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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) is seeking applications for funding under the Fiscal Year (FY) 2015 Antiterrorism and Emergency Assistance Program (AEAP). This program furthers the Department's mission by assisting applicants seeking services, crime victim assistance, and training and technical assistance after an act of terrorism or intentional mass criminal violence within or outside the United States. For additional information, please visit the AEAP page on the OVC Web site at [www.ovc.gov/AEAP](http://www.ovc.gov/AEAP).

## **FY 2015 Antiterrorism and Emergency Assistance Program for Crime Victim Compensation and Assistance**

### **Eligibility**

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

**For Crime Victim Assistance**, eligible applicants are limited to state victim assistance programs; public agencies, including federal, state, and local governments, and federally recognized Indian tribal governments, as determined by the Secretary of the Interior and published in the Federal Register; public institutions of higher education; and victim service and nongovernmental organizations.

**For Crime Victim Compensation**, eligible applicants are limited to state crime victim compensation administrative agencies.

OVC does not provide AEAP funding directly to individual crime victims. AEAP applications will be accepted only from the jurisdiction where the crime occurred, unless a federal statute establishes a special authorization and appropriation supporting allocations to other jurisdictions or a compelling justification can be provided to the OVC Director supporting requests from other jurisdictions. In the case of terrorism and mass violence outside the United States, OVC will make a determination regarding which organizations or agencies within the United States may apply for funding.

This is a restricted solicitation because the program is intended to respond to specific cases of terrorism and mass violence. Only after OVC has consulted with an eligible organization can an application be submitted. Further guidance on submitting an application is outlined in the Guidelines for AEAP (Federal Register, Vol. 67, No. 21, January 31, 2002).

## Deadline

Applicants must register in [OJP's Grants Management System](#) (GMS) prior to submitting an application for this funding opportunity. Select the "Apply Online" button associated with the solicitation title. (See "[How To Apply](#)," page 17.) Please refer to GMS for the most recent registration and application deadlines.

Please note that this solicitation is only available after a mass violence or terrorism incident. Applicants will be notified when the solicitation is open.

## Contact Information

For technical assistance with submitting the application, contact the Grants Management System Support Hotline at 888-549-9901, option 3, or by e-mail at [GMS.HelpDesk@usdoj.gov](mailto:GMS.HelpDesk@usdoj.gov). The [GMS](#) Support Hotline hours of operation are Monday-Friday from 6:00 a.m. to midnight eastern time, except federal holidays.

Applicants that experience unforeseen GMS technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the OVC contact identified in the cover letter **within 24 hours after the application deadline** and request approval to submit their application. Additional information on reporting technical issues is found under "Experiencing Unforeseen GMS Technical Issues" in the "[How To Apply](#)" section.

For assistance with any other requirements of this solicitation, contact the OJP staff member identified in your cover letter, or OVC's main line at 202-307-5983.

Release date: April 7, 2015

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# **FY 2015 Antiterrorism and Emergency Assistance Program for Crime Victim Compensation and Assistance (CFDA #16.321)**

## **I. Program Description**

### **Overview**

The Office for Victims of Crime (OVC) supports victims of mass violence and terrorism through the Antiterrorism Emergency Assistance Program (AEAP), which is designed to help jurisdictions that have been overwhelmed after such an incident. Funding for this program comes from the Antiterrorism Emergency Reserve (the Emergency Reserve).

AEAP is a mechanism by which the Director of OVC may award supplemental crime victim compensation and assistance to respond to an act of terrorism or mass criminal violence. The criminal act has to be of sufficient magnitude that it overwhelms the affected jurisdiction's or program's ability to respond to the event. AEAP funds can assist with crisis response in the initial aftermath of an event; help victims adapt, restore their equilibrium, and deal with the consequences of the event; and facilitate victim participation in the judicial process. AEAP is also designed to support state crime victim compensation administrative agencies in the reimbursement of victims for out-of-pocket expenses. Additionally, training and technical assistance funds are available to identify resources, assess needs, coordinate services to victims, and develop strategies for responding to an event. Applicants should consider the full range of both compensation and assistance programs when requesting funding. Justification for all funding must demonstrate that AEAP funds will support victims of the event. OVC may provide a consultant(s) to support the applicant with the AEAP application process. AEAP is authorized by 42 U.S.C. §§10601(d)(5) and 10603b(b).

Upon verification that an act of terrorism or mass violence has resulted in a significant number of victims injured or deceased, OVC will contact the state Victims of Crime Act (VOCA) administrator(s) in the affected state(s) and advise them that AEAP resources may be available. In order to determine the scope of possible need and resources available, this will be the first of many interactions between OVC and the agency eligible to receive AEAP funds.

Because many mass violence or terrorism incidents involve federal jurisdiction and law enforcement officials, OVC will immediately coordinate with the Federal Bureau of Investigation's (FBI) Office for Victim Assistance (OVA) to determine which resources may already be deployed and which services are being coordinated with state and local victim assistance and law enforcement personnel on the scene. In the event that the FBI is investigating a federal crime or is asked to assist state, local, or tribal authorities with a non-federal crime, OVA can be a valuable resource to victims and affected agencies, especially in the initial aftermath of an incident. In such instances, OVA personnel can provide immediate victim assistance such as helping to collect ante-mortem data and to conduct death notifications; establishing or helping staff Family Assistance Centers; assisting with incident briefings for victims/families, individual needs assessments, and personal effects management; and providing support and information to victims through a national network of FBI Victim

Specialists. When the FBI is investigating federal crimes or their assistance is requested by state, local, or tribal authorities, OVA may also support select short-term emergency victim-related expenses. This may include expenses associated with emergency transportation or temporary lodging for victims or their families. OVA personnel can be contacted at [victim.assistance@ic.fbi.gov](mailto:victim.assistance@ic.fbi.gov). State VOCA personnel and other state and local victim assistance providers should work with appropriate federal, state, and local government agencies as well as nongovernmental and nonprofit agencies to address the full range of victims' needs.

