribal institutions of higher education)

Note that for both Purpose Areas:

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

A nonprofit organization does not need to have 501(c)(3) status to apply for grant funding under this solicitation.

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). The applicant must be the entity that would have primary responsibility for carrying out the award, including administering the funding and managing the entire program. Under this solicitation, only one application by any particular applicant entity will be considered. An entity may, however, be proposed as a subrecipient (subgrantee) in more than one application.

For additional information on subawards, see the [OJP Grant Application Resource Guide](#).

OVC may elect to fund applications submitted under this FY 2019 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 an application, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, at <https://www.grants.gov/web/grants/support.html>, or at support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

An applicant that experiences unforeseen Grants.gov 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. Additional information on reporting technical issues appears under “Experiencing Unforeseen Grants.gov Technical Issues” in the How To Apply (Grants.gov) section in the [OJP Grant Application Resource Guide](#).

For assistance with any **administrative requirements** of this solicitation, please contact OVC’s National Criminal Justice Reference Service (NCJRS) Response Center: toll free at 800-851-3420; via TTY at 301-240-6310 (hearing impaired only); email to grants@ncjrs.gov; fax to 301-240-5830; or web chat at <https://webcontact.ncjrs.gov/ncjchat/chat.jsp>. The NCJRS Response Center operates from 10:00 a.m.–6:00 p.m., eastern time, Monday through Friday, and from 10:00 a.m.–8:00 p.m., eastern time on the solicitation closing date.

For assistance with any **programmatic requirements** of this solicitation, please contact Laura Ivkovich, Policy Analyst, by telephone at 202-616-3576, or by email at Laura.Ivkovich@usdoj.gov.

Pre-Application Webinar

OVC will conduct one pre-application webinar on Wednesday, June 17, 2019, from 3:00 p.m. to 4:00 p.m., eastern time. Participation in the webinar is optional. OVC staff will review the solicitation requirements and conduct a question and answer session with interested potential applicants. You may register for the webinar at <https://www.ovc.gov/grants/webinars.html>.

Post-Award Legal Requirements Notice

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). OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application.

For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [OJP Grant Application Resource Guide](#).

Deadline details

Applicants must register with Grants.gov at <https://www.grants.gov/web/grants/register.html> prior to submitting an application. All applications are due by 11:59 p.m. eastern time on July 8, 2019.

To be considered timely, an application must be submitted by the application deadline using Grants.gov, and the applicant must have received a validation message from Grants.gov that indicates successful and timely submission. 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.

An applicant must use the **Add Attachment** button to attach a file to its application. Do not click the paperclip icon to attach files. This action will not attach the files to the application. After adding an attachment, select the **View Attachment** button to confirm you attached the correct file. To remove the file, select the **Delete Attachment** button.

OJP encourages all applicants to read this [Important Notice: Applying for Grants in Grants.gov](#).

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

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OVC Fiscal Year (FY) 2019 Transforming America's Response to Elder Abuse: Enhanced Multidisciplinary Teams (E-MDTs) for Older Victims of Abuse and Financial Exploitation CFDA # 16.582

A. Program Description

Overview

Under this program, OVC seeks applications to support the development and/or enhancement of multidisciplinary teams (MDT) and to strengthen the capacity of "enhanced MDTs" to better identify and respond to cases of abuse and more comprehensively serve and support victims of elder abuse and financial exploitation by also funding a National Elder Abuse Training and Technical Assistance Center. Through these E-MDTs, OVC hopes to improve case outcomes while minimizing additional trauma and restoring safety and security to older adult victims of crime and potentially hold more offenders accountable.

Statutory Authority: 34 U.S.C. § 20103(c)(1)(A) for non-tribal awards; and the Commerce, Justice, Science, and Related Agencies Appropriations Act of 2019, sec. 510 for tribal awards.

Program-Specific Information

It is estimated that 10 percent of older adults experience some form of elder abuse in a given year.¹ The increased attention given to elder abuse in recent years, however, has illuminated system shortcomings. Once "in the system," elder abuse victims, who typically have numerous needs, may be exposed to multiple agencies. The victim initially may be visited by an adult protective services caseworker or a law enforcement officer, and eventually have interview(s) with a prosecutor. Some victims will require a highly skilled professional (such as a neuropsychologist) to conduct a "capacity assessment," and possibly a physician to document and treat any physical injuries. Currently, multiple agencies/professionals may be working on the same elder abuse case, although each agency/professional frequently works relatively independently. This approach is often neither victim-centered nor responsive to the myriad needs of older victims; further, the investigation and prosecution of the case can suffer.

To address these issues, some communities are adopting elder abuse "case review" MDTs, which bring together a group of professionals to discuss elder abuse cases with the goals of facilitating healing through the provision of services (healthcare, legal, mental health, housing, etc.); this approach has the potential to offer a robust, yet victim-centered, criminal justice response.

¹ Acierno, R., Hernandez, M. A., Amstadter, A. B., Resnick, H. S., Steve, K., Muzzy, W., and Kilpatrick, D. G. (2010). Prevalence and Correlates of Emotional, Physical, Sexual, and Financial Abuse and Potential Neglect in the United States: The National Elder Mistreatment Study. *American Journal of Public Health*, 100(2), 292–297. Available at www.ncbi.nlm.nih.gov/pmc/articles/PMC2804623/.

