

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



---

## OVC FY 2022 Enhancing Access to Victim Services

**Assistance Listing Number #** 16.582  
**Grants.gov Opportunity Number:** O-OVC-2022-171328  
**Solicitation Release Date:** May 06, 2022 9:00 AM  
**Version:** 1  
**Grants.gov Deadline:** June 29, 2022 11:59 PM  
**Application JustGrants Deadline:** July 06, 2022 8:59 PM

---

### Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) seeks applications for funding to increase the availability of accessible victim services in the field. This program furthers the DOJ's mission by supporting victims of crime.

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

### Solicitation Categories

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-OVC-2022-00024-PROD	Category 1: Direct Services	10	\$400,000.00	10/1/22 12:00 AM	24
C-OVC-2022-00025-PROD	Category 2: Training and Technical Assistance	1	\$1,000,000.00	10/1/22 12:00 AM	24

### Eligible Applicants:

City or township governments, County governments, Native American tribal governments (Federally recognized), Native American tribal organizations (other than Federally recognized tribal governments), Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education, Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education, Private institutions of higher education, Public and State controlled institutions of higher education, Other

### Other

#### Category 1:

- City or township governments
- County governments
- Native American tribal organizations (other than Federally recognized tribal governments)
- Native American tribal governments (Federally recognized)
- Colleges and universities (including tribal institutions of higher education)
- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education

#### Category 2:

- Native American tribal organizations (other than Federally recognized tribal governments)
- Native American tribal governments (Federally recognized)
- Colleges and universities (including tribal institutions of higher education)
- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education

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

OVC may elect to fund applications submitted under this FY 2022 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

#### Contact Information

For technical assistance with submitting the Application for Federal Assistance standard form (SF)-424 and a Disclosure of Lobbying Activities form (SF-LLL) in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov Customer Support](#), or [support@grants.gov](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 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov). The JustGrants Service Desk operates 5 a.m. to 9 p.m. eastern time Monday–Friday and 9 a.m. to 5 p.m. Saturday, Sunday, and Federal holidays.

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

#### Submission Information

Applications will be submitted to DOJ in two steps:

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

**Step 2:** The applicant must then submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](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](#) and the [JustGrants website](#) for more information, resources, and training.

## Pre-Application Webinar

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

# Contents

Contact Information	2
Program Description	6
Overview	6
Statutory Authority	6
Specific Information	6
Goals, Objectives, Deliverables, and Timeline	6
Evidence-Based Programs or Practices	9
Information Regarding Potential Evaluation of Programs and Activities	9
OJP Priority Areas	9
Federal Award Information	10
Awards, Amounts and Durations	10
Continuation Funding Intent	10
Availability of Funds	11
Types of Awards	11
Financial Management and System of Internal Controls	11
Cost Sharing or Matching Requirement	11
Pre-agreement Costs (also known as Pre-award Costs)	11
Limitation on Use of Award Funds for Employee Compensation: Waiver	11
Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs	11
Costs Associated with Language Assistance (if applicable)	11
Eligibility Information	11
Application and Submission Information	12
Information to Complete the Application for Federal Assistance (SF-424)	12
Standard Applicant Information (JustGrants 424 and General Agency Information)	12
Proposal Abstract	12
Proposal Narrative	12
Goals, Objectives, Deliverables, and Timeline	16
Budget and Associated Documentation	16
Budget Worksheet and Budget Narrative (Web-based Form)	16
Indirect Cost Rate Agreement (if applicable)	16
Employee Compensation Waiver	16
Financial Management Questionnaire (including applicant disclosure of high-risk status)	16
Disclosure of Process Related to Executive Compensation	16
Memoranda of Understanding (MOUs) and Other Supportive Documents	17
Additional Application Components	17
Tribal Authorizing Resolution	17
Research and Evaluation Independence and Integrity Statement	17
Disclosures and Assurances	17
Disclosure of Lobbying Activities	17
DOJ Certified Standard Assurances	17
Applicant Disclosure of Duplication in Cost Items	17
DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements	17
Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)	17
How to Apply	18
Submission Dates and Time	18
Application Review Information	19