### **Project-Specific Information**

Once OVC determines the appropriate eligible applicant, OVC will interact regularly with the applicant and inform the organization of the range of AEAP resources. OVC will also supply samples of approved AEAP application submissions to use as a guideline for developing a funding request. As victim needs become more apparent and victim support expenses mount, OVC encourages the applicant to call or e-mail OVC with questions about what AEAP funding can support.

Prospective grantees will identify victim-related expenses, including those associated with the immediate aftermath of the event; the longer-term consequences for victims; and victim participation in investigations or prosecutions. Once an applicant has determined the extent and nature of their needs, but before a formal application is submitted, the applicant will submit a Letter of Request to OVC. (See "[Before You Apply](#)," page 17.) This letter will demonstrate the applicant's intent to seek funding. OVC may require detailed justification for proposed expenses. The prospective grantee and OVC will collaborate to refine the application prior to the final application submission. The time needed to complete this process may vary depending on the complexity of the application. OVC personnel will help prospective grantees throughout this process and will be available to address questions and concerns. In most instances, particularly for large and complex situations, OVC may also provide a consultant to assist the applicant with researching and gathering information and drafting the AEAP proposal. OVC will also work with prospective grantees to ensure that they have coordinated their response with other agencies that may be able to provide support. For example, OJP's Bureau of Justice Assistance may have funding available for law enforcement activities associated with the event that are not victim-related (see Justice Assistance Grant information at [www.bja.gov/ProgramDetails.aspx?Program\\_ID=59](http://www.bja.gov/ProgramDetails.aspx?Program_ID=59)). DOJ Community Oriented Policing Services (COPS) grants may be available as well (see [www.cops.usdoj.gov/Default.asp?Item=232](http://www.cops.usdoj.gov/Default.asp?Item=232)). Additionally, under limited circumstances, the U.S. Department of Education may have funding available to help local educational agencies and institutions of higher education recover from a violent or traumatic event (see "Project School Emergency Response to Violence" at [www2.ed.gov/programs/dvppserv/index.html](http://www2.ed.gov/programs/dvppserv/index.html)).

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

The objective of this program is to improve services and assistance by providing supplemental funding to assist victims of terrorism and mass violence. This is consistent with OJP Strategic Objective 2.3, to improve services for crime victims through capacity-building; evidence-based support and assistance; and compensation. OVC is authorized to provide emergency relief for the benefit of victims in cases of terrorism or mass violence occurring within the United States (42 U.S.C. §10603b(b)), and cases of terrorism or mass violence occurring outside the United States (42 U.S.C. §10603b(a)). This support provides resources in relation to the jurisdiction's crisis response efforts, consequence management activities, criminal justice actions, and training and technical assistance. The following information provides examples of the types of support that are available under AEAP. This is not an exhaustive list; other items will be

considered if the applicant can demonstrate that expenditures support victim assistance or compensation.

Note to state agencies applying for supplemental crime victim compensation: State crime victim compensation programs reimburse crime victims for out-of-pocket expenses related to their victimization, including medical expenses, mental health counseling, funeral and burial costs, and lost wages. OVC may award supplemental crime victim compensation to state compensation programs to cover supplementary expenses due to the increased number of victims after a mass violence incident or increased victims' needs, which may be more extensive or somewhat different than what the state program would ordinarily cover. Under a recent clarification to the AEAP Guidelines, OVC may provide funding to the state program, public agencies, or other organizations to cover expenses not ordinarily covered (whether in amount or type) by state crime victim compensation programs. OVC will coordinate such awards with state crime victim compensation programs, in the event that such an award is made to an organization. This change will not affect any state authority governing state compensation programs. It merely clarifies that OVC may award supplemental AEAP funding for victim compensation to state agencies that have the authority to administer this funding and that choose to apply for, and accept, such funding.

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

Examples of items typically covered under AEAP include:

- Compensation for medical costs and medical-related expenses, including vocational rehabilitation, non-medical attendant services, rehabilitation and physical therapy, diagnostic examinations, prosthetic devices, eyeglasses, insurance copayments, etc.
- Compensation for mental health costs, including crisis counseling, group therapy, etc.
- Compensation for autopsy, refrigeration, and transport of a body; funeral and burial costs; etc.
- Assistance in securing compensation.
- Counseling and group therapy.
- Rehabilitation expenses.
- Vocational rehabilitation.
- Emergency food, clothing, housing, transportation, and travel.
- Temporary housing, per diem, and relocation.
- Lost wages.
- Child and dependent care.
- Cleaning and return of personal effects.
- Repatriation of remains.
- Funeral and funeral-related expenses.
- Limited victim-related law enforcement expenses, such as death notifications, security at memorial services, security at hospitals and evacuation centers, crime scene cleanup.
- Medical examiner costs incurred when dealing with victims of the incident.
- Child forensic interview costs.
- Victim and community needs assessments and planning.
- Automated informational telephone services.

- Outreach, awareness, and education.
- Case management.
- Victim advocacy.
- Employer and creditor intervention.
- Victim informational Web sites, including victim notification systems.
- Protocols for coordination and collaboration.
- Support for victim participation in investigations and criminal justice proceedings.
- On a case-by-case basis, the OVC Director may approve limited funding to be used for administrative purposes (such as staff and some equipment) deemed essential to the delivery of services and assistance to victims.
- Training and technical assistance to identify resources, assess needs, coordinate services to victims, develop response strategies for responding to an event, and related issues.
- **Note:** Compensation funds may NOT be used to cover property damage or loss.

