

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



---

OVC FY 2023 National Mass Violence Victimization Resource Center

**Assistance Listing Number #** 16.321

**Grants.gov Opportunity Number:** O-OVC-2023-171626

**Solicitation Release Date:** February 23, 2023 1:00 PM ET

**Version:** 1

**Step 1: Application Grants.gov Deadline:** April 18, 2023 11:59 PM ET

**Step 2: Application JustGrants Deadline:** April 25, 2023 8:59 PM ET

---

## Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) seeks applications for funding to maintain a National Mass Violence Victimization Resource Center to identify and develop evidence-based best practices that address the comprehensive needs of these victims and those who engage with them, with an emphasis on addressing mental- and behavioral-health issues. This program furthers the DOJ's mission by reducing violent crime and providing vital services to crime victims. Violent crime can take a physical, psychological, emotional, and financial toll on victims and first responders, which requires effective and appropriate evidence-based responses.

This solicitation incorporates guidance provided in the [OJP Grant Application Resource Guide](#) which provides additional information for 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

This solicitation does not include Solicitation Categories.

## Eligible Applicants:

Private institutions of higher education, Public and State controlled institutions of higher education

An applicant entity may submit more than one application, if each application proposes a

different project in response to the solicitation. Also, an entity may be proposed as a subrecipient (subgrantee) in more than one application.

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 2023 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 assistance with the requirements of this solicitation, contact the OJP Response Center at 800-851-3420, 301-240-6310 (TTY for hearing-impaired callers only), or [grants@ncjrs.gov](mailto:grants@ncjrs.gov). The OJP Response Center operates from 10:00 a.m. to 6:00 p.m. eastern time (ET) Monday–Friday, and 10:00 a.m. to 8:00 p.m. ET on the solicitation close date.

### Pre-application Information Session

OVC will hold one solicitation webinar. This call will provide a detailed overview of the solicitation and allow an opportunity for interested applicants to ask questions. When the webinar has been scheduled, the details and registration information will be available at <https://ovc.ojp.gov/funding/funding-webinars>. Preregistration is required for all participants. Register by clicking on this link <https://ovc.ojp.gov/funding/funding-webinars> and following the instructions. To use the time most efficiently, OVC encourages participants to review the solicitation and submit any questions they may have in advance and no later than 2 days prior to the webinar. Submit your questions to [askovc@ncjrs.gov](mailto:askovc@ncjrs.gov) with the subject as “Questions for **National Mass Violence Victimization Resource Center** Webinar.”

### Submission Information

**Registration:** Before submitting an application, all applicants must register with the System for Award Management (SAM). You must renew and validate your registration every 12 months. If you do not renew your SAM registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Registration and renewal can take up to 10 business days to complete.

**Submission:** Applications must be submitted to DOJ electronically through a two-step

process via Grants.gov and JustGrants.

**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>. **Submit the SF-424 and SF-LLL as early as possible, but no later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov, they will be unable to apply in JustGrants.

For technical assistance with submitting the SF-424 and a 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.

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

For technical assistance with submitting the **full application** in 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 7 a.m. to 9 p.m. ET Monday–Friday and 9 a.m. to 5 p.m. ET on Saturday, Sunday, and Federal holidays.

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. Applicants should maintain all receipts and confirmations received from SAM.gov, Grants.gov, JustGrants systems.

# Contents

Overview	1
Contact Information	2
Pre-application Information Session	2
Submission Information	2
Program Description	7
Overview	7
Statutory Authority	7
Specific Information	7
Goals, Objectives, and Deliverables	8
Evidence-Based Programs or Practices	12
Information Regarding Potential Evaluation of Programs and Activities	12
Federal Award Information	12
Awards, Amounts and Durations	12
Continuation Funding Intent	12
Availability of Funds	13
Type of Award	13
Financial Management and System of Internal Controls	13
Budget Information	13
Cost Sharing or Matching Requirement	13
Pre-agreement Costs (also known as Pre-award Costs)	13
Limitation on Use of Award Funds for Employee Compensation: Waiver	13
Prior Approval, Planning, and Reporting of Conference/Meeting/ Training Costs	14
Costs Associated with Language Assistance (if applicable)	14
Eligibility Information	14
Application and Submission Information	14
Content of Application Submission	14
Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov	15
Standard Applicant Information (JustGrants 424 and General Agency Information)	15
Proposal Abstract	15
Proposal Narrative	15
Goal, Objective and Deliverables	17
Budget and Associated Documentation	17
Budget Worksheet and Budget Narrative (Web-based Form)	17
Pre-agreement Costs (also known as Pre-award Costs)	18