Case review E-MDTs are defined as a group of professionals (composed of representatives from three or more disciplines who work collaboratively), bound by a common purpose. The team has a shared goal and shared definition of the problem they are addressing, and is characterized by:

1. *shared decision-making* (the entire team participates in the decision-making process, sharing information, and sharing successes);
2. *partnership* (teams are characterized by a formal Memorandum of Understanding (MOU) or an Interagency Agreement (IAA));
3. *interdependency* (group and individual outcomes are influenced by the group);
4. *balanced power* (all members of the E-MDT have equal input and discourage a single member from dominating the group); and
5. *process* (the development and use of protocols to introduce predictability and accountability into the case review process, including protocols for conflict resolution).

Taken together, these elements can produce innovative solutions for elder abuse cases.

While MDTs are considered a best practice, little research on elder abuse MDTs is currently available.² However, MDTs have a long history as an intervention model for addressing elder abuse. Their continued importance, expansion, and diversification across more than a half century reflect the increasing number of disciplines involved in these complex cases and the need for collaboration for effective resolution.³ The exact structure and composition of an elder abuse MDT depends upon the community in which it is developed. As a result, no two MDTs are exactly alike. Regardless of their structure, MDTs that have a dual purpose—of victim healing and a forensic component—are particularly promising. In May 2014, the Elder Justice Coordinating Council (within HHS's Administration for Community Living) adopted eight recommendations related to elder abuse and exploitation cases, and a couple recommendations directly support this dual-pronged approach:

- Recommendations #1 Support the Investigation and Prosecution of Elder Abuse Cases, and
- Recommendation #2 Enhance Services to Elder Abuse Victims.⁴

Parallel to the recognition of the need for MDTs is the promising growth in the number of resources for elder abuse MDTs. One important resource is the allowable use of Victims of Crime Act (VOCA) Victim Assistance funding. In 2016 OVC issued new rules for the VOCA Victim Assistance Program (28 C.F.R. 94.120(c)), which clarified the allowable use of funding for activities that support direct services including multidisciplinary responses to crime victim needs. These activities support a coordinated and comprehensive response to crime victims' needs by direct service providers, including, but not limited to, payment of salaries and expenses of direct service staff serving on multidisciplinary investigation and treatment teams; coordination with federal agencies to provide services to victims of federal crimes and/or participation on statewide or other task forces, work groups, and committees to develop protocols, interagency agreements, and other working agreements.

² "Evaluating the Elder Abuse Forensic Center Model," by Kathleen H. Wilber, Ph.D., Adria E. Navarro, Ph.D., Zachary D. Gassoumis, Ph.D., April 2014. See <https://www.ncjrs.gov/pdffiles1/nij/grants/246428.pdf>.

³ Anetzberger G.J. (2017) Elder Abuse Multidisciplinary Teams. In: Dong X. (eds.) *Elder Abuse*. Springer.

⁴ See https://acl.gov/sites/default/files/programs/2016-09/Eight_Recommendations_for_Increased_Federal_Involvement.pdf.

Additionally, efforts by organizations and agencies have helped shed light on the need for MDTs. In 2014, the New York City Center on Elder Abuse held a one-day workshop on MDTs, resulting in the release of a state-of-the-science document.⁵ In 2016, the [Bureau of Consumer Financial Protection released a report](#) on fighting elder financial exploitation through community networks, including MDTs. In 2017, U.S. DOJ's Elder Justice Initiative launched a [MDT Guide and Toolkit](#). Yet another ongoing effort is a national survey of elder abuse MDTs, funded by HHS's Administration for Community Living (ACL) and conducted by the University of Southern California. These efforts and resources each provides some form of technical assistance and are important contributions to the field, but standing alone, they are insufficient to meet the growing need for technical assistance throughout the country.

To address this gap, OVC intends to fund two separate purpose areas under this solicitation.

Purpose Area 1: Enhanced Multidisciplinary Teams OVC-2019-16630—To fund approximately 10 to 22 enhanced MDT's (E-MDTs) at the rural, tribal, local or state levels, including existing and new teams. Up to 12 of these E-MDTs to be funded would be non-tribal applicants, and up to 10 could be E-MDTs within tribal communities. These teams should include forensic accountants, neuropsychologists, medical personnel and/or other appropriate professionals (to possibly evaluate the victim's cognitive abilities and capacity), so that case-related efforts more comprehensively consider and address the needs of older victims of financial exploitation and other forms of elder abuse. These victim-focused E-MDTs are to be designed to improve the case review process and associated systems. In addition to system coordination, these E-MDTs should seek to better understand victims' priorities and needs, which must include determining effective responses to financial exploitation.

Purpose Area 2: Multidisciplinary Team Technical Assistance Center OVC-2019-16631—To fund the development of a National Elder Abuse Multidisciplinary Team Training and Technical Assistance Center (National Elder Abuse MDT TTA Center) to support OVC-funded E-MDTs. Applicants for Purpose Area 2 should have experience and expertise in serving tribal victims or propose a partnership with a subgrantee with this experience. The National Elder Abuse MDT TTA Center will focus on identifying and promoting best practices and innovative strategies (e.g., via stakeholder feedback, program evaluation, and data collection), and to foster effective collaborative responses through the use of MDTs for cases of elder abuse and financial exploitation. The overall goal is to improve case outcomes while minimizing the additional trauma and restoring safety and security to older adult victims and potentially hold more offenders accountable. In addition, the National Elder Abuse MDT TTA Center will also help guide the development of new E-MDTs, and the expansion of existing OVC-funded E-MDTs. The successful applicant will develop and operate the National Elder Abuse MDT TTA Center, using developmentally appropriate, trauma-informed, and culturally sensitive principles to enhance the coordinated multidisciplinary investigation and response to elder abuse (including financial exploitation) and to improve the system's handling of these cases. The successful applicant will be responsible for providing training and technical assistance, developing and disseminating publications and other appropriate deliverables, and promoting methods to provide project assessment and increase coordination among the OVC-funded MDTs.