Crime victim compensation monies provide supplemental funding to state crime victim compensation programs that reimburse victims for out-of-pocket expenses related to their victimization in cases of terrorism or mass criminal violence occurring within the United States. The purpose of this supplemental funding is to ensure that state compensation programs have the resources to meet all victims' needs, not to provide additional resources to state compensation programs to exceed existing compensation program limits. OVC may provide funding to other organizations for expenses not traditionally covered by state compensation programs, such as compensation to emergency responders or victims who were in the immediate proximity of the crime when it occurred. OVC will coordinate such awards with state crime victim compensation programs.

Allowable expenses are based, in part, on activities authorized in guidelines established for OVC's Federal Emergency Assistance Fund and in the *Federal VOCA Victim Assistance Grant Program Guidelines*. In addition, when developing these categories of available services and assistance, OVC relied on the requirements in the *Attorney General Guidelines for Victim and Witness Assistance* that deal specifically with the provision of services for victims of terrorism and other mass casualties.

Victim services identified in this section are intended to complement services that are available from other agencies and organizations. For instance, an applicant would not be precluded from receiving AEAP funding merely because it received funding from a private charitable organization or another federal agency, such as the Federal Emergency Management Agency; however, the applicant would be required to demonstrate how AEAP funding would complement and enhance (not duplicate) the ability to meet an unmet need.

Funding under this program is best administered by one agency working in conjunction with other organizations and victim assistance providers. In most instances, OVC will award one grant, with the grantee assuming overall responsibility for coordination of grant activities with subgrantees. With sufficient justification, OVC may entertain more than one application and may award funding to multiple applicants for different types of assistance. If multiple applicants receive grants under AEAP, they are expected to coordinate their activities. OVC also works closely with applicants to ensure the most appropriate use of resources from all affected entities. Applicants should identify other public and private entities that were consulted in the process of preparing the application, and describe how the proposed services fit within the overall plan for addressing victims' needs. OVC will consider the level of coordination and the

availability of resources from other federal, state, local, and tribal agencies and private entities when making funding determinations. Extensive coordination with agencies (e.g., state emergency preparedness organizations, state mental health providers, and local chapters of the American Red Cross and the United Way) and among federal and state law enforcement and prosecution personnel is a necessary component of an effective response to terrorism and mass violence and a criterion upon which OVC will base its funding decision. OVC does not provide AEAP funding directly to individual crime victims.

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

OJP strongly emphasizes the use of data and evidence in policy making and program development in criminal justice, juvenile justice, and crime victim services. OJP is committed to the following:

- Improving the quantity and quality of evidence OJP generates;
- Integrating evidence into program, practice, and policy decisions within OJP and the field; and
- Improving the translation of evidence into practice.

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. The [OJP CrimeSolutions.gov](http://OJP.CrimeSolutions.gov) Web site is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

## **II. Federal Award Information**

### **Amount and Length of Awards**

There are no minimum or maximum levels of funding for grant awards. OVC will work with applicants to ensure that the level of funding requested is necessary to meet their unique circumstances and needs. Funding and other assistance may be provided for an extended period of time if the applicant can provide a sufficient justification. The established timeframes for funding are flexible and are not intended to prohibit the submission of applications at a different time, if warranted.

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

The grant period is up to 36 months, with the possibility of an extension of up to 12 months. Requests for extensions and/or supplements will be considered on a case-by-case basis. Allowable expenses may be covered retroactively to the date of the incident. Please be aware that the project period may not align with the grant award date since the award may be made in a different fiscal year from the date of the incident. As this is emergency funding, OVC encourages organizations to apply for AEAP funding as expeditiously as is practical.

OVC will work with the grantee to close the award and deobligate unused grant funds. Within 90 days of the project end date, the grantee must submit a final progress report and financial report. Upon submission of both reports, OVC staff will submit the grant closeout to the Office of the Chief Financial Officer and any unused grant funds will be deobligated.

### **Grant Extensions and Continuations**

If award funds are not expended by the end of the grant period, they must be returned to OVC and deobligated in accordance with the applicable provisions of the *OJP Financial Guide* and 42 U.S.C. §10601(e) of VOCA. Requests for extensions will be considered on a case-by-case basis and approved only where justified and necessary (as determined by the OVC Director) to accomplish the purpose(s) of the AEAP grant. A grant adjustment is required to change the grant period, such as an extension of the project period (no-cost extension). The grantee must request an extension at least 30 calendar days prior to the project end date.

OJP typically grants extensions of no more than 12 months past the original project end date. Requests for extensions require justification of extraordinary circumstances.

### **Type of Award<sup>1</sup>**

OVC expects that it will make any award from this Invitation To Apply in the form of a cooperative agreement, which is a particular type of grant used if OVC expects to have ongoing substantial involvement in award activities. Substantial involvement includes direct oversight and involvement with the grantee organization in implementation of the grant, but does not involve day-to-day project management. See "[Administrative, National Policy, and Other Legal Requirements](#)," in [section V, "Federal Award Administration Information](#)," for details regarding the federal involvement anticipated under an award from this Invitation To Apply.

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

If selected for funding, the award recipient must:

(a) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the non-federal entity is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in *Standards for Internal Control in the Federal Government*, issued by the Comptroller General of the United States and the *Internal Control Integrated Framework*, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

(b) Comply with federal statutes, regulations, and the terms and conditions of the federal awards.