Review Criteria	19
Review Process	19
Federal Award Administration Information	20
Federal Award Notices	20
Administrative, National Policy, and Other Legal Requirements	20
Information Technology (IT) Security Clauses	20
General Information about Post-Federal Award Reporting Requirements	20
Federal Awarding Agency Contact(s)	20
Other Information	21
Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)	21
Provide Feedback to OJP	21
Performance Measures	21
Application Checklist	21

## **Program Description**

### **Overview**

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

This program is designed to remove barriers that may prevent individuals from reporting crimes and accessing supportive services when they are harmed by improving and expanding the availability of accessible victim-centered, trauma-informed services for crime victims who are disabled, Deaf, hard-of-hearing, [limited English proficient](#) (LEP), blind and/or visually impaired. OVC will use this solicitation to fund accessible direct services for these victims, provide dedicated training and technical assistance (TTA) to assist victim-serving organizations with the development and implementation of accessibility plans, and identify innovative approaches to serving these victims for replication within the field.

### **Statutory Authority**

34 U.S.C. § 20103(c)(1)(A)

### **Specific Information**

Crime victims who are disabled, LEP, Deaf, hard-of-hearing, and blind and/or visually impaired often experience barriers that prevent them from accessing critical services when they are impacted by crime. The inability to report crime and receive services due to accessibility barriers can isolate these victims and intensify their fear and distrust of the criminal justice system. Being a victim of crime with unaddressed needs can lead to long-term physical, emotional, social, and financial problems for survivors.

Survivors are more inclined to seek services from organizations operating within their community and that understand and are skilled at addressing the challenges they face. Crime victims who are disabled, Deaf, hard-of-hearing, limited English proficient (LEP), blind and/or visually impaired present unique accessibility needs and likely have relationships with trusted organizations known for their accessibility work. The criminal justice and victim services systems need to develop new partnerships to ensure all victims of crime can access appropriate services.

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

The goal of this program is to increase the availability of accessible victim-centered, trauma-informed victim services in the field.

### **Category 1: Direct Services**

This category will fund 10 awards to provide accessible victim-centered and trauma-informed services for victims of crime with accessibility needs. The goals and objectives for Category 1 include:

1. Deliver culturally relevant services to disabled, LEP, Deaf, hard-of-hearing, and blind and/or visually impaired crime victims.
2. Develop and implement disability and language access plans to address the needs of crime victims, with a particular focus on victims who are disabled, blind, visually impaired, LEP, Deaf, and/or hard-of-hearing.
3. Work with the TTA provider funded under Category 2 to train staff and community partners on best practices to serve these victims.
4. Conduct data collection and evaluation or action research activities to measure grant performance and generate internal improvements in the delivery of direct services.

Priority will be placed on organizations with a history of serving crime victims and that propose to expand and increase access to services for crime victims within the disabled, Deaf, hard of hearing, LEP, and blind and/or visually impaired communities. Organizations that currently receive federal funding to provide accessible services for victims should seek to expand those services to victims of other types of crime within that community, including victims of human trafficking, robbery, assault, elder abuse, DUI/DWI, family members of homicide victims, and victims of hate and bias crimes.

Examples of allowable activities under this category include, but are not limited to, language assistance services (including professional interpreters or translators); legal assistance with protection orders and/or immigration remedies related to their victimization (T Visas, U Visas, VAWA self-petitions, etc.); translation of program materials; emergency caregiver replacement services; purchasing of assistive technology for agencies to ensure victims with disabilities are able to communicate with advocates, courts, and law enforcement; and community outreach and education.

Proposals that include new construction or renovation of an existing housing or shelter facility will not be accepted. Additionally, applicants that propose any specialized housing or shelter program must be able to demonstrate a history of providing housing and shelter services.

Grantees funded under this project will work to strengthen referral networks and collaboration between community-based organizations, law enforcement, and other public agencies for the purpose of improving the community response to crime victims, particularly those victims from the communities identified in this solicitation.

Up to 20 percent of funds may also be used to build the capacity of staff and community partners to provide accessible direct services to victims. The grantees will also engage in data collection and evaluation activities designed to measure grant performance and generate internal improvements in the delivery of direct services over the course of the project period.

### **Deliverables for Category 1**

Category 1 deliverables include:

- Accessibility plans that outline how the organization will provide victim-centered, culturally relevant, and trauma-informed services for disabled, LEP, Deaf, hard-of-hearing, blind, and visually impaired crime victims.
- Quarterly financial reports and semiannual progress reports in compliance with DOJ grant requirements.
- Participation in conferences and meetings hosted by the TTA provider, OVC, and other partners, as requested by OVC.
- A final report that describes how the grantee implemented its project, including identification of project partners, areas of success, and lessons learned from program data collection and evaluation efforts or action research activities.