The technical assistance provided through a National Elder Abuse MDT TTA Center is intended to help transform the field through an effective national strategic plan, leading to wider

⁵ Journal of Elder Abuse Neglect, 2016 Aug-Dec; 28 (4-5): 263–300. Published online 2016 Sep 27. See <https://www.tandfonline.com/doi/full/10.1080/08946566.2016.1240053>.

knowledge and acceptance of this practice, increasing national attention to the issue of elder abuse and effective responses, highlighting national statistics that can be used both for describing the needs of the field, and over time establishing guidelines for optimal MDT functioning. The National Elder Abuse MDT TTA Center will be designed to empower communities to effectively collaborate on elder abuse cases with the goal of maximizing outcomes for older victims by minimizing additional trauma while restoring safety and security and, where appropriate, to hold more offenders accountable.

Goals, Objectives, and Deliverables

The objective of this solicitation is to propel progress toward the development and ongoing support for elder abuse MDTs that can better identify and respond to older adults who experience abuse and financial exploitation.

For Purpose Area 1: Enhanced Multidisciplinary Teams (E-MDTs)

E-MDTs are characterized by expanded membership including forensic accountants, neuropsychologists, medical personnel and other appropriate professionals so that case-related efforts more comprehensively incorporate the needs of older victims of financial exploitation and other forms of elder abuse.

Applicants may propose either developing new MDTs or enhancing existing teams. These victim-focused E-MDTs should be designed to improve the case review process and associated systems. In addition to system coordination, these E-MDTs should seek to better understand victims' priorities and needs, which must include addressing effective responses to financial exploitation.

Successful applicants will clearly demonstrate the need to develop an MDT or to enhance a current MDT's efforts with at least the following elements included:

- A dedicated E-MDT Coordinator or identified point of contact to coordinate the activities of the enhanced multidisciplinary team including—
 - providing or arranging for team training and cross-training;
 - identifying service gaps and helping resolve systems problems;
 - conducting team meetings, events, and stakeholder engagements;
 - consulting to assist team members in resolving difficult abuse cases;
 - reviewing and resolving coordination issues;
 - assistance in establishing and enforcing appropriate team policies and procedures;
 - seeking and screening cases that meet in-take criteria;
 - coaching team members on case presentation skills and debriefing with team after meetings to improve future presentations;
 - serving as a connection between participating agencies, organizations, and team members to facilitate communication to help move cases forward;
 - accurately documenting participation and case planning action items while managing confidentiality and discoverability requirements;
 - developing best practices, policies, training guides, and professional education tools;
 - updating team members regarding new services, programs, and legislation;
 - providing a forum for learning more about the strategies, resources, and approaches used by other successful E-MDTs;
 - coordinating direct service efforts;
 - assisting in grant-reporting requirements; and

- holding business meetings for the team as appropriate.
- Activities that support a coordinated and comprehensive response to crime victims' needs by direct service providers.
- Participation on statewide or other task forces, work groups, and committees to develop protocols and interagency agreements.
- Recruitment of members and representatives from a broader array of professions (as needed) to examine the comprehensive service needs and intervention that will best serve the needs of the victim (including financial exploitation) and determine additional experts that might be consulted to improve outcomes for older adult victims.
- Needs assessments to ensure case-related efforts are more comprehensively incorporating the involvement of forensic accountants and neuropsychologists, etc., to address financial exploitation.
- Utilization of technical assistance to be offered (as needed) from OVC's National Elder Abuse MDT TTA Center (see Purpose Area 2) to improve the capacity of team members and functioning of the E-MDT to provide medical and forensic evaluation, therapeutic intervention, victim support and advocacy, case review, and case tracking.

For Purpose Area 1—Applicants must demonstrate the ability to develop new MDTs or expand existing MDTs that:

- Use a paid E-MDT Coordinator position to manage the team;
- Understand victims' priorities and needs including addressing effective responses to financial exploitation and other forms of elder abuse;
- Provide services to older adults who have been abused (physically, sexually, maltreated, neglected, and/or financially exploited);
- Enhance the MDT's response through the addition of neuropsychologists or similar professionals to address cognitive abilities and capacity of older adults, and forensic accountants to address the possibility of financial exploitation;
- Address issues of confidentiality that enable sharing of information to facilitate group decision-making;
- Reduce barriers to program advancement and improve the quality of services provided to older victims of abuse and financial exploitation in existing or developing multidisciplinary teams;
- Participate in group dynamics training and cross-training to ensure that all members have a voice;
- Conduct regular internal process review of policies and procedures to improve the case review process and associated systems and seek to implement changes necessary to improve these issues;
- Engage in routine TTA, as necessary, to ensure continued enhancement and advancement of the MDT's efforts; and
- If an existing MDT, applicants should also demonstrate the commitment of MDT member agencies and organizations' management through a formal partnership (e.g., an MOU).