(c) Evaluate and monitor the non-federal entity's compliance with statutes, regulations, and the terms and conditions of federal awards.

(d) Take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.

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<sup>1</sup> See generally 31 U.S.C. §§ 6301-6305 (defines and describes various forms of federal assistance relationships, including grants and cooperative agreements (a type of grant)).

(e) Take reasonable measures to safeguard protected, personally identifiable information and other information the federal awarding agency or pass-through entity designates as sensitive or the non-federal entity considers sensitive consistent with applicable federal, state, and local laws regarding privacy and obligations of confidentiality.

In order to better understand administrative requirements and cost principles, award applicants are encouraged to enroll, at no charge, in DOJ's Grants Financial Management Online Training, available [here](#).

## **Budget Information**

### **Cost Sharing or Match Requirement**

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

### **Pre-Agreement Cost Approvals**

OJP does not typically approve pre-agreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. If approved, pre-agreement costs could be paid from grant funds consistent with a grantee's approved budget, and under applicable cost standards. However, all such costs prior to award and prior to approval of the costs are incurred at the sole risk of an applicant. Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs. Should there be extenuating circumstances that appear to be appropriate for OJP's consideration as pre-agreement costs, the applicant should contact the point of contact listed on page 2 of this announcement for details on the requirements for submitting a written request for approval. See the section on "Costs Requiring Prior Approval" in the [Financial Guide](#), for more information.

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

With respect to any award of more than \$250,000 made under this invitation to apply, recipients may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the award recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year.<sup>2</sup> The 2014 salary table for SES employees is available at [www.opm.gov/salary-tables](http://www.opm.gov/salary-tables). Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The Assistant Attorney General for OJP may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. An applicant requesting a waiver should include a detailed justification in the budget narrative of the application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit the budget. The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service the individual will provide, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is

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<sup>2</sup> This limitation on use of award funds does not apply to the nonprofit organizations specifically named in Appendix VIII of 2 C.F.R. part 200.

commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work to be done.

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

OJP strongly encourages applicants that propose to use award funds for any conference-, meeting-, or training-related activity to review carefully—before submitting an application—the OJP policy and guidance on conference approval, planning, and reporting available at [www.ojp.gov/financialguide/PostawardRequirements/chapter15page1.htm](http://www.ojp.gov/financialguide/PostawardRequirements/chapter15page1.htm). OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most such costs for cooperative agreement recipients and of some such costs for grant recipients; and (3) set cost limits, including a general prohibition of all food and beverage costs.

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

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

For additional information, see the "Civil Rights Compliance" section under "Solicitation Requirements" in the [OJP Funding Resource Center](#).

## **III. Application and Submission Information**

### **What an Application Should Include**

Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of the application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

Applicants may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one budget, it must contain **both** narrative and detail information. Please review the "Note on File Names and File Types" under "How to Apply," to be sure applications are submitted in permitted formats.

OJP strongly recommends that applicants use appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all attachments. Also, OJP recommends that applicants include resumes in a single file.

### **1. Information to complete the Application for Federal Assistance (SF-424)**

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. GMS takes information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable).

**Intergovernmental Review:** This funding opportunity (program) **is not** subject to [Executive Order 12372](#). (In completing the SF-424, applicants are to make the appropriate selection in response to question 19 to indicate that the "Program is not covered by E.O. 12372.")

## 2. Program Narrative

The following sections should be included as part of the program narrative. If the program narrative fails to comply with these length-related restrictions, OVC may consider such noncompliance in peer review and in final award decisions.

The program narrative should not exceed 30 double-spaced pages in 12-point (Times New Roman) font with 1-inch margins, and must include the following:

- a. Statement of the Problem, including—
  - Type of crime and description of the criminal event;
  - Identification of the lead law enforcement agency conducting the investigation and the lead prosecutor, if applicable;
  - Estimated number of direct and indirect victims affected by the crime;
  - Description of the applicant’s role in responding to the victim population since the date of the incident;
  - Description of services that this funding will support and how these efforts will complement services already in place or respond to an unmet need;
  - The amount of funding requested and the time frame for support; and
  - A description of outreach and coordination with other public and private entities during the process of preparing the request for assistance.
- b. If requesting supplemental crime victim compensation funds, address the following:
  - The projected number of compensation claims to be paid and the projected number of claimants to receive payments;
  - The state’s maximum award amount by category, such as medical, mental health services, lost wages, and funeral expenses; and
  - A description of the range of expenses covered by the program and the amount of state funding available to cover victim claims.
- c. Project Design (if appropriate) and Implementation Plan.
- d. Capabilities and Competencies.
- e. Plan for Collecting the Data Required for this Solicitation’s Performance Measures.

To assist the Department with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants that receive funding under this program must provide data that measure the results of their work done under this program. OJP will require any award recipient, post award, to provide the data requested in the “Data Grantee Provides” column so that OJP can calculate values for the “Performance Measures” column. Performance measures for this Invitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides
For Assistance— Assist victims by increasing the number and availability of services to victims of terrorism and mass violence through AEAP award funding.	Number of victims served, by service.	Number of victims served, by type of service (e.g., crisis counseling, therapy, emergency legal advocacy).  Number of applicants for services that are denied, and rationale for service denial.  Number of persons contacted regarding available services.