OVC will enter into a cooperative agreement with successful applicants to ensure OVC's involvement in key decisions and the direction of the project. All funded applications, along with their project partners, will be required to work cooperatively with the designated TTA provider.

### **Category 2: Training and Technical Assistance**

This category will offer dedicated training and technical assistance to support the organizations selected for funding in Category 1 and others on providing accessible victim services. The goals and objectives for Category 2 include:

1. Expand the capacity of the field to address the accessibility and service needs of all crime victims, particularly those from disabled, LEP, Deaf, hard-of-hearing, blind, and visually impaired communities.
2. Identify promising practices and disseminate resources and lessons learned from this project to the victim services field and allied professionals.
3. Promote the OVC-funded [Supporting Crime Victims with Disabilities Online Training Toolkit](#).

The TTA provider selected will deliver an array of TTA resources and guidance that support the direct service grantees and the overall initiative. The TTA resources and support could include, but are not limited to:

1. Providing diverse subject-matter expertise and innovative assistance to the direct service grantees to ensure they develop solid accessibility plans to support crime victims, achieve their individual goals and objectives, and sustain their efforts.
2. Working with the direct service sites to engage partners and strengthen their project plans.
3. Identifying and providing TTA that is comprehensive, coordinated, culturally relevant, and trauma-informed to reach and assist victims from disabled, LEP, Deaf, hard-of-hearing, blind, and visually impaired communities.
4. Facilitating peer learning exchanges among the direct service grantees and other organizations engaged in similar work to promote problem-solving and innovation through the exchange of ideas and information.

The successful applicant will promote the OVC-funded [Supporting Crime Victims with Disabilities Online Training Toolkit](#) to the field and provide TTA on implementing the strategies identified in the toolkit. Plans should include the development of a marketing plan to share this valuable resource with the field at relevant conferences and events and provide training on serving victims with disabilities.

Category 2 applicants must clearly demonstrate their extensive knowledge and experience in providing technical assistance to victim-serving organizations on how to best reach and serve crime victims who are disabled, LEP, Deaf, hard-of-hearing, blind, and visually impaired. This expertise is necessary, as the successful applicant will work collaboratively with other OVC-funded TTA providers on issues related to providing accessible victim services.

The TTA provider will engage in the following activities to meet the program goals and objectives:

- Identify a project lead and expert consultants, to be approved by OVC, to provide ongoing support for the demonstration sites.
- Develop a plan for the comprehensive delivery of TTA to the direct service sites, including plans to provide site-specific support, using a variety of delivery methods.
- Develop a marketing plan for the Supporting Crime Victims with Disabilities Online Training Toolkit.
- Provide training at national conferences, including training for VOCA Victim Assistance and Compensation Administrators, to help raise awareness of promising practices in the delivery of services within disabled, LEP, Deaf, hard-of-hearing, and blind and/or visually impaired communities.
- Perform all logistics to support TTA activities and events.
- Evaluate the effectiveness of the training and technical assistance provided.
- Develop online resources, tools, and other products to help improve the capacity of victim service providers to provide accessible services.
- Share emerging information about the initiative with the field through webinars, conference workshops, blogs, and other online/virtual communication methods.
- Provide OVC with regular updates on progress of participating sites' efforts to develop and implement their accessibility plans.



## **Deliverables for Category 2**

Category 2 deliverables include:

- An array of TTA resources and guidance that support the direct service grantees and the overall initiative.
- A comprehensive marketing plan to promote the OVC-funded [Supporting Crime Victims with Disabilities Online Training Toolkit](#).
- Provision of diverse subject-matter expertise and innovative assistance to the direct service grantees to ensure they develop solid accessibility plans and engage relevant partners.
- Facilitation of peer learning exchanges among the direct service sites and other organizations engaged in similar work to promote problem solving, innovation, and information sharing.
- Participation in and convening of conferences and meetings hosted by OVC and other project partners, as determined by OVC.
- Monthly calls with the OVC grant monitor.
- Monthly reports tracking TA activities.
- Quarterly financial and performance reports and semiannual progress reports in compliance with DOJ grant requirements.
- A final report summarizing the overall initiative, including a summary of the TTA project, success stories, and lessons learned from program data collection and evaluation efforts or action research activities.