Indirect Cost Rate Agreement (if applicable)	18
Consultant Rate	18
Limitation on Employee Compensation; Waiver	18
Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)	18
Disclosure of Process Related to Executive Compensation	18
Memoranda of Understanding (MOUs) and Other Supportive Documents	18
Additional Application Components	19
Curriculum Vitae or Resumes	19
Tribal Authorizing Resolution	19
Timeline Form	19
Letters of Support	19
Research and Evaluation Independence and Integrity Statement	19
Disclosures and Assurances	20
Disclosure of Lobbying Activities	20
DOJ Certified Standard Assurances	20
Applicant Disclosure of Duplication in Cost Items	20
DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing	20
Applicant Disclosure and Justification - DOJ High Risk Grantees	20
How to Apply	20
Submission Dates and Time	21
Experiencing Unforeseen Technical Issues Preventing Submission of an Application	21
Application Review Information	23
Review Criteria	23
Review Process	23
Federal Award Administration Information	24
Federal Award Notices	24
Administrative, National Policy, and Other Legal Requirements	24
Information Technology Security Clauses	25
General Information about Post-Federal Award Reporting Requirements	25
Federal Awarding Agency Contact(s)	25
Other Information	25
Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)	25
Provide Feedback to OJP	25
Performance Measures	25
Application Checklist	26

PAGE INTENTIONALLY LEFT  
BLANK

## 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.

With this solicitation, OVC seeks to maintain a National Mass Violence Victimization Resource Center (MV Center), which identifies and develops evidence-based best practices for addressing the comprehensive needs of victims of mass violence and domestic terrorism with an emphasis on the provision of mental- and behavioral-health responses. (See this link for activities undertaken by the existing MV Center: [NMMVRC - Home](#).) The center will provide training and education; an integrated mental- and behavioral-health response to mass violence incidents; and an analysis of mass violence incidents on victims and the potential association of mass violence with other crimes. It will leverage technology to develop and provide a variety of services and create and produce appropriate products and resources. The MV Center will be responsible for a project called "Improving Community Preparedness to Assist Victims of Mass Violence or Domestic Terrorism: Training and Technical Assistance (ICP TTA)," (see this link for the current ICP TTA project: [Home - ICP TTA](#)) and will also develop and convene a national conference focused on responding to victims of mass violence.

### Statutory Authority

34 U.S.C. §§ 20101(d)(5) and 20105(b)

### Specific Information

In recent years, the Nation has experienced a surge in mass violence and domestic terrorism incidents, especially targeting certain racial and ethnic groups and the LGBTQ community. These tragedies have impacted rural areas, large urban populations, and locations as varied as schools, workplaces, nightclubs, places of worship, and other public settings. OVC recognizes that federal, state, local, and tribal governments and organizations must be equipped with the necessary knowledge, skills, evidence-based strategies, and best practices to appropriately plan for, respond to, and fully support victims and communities affected by mass violence.

In fiscal year (FY) 2017, OVC funded the first National Mass Violence Victimization Resource Center to establish a centralized resource that would assist communities in being better prepared and equipped to provide victims of mass violence and domestic terrorism with timely, comprehensive trauma-informed services and support from planning for incident response through longer-term recovery and healing. The center developed a national victim-centered framework that addressed best practices and strategies for preparing the response to such incidents.

The MV Center, working closely with OVC and partners, will develop tools and strategies to build capacity to support victims, their families, and communities affected by these tragedies. This will include providing select training and technical assistance (TTA) and

identifying and creating best practices—including partnering to develop culture- or population-specific resources and expanding expertise to the field, particularly in the mental- and behavioral-health spheres.

The center will also be responsible for the “Improving Community Preparedness to Assist Victims of Mass Violence or Domestic Terrorism: Training and Technical Assistance Project (ICP TTA).” With the number of mass violence and terrorism incidents continuing to rise, it is recommended that communities plan for these events and integrate victim needs and other relevant issues into existing emergency response plans. Planning will allow stakeholders to augment community emergency response plans to ensure that the needs of victims, families, and first responders are addressed after these incidents. Ideally, planning will be coordinated among law enforcement and other first responders, emergency managers, behavioral- and mental-health professionals, health care professionals, state VOCA administrators, victim service providers, culturally specific organizations, faith leaders, and multiple levels of government and non-governmental agencies, including OJP’s Bureau of Justice Assistance Mass Violence Advisory Initiative.