		Number and type of outreach activities, and results of those activities.
	Number of collaborative partnerships established.	Number of collaborative partnerships formed as a result of AEAP funding to develop new programs and essential services to aid victims of terrorism and mass violence.
	Number of new policies and practices evaluated and/or adopted.  Percent of new policies and practices adopted.	Number of new services and/or best practices established to assist victims of terrorism and mass violence as a result of funding.  Number of new policies or practices evaluated.  Number of those evaluated practiced adopted.
	Percent of victims that reported satisfaction with services provided.	Number of survey respondents that indicated satisfaction with services provided.  Total number of surveys completed.
For Compensation— Assist victims using AEAP award funding to recover from certain financial losses resulting from acts of terrorism and mass violence.	Number of victims served.	Number of applications processed requesting reimbursement of expenses incurred by the victim due to acts of terrorism or mass violence.  Number of applicants who received funding as a result of filing a claim for reimbursement of expenses.  Number of applicants denied compensation, and rationale for denial.
	Percent of funds for victim services provided.	Number of victims that used the funding to receive services.  Number of victims who received compensation as a result of filing a claim for reimbursement of expenses.  Breakdown of services covered by compensation program, by dollar and percent (e.g. medical, mental health, funeral and burial, lost wages).  Amount of funds and percent of funds provided to service providers.

		Amount of funds and percent of funds provided directly to victims as a reimbursement.
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OVC does not require applicants to submit performance measures data with their application. Performance measures are included as an alert that OVC will require successful applicants to submit specific data as part of their reporting requirements. For the application, the applicant should indicate an understanding of these requirements and discuss how the applicant will gather the required data, should they receive funding.

### 3. Budget Detail Worksheet and Budget Narrative

#### a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at [www.ojp.gov/funding/Apply/Resources/BudgetDetailWorksheet.pdf](http://www.ojp.gov/funding/Apply/Resources/BudgetDetailWorksheet.pdf). Applicants that submit the budget in a different format should include the budget categories listed in the sample budget worksheet.

For questions pertaining to budget and examples of allowable and unallowable costs, see the Financial Guide at [www.ojp.gov/financialguide](http://www.ojp.gov/financialguide).

#### b. Budget Narrative

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, necessary for project activities).

Applicants should demonstrate in their budget narratives how they will maximize cost effectiveness of grant expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs, and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

#### c. Non-Competitive Procurement Contracts In Excess of Simplified Acquisition Threshold

If an applicant proposes to make one or more non-competitive procurements of products or services, where the non-competitive procurement will exceed the simplified acquisition threshold (also known as the small purchase threshold), which is currently set at \$150,000, the application should address the considerations outlined in the [Financial Guide](#).

**d. Pre-Agreement Cost Approvals**

For information on pre-agreement costs, see “Pre-Agreement Cost Approvals” under section II. [Federal Award Information](#).

**4. Indirect Cost Rate Agreement (if applicable)**

Indirect costs are allowed only if the applicant has a current federally approved indirect cost rate. (This requirement does not apply to units of local government.) Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or, if the applicant’s accounting system permits, costs may be allocated in the direct cost categories. For the definition of Cognizant Federal Agency, see the “Glossary of Terms” in the [Financial Guide](#). For assistance with identifying your cognizant agency, please contact the Customer Service Center at 1–800–458–0786 or at [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov). If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at [www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf](http://www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf).

**5. Tribal Authorizing Resolution (if applicable)**

Tribes, tribal organizations, or third parties proposing to provide direct services or assistance to residents on tribal lands should include in their applications a resolution, a letter, affidavit, or other documentation, as appropriate, that certifies that the applicant has the legal authority from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for a grant on behalf of a tribe or multiple specific tribes, the application should include appropriate legal documentation, as described above, from all tribes that would receive services or assistance under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without an authorizing resolution or comparable legal documentation from each tribal governing body) may submit, instead, a copy of its consortium bylaws with the application.

Applicants unable to submit an application that includes a fully-executed (i.e., signed) copy of appropriate legal documentation, as described above, consistent with the applicable tribe’s governance structure, should, at a minimum, submit an unsigned, draft version of such legal documentation as part of its application (except for cases in which, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, OVC will make use of and access to funds contingent on receipt of the fully executed legal documentation.

**6. Applicant Disclosure of High-Risk Status**

Applicants are to disclose whether they are currently designated high risk by another federal grant making agency. This includes any status requiring additional oversight by the federal agency due to past programmatic or financial concerns. If an applicant is designated high risk by another federal grant making agency, you must e-mail the following information to [OJPComplianceReporting@usdoj.gov](mailto:OJPComplianceReporting@usdoj.gov) at the time of application submission:

- The federal agency that currently designated the applicant as high risk.
- Date the applicant was designated high risk.
- The high-risk point of contact name, phone number, and e-mail address from that federal agency.
- Reasons for the high-risk status.

OJP seeks this information to ensure appropriate federal oversight of any grant award. Unlike the Excluded Parties List, this high-risk information does not disqualify any organization from receiving an OJP award. However, additional grant oversight may be included, if necessary, in award documentation.

**7. Additional Attachments**

**a. Applicant Disclosure of Pending Applications**

Applicants are to disclose whether they have pending applications for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this invitation to apply and that will cover the identical cost items outlined in the budget narrative and worksheet in the application under this Invitation To Apply. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to state agencies that will be subawarding federal funds).

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

- The federal or state funding agency.
- The solicitation name/project name.
- The point of contact information at the applicable funding agency.

Federal or State Funding Agency	Solicitation Name/ Project Name	Name/Phone/E-mail for Point of Contact at Funding Agency
DOJ/COPS	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov
HHS/ Substance Abuse & Mental Health Services Administration	Drug Free Communities Mentoring Program/ North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

Applicants should include the table as a separate attachment, with the file name “Disclosure of Pending Applications,” to their application. Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page (e.g., “[Applicant Name on SF-424] does not have pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed in response to this invitation to apply and will cover the identical cost items outlined in the budget narrative and worksheet in the application in response to this invitation to apply.”)

