



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) is pleased to announce that it is seeking applications for funding for the Fiscal Year (FY) 2014 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 <http://www.ovc.gov/AEAP/>.

FY 2014 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, including 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'd [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 19.) 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 an application, contact the GMS Support Hotline at 888-549-9901, option 3, or via e-mail at 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 below **within 24 hours after the application deadline** and request approval to submit their application.

For assistance with any other requirements of this solicitation contact Eugenia Pedley, Program Manager, by e-mail at eugenia.pedley@ojp.usdoj.gov, or Barbara Robertson, Program Manager, by e-mail at barbara.robertson2@usdoj.gov.

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FY 2014 Antiterrorism and Emergency Assistance Program for Crime Victim Compensation and Assistance (CFDA #16.321)

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 ability of the affected jurisdiction or program 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 help state crime victim compensation administrative agencies reimburse victims for out-of-pocket expenses. Additionally, funds are available for training and technical assistance 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 will 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 also immediately coordinate with the FBI's 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 temporarily lodging for victims or their families. OVA personnel can be contacted at victim.assistance@ic.fbi.gov. 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.

Once OVC determines the appropriate eligible applicant, OVC will interact regularly with the applicant to inform them 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 victims' needs become more apparent and victim-support expenses mount, OVC encourages the applicant to call and 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, any 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 18.) 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 will also provide a consultant to the applicant to assist 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 <http://www2.ed.gov/programs/dvppserv/index.html>). DOJ Community Oriented Policing Services (COPS) grants may be available as well (see 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 <http://www2.ed.gov/programs/dvppserv/index.html>).

Deadlines: Registration and Application

Applicants must register in GMS prior to submitting an application for this funding opportunity. Please refer to GMS for the most recent registration and application deadlines. See "How to Apply" on page 19 for details.

During this process, OVC staff will work with the AEAP applicant to clarify the process and discuss costs that may be eligible under AEAP. The applicant will prepare draft proposals for review. OVC will request additional documentation and justification, as necessary; once OVC approves the draft, the applicant will submit the request through GMS. Normally, OVC will provide a consultant to help the applicant with this process.

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

Eligibility

Refer to the title page for eligibility under this program.

AEAP Project-Specific Information

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 AEAP compensation awards are based on allowable items and levels in state compensation programs. OVC can only provide AEAP funding for compensation that is permitted in state statutes and at state levels and cannot fund anything inconsistent with state statutes.

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:

- 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, transport of 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.
- Limited law enforcement expenses related to victims, such as death notifications, security at memorial services, security at hospitals and evacuation centers, crime scene cleanup, etc.
- 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 websites, 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 traditionally not 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 providing 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 (not duplicate) and enhance 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 coordinating grant activities with subgrantees. With sufficient justification, OVC may entertain more than one application and may grant 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.

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.

All awards will be in the form of cooperative agreements.

The grant period is up to 36 months from the date of the incident, 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. Under the Victims of Crime Act (VOCA), no AEAP grant may exceed the fiscal year of the award plus the following three fiscal years, including extensions and/or supplements. (Federal Register, Vol. 67, No. 21, Thursday, January 31, 2002, pages 4822–4833).

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.

Budget Information

Limitation on Use of Award Funds for Employee Compensation; Waiver

With respect to any award of more than \$250,000 made under this solicitation, 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% 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. The 2013 salary table for SES employees is available at www.opm.gov/pay-leave. Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with nonfederal 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 that the applicant 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 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 carefully review—prior to submitting an application—the OJP policy and guidance on conference approval, planning, and reporting available at www.ojp.gov/funding/confcost.htm. OJP policy and guidance encourage minimization of conference, meeting, and training costs; 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 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 of the OJP "Other Requirements for OJP Applications" Web page at www.ojp.usdoj.gov/funding/other_requirements.htm.

Match Requirement

This solicitation does not require a match. However, if a successful applicant 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.