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

The overall goal of this project is to fund an MV Center to develop, maintain, and deploy tools and strategies; engage communities and the Nation in awareness and response; and continue to build the capacity to support victims, their families, first responders, and communities affected by mass violence and terrorism. This will be accomplished through TTA, education, technology, victim-focused community planning and responses, and other related activities.

### **Objectives and Deliverables**

An applicant should address all the objectives and deliverables listed below in the Goals, Objectives, Deliverables and Timeline web-based form.

Objectives and Deliverables include:

Objective 1: TTA – Integrate behavioral- and mental-health (BH/MH) responses to mass violence incidents (as needed).

Deliverable 1:

- In-person and virtual TTA around the BH/MH needs of victims of mass violence. Examples of TTA include:
  - Assess communities’ ability to support victims.
  - Assess/triage BH/MH victims’ needs, including historically marginalized and underserved victims.
  - Connect victims with culturally appropriate mental health and early interventions (not direct care).
  - Recommend or offer appropriate trauma training to providers serving victims (trainings to communities).
  - Participate in victim, community, and provider forums regarding BH/MH needs.
  - Engage with communities and Resiliency Centers, which create a single point of entry for victims to access needed services such as victim advocacy and navigation services for housing, education, legal, medical, and financial needs; counseling and other therapeutic services; and related victims’ needs.



Objective 2: Training and Education – Develop, amend, or provide education, training, and related resources to clinicians, victims, and other stakeholders to build knowledge, capacity, and resiliency related to mass violence and terrorism, especially for victims of hate crimes.

Deliverable 2:

- Provide virtual and in-person training and education on relevant BH/MH mass violence-related topics including cognitive behavioral therapy, psychological first aid, skills for psychological recovery, traumatic grief, etc.
- Develop training (including resiliency trainings) or amend existing evidence-based, trauma-informed BH/MH interventions/programs related to mass violence, including accounting for supporting specific populations vulnerable to experiencing hate crimes.

Objective 3: Analysis – Examine how various elements of mass violence incidents affect victims. For example, the successful applicant may explore the intersections/differences between mass violence and broader community violence, hate crimes, and domestic violence; or examine resources for diverse victim populations; or examine the unmet BH/MH needs and services victims receive.

Deliverable 3:

- Produce applicable reports or other products.

Objective 4: Technology – Leverage technology to maintain, develop, and deliver a variety of BH/MH-related services and products that support victims, communities, victim service providers, first responders, and other stakeholders involved in mass violence and terrorism planning and response.

Deliverable 4:

- Build/maintain a website, training platforms, mobile applications materials, AEAP grant applications, and other technology-based activities.

Objective 5: Resources/products – Develop and provide an array of products related to grant activities. In addition to training/education materials, develop products relating to analyses of mass violence victim-related issues, technology-based resources, and other relevant products such as those listed below.

Deliverable 5:

- An Employer Guide, Peer Support Guide, Resiliency Center Guide, and other guides as needed. These guides will help employers, peer support leaders, Resiliency Center directors, and others develop meaningful, victim-centered support materials.
- Materials appropriately designed for use by children, such as a mass violence guide for school children.
- Materials and resources for specific populations especially vulnerable to experiencing hate crimes.

Objective 6: Conference Support – Host a national conference to convene stakeholders for

the sharing and exchange of best practices related to mass violence and domestic terrorism response, focused primarily on victims and impacted communities and how to plan for incidents and support these survivors.

#### Deliverable 6: Mass Violence Victim-Related Conference

- Develop a hybrid (in-person/virtual) conference and convene appropriate stakeholders on a range of topics related to mass violence victimization.
- Stakeholders may include state attorneys general, members of state legislatures, county executives, mayors or other city officials, relevant membership or civic organizations, survivors of mass violence, victim service providers, law enforcement, and others.

Objective 7: Ongoing activities – The grantee should maintain and continue activities currently provided under the existing National Mass Violence Victimization Resource Center framework.

Deliverable 7: Such activities include, but are not limited to, activities outlined in Objectives/Deliverables 2–5.