## 8. Financial Management and System of Internal Controls Questionnaire

In accordance with [2 CFR 200.205](#), federal agencies must have in place a framework for evaluating the risks posed by applicants before they receive a federal award. To facilitate part of this risk evaluation, **all** applicants (other than an individual) are to download, complete, and submit this [form](#).

## 9. Disclosure of Lobbying Activities

All applicants must complete this information and submit the form in GMS with the application. Access to funds may be withheld if this form is not submitted. Applicants that expend any funds for lobbying activities are to provide the detailed information requested on the form, Disclosure of Lobbying Activities (SF-LLL). Applicants that do not expend any funds for lobbying activities are to enter “N/A” in the text boxes for item 10 (“a. Name and Address of Lobbying Registrant” and “b. Individuals Performing Services”). Access the form at [www.ojp.gov/funding/Apply/Resources/Disclosure.pdf](http://www.ojp.gov/funding/Apply/Resources/Disclosure.pdf).

## Before You Apply

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

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

## How To Apply

Applicants must submit applications through the [Grants Management System \(GMS\)](#), which provides support for the application, award, and management of awards at OJP. Applicants **must register in GMS for each specific funding opportunity** and should **register immediately** to meet the GMS registration deadline for this funding opportunity, especially if this is their first time using the system. Find complete instructions on how to register and submit an application in GMS at [www.ojp.gov/gmscbt/](http://www.ojp.gov/gmscbt/). Applicants that experience technical difficulties during this process should e-mail [GMS.HelpDesk@usdoj.gov](mailto:GMS.HelpDesk@usdoj.gov) or call 888–549–9901 (option 3), Monday–Friday from 6:00 a.m. to midnight eastern time, except federal holidays. OJP recommends that applicants **register promptly** to prevent delays in submitting an application package by the deadline.

**Note on File Types: GMS does not accept executable file types as application attachments.** These disallowed file types include, but are not limited to, the following extensions: “.com,” “.bat,” “.exe,” “.vbs,” “.cfg,” “.dat,” “.db,” “.dbf,” “.dll,” “.ini,” “.log,” “.ora,” “.sys,” and “.zip.”

OJP may not make a federal award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with the

requirements by the time the federal awarding agency is ready to make a federal award, the federal awarding agency may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

All applicants should complete the following steps:

- 1. Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their application for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866–705–5711 to obtain a DUNS number or apply online at [www.dnb.com](http://www.dnb.com). A DUNS number is usually received within 1–2 business days.
- 2. Acquire registration with the System for Award Management (SAM).** SAM is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the SAM database. Applicants must **update or renew their SAM registration annually** to maintain an active status.  
  
Information about SAM registration procedures can be accessed at [www.sam.gov](http://www.sam.gov).
- 3. Acquire a GMS username and password.** New users must create a GMS profile by selecting the “First Time User” link under the sign-in box on the [GMS](#) home page. For more information on how to register in GMS, go to [www.ojp.gov/gmscbt/](http://www.ojp.gov/gmscbt/).
- 4. Verify the SAM (formerly CCR) registration in GMS.** OJP requests that all applicants verify their SAM registration in GMS. Once logged into GMS, click the “CCR Claim” link on the left side of the default screen. Click the “Submit” button to verify the SAM (formerly CCR) registration.
- 5. Search for the funding opportunity on GMS.** After logging into GMS or completing the GMS profile for username and password, go to the “Funding Opportunities” link on the left side of the page. Select “OVC” and “FY 2015 Antiterrorism and Emergency Assistance Program for Crime Victim Compensation and Assistance.”
- 6. Register by selecting the “Apply Online” button associated with the funding opportunity title.** The search results from step 5 will display the funding opportunity title along with the registration and application deadlines for this funding opportunity. Select the “Apply Online” button in the “Action” column to register for this funding opportunity and create an application in the system.
- 7. Follow the directions in GMS to submit an application consistent with this solicitation.** Once submitted, GMS will display a confirmation screen stating the submission was successful. **Important:** In some instances, applicants must wait for GMS approval before submitting an application. OJP urges applicants to submit the application **at least 72 hours prior** to the application due date.

### **Note: Duplicate Applications**

If an applicant submits multiple versions of the same application, OVC will review only the most recent system-validated version submitted. See Note on “File Names and File Types” under [How To Apply](#).

### **Experiencing Unforeseen GMS Technical Issues**

Applicants that experience unforeseen GMS technical issues beyond their control that prevent them from submitting their application by the deadline must contact the [GMS Help Desk](#) or the [SAM Help Desk](#) to report the technical issue and receive a tracking number. Then the applicant must e-mail the OVC contact identified in the Contact Information section on page 2 **within 24 hours after the application deadline** and request approval to submit their application. The e-mail must describe the technical difficulties and include a timeline of the applicant’s submission efforts, the complete grant application, the applicant’s DUNS number, and any GMS Help Desk or SAM tracking number(s). **Note: OVC does not approve requests automatically.** After the program office reviews the submission, and contacts the GMS Help Desk to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the applicant failed to follow all required procedures, which resulted in an untimely application submission, OJP will deny the applicant’s request to submit their application.

The following conditions are generally insufficient to justify late submissions:

- Failure to register in SAM or GMS in sufficient time.
- Failure to follow GMS instructions on how to register and apply as posted on the GMS Web site.
- Failure to follow each instruction in the OJP invitation letter or solicitation.
- Technical issues with the applicant’s computer or information technology environment, including firewalls.