Performance Measures

To assist DOJ 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 solicitation must provide data that measure the results of their work done under this solicitation. 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 solicitation 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.	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 the 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— To assist victims through 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 the rationale for denial.
	Percent of funds for victim services provided.	Number of victims that used 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 reimbursement.

OJP does not require applicants to submit performance measures data with their applications. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section “What an Application Should Include” on page 12 for additional information.

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, 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.

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, to improve the development of OVC training and technical assistance, and to document funding expenditures and 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 federal funds are exhausted.

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.

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 their application. Should OVC decide to make an award, it may include special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

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).

2. 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 font with 1-inch margins, and must include the following:

- a. Statement of the Problem, including the following:
 - The type of crime and a description of the criminal event;
 - The lead law enforcement agency conducting the investigation and the lead prosecutor, if applicable;
 - The estimated number of direct and indirect victims affected by the crime;
 - 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 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.

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.
- b. Project Design (if appropriate) and Implementation Plan.
 - c. Capabilities and Competencies.
 - d. Plan for Collecting the Data Required for this Solicitation's Performance Measures.

OVC does not require applicants to submit performance measures data with an application. Performance measures are included to alert successful applicants that OVC will require submission of specific data as part of their reporting requirements. For the application, applicants should indicate an understanding of these requirements and discuss how they 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/forms/budget_detail.pdf. Applicants that submit their 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 OJP Financial Guide at www.ojp.usdoj.gov/financialguide/index.htm.

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 project goals. 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 completing the proposed project. The narrative may include tables for clarification purposes but they 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 [OJP Financial Guide](#).

4. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a 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 assistance with identifying your cognizant agency, please contact the Customer Service Center at 1-800-458-0786 or 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.usdoj.gov/funding/pdfs/indirect_costs.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, letter, affidavit, or other documentation, as appropriate, certifying 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 instead submit 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 (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, use of and access to funds will be contingent on receipt of the fully-executed legal documentation.

6. Additional Attachment

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 solicitation and that will cover the identical cost items outlined in the budget narrative and worksheet in their application under this solicitation. 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 subaward 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 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 to their application, with the file name “Disclosure of Pending Applications.” 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 under this solicitation and that will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.”).

7. Accounting System and Financial Capability Questionnaire

Any applicant (other than an individual) that is a nongovernmental entity and that has not received any award from OJP within the past 3 years must download, complete, and submit this [form](#).

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, achievable, and consistent with the solicitation.

Initial Review

An application should be submitted to the OVC Director as soon as practical following a terrorism or mass violence incident. OVC intends to provide rapid support to assist in a comprehensive, timely response to victims of terrorism or mass violence occurring within the United States.

Request for Additional Information, Clarification, or Reconsideration

The OVC Director may deny a request for funding if the purposes for which funding is being sought fall outside the statutory authority for using OVC funding, the applicant fails to document the need for federal assistance, funding is unavailable, or for other reasons deemed appropriate by the OVC Director.

Applicants may ask for reconsideration of the decision based on additional information, a change in circumstances, or the withdrawal or termination of funding from other sources. Applicants should direct their requests for reconsideration to the OVC Director and include the basis for reconsideration of the initial request. The OVC Director may request additional information from the applicant or recommend alternative support from OVC or other sources, such as training and technical assistance in lieu of direct funding. OVC intends to notify applicants of their determination as soon as possible after receiving a completed application. The applicant may be notified by telephone, e-mail, or facsimile.

Coordination Requirements with Other Public and Private Entities

During the processing of the application, the program office will coordinate, as appropriate, with all necessary internal DOJ entities (e.g., the Executive Office for the United States Attorneys, the Federal Bureau of Investigation, the Justice Management Division) and with external entities (e.g., the Federal Emergency Management Agency(FEMA), state VOCA administrators, the Department of Health and Human Services, the Department of State, the Department of Homeland Security, the Department of Education). Coordination with other federal entities will help to assess the number of estimated victims and identify alternate resources.