- Maintain/implement Community-Based Learning Collaboratives, a Mass Violence Core Compendium, and training for mental health providers.
- Maintain the *Transcend NMVC* mobile self-help app.
- Develop/maintain the AEAP application template.
- Establish/maintain a Virtual Resiliency Center, supporting communities by developing/providing resources such as Tip Sheets and other materials.
- Analyze incidents to increase knowledge about effective victim responses.
- Create an After Action Review and template.
- Provide technical assistance to communities.
- Engage stakeholders (victims, providers, organizations).
- Review/update the Mass Violence Toolkit, including development of population-specific resources and responses.
- Create protocols for training, supervising, and delivering telehealth counseling for mass violence victims.
- Develop/provide appropriate mental health interventions for mass violence victims.
- Create/provide other trainings such as webinars, town halls, etc.
- Develop mass violence-related resources for the media.

Note: A Community-Based Learning Collaborative is a months-long intensive training, skill building, and structured community implementation process for Evidence Supported Treatments where professionals work together to build and sustain their community capacity. For details on the current Mass Violence Core Compendium, the *Transcend NMVC* mobile self-help app, and an After-Action Report review, please search the existing MV Center website at [NMVRC - Home](#).

Objective 8 and Deliverable 8: The MV Center will also be responsible for the ICP TTA project. Sub-objectives and deliverables include:

- a. Provide individualized TTA to law enforcement and first responders; units of state, local, and Tribal government; and other community stakeholders and

victim service providers to assist in developing partnerships, policies, and procedures to proactively prepare for addressing the needs of victims of crime after incidents of mass violence and domestic terrorism. The provider will assist with a range of activities, including those outlined in OVC's [Helping Victims of Mass Violence & Terrorism: Planning, Response, Recovery, and Resources Toolkit](#) and the [Partnerships and Planning Checklist](#) and should [ensure that training includes](#) cultural- or population-specific resources.

- i. Deliverables include complete performance measure data that accurately quantifies and describes TTA provided, brief reports to OVC summarizing the range of TTA requested, and status of TTA provided.
- b. Expand the capacity of agencies and local governments by providing supplemental resources to those seeking to augment their existing emergency response plans. Strategies to expand capacity may include access to onsite consultants, subawards, or other resources for jurisdictions that do not currently have adequate staff or funding to engage in the development of a comprehensive victim assistance and response plan.
  - i. Deliverables include a plan for assessing the level of need in each jurisdiction requesting support, recommended selection criteria for receiving TTA, and a plan for providing supplemental resources. The TTA provider will work in coordination with OVC regarding the selection of TTA sites. Prior approval from the grant manager is required for any subaward to an organization or entity that would receive TTA under this award.
- c. Assemble a group of expert consultants to provide evidence-based TTA, including those experienced in working with vulnerable and marginalized populations.
  - i. Deliverables include a list of recommended TTA consultants along with their qualifications.
- d. Design and implement outreach and public awareness strategies targeting law enforcement, first responder, state, local, and Tribal agencies involved in emergency planning/response efforts to raise awareness about available TTA.
  - i. Deliverables include the submission of a detailed outreach plan.
- e. Deliver presentations and TTA workshops at national, regional, or state conferences attended by emergency managers and city or state administrators to raise awareness of TTA resources and engage those involved in emergency response planning.
  - i. Deliverables include submission of a detailed plan for presentations to target groups and performance measurement data related to these efforts.
- f. Conduct ongoing data collection and evaluation activities to measure

performance and improve TTA delivery.

- i. Deliverables include the development of a system for receiving, tracking, and responding to TTA requests and a process that assesses user satisfaction with TTA services.

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 projects and activities funded under this solicitation. For additional information and applicable documentation to be included in the application, see the [OJP Grant Application Resource Guide](#) section entitled "Information Regarding Potential Evaluation of Programs and Activities."

### **Federal Award Information**

#### **Solicitation Categories**

This solicitation does not include Solicitation Categories.

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

##### **Anticipated Number of Awards**

1

##### **Anticipated Maximum Dollar Amount of Awards**

\$8.9 million

##### **Period of Performance Start Date**

10/1/23

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

36

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

\$8,900,000.00

##### **Additional Information**

Up to \$8.9 million, consisting of \$5.1 million for the overall MV Center activities, \$3.5 million for ICP TTA activities, and up to \$300,000 for a conference

### **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 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.

### **Type of Award**

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.