OVC will enter into a cooperative agreement with the successful direct service and TTA applicants to ensure involvement in key decisions and the direction of the project. In furtherance of the goals and objectives described above, OVC's role in coordination will include the following:

- Reviewing and approving major plans, including changes to such plans, and key decisions pertaining to project operations.
- Reviewing and approving major project-generated documents.
- Providing guidance on significant project plans and participating in project-related training events or meetings. (OVC will make the final decision on the occurrence of any events and review/approve meeting agendas.)
- Selecting the participating direct service sites and TTA provider.

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

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

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

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

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

### **OJP Priority Areas**

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

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

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

In support of Executive Order 13985, OJP will:

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

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

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

**Federal Award Information**

**Solicitation Categories**

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-OVC-2022-00024-PROD	Category 1: Direct Services	10	\$400,000.00	10/1/22 12:00 AM	24
C-OVC-2022-00025-PROD	Category 2: Training and Technical Assistance	1	\$1,000,000.00	10/1/22 12:00 AM	24

**Awards, Amounts and Durations**

**Period of Performance Start Date**  
10/1/22 12:00 AM

**Period of Performance Duration (Months)**  
24

**Anticipated Total Amount to be Awarded Under Solicitation**  
\$5,000,000.00

**Continuation Funding Intent**

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

#### **Availability of Funds**

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

#### **Types of Awards**

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

#### **Financial Management and System of Internal Controls**

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

#### **Cost Sharing or Matching Requirement**

This solicitation does not require a match.

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

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

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

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

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

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

#### **Costs Associated with Language Assistance (if applicable)**

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

#### **Eligibility Information**

To advance Executive Order 13929 Safe Policing for Safe Communities, the Attorney General determined that all state, local, and university or college law enforcement agencies must be certified by an approved independent credentialing body or have started the certification process to be eligible for FY 2022 DOJ discretionary grant funding. To become certified, the law enforcement agency must meet two mandatory conditions: (1) the agency's use-of-force policies adhere to all applicable federal, state, and local laws and (2) the agency's use-of-force policies prohibit chokeholds except in situations where use of deadly force is allowed by law. The certification requirement also applies to law enforcement agencies receiving DOJ discretionary grant funding through a

subaward. For detailed information on this certification requirement, please visit <https://cops.usdoj.gov/SafePolicingEO> to access the Standards for Certification on Safe Policing for Safe Communities, the Implementation Fact Sheet, and the List of Designated Independent Credentialing Bodies.

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

For additional eligibility information, see the solicitation cover page.

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

## **Application and Submission Information**

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

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

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

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

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

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

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

### **Standard Applicant Information (JustGrants 424 and General Agency Information)**

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

### **Proposal Abstract**

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

### **Proposal Narrative**

The proposal narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point font; have no less than 1-inch margins; and should not exceed 25 pages. Pages should be numbered and submitted as an attachment. If the proposal narrative fails to comply with these length restrictions, OVC may consider such noncompliance in peer review and in final award decisions.

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

a. Description of the Issue

All applicants should use this section to:

- Make a convincing case that the proposed project will address an existing gap in services/resources for the specified communities and does not duplicate existing efforts.
- Demonstrate tangible buy-in and engagement from the target communities for the services proposed.
- Describe any previous or current attempts to address this issue and any research or evaluation studies that contribute to the applicant's understanding of its causes and potential solutions.
- Define the nature and scope of the problem to be addressed, including relevant equity considerations for underserved communities. This description must include data that is verifiable and/or contained in official records and use demographic data to describe the types of crime victims that will be served.

b. Project Design and Implementation

All applicants should use this section to:

- Clearly state the goals, objectives, and activities of the project. These activities must be in alignment with the stated goals, objectives, activities, and deliverables of this solicitation.
- Articulate the strategy for accomplishing each goal and objective including a description of key project phases and milestones, specific tasks, activities, staff responsibilities, interim deliverables, and final products.
- Provide a Time-Task Plan that summarizes the above activities as a separate attachment to the application.
- Describe existing federal grants, initiatives, or programs that may already be in place to serve crime victims in the target communities and outline a plan for working with those existing initiatives to enhance accessible victim services, rather than duplicate efforts.