**Notifications regarding known technical problems with GMS, if any, are posted at the top of the OJP funding Web page at**

[www.ojp.gov/funding/Explore/CurrentFundingOpportunities.htm](http://www.ojp.gov/funding/Explore/CurrentFundingOpportunities.htm).

## **IV. Application Review Information**

### **Review Process**

OJP is committed to ensuring a fair and open process for awarding grants. OVC reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the invitation to apply and any associated program(s).

OJP reviews applications for potential discretionary awards to evaluate the risks posed by applicants before they receive an award. This review may include but is not limited to the following:

1. Financial stability and fiscal integrity.
2. Quality of management systems and ability to meet the management standards prescribed in the Financial Guide.
3. History of performance.

4. Reports and findings from audits.
5. The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-federal entities.
6. Proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and whether those costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

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 factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

## V. Federal Award Administration Information

### Federal Award Notices

OJP award notification will be sent from GMS. Recipients will be required to login; accept any outstanding assurances and certifications on the award; designate a financial point of contact; and review, sign, and accept the award. The award acceptance process involves physical signature of the award document by the authorized representative and the scanning of the fully executed award document to OJP.

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

If selected for funding, in addition to implementing the funded project consistent with the agency-approved project proposal and budget, the recipient must comply with award terms and conditions, and other legal requirements, including but not limited to OMB, DOJ, or other federal regulations which will be included in the award, incorporated into the award by reference, or are otherwise applicable to the award. OJP strongly encourages prospective applicants to review the information pertaining to these requirements **prior** to submitting an application. To assist applicants and recipients in accessing and reviewing this information, OJP has placed pertinent information on its [Solicitation Requirements](#) page of the [OJP Funding Resource Center](#) Web pages.

Please note in particular the following two forms, which applicants must accept in GMS prior to the receipt of any award funds, as each details legal requirements with which applicants must provide specific assurances and certifications of compliance. Applicants may view these forms in the “Apply” section of the [OJP Funding Resource Center](#), and are strongly encouraged to review and consider them carefully prior to making an application for OJP grant funds.

- [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)
- [Standard Assurances](#)

Upon grant approval, OJP electronically transmits (via GMS) the award document to the prospective award recipient. In addition to other award information, the award document contains award terms and conditions that specify national policy requirements<sup>3</sup> with which recipients of federal funding must comply; uniform administrative requirements, cost principles, and audit requirements; and program-specific terms and conditions required based on

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<sup>3</sup> See *generally* 2 C.F.R. 200.300 (provides a general description of national policy requirements typically applicable to recipients of federal awards, including the Federal Funding Accountability and Transparency Act of 2006).

applicable program (statutory) authority or requirements set forth in OJP solicitations and program announcements, and other requirements which may be attached to appropriated funding. For example, certain efforts may call for special requirements, terms, or conditions relating to intellectual property, data/information sharing or access, or information security; or audit requirements, expenditures and milestones, or publications and/or press releases. OJP also may place additional terms and conditions on an award based on its risk assessment of the applicant, or for other reasons it determines necessary to fulfill the goals and objectives of the program.

Prospective applicants may access and review the text of mandatory conditions OJP includes in all OJP awards, as well as the text of certain other conditions, such as administrative conditions, via OJP's [Mandatory Award Terms and Conditions](#) page of the [OJP Funding Resource Center](#).

As stated above, OVC anticipates that it will make any award from this solicitation in the form of a cooperative agreement. Cooperative agreement awards include standard "federal involvement" conditions that describe the general allocation of responsibility for execution of the funded program. Generally stated, under cooperative agreement awards, responsibility for the day-to-day conduct of the funded project rests with the recipient in implementing the funded and approved proposal and budget, and the award terms and conditions. Responsibility for oversight and redirection of the project, if necessary, rests with OVC.

In addition to any "federal involvement" condition(s), OJP cooperative agreement awards include a special condition specifying certain reporting requirements required in connection with conferences, meetings, retreats, seminars, symposium, training activities, or similar events funded under the award, consistent with OJP policy and guidance on conference approval, planning, and reporting.

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

Recipients must submit quarterly financial reports, semiannual progress reports, final financial, and progress reports, and, if applicable, an annual audit report in accordance with 2 CFR Part 200. Future awards and fund drawdowns may be withheld if reports are delinquent.

Special Reporting requirements may be required by OJP depending on the statutory, legislative, or administrative obligations of the recipient or the program.

### **Progress Reporting Requirements for All AEAP Recipients**

Recipients of OVC Antiterrorism Emergency Reserve funds are required to submit semiannual and final progress reports. The narrative of the report should contain the following information documenting how funds were expended and the impact of funds in responding to terrorism and mass violence:

- 1. Description of services provided.** Provide a narrative description and summation of the activities and efforts supported by AEAP funds regarding compensation or assistance services. As appropriate, include a description of coordination efforts, intra-agency and interagency protocols, new services and programs established, effectiveness of the award, and other large-scale activities. Include statistical information such as the number of direct and indirect victims served (e.g., family members, first responders), types of services rendered, number of victims helped, amount of funding expended, the purpose of each expenditure (e.g., hire staff, secure space, subcontract for services, conduct training), and data on claims paid.

**Note:** This information is used to assess service needs of victims and communities following a large-scale criminal disaster. It may also be used to inform future revisions to the AEAP guidelines, improve the development of training and technical assistance by OVC, document expenditure of funds, and document the impact and effectiveness of the federal intervention.

**2. Description of plans for addressing longer-term and unmet needs (if appropriate).**

Recipients are required to describe any ongoing needs of the victims and community, any unmet needs, and resources available or needed to support services once these federal funds are exhausted.