For Purpose Area 2: Multidisciplinary Team Training and Technical Assistance Center

OVC intends to fund one national-scope MDT TTA Center award under Purpose Area 2. The goal of this TTA program is to identify and promote best practices and innovative strategies and to foster effective collaborative responses through the use of E-MDTs for cases of elder abuse and elder financial exploitation that can result in improved case outcomes while minimizing

additional trauma and restoring safety and security to older adult victims and potentially hold more offenders accountable. Applicants should have experience and expertise in serving tribal victims or propose a partnership with a subgrantee with this experience.

For Purpose Area 2—To be competitive for this cooperative agreement, applicants must demonstrate collaboration through partnership with at least one other organization and collectively demonstrate the following:

- Demonstrated knowledge of the field of elder abuse, neglect, and financial exploitation (through research, practice, or otherwise);
- Experience and expertise in serving tribal victims (or propose a partnership with a subgrantee with this experience);
- Experience with providing technical assistance on a national level that is research-informed, based on best practices, and is culturally sensitive;
- Understanding of the various MDT models, how they optimally operate and develop over time based on organizational development principles, relevant training programs such as cross-training and MDT training based on best practices, familiarity with related controversial issues, policy issues, and data collection and storage for program monitoring;
- Capacity to manage the National Elder Abuse MDT TTA Center within an existing infrastructure, including the capability to develop and host a 3-day in-person pilot training program for the E-MDTs selected by OVC (Purpose Area 1). The training program will encompass cross-training, how to optimally function as a team, effective collaboration, and working effectively with the E-MDT Coordinator;
- Applicants should also demonstrate:
 - Knowledge of the role of technology in elder abuse MDTs;
 - Knowledge of potential funding sources for elder abuse MDTs; and
 - Excellence in any other area related to elder abuse MDTs (e.g., forensic interviewing, the critical role of the E-MDT Coordinator).

The successful applicant will develop plans for achieving the above objectives by designing and implementing the following activities and deliverables:

Year 1 funding is intended to:

- plan the National Elder Abuse MDT TTA Center's technical assistance structure and offerings (in the context of the items described here);
- develop a plan for and conduct a gap analysis;
- based upon the gap analysis, develop a strategic plan for providing TTA to the E-MDTs selected by OVC in Purpose Area 1;
- develop a sustainability plan;
- identify professionals in the field to whom referrals may be made or to serve as expert consultants; and
- implement a systemic strategy to assess the impact of services provided by the National MDT TTA Center.

Year 2 funding is intended to:

- implement the National Elder Abuse MDT TTA Center;
- devise a strategy for developing guidelines for E-MDTs;
- continue resource development as identified in the gap analysis or other credible sources;
- host a 3-day in-person pilot training program for the E-MDTs selected by OVC in Purpose Area 1 (and others, as appropriate); and
- engage E-MDTs in developing core competencies in one or more of the following evidence-based treatments for trauma in older victims:
 - Trauma-Focused Cognitive Behavioral Therapy
 - Traumatic Stress Intervention

Year 3 funding is intended to:

- continue Year 2 activities (as appropriate) with effective implementation of the National Elder Abuse MDT TTA Center; and
- document the impact of MDT TTA on the E-MDT sites.

The Goals, Objectives, and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed under [What an Application Should Include](#).

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

Applicants should note 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, “Information Regarding Potential Evaluation of Programs and Activities.”

Encouraging Program Investments in Economically-Distressed Communities (Qualified Opportunity Zones)

Under this program, OJP will, as appropriate, give priority consideration in award decisions to applications that propose projects that directly benefit federally designated Qualified Opportunity Zones (QOZ).⁶ In order to assist OJP in considering this factor, applicants should include information in the application that specifies how the project will enhance public safety in the specified QOZs (for example, encouraging victims to report crimes and participate in prosecutions can decrease the number of older adults preyed upon thereby enhancing public safety). For resources on QOZs, and for a current list of designated QOZs, see the U.S. Department of the Treasury’s resource webpage, accessible at <https://www.cdfifund.gov/pages/opportunity-zones.aspx>.

⁶ See Public Law 115-97, Title I, Subtitle C, Part IX, Subpart B, Sec. 13823.

B. Federal Award Information

Purpose Area 1: Enhanced Multidisciplinary Teams

Number of awards OVC expects to make: (up to 12 non-tribal awards and up to 10 tribal awards)	Approx. 10 to 22 awards
Estimated maximum dollar amount for each award:	Up to \$375,000
Total amount anticipated to be awarded under solicitation:	Up to \$8.25 million
Period of Performance start date:	October 1, 2019
Period of Performance duration:	36 months
Period of Performance end date:	September 30, 2022

Note: Separate and unique funding is available for tribal applicants, and therefore OVC anticipates that they will not “compete” with non-tribal applicants due to the availability of that funding.

Purpose Area 2 - Multidisciplinary Team TTA Center

Maximum number of awards OVC expects to make:	1 award
Estimated maximum dollar amount for each award:	Up to \$3 million
Total amount anticipated to be awarded under solicitation:	Up to \$3 million
Period of Performance start date:	October 1, 2019
Period of Performance duration:	36 months
Period of Performance end date:	September 30, 2022

OVC may, in certain cases, provide additional funding in future years to awards made under this solicitation, through continuation awards. In making decisions regarding continuation awards, OJP will consider, among other factors, the availability of appropriations, when the program or project was last competed, OJP’s strategic priorities, and OJP’s assessment of both the management of the award (for example, timeliness and quality of progress reports), and the progress of the work funded under the award.