### **Budget Information**

If applicable, the applicant should identify within their budget which items, services, etc., will/would be covered by matching sources and explain what type of match will be provided.

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

This solicitation does not require a match.

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

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

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

See the [OJP Grant Application Resource Guide](#) for information on the Limitation on Use of

Award Funds for Employee Compensation; Waiver.

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

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

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

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

### **Eligibility Information**

For eligibility information, see the solicitation cover page.

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

**Notice regarding law enforcement agencies:** 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 2023 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.

### **Application and Submission Information**

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

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 Web-Based Form (The web-based form includes the budget details and the budget narrative.)

If OJP determines that an application does not include these elements, it will neither

proceed to peer review, nor receive further consideration.

### **Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov**

The SF-424 must be submitted in Grants.gov. It is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. See the [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 their Authorized Representative; and verify and confirm the organization’s unique entity identifier, legal name, and address.

### **Proposal Abstract**

A Proposal Abstract (no more than 400 words) summarizing the proposed project — including its purpose, primary activities, expected outcomes, the service area, intended beneficiaries, and subrecipients (if known) — must be completed in the JustGrants web-based form. This abstract should be in paragraph form without bullets or tables, written in the third person, and exclude personally identifiable information. Abstracts will be made publicly available on the OJP and USASpending.gov websites if the project is awarded. See the [OJP Grant Application Resource Guide](#) for an example of a proposal abstract.

### **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 30 numbered pages. If the Proposal Narrative fails to comply with these length restrictions, OVC may consider such noncompliance in peer review and in final award decision. Tables, charts, or graphs may be included in the narrative in a font smaller than 12-point and these items will not count toward the page limit.

The Proposal Narrative must include the following sections:

- a. Description of the Issue

This section should briefly describe the victim issues surrounding criminal mass violence and domestic terrorism. Please explain how work on this project will help address the problem including how proposed activities address the issues. (Please include supporting information.) The applicant should describe the difficulties that victims and communities face following these incidents and the needs of victims, including first responders. Gaps in resources and suggestions for addressing the problem should also be included.

b. Project Design and Implementation

Describe the strategy for addressing the needs identified in the Description of the Issue and how the applicant will maintain and execute the activities of an MV Center. List the activities and describe how they relate to the stated objectives. Activities are the specific actions to be undertaken to fulfill the program's objectives and reach the program's goals. Describe the methods to be used to carry out each activity. Include a general description of how effectiveness will be measured and, if applicable, the contributions and responsibilities expected of potential project partners and descriptions of tools or resources to be used. Provide a timetable indicating roughly when the activities or program milestones are to be accomplished.

c. Capabilities and Competencies

Describe the capabilities and competencies required to accomplish the goals and objectives of the project. This section should demonstrate the applicant's knowledge of domestic mass violence victims' issues and detail staff expertise and responsibilities. It should include a description of the infrastructure for carrying out the tasks, managing contracts/subawards, producing and disseminating high-quality products, and developing/hosting a conference. Due to the nature of incidents of mass violence, this section should also demonstrate flexibility and adaptability to changing situations and the needs of diverse victim populations. The applicant may provide an organization and management plan in narrative and/or chart form with any charts included as a separate attachment.

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

Describe the process for measuring project performance. Identify who will collect the data; who is responsible for performance measurements; and how the information will be used to guide and evaluate the project's impact. Describe the process for accurately reporting data.

Note: An applicant is **not** required to submit performance data with the application. Rather, performance measure information is included as a notification that award recipients will be required to submit performance data as part of each award's reporting requirements. Some measures are presented as examples, while others are the exact measures that every recipient will be expected to address.

OJP will require each award recipient to submit regular performance data that show the completed work's results. The performance data directly relate to the 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.

A list of performance measure questions for this program can be found at <https://>



[ovc.ojp.gov/sites/g/files/xyckuh226/files/media/document/tvs-performance-measures-questionnaire.pdf](https://ovc.ojp.gov/sites/g/files/xyckuh226/files/media/document/tvs-performance-measures-questionnaire.pdf).

Award recipients are to submit performance measure data in the Performance Measurement Tool (PMT) and separately submit a semi-annual performance report in JustGrants. A list of resources and trainings can be found at <https://ovc.ojp.gov/funding/performance-measures/transforming-victim-services>.