Category 1: In addition to the specific criteria listed above for all applicants, direct service applicants must describe:

- The community of victims served, types of services provided, and geographic area where services will be provided.
- A plan to develop and implement an accessibility plan to address the needs of crime victims, particularly those that are disabled, blind, visually impaired, LEP, Deaf, and/or hard-of-hearing.
- Collaborative partners within the community with whom services will be coordinated on behalf of crime victims. Applicants should describe collaborations with law enforcement agencies and system-based providers to support crime victim compensation applications; inform victims of their rights and help to enforce those rights; and offer other criminal justice-related information and support services.
- How the services provided are victim centered, culturally relevant, trauma informed, and linguistically appropriate for the target communities.
- Plans to strengthen referral networks and collaboration between community-based organizations, law enforcement, and other public agencies to provide accessible victim services.  
Plans for delivering training to staff and community partners to improve the response to crime victims

- from disabled, blind, visually impaired, LEP, Deaf, and/or hard-of-hearing communities.
- Plans for conducting outreach to the target victim populations.
- Plans for conducting program evaluation and/or action research activities to document performance and generate internal improvements.

Category 2: In addition to the specific criteria listed above for “all applicants,” TTA applicants should describe:

- A plan for assessing the TTA needs of the direct service sites and providing supports to assist their efforts to establish and implement accessibility plans.
- A strategy for identifying innovative approaches and evidence-based practices used in the delivery of services to crime victims from disabled, blind, visually impaired, LEP, Deaf, and/or hard-of-hearing communities.
- Plans for marketing the OVC-funded Supporting Crime Victims with Disabilities Toolkit and providing TTA to organizations interested in implementing the strategies from the toolkit.
- Plans for delivering TTA on the initiative using online methods and through national conferences, trainings, and other forums.
- The steps that will be taken to develop a final report about this initiative suitable for publication.
- The final technical assistance tools and resources that will be developed under this award, and the steps that will be taken to make these resources available to the field.

c. Capabilities and Competencies

All applicants from each category should use this section to:

- Submit resumes for any key personnel and an organizational chart as attachments to the application.
- Describe the qualifications, roles, and responsibilities of any new positions that will be created to staff the proposed project.
- If the project includes subawards to project partners, include the name of the individual responsible for monitoring that subaward and the qualifications of the proposed partner(s) to carry out proposed activities.
- Describe the staffing plan for the project. Include the name, position title, and qualifications of the individual who will be the primary point of contact on the project and coordinate the day-to-day programmatic activities of the project.
- Describe previous or current experience and accomplishments developing and/or enhancing accessibility specific work.
- Describe organization experience and capacity related to managing federal grants.

Category 1: In addition to the items noted above for all applicants, direct service applicants must include the following information within the Capabilities and Competencies section of the application:

If the applicant is seeking priority consideration, it should describe within this section how being a culturally specific organization (or funding a culturally specific subrecipient organization at a minimum of 30% of the project budget) will enhance its ability to implement the proposed project(s)

and should also specify which culturally specific populations are intended or expected to be served or have their needs addressed under the proposed project(s).

- Describe the qualifications of staff in delivering services or providing training within the community on accessible services for crime victims.
- If proposing subawards for direct services, indicate the experience of key staff of proposed subaward partner(s) in providing services to crime victims within the targeted community.
- Include the names and titles of the individuals supervising the project staff and identify any relevant project expertise.
- Provide the names and position titles of individuals providing direct services under the grant, including descriptions of the employees' relevant education, training, and work experiences.
- Describe the history of the organization in providing direct services to crime victims within the target community.
- Describe how the organization's leadership and staff reflect the community targeted by the proposal, either through knowledge or experience relevant to that community.

Category 2: In addition to the items noted above for all applicants, TTA applicants must include the following information within the Capabilities and Competencies section of the application:

- If the applicant is seeking priority consideration, it should describe within this section how being a culturally specific organization (or funding a culturally specific subrecipient organization at a minimum of 30% of the project budget) will enhance its ability to implement the proposed project(s) and should also specify which culturally specific populations are intended or expected to be served or have their needs addressed under the proposed project(s).
- Provide the names and position titles of individuals providing TTA and leading the overall effort, including descriptions of the employees' relevant education, training, and work experiences.
- Describe experience and capacity to develop reports or TTA products suitable for publication and dissemination as an online resource.
- Describe experience in managing logistics for in-person meetings or webinars.
- Describe relevant experience and accomplishments developing and/or enhancing accessible, culturally relevant, victim-centered, trauma-informed victim services and providing TTA on relevant efforts.