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

Type of Award

For **Purpose Area 1**—OVC expects to make any award under this solicitation in the form of a **grant**. See the “Administrative, National Policy, and Other Legal Requirements” section of the [OJP Grant Application Resource Guide](#) for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants (and cooperative agreements).

For **Purpose Area 2**—OVC expects to make any award under this solicitation in the form of a **cooperative agreement**, which is a type of award that provides 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 a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants (and cooperative agreements).

Cooperative agreements include a condition in the award document that sets out the nature of the “substantial federal involvement” in carrying out the award and program. Generally stated,

under OJP cooperative agreement awards, responsibility for the day-to-day conduct of the funded project rests with the recipient. OJP, however, may have substantial involvement in matters such as substantive coordination of technical efforts and site selection, as well as review and approval of project work plans, research designs, data collection instruments, and major project-generated materials. In addition, OJP often indicates in the award terms and conditions that it may redirect the project if necessary.

In addition to an award condition that sets out the nature of the anticipated “substantial federal involvement” in the award, cooperative agreements awarded by OJP include an award condition that requires specific reporting in connection with conferences, meetings, retreats, seminars, symposia, training activities, or similar events funded under the award.

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 Requirements⁷ as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See [OJP Grant Application Resource Guide](#) for additional information.

Budget Information

See Federal Award Information section for anticipated award amounts and project period.

Cost Sharing or Matching Requirement

This solicitation does not require a match. However, if a successful application proposes a voluntary match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

Voluntary committed cost sharing (defined at 2 C.F.R. 200.99)—or, **voluntary** match—must be cash-only under this program and, if that cash match is properly documented in the application, that additional cash contribution to the project will be considered in award decisions as described under [Section E. Application Review Information](#), below.

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

Pre-agreement costs are costs incurred by the applicant prior to the start date of the period of performance of the federal award. Requests for approval of pre-agreement costs will not be considered under this solicitation.

Limitation on Use of Award Funds for Employee Compensation; Waiver

For applicants seeking the waiver, see [OJP Grant Application Resource Guide](#) for information.

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

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

⁷ 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.

Costs Associated with Language Assistance (if applicable)

See the [OJP Grant Application Resource Guide](#) for information on costs associated with language assistance that may be allowable.

C. Eligibility Information

For eligibility information, see the title page.

For information on cost sharing or match requirements, see [Section B. Federal Award Information](#).

D. Application and Submission Information

What an Application Should Include

For this solicitation, OVC has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet and Budget Narrative, and resumes of key personnel.

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

1. Complete the Application for Federal Assistance (Standard Form (SF)-424)

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.

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.”)

2. Project Abstract

Applications should include a high-quality project abstract that summarizes the proposed project in 400 words or less. Project abstracts should be —

- Written for a general public audience.
- Submitted as a separate attachment with “Project Abstract” as part of its file name.
- Single-spaced, using a standard 12-point font (such as Times New Roman) with 1-inch margins.

As a separate attachment, the project abstract will not count against the page limit for the program narrative.

3. Program Narrative

The program narrative should be double-spaced, using a standard 12-point font (Times New Roman preferred); have no less than 1-inch margins; and should not exceed 22 pages. Pages should be numbered. If the program narrative fails to comply with these length-related restrictions, OVC may consider such noncompliance in peer review and in final award decisions. The program narrative should include five separate sections—Description of the Issues; Project Design and Implementation Plan; Capabilities and Competencies;

Plans for Collecting the Data Required for this Solicitation's Performance Measures; and Other. Each section is described below.

a. Description of the Issues

This section must describe the need for the project and provide a clear statement of how funding will support the project's value to the victim service field by meeting a stated goal.

For Purpose Area 1—Applicants should briefly describe any previous or current attempts to address elder abuse multidisciplinary team development, and any related research or evaluation studies that contribute to the applicant's understanding of the need for MDT enhancement. Applicants must also make a convincing case that the project addresses a gap in existing efforts and does not duplicate existing resources.

For Purpose Area 2—Applicants should describe the need for technical assistance for elder abuse professionals participating in enhanced multidisciplinary teams. Applicants should use data to provide evidence that the problem exists (also addressing the need within tribal communities), demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the larger community. Applicants should describe the target population and any previous or current efforts to provide TTA to elder abuse professionals in the multidisciplinary investigation and response to elder abuse and financial exploitation. Applicants should describe any research or evaluation studies that relate to the problem and contribute to their understanding of its causes and potential solutions (including among tribes). While OVC expects applicants to review the research literature for relevant studies, they should also explore whether unpublished sources of research or evaluation data are available. Applicants should identify the challenges (e.g., resources, policy and system barriers, training gaps) to improving outcomes for older victims and provide a clear statement of how funding will allow the applicant to address these unique challenges in innovative and collaborative ways.

b. Project Design and Implementation Plan (for both purpose areas)

The Project Design and Implementation Plan must describe the project strategy and discuss how the strategy will address the identified problems and support the goals and objectives.

This section must include the following:

- The strategy, tasks, and time-task plan for project implementation.
- A description of project phases, tasks, activities, staff responsibilities, interim deliverables, and final products.
- A **time-task plan** that clearly identifies objectives, major activities, and products for the duration of the project period. (The time-task plan presented in chart form will not be included as part of the 22-page narrative limit.)
- 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.)
- A plan for how the project deliverables (e.g., training, technical assistance, promising practices, models, manuals, protocols for staff implementation) will be developed.