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

- I. Training
- II. Technical Assistance
- III. Tech Development
- VI. Strategic Planning

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

### **Note on Project Evaluations**

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

### **Goal, Objective and Deliverables**

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

**Goals.** The applicant should describe the project’s intent to change, reduce, or eliminate the problem noted in the previous section and outline the project’s goals.

**Program Objectives.** The applicant should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project’s desired results. They should be measurable and clearly linked to the goal.

**Deliverables.** Project deliverables refer to outputs—tangible or intangible—that are submitted within the scope of a project.

### **Budget and Associated Documentation**

See below.

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

The applicant will complete the JustGrants web-based budget form. For additional

information, see the [OJP Grant Application Resource Guide](#) and the [Complete the Application in JustGrants – Budget](#) training.

When preparing the budget, plan for the following:

- Up to \$5.1 million for MV Center activities
- Up to \$3.5 million for ICP TTA activities, and
- Up to \$300,000 for Mass Violence Victim-Related Conference activities

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

See the section on Costs Requiring Prior Approval in the [DOJ Grants Financial Guide Post Award Requirements](#) for more information.

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

If applicable, the applicant will upload their indirect cost rate agreement as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for more information on indirect costs.

### **Consultant Rate**

See the [DOJ Grants Financial Guide](#) for information on the consultant rates which require prior approval from OJP.

### **Limitation on Employee Compensation; Waiver**

See the [OJP Grant Application Resource Guide](#) for information on the Limitation on Use of Award Funds for Employee Compensation for Awards over \$250,000; Waiver.

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

The applicant will download the questionnaire, complete it, and upload 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**

This solicitation expressly modifies the OJP Grant Application Resource Guide by not incorporating its “Disclosure of Process Related to Executive Compensation” provisions. Applicants to this solicitation are not required to provide this disclosure.

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

Applicants should include for each named partner, a signed Memorandum of

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

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

### **Additional Application Components**

The applicant will attach the additional requested documentation in JustGrants.

### **Curriculum Vitae or Resumes**

Provide resumes of key personnel.

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

### **Timeline Form**

A detailed, 36-month project timeline that shows how the applicant will accomplish its stated goals and objectives, and the name, title, and organization of the individual(s) responsible for carrying out the identified activities. The timeline should be submitted as a separate attachment and must provide for the submission of required quarterly financial status reports, semi-annual progress reports, and a final report.

### **Letters of Support**

Applicants should include, for each named partner entity, a signed Letter of Support that confirms the partner's agreement to support the project through commitments of staff time, space, services, or other project needs. Applications submitted from two or more entities are encouraged to submit signed Letters of Support that provide a detailed description of how the agencies will work together to meet project requirements.

Each Letter of Support 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 under the agreement; (3) duration of the agreement. Letters of Support should be signed and then submitted as one separate attachment to the application.

### **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 upload documentation of its research and evaluation independence and integrity 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. Once the applicant submits in Grants.gov, this information will pre-pend into JustGrants. 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; Drug-Free Workplace Requirements; Law Enforcement and Community Policing**

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

### **Applicant Disclosure and Justification - DOJ High Risk Grantees**

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

## **How to Apply**

**Registration:** Before submitting an application, all applicants must register with the System for Award Management (SAM). You must renew and validate your registration every 12 months. If you do not renew your SAM registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Registration

and renewal can take up to 10 business days to complete.

Submission: Applications must be submitted to DOJ electronically through a two-step process via Grants.gov and JustGrants.

**Step 1:** After registering with SAM, the applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html> by the Grants.gov deadline. **Submit the SF-424 and SF-LLL as early as possible, but no later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov, they will be unable to apply in JustGrants.

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

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from [DIAMD-NoReply@usdoj.gov](mailto:DIAMD-NoReply@usdoj.gov) with instructions on how to create a JustGrants account. Register the Entity Administrator and the Application Submitter with JustGrants as early as possible but no later than 48-72 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive an emailed link to complete the rest of the application in JustGrants. The Entity Administrator also will need to log into JustGrants to review and invite the applicant's Authorized Representative(s) before an application can be submitted.

Submit the complete application package in JustGrants at least 24 – 48 hours prior to the JustGrants deadline. Some of the application components will be entered directly into JustGrants, and others will require uploading attached documents. Therefore, applicants will need to allow ample time before the JustGrants deadline to prepare each component. Applicants may save their progress in the system and revise the application as needed prior to hitting the Submit button at the end of the application in JustGrants.