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.

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

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

Objectives, and Deliverables” discussion. Applicants can visit OJP’s performance measurement page at [www.ojp.gov/performance](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP.

OVC will require award recipients to submit quarterly performance measure data in the Performance Measurement Tool and separately submit a semiannual performance report in JustGrants. A list of resources and trainings can be found at <https://ovc.ojp.gov/funding/performance-measures/transforming-victim-services>. Examples of performance measure questions for this project can be found here: <https://www.ovc.gov/grants/pdfxt/TVS-questionnaire.pdf>. OVC will provide further guidance on the post-award submission process, if selected for award.

#### **Note on Project Evaluations**

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

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

The applicant will submit the program’s goals, objectives, deliverables, and timelines in the JustGrants web-based form.

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

The applicant will submit the following budget information as applicable.

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

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

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

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

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

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

##### **Employee Compensation Waiver**

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

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

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

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

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



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

#### **Memoranda of Understanding (MOUs) and Other Supportive Documents**

Applicants should include, for each named partner, a Memorandum of Understanding (MOU), Letter of Intent, or subcontract that confirms the partner's agreement to support the project through commitments of staff time, space, services, or other project needs. Applicants that submit applications including two or more entities are encouraged to develop and submit signed MOUs or signed Letters of Intent that provide a detailed description of how the agencies will work together to meet the solicitation requirements.

Each MOU or Letter of Intent should include the following: (1) names of the organizations involved in the agreement; (2) scope of the direct service(s) and other work to be performed; and (3) duration of the agreement. Subcontracts, MOUs, or Letters of Intent should be submitted as one separate attachment to the application.

#### **Additional Application Components**

Applicants will attach the additional requested documentation in JustGrants.

#### **Tribal Authorizing Resolution**

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

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

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

#### **Disclosures and Assurances**

The applicant will address the following disclosures and assurances.

#### **Disclosure of Lobbying Activities**

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

#### **DOJ Certified Standard Assurances**

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

#### **Applicant Disclosure of Duplication in Cost Items**

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

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

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

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

If applicable, submit the DOJ High Risk Disclosure and Justification as an attachment in JustGrants. A DOJ High

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

### How to Apply

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

Step 2: The applicant must then submit the **full application**, including attachments, in JustGrants in [JustGrants.usdoj.gov](https://JustGrants.usdoj.gov).

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

### Submission Dates and Time

The **SF-424 and the SF-LLL** must be submitted in Grants.gov by 11:59 p.m. eastern time on June 29, 2022.

The **full application** must be submitted in JustGrants by 8:59 p.m. eastern time on July 6, 2022.

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

### Experiencing Unforeseen Technical Issues

An applicant that experiences unforeseen SAM.gov, Grants.gov, or JustGrants technical issues beyond its control that prevent application submission by the deadline, must demonstrate all efforts in requesting technical support in order to submit an application by the deadline. Technical support is available via phone and email to the applicable SAM.gov, Grants.gov, or JustGrants support centers or service desks in which an applicant received a ticket number for resolution. If an applicant misses a deadline due to unforeseen technical difficulties, the applicant may request a waiver to submit an application after the deadline. *Note: If an applicant does not submit all the required Grants.gov forms by the Grants.gov deadline, the applicant will not be able to proceed to the JustGrants portion of the application process.*

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

- Grants.gov - contact the [Grants.gov Customer Support Hotline](#)
- SAM.gov - contact the [SAM Help Desk \(Federal Service Desk\)](#)
- JustGrants - contact the JustGrants Support Desk at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175

An applicant requesting a waiver to submit a late application must document their request for technical assistance in an email to the OJP Response Center at [grants@ncjrs.gov](mailto:grants@ncjrs.gov) **within 24 hours after the application deadline** to request approval to submit its application after the deadline. If an applicant has technical issues with Grants.gov, the applicant must contact the OJP Response Center within 24 hours of the Grants.gov deadline to request approval to submit after the deadline. Waiver requests to submit after the submission deadline must:

- Describe the technical difficulties experienced.
- Include a timeline of the applicant's submission efforts (e.g., what date and time did the error occur, what date and time was action taken to resolve the issue and resubmit; and what date and time did support representatives respond).
- Include an attachment(s) of the complete grant application and all required documentation and material.
- Include the applicant's Unique Entity Identifier (UEI), any applicable SAM.gov tracking number(s), Grants.gov Help Desk, and JustGrants Support Desk Ticket Numbers.