- A plan for submitting financial and progress reports. (All recipients are required to submit semiannual progress reports and quarterly financial reports.)

Each applicant must include a **Logic Model** with the application 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 anticipated short- and long-term outcomes. Sample Logic Models are available at www.ojjdp.gov/grantees/pm/logic_models.html.

Additional Requirements For Purpose Area 2—The successful applicant who receives funding must be prepared to incorporate substantive and editorial changes into deliverables, per discussion with the OVC grant monitor. If the applicant proposes to work with a video production company, OVC approval must be granted before a subaward or procurement contract (as applicable) is awarded. The OVC Communications Team is not required to review products such as one-page fliers and discrete web pages, though the applicant must include appropriate disclaimers as required by the award conditions and Publishing Guidelines.

Release of any deliverables produced with grant funds is contingent upon the approval of OVC. Such deliverables must be submitted for the approval of the OVC Communications Team no later than three months prior to the grant end date, unless the grant monitor is satisfied with the progress on draft deliverables and agrees to a different date by which the final deliverables must be produced and released. For further guidance on the publication process, please refer to OVC's Publishing Guidelines for Print and Web Media, available online at <http://www.ojp.gov/ovc/publications/infores/pubguidelines/welcome.html>

The strategy should clearly describe:

- The project's intended services and deliverables (including those related to tribal grantees).
- Coordination of the project with other organizations, including victim services and any additional joint or cooperative efforts with financial industry representatives.
- A dissemination plan for any training products or awareness materials that will be disseminated as a result of the proposed project. Products should be provided in accessible formats. Applicants should provide recommendations for dissemination by OVC. If those recommendations include nontraditional groups, such as organizations or agencies not likely to be included in a victim assistance or criminal justice mailing list, then applicants should be prepared to provide specific names and contact information. In most instances, publications that have been reviewed, revised by the grantee, and subsequently approved for publication by OVC will be printed by OVC and disseminated through the OVC Resource Center at the expense of OVC. Most publications also will be uploaded to the OVC website. However, product and/or publication dissemination may be limited to the organization alone. In this case, both a plan and line item for funding organization-wide dissemination should be included in the application and budget.

c. **Capabilities and Competencies**

Organizational capability will be assessed on the basis of the applicant's described management structure, financial capability, and the applicant's project management plan and documentation of the professional staff members' unique qualifications to perform their assigned tasks.

Applications must also include the following:

- A clear description of the management structure and the current and proposed professional staff members' unique qualifications that will enable them to fulfill the project's responsibilities.
- A description of how the program will be managed, including an **organizational chart** or information describing the roles and responsibilities of key organizational and functional components and personnel.
- A list of personnel responsible for managing and implementing the major stages of the project. If additional staff will be hired to complete the project, the applicant should identify the selection criteria.
- **Resumes for key staff**, submitted as a separate attachment to the application.
- Detailed information about staff who have committed to work on the project contingent upon receipt of funding.
- A descriptive statement about the applicant's (1) knowledge and understanding of the needs of victims of elder abuse and financial exploitation; and (2) staff resources and capability to carry out all activities required by the funded project.

For Purpose Areas 1 and 2—The Project Coordinator must have both the substantive expertise and experience to perform crucial leadership functions and sufficient time to devote to the project to provide the needed guidance and supervision. Job descriptions and copies of resumes for proposed key staff positions must be included.

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

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

Award recipients will be required to provide the relevant data by submitting quarterly performance data through the Transforming Victim Services module in OVC's online Performance Measurement Tool (PMT) located at <https://ovcpmt.ojp.gov/>. Applicants should review the applicable performance measures at

<https://www.ovc.gov/grants/pdf/txt/TVS-questionnaire.pdf>. Award recipients under **Purpose Area 1** of this solicitation will be required to complete the following sections, including any relevant shared measures.

- V. Collaborative Partnerships
- VI. Strategic Planning
- VII. Victim Services

Award recipients under **Purpose Area 2** of this solicitation will be required to complete the following sections, including any relevant shared measures.

- I. Training
- II. Technical Assistance

Reports generated from OVC's PMT system must be uploaded to the Grants Management System (GMS) every 6 months. Applicants should visit OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

The application should demonstrate the applicant's understanding of the performance data reporting requirements for this grant program and detail how the applicant will gather the required data should it receive funding.

Please note that applicants are **not** required to submit performance data with the application. 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.

Note on Project Evaluations

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

4. Budget Information and Associated Documentation

See the Budget Preparation and Submission Information section of the [OJP Grant Application Resource Guide](#) for details on the Budget Detail Worksheet, and on budget information and associated documentation, such as information on proposed subawards, proposed procurement contracts under awards, and pre-agreement costs.

5. Indirect Cost Rate Agreement

See the Budget Preparation and Submission Information section of the [OJP Grant Application Resource Guide](#) for information.

6. Tribal Authorizing Resolution (if applicable)

The following two paragraphs in this solicitation expressly modify the "Tribal Authorizing Resolution" provisions in the [OJP Grant Application Resource Guide](#). An applicant is to follow the guidance in these two paragraphs instead of the guidance stated under the "Tribal Authorizing Resolution" heading in the Guide.

An application in response to the solicitation may require inclusion of information related to a tribal authorizing resolution. A tribe, tribal organization, or third party that proposes to provide direct services or assistance to residents on tribal lands should include in its application a resolution, letter, affidavit, or other documentation, as appropriate, that demonstrates (as a legal matter) that the applicant has the requisite authorization from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for an award on behalf of a tribe or multiple specific tribes, the application should include appropriate legal documentation, as described above, from all tribes that would receive services or assistance under the award. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without an authorizing resolution or comparable legal documentation from each tribal governing body) may submit, instead, a copy of its consortium bylaws with the application.