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 April 18, 2023.

The **full application** must be submitted in JustGrants by 8:59 p.m. eastern time on April 25, 2023.

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates with sufficient time to correct any 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. Failure to begin the SAM.gov, Grants.gov, or JustGrants registration process in sufficient time (i.e., waiting until the date identified in this solicitation) is not an acceptable reason for late submission.

### **Experiencing Unforeseen Technical Issues Preventing Submission of an Application**

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

If an applicant misses a deadline due to unforeseen technical issues with SAM.gov, Grants.gov, or JustGrants, the applicant may request a waiver to submit an application after the deadline. However, the waiver request will not be considered unless it includes a tracking number generated when the applicant contacts the applicable service desks to report technical difficulties. Tracking numbers are generated automatically when an applicant emails the applicable service desks; and for this reason applicants are encouraged to email the appropriate service desk, even if they also intend to call the service desk for phone support. Experiencing wait times for phone support does not relieve the applicant of the responsibility of getting a tracking number.

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

- SAM.gov - contact the [SAM Help Desk \(Federal Service Desk\)](#), Monday – Friday from 8 a.m. to 8 p.m. ET at 866-606-8220.
- Grants.gov - contact the [Grants.gov Customer Support Hotline](#), 24 hours a day, 7 days a week, except on federal holidays, at 800-518-4726, 606-545-5035, or [support@grants.gov](mailto:support@grants.gov).
- JustGrants - contact the JustGrants Service Desk at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175, Monday – Friday from 7 a.m. to 9 p.m. ET and Saturday, Sunday, and Federal holidays from 9 a.m. to 5 p.m. ET.

If an applicant has technical issues with SAM.gov or Grants.gov, the applicant must contact the OJP Response Center at [grants@ncjrs.gov](mailto:grants@ncjrs.gov) within **24 hours of the Grants.gov deadline** to request approval to submit after the deadline.

If an applicant has technical issues with JustGrants that prevent application submission by the deadline, the applicant must contact the OJP Response Center at [grants@ncjrs.gov](mailto:grants@ncjrs.gov) within 24 hours of the JustGrants deadline to request approval to submit after the deadline. Waiver requests sent to the OJP Response Center must -

- describe the technical difficulties experienced,
- include a timeline of the applicant's submission efforts (e.g., date and time the error occurred, date and time of actions taken to resolve the issue and resubmit; and date and time support representatives responded),
- include an attachment of the complete grant application and all the required documentation and materials,
- include the applicant's Unique Entity Identifier (UEI), and
- include any SAM.gov, Grants.gov, and JustGrants Service Desk tracking numbers documenting the technical issue.

OJP will review each waiver request and the required supporting documentation and notify

the applicant whether the request for late submission has been approved or denied. An applicant that does not provide documentation of a technical issue or that does not submit a waiver request within the required time period will be denied.

For more details on the waiver process, OJP encourages applicants to review the “Experiencing Unforeseen Technical Issues” section in the [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 (10%) - 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 (30%) - evaluate the applicant's administrative and technical capacity to successfully accomplish the goals and objectives.
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%) - evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
5. Budget (5%) - evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).
6. Other attachments (10%) - evaluate the content of MOUs, Letters of Intent, Curriculum Vitae or Resumes, Timeline, and any other attachments 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, if applicable), available funding, past performance, and the extent to which the Budget Web-Based form accurately explains 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 entity. Among other things to help assess whether an applicant with one or more prior federal awards has a satisfactory record of performance, integrity, and business ethics, OJP checks whether the applicant entity 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 entity 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 its organization 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 entity.

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

Generally, award notifications are made by the end of the current Federal fiscal year, September 30th. 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 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 more information.

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

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

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

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

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

For OJP contact(s), contact information for Grants.gov, and contact information for JustGrants, see the solicitation cover page.

## **Other Information**

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

Award recipients are to submit performance measure data in the Performance Measurement Tool (PMT) and separately submit a semi-annual performance report in JustGrants. A list of resources and trainings can be found at <https://ovc.ojp.gov/funding/performance-measures/transforming-victim-services>. A list of performance measure questions for this program can be found at <https://ovc.ojp.gov/sites/g/files/xyckuh226/files/media/document/tvs-performance-measures-questionnaire.pdf>.