**Note:** This information is used to assess the timeframes for established types of assistance and the level of funding available from OVC, to identify additional sources of funding, and to make modifications to the program guidelines, as appropriate, to meet unmet needs.

**3. Evaluation/assessment of the effectiveness of the response.** Recipients are required to describe findings of any assessment of the victim service strategy, victim satisfaction with services rendered, and lessons learned. Recipients must address the impact on victims who received services (e.g., how victims benefited from the services made available via this funding), and provide anecdotal information, such as feedback received from victims. Please note that formal victim surveys are not necessary.

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

For additional Federal Awarding Agency Contact(s), see page 2.

For additional contact information for GMS, see page 2.

## **VII. Other Information**

### **Provide Feedback to OJP**

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, the application submission process, and/or the application review/peer review process. Feedback may be provided to [OJPSolicitationFeedback@usdoj.gov](mailto:OJPSolicitationFeedback@usdoj.gov).

**IMPORTANT:** This e-mail is for feedback and suggestions only. Replies are **not** sent from this mailbox. If you have specific questions on any program or technical aspect of this invitation or solicitation, **you must** directly contact the appropriate number or e-mail listed on the invitation letter. These contacts are provided to help ensure that you can directly reach an individual who can address your specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please e-mail your resume to [ojppeerreview@lmbps.com](mailto:ojppeerreview@lmbps.com). The OJP Solicitation Feedback e-mail account will not forward your resume. **Note:** Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.

## **Application Checklist**

### **FY 2015 Antiterrorism and Emergency Assistance Program for Crime Victim Compensation and Assistance**

This application checklist has been created to assist in developing an application.

#### **What an Applicant Should Do:**

##### *Prior to Registering in GMS:*

\_\_\_\_\_ Acquire a DUNS Number. (see page 18)

\_\_\_\_\_ Acquire or renew registration with SAM. (see page 18)

##### *To Register with GMS:*

\_\_\_\_\_ For new users, acquire a GMS username and password.\* (see page 18)

\_\_\_\_\_ For existing users, check GMS username and password\* to ensure account access. (see page 18)

\_\_\_\_\_ Verify SAM registration in GMS. (see page 18)

\_\_\_\_\_ Search for correct funding opportunity in GMS. (see page 18)

\_\_\_\_\_ Register by selecting the “Apply Online” button associated with the funding opportunity title. (see page 18)

\_\_\_\_\_ If experiencing technical difficulties in GMS, contact the [GMS Help Desk](#). (see page 2)

\*Password Reset Notice – GMS users are reminded that while password reset capabilities exist, this function is only associated with points of contacts designated within GMS at the time the account was established. Neither OJP nor the GMS Help Desk will initiate a password reset unless requested by the authorized official nor a designated point of contact associated with an award or application.

#### **General Requirements:**

\_\_\_\_\_ Review [Solicitation Requirements](#) Web page in the [OJP Funding Resource Center](#).

#### **Scope Requirement:**

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

#### **Eligibility Requirement:**

**For Crime Victim Assistance**, eligible applicants are limited to state victim assistance programs; public agencies, including federal, state, and local governments, and federally recognized Indian tribal governments as determined by the Secretary of the Interior and published in the Federal Register; public institutions of higher education; and victim service and nongovernmental organizations.

**For Crime Victim Compensation**, eligible applicants are limited to state crime victim compensation administrative agencies.

OVC does not provide AEAP funding directly to individual crime victims. AEAP applications will be accepted only from the jurisdiction where the crime occurred, unless a federal statute establishes a special authorization and appropriation supporting allocations to other jurisdictions or a compelling justification can be provided to the OVC Director supporting requests from other jurisdictions. In the case of terrorism and mass violence outside the United States, OVC will

make a determination regarding which organizations or agencies within the United States may apply for funding.

This is a restricted solicitation because the program is intended to respond to specific cases of terrorism and mass violence. Only after OVC has consulted with an eligible organization can an application be submitted. Further guidance on submitting an application is outlined in the Guidelines for AEAP (Federal Register, Vol. 67, No. 21, January 31, 2002).

**What an Application Should Include:**

- \_\_\_\_\_ Application for Federal Assistance (SF-424) (see page 11)
- \_\_\_\_\_ Program Narrative (see page 12)
- \_\_\_\_\_ Budget Detail Worksheet (see page 14)
- \_\_\_\_\_ Budget Narrative (see page 14)
- \_\_\_\_\_ Non-Competitive Procurement Contracts in Excess of Simplified Acquisition Considerations (if applicable) (see page 14)
- \_\_\_\_\_ Pre-Agreement Cost Approvals (see page 10)
- \_\_\_\_\_ Employee Compensation Waiver Request and Justification (if applicable) (see page 10)
- \_\_\_\_\_ Read OJP policy and guidance on conference approval, planning, and reporting available at [www.ojp.gov/financialguide/PostawardRequirements/chapter15page1.htm](http://www.ojp.gov/financialguide/PostawardRequirements/chapter15page1.htm) (see page 11)
- \_\_\_\_\_ Disclosure of Lobbying Activities (SF-LLL) (see page 17)
- \_\_\_\_\_ Indirect Cost Rate Agreement (if applicable) (see page 15)
- \_\_\_\_\_ Tribal Authorizing Resolution (if applicable) (see page 15)
- \_\_\_\_\_ Applicant Disclosure of High-Risk Status (see page 15)
- \_\_\_\_\_ Additional Attachments
- \_\_\_\_\_ Applicant Disclosure of Pending Applications (see page 16)
- \_\_\_\_\_ Financial Management and System of Internal Controls Questionnaire (if applicable) (see page 17)