An applicant unable to submit an application that includes a fully executed (i.e., signed) copy of legal appropriate documentation, as described above, consistent with the applicable tribe's governance structure, should submit an unsigned, draft version of such legal documentation as part of its application (except for cases in which, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium

member tribes). If selected for funding, OJP will make use of and access to award funds contingent on receipt of the fully executed legal documentation.

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

Every OJP applicant (other than an individual applying in his or her personal capacity) is required to download, complete, and submit the OJP Financial Management and System of Internal Controls Questionnaire (Questionnaire) at <https://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf> as part of its application. See the [OJP Grant Application Resource Guide](#) for additional information and submission instructions for this Questionnaire.

8. Disclosure of Lobbying Activities

Each applicant must complete and submit this information. See the [OJP Grant Application Resource Guide](#) for additional information and submission instructions for this disclosure.

9. Applicant Disclosure of Pending Applications

Each applicant is to disclose whether it has (or is proposed as a subrecipient under) any pending applications for federally funded grants or cooperative agreements that (1) include requests for funding to support the same project being proposed in the application under this solicitation, and (2) would cover any identical cost items outlined in the budget submitted to OJP as part of the application under this solicitation. For additional information on the submission requirements for this disclosure, see the [OJP Grant Application Resource Guide](#).

10. Applicant Disclosure and Justification—DOJ High-Risk Grantees⁸ (if applicable)

An applicant that is designated as a DOJ High-Risk Grantee is to submit in GMS, as a separate attachment to its application, information that OJP will use, among other pertinent information, to determine whether it will consider or select the application for an award under this solicitation. The file should be named “DOJ High-Risk Grantee Applicant Disclosure and Justification.” (See, also, “Review Process,” below, under Section E. Application Review Information, for a brief discussion of how such information may be considered in the application review process.) See the [OJP Grant Application Resource Guide](#) for additional information and submission instructions for this disclosure.

11. Research and Evaluation Independence and Integrity

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. For additional information regarding demonstrating research/evaluation independence and integrity, including appropriate safeguards, see the [OJP Grant Application Resource Guide](#).

⁸ A “DOJ High-Risk Grantee” is a 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.

12. Additional Attachments

a. Documentation of Anticipated Benefit to Qualified Opportunity Zones (if applicable)

As is mentioned above, OJP will, as appropriate, give priority consideration in award decisions to applications that propose projects that will likely enhance public safety in federally designated Qualified Opportunity Zones (QOZ). Each applicant proposing a project it anticipates will likely enhance public safety in one or more QOZs should provide a sufficient narrative explanation in order for OJP to identify clearly the benefit to public safety the applicant anticipates that its project will have on a specified QOZ(s); for example, encouraging victims to report crimes and participate in prosecutions can decrease the number of older adults preyed upon thereby enhancing public safety. The attachment(s) should be clearly labeled as addressing QOZs. The applicant may also include tables, charts, graphs, or other relevant illustrations that may be useful in comprehending the manner in which the proposed project is anticipated to benefit a QOZ(s).

b. **Time-Task Plan** – See page 15.

c. **Logic Model** – See page 16.

d. **Resumes for Key Staff** – See page 17.

e. **Organizational Chart** – See page 17

f. **MOUs** – Applicants (both new and existing MDTs) should attach copies of MOUs and letters of support to show the community readiness to engage in the development or expansion of an MDT.

How To Apply (Grants.gov)

Applicants must register in and submit applications through [Grants.gov](https://www.grants.gov), a primary source to find federal funding opportunities and apply for funding. Find information on how to apply in response to this solicitation in the [OJP Grant Application Resource Guide](#).

Registration and Submission Steps

Applicants will need the following identifying information when searching for the funding opportunity on Grants.gov. Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If applying to a solicitation with multiple Competition IDs, select the appropriate Competition ID for the intended purpose area of the application.

- CFDA # 16.582, titled “Victim Assistance/Discretionary Grants,” OVC-2019-15656.
- OVC-2019-16630 Purpose Area1: (Enhanced Multidisciplinary Teams)
- OVC-2019-16631 Purpose Area 2: (Multidisciplinary Team Training and Technical Assistance Center)

For information on each registration and submission step, see the [OJP Grant Application Resource Guide](#).

E. Application Review Information

Review Criteria

Applications that meet basic minimum requirements will be evaluated by peer reviewers using the following review criteria.

1. Description of the Issues (15%)
2. Project Design and Implementation (30%)
3. Capabilities and Competencies (30%)
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (15%)
5. Budget (10%): complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should demonstrate generally how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.⁹

Review Process

OJP is committed to ensuring a fair and open process for making awards. OVC reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. For purposes of assessing whether an application meets basic minimum requirements and should proceed to further consideration, OJP screens applications for compliance with those requirements. Although specific requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP programs:

- 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 designated as "critical elements."

For a list of the critical elements for this solicitation, see "What an Application Should Include" under [Section D. Application and Submission Information](#).