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

I. Training

II. Technical Assistance

III. Tech Development

VI. Strategic Planning

Application Checklist

### **OVC FY 2023 National Mass Violence Victimization Resource Center**

This application checklist has been created as an aid in developing an application. For more information, reference [the OJP Application Submission Steps in the OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

#### **Pre-Application**

##### ***Before Registering in Grants.gov:***

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

##### ***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](#))

##### ***Find the Funding Opportunity***

- Search for the funding opportunity in Grants.gov using the opportunity number, assistance listing number, or keyword(s)
- Select the correct Competition ID, if applicable
- 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 <https://www.ojp.gov/funding/financialguidedoj/iii-postaward-requirements#6g3y8> (see [OJP Grant Application Resource Guide](#))

##### ***Review the Overview of Post-Award Legal Requirements***

- Review the [“Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2023 Awards”](#) in the [OJP Funding Resource Center](#).

### **Review the Scope Requirement**

- The federal amount requested is within the allowable limit(s) of \$8.9 million.

### **Review Eligibility Requirement:**

- Review the Eligibility section on the cover page and Eligibility Information section in the solicitation.

~~~~~

### **Application Step 1**

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

- In Section 8F of the SF-424, include the name and contact information of the individual **who will complete the application in JustGrants and the SF-LLL in Grants.gov**

*Within 48 hours after the SF-424 and SF-LLL submission in Grants.gov, receive four (4) Grants.gov email notifications:*

- a submission receipt
- a validation receipt
- a grantor agency retrieval receipt
- an agency tracking number assignment

*If no Grants.gov receipt and validation email is received, or if error notifications are received:*

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

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from JustGrants with login instructions.

- Proceed to Application Step 2 and complete application in JustGrants

### **Application Step 2**

Submit the following information in JustGrants:

Application Components

- Standard Applicant information (SF-424 information from Grants.gov)
- **Proposal Abstract\***
- **Proposal Narrative\***

Budget and Associated Documentation

- **Budget Web-Based form\***
- 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](#))

#### Additional Application Components

- Tribal Authorizing Resolution (if applicable) (see [OJP Grant Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (if applicable) (see [OJP Grant Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))
- Timeline
- Memorandum of understanding (if applicable)
- Curriculum Vitae or Résumés of key personnel (if applicable)
- Letters of Support (if applicable)
- Organizational chart (if applicable)

#### 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](#))

**\* Note: Items designated with an asterisk must be submitted for an application to meet the basic minimum requirements review. If OJP determines that an application does not include the designated items, it will neither proceed to peer review, nor receive further consideration.**

#### Review, Certify and Submit Application in JustGrants

- Any validation errors will immediately display on screen after submission.
- Correct validation errors, if necessary, and then return to the “Certify and Submit”

screen to submit the application. Access the [Application Submission Validation Errors Quick Reference Guide](#) for step-by-step instructions to resolve errors prior to submission.

- Once the application is submitted and validated, a confirmation message will appear at the top of the page. Users will also receive a notification in the “bell” alerts confirming submission.

*If no JustGrants application submission confirmation email or validation is received, or if error notification is received:*

- Contact the JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) regarding technical difficulties. See the [OJP Grant Application Resource Guide](#) for additional information.

### **Standard Solicitation Resources**

[OJP Grant Application Resource Guide](#) provides guidance to assist OJP grant applicants in preparing and submitting applications for OJP funding.

[DOJ Grants Financial Guide](#) serves as the primary reference manual to assist award recipients in fulfilling their fiduciary responsibility to safeguard grant funds and to ensure funds are used for the purposes for which they were awarded. It compiles a variety of laws, rules and regulations that affect the financial and administrative management of DOJ awards. This guide serves as a starting point for all award recipients and subrecipients of DOJ grants and cooperative agreements in ensuring the effective day-to-day management of awards.

[JustGrants Resources Website](#) is an entryway into information about JustGrants and the grants management system itself. Through this portal both award recipients and applicants can access training resource and user support options, find frequently asked questions and sign-up for the [JustGrants Update e-newsletter](#).

[JustGrants Application Submission Training Page](#) offers helpful information and resources on the application process. This training page includes e-learning videos, reference guides, checklists and other resources to help applicants complete an application.

[Virtual Q&A Sessions](#) are advertised here and provide opportunities for users to receive topic-specific training, direct technical assistance and support on JustGrants system functionality.