OJP will review each request for late submission and required supporting documentation and notify the applicant whether the request has been approved or denied. For more details on the waiver process, OJP encourages applicants to review the “Experiencing Unforeseen Technical Issues” section in the [OJP Grant Application Resource Guide](#).

## **Application Review Information**

### **Review Criteria**

#### **Merit Review Criteria**

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

1. Statement of the Problem/Description of the Issue (15%) - evaluate the applicant's understanding of the program/issue to be addressed.
2. Project Design and Implementation (40%) - evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies (25%) - evaluate the administrative and technical capacity of the applicant to successfully accomplish the goals and objectives.
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%) - evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
5. Budget (10%) - evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).
6. Other Attachments (5%) - evaluate the content of MOUs, Letters of Intent, organizational chart, and resumes supporting the application.

#### **Other Review Criteria/Factors**

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

#### **Review Process**

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

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

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

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

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

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

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may consider not only peer review ratings and OVC recommendations, but also other factors as indicated in this section.

## **Federal Award Administration Information**

### **Federal Award Notices**

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

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

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

### **Information Technology (IT) Security Clauses**

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

### **General Information about Post-Federal Award Reporting Requirements**

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

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

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

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

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

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

For contact information for JustGrants, see the solicitation cover page.

## Other Information

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

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

### Provide Feedback to OJP

See the [OJP Grant Application Resource Guide](#) for information on how to provide feedback to OJP.

## Performance Measures

OVC will require award recipients to submit quarterly performance measure data in the Performance Measurement Tool and separately submit a semiannual performance report in JustGrants. A list of resources and trainings can be found at <https://ovc.ojp.gov/funding/performance-measures/transforming-victim-services>. Examples of performance measure questions for this project can be found here: <https://www.ovc.gov/grants/pdfxt/TVS-questionnaire.pdf>.

## Application Checklist

### OVC FY 2022 Enhancing Access to Victim Services

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

## What an Applicant Must Do:

*Prior to registering in Grants.gov:*

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

*To register in Grants.gov:*

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

*To find the funding opportunity:*

- Search for the funding opportunity in Grants.gov using the opportunity number, Assistance Listing, or keyword(s)
- Select the correct Competition ID
- Access the funding opportunity and application package (see Step 7 in the [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, and reporting available at [ovc.ojp.gov/funding/financialguidedo/iii-postaward-requirements#6g3y8](https://ovc.ojp.gov/funding/financialguidedo/iii-postaward-requirements#6g3y8) (see [OJP Grant Application Resource Guide](#))

## Overview of Post-Award Legal Requirements:

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

**Review Scope Requirement:**

- The federal amount requested is within the allowable limit(s) of:
  - Category 1 Direct Services: \$400,000
  - Category 2 TTA: \$1,000,000

**Review Eligibility Requirement:**

Category 1:

- City or township governments
- County governments
- Native American tribal organizations (other than Federally recognized tribal governments)
- Native American tribal governments (Federally recognized)
- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education

Category 2:

- Native American tribal organizations (other than Federally recognized tribal governments)
- Native American tribal governments (Federally recognized)
- Colleges and universities (including tribal institutions of higher education)
- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education

~~~~

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

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

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

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

*If no Grants.gov receipt validation, or error notifications are received:*

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

*Receive email notification to complete application in JustGrants:*

- Proceed to complete application in JustGrants

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

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

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

~~~

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

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

### **Additional Application Components:**

- MOUs/Letters of Intent
- Organizational Chart
- Resumes of Key Personnel
- Tribal Authorizing Resolution (if applicable) (see [OJP Grant Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))

### **Disclosures and Assurances:**

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (see [OJP Grant Application Resource Guide](#))
- DOJ Certified Standard Assurances (see [OJP Grant Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))

*Submit application in JustGrants:*

- Application has been successfully submitted in JustGrants

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

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