Peer review panels will evaluate, score, and rate applications that meet basic minimum requirements. OVC may use internal peer reviewers, external peer reviewers, or a combination, to assess applications on technical merit using the solicitation's review criteria. An internal reviewer is a current DOJ employee who is well versed or has expertise in the subject matter of this solicitation. An external peer reviewer is an expert in the subject matter of a given solicitation who is not a current DOJ employee. Peer reviewers' ratings and any resulting recommendations are advisory only, although reviewer views are considered carefully.

Other important considerations for OVC include geographic diversity, strategic priorities (specifically including, but not limited to, demonstrable potential enhancement to public safety in

⁹ Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

one or more federally designated Qualified Opportunity Zones), potential project sustainability factors such as voluntary committed cost sharing (or match), and available funding, as well as the extent to which the Budget Detail Worksheet and Budget Narrative accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles. An applicant proposing any voluntary committed cost sharing (using cash-only match) must clearly describe and properly document it in the program narrative, Budget Detail Worksheet, and SF-424. In its consideration of any such voluntary match, along with its consideration of other program policy or other factors, OJP will consider the significance of proposed match contribution to the potential success of the project, how it supports overall program goals and objectives, and how the application demonstrates an applicant's commitment to sustaining the contribution and the project.

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 that has 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, 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, all final award decisions will be made by the Assistant Attorney General, who may take into account not only peer review ratings and OVC recommendations, but also other factors as indicated in this section.

F. 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

OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application. See the [OJP Grant Application Resource Guide](#) for additional information on administrative, national policy, and other legal requirements.

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 [Section A. 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.

G. Federal Awarding Agency Contact(s)

For OJP contact(s), see page 2.

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

H. Other Information

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

All applications submitted to OJP (including all attachments to applications) are subject to the federal Freedom of Information Act (FOIA) and to the Privacy Act. See the [OJP Grant Application Resource Guide](#) for information on DOJ and OJP processes with regard to application information requested pursuant to FOIA.

Provide Feedback to OJP

To assist OJP in improving its application and award processes, OJP encourages applicants to provide feedback on this solicitation, the application submission process, and/or the application review process. See the [OJP Grant Application Resource Guide](#) for information on providing solicitation feedback to OJP.

Appendix A: Application Checklist
OVC Fiscal Year (FY) 2019 Transforming America's Response to Elder Abuse:
Enhanced Multidisciplinary Teams for Older Victims of Abuse and Financial Exploitation

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

What an Applicant Should Do:

Prior to Registering in Grants.gov:

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

To Register with Grants.gov:

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

To Find Funding Opportunity:

- _____ Search for the Funding Opportunity on Grants.gov (see the [OJP Grant Application Resource Guide](#))
- _____ Select the correct Competition ID (see page 20)
- _____ Access Funding Opportunity and Application Package (see the [OJP Grant Application Resource Guide](#))
- _____ Sign up for Grants.gov email [notifications](#) (optional)
- _____ 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

After Application Submission, Receive Grants.gov Email Notifications That:

- _____ (1) application has been received,
- _____ (2) application has either been successfully validated or rejected with errors (see the [OJP Grant Application Resource Guide](#))

If No Grants.gov Receipt, and Validation or Error Notifications are Received:

- _____ contact OVC's NCJRS Response Center regarding experiencing technical difficulties (see page 2)

Overview of Post-Award Legal Requirements:

- _____ Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2019 Awards](#)" in the OJP Funding Resource Center at <https://ojp.gov/funding/Explore/LegalOverview/index.htm>.

Scope Requirement:

- _____ The federal amount requested is within the allowable limit(s) of:
 - Purpose Area 1 – \$375,000.
 - Purpose Area 2 – \$3 million.

Eligibility Requirement:
See Eligibility on Cover Page

What an Application Should Include:

The following items are critical application elements required to pass BMR. An application that OJP determines does not include the application elements designated to be critical, will neither proceed to peer review, nor receive further consideration.

- ☐ Program Narrative (see page 14)
- ☐ Budget Detail Worksheet and Budget Narrative (see page 18)
- ☐ Resumes of Key Personnel (see page 17)

- ☐ Application for Federal Assistance (SF-424) (see page 14)
- ☐ Project Abstract (see page 14)
- ☐ Program Narrative (see page 14)
 - ☐ Description of the Issues (see page 15)
 - ☐ Project Design and Implementation Plan (see page 15)
 - ☐ Capabilities and Competencies (see page 16)
 - ☐ Plan for Collecting the Data Required for this Solicitation's Performance Measures (see page 17)
- ☐ Budget Detail Worksheet (see page 18)
- ☐ Indirect Cost Rate Agreement (if applicable) (see page 18)
- ☐ Tribal Authorizing Resolution (if applicable) (see page 18)
- ☐ Financial Management and System of Internal Controls Questionnaire (see page 19)
- ☐ Disclosure of Lobbying Activities (SF-LLL) (see page 19)
- ☐ Applicant Disclosure of Pending Applications (see page 19)
- ☐ Applicant Disclosure and Justification—DOJ High-Risk Grantees (see page 19)
- ☐ Research and Evaluation Independence and Integrity (see page 19)
- ☐ Additional Attachments
 - ☐ Time-Task Plan (see page 15)
 - ☐ Logic Model (see page 16)
 - ☐ Organizational Chart (see page 17)
 - ☐ Resumes of Key Staff (see page 17)
 - ☐ MOUs (see page 20)
- ☐ Request and Justification for Employee Compensation; Waiver (if applicable) (see page 13)

- ☐ Documentation of Anticipated Benefit to federally designated Qualified Opportunity Zones (if applicable) (see page 20)