No single agency can effectively respond to and meet all of the short- and long-term needs of victims of a terrorism or mass violence incident. In most instances within the United States, the resources of multiple agencies (local, state, federal, and tribal) are involved. Applicants should work closely with other public and private entities to avoid duplication of effort. For example,

OVC works closely with other federal agencies, such as FEMA and the Center for Mental Health Services (CMHS), both of which are responsible for providing assistance to communities following disasters within the United States. OVC coordinates with FEMA and CMHS to avoid duplication of effort in areas such as reimbursement for crisis counseling services, housing assistance, medical and dental expenses, and funeral and burial costs. 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 have been consulted in the process of preparing the application and describe how the proposed services fit within the overall plan to address victim needs.

When making funding determinations, OVC will consider the level of coordination and the availability of resources from other federal, state, local, and private entities. Extensive coordination with agencies, such as state emergency preparedness and state mental health agencies and local chapters of the American Red Cross and the United Way, and between federal and state law enforcement and prosecutor personnel, is a necessary component of an effective response to terrorism and mass violence and is one criterion upon which OVC will base its funding decision.

Budget Review

The Office of the Chief Financial Officer, in consultation with OVC, reviews applications for potential discretionary awards to evaluate the fiscal integrity and financial capability of applicants, examines proposed costs to determine if the budget detail worksheet and budget narrative accurately explain project costs, and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

Approvals

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.

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance
- Civil Rights Compliance Specific to State Administering Agencies
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act

- Financial and Government Audit Requirements
- Reporting of Potential Fraud, Waste, and Abuse, and Similar Misconduct
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with the [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Non-profit Organizations
- For-profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act of 2006 (FFATA)
- Awards in Excess of \$5,000,000—Federal Taxes Certification Requirement
- Active SAM Registration
- Policy and Guidance for Approval, Planning, and Reporting of Conferences (including Meetings and Trainings)
- OJP Training Guiding Principles for Grantees and Subgrantees

Before You Apply

The DOJ AEAP Guidelines for Terrorism and Mass Violence Crimes requires that a Letter of Request be submitted that addresses the following information. This letter 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 a description of the criminal event;
- The lead law enforcement agency conducting the investigation;
- The estimated number of direct and indirect victims affected by the crime;
- 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
- 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 [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.usdoj.gov/gmscbt/. Applicants that experience technical difficulties during this process should e-mail 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 immediately** 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.”

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. A DUNS number is usually received in 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.
- 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 of the [GMS](#) home page. For more information on how to register in GMS, go to www.ojp.usdoj.gov/gmscbt/.

4. **Verify the SAM (formerly CCR) 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 2014 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. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information and submit the form in GMS. Applicants that expend any funds for lobbying activities must provide the detailed information requested on the *Disclosure of Lobbying Activities* form (SF–LLL). Applicants that do not expend any funds for lobbying activities should enter “N/A” in the required highlighted fields. Access the form at www.ojp.gov/funding/forms/disclosure.pdf.
8. **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 an application, OVC will review only the most recent valid version submitted.

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 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 and 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 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.usdoj.gov/funding/solicitations.htm.

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. Provide feedback to 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 the solicitation, **you must** directly contact the appropriate number or e-mail listed on the front of this solicitation document. 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 ojpeerreview@lmbps.com. The OJP Solicitation Feedback email 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 2014 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 19)
- Acquire or renew registration with SAM. (see page 19)

To register with GMS:

- For new users, acquire a GMS username and password.* (see page 19)
- For existing users, check GMS username and password* to ensure account access. (see page 19)
- Acquire or renew registration with SAM. (see page 19)
- Verify SAM registration in GMS. (see page 20)
- Search for correct funding opportunity in GMS. (see page 20)
- Select correct funding opportunity in GMS. (see page 20)
- Register by selecting the “Apply Online” button associated with the funding opportunity title. (see page 20)

*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 or the GMS Help Desk will initiate a password reset unless requested by the authorized official or a designated point of contact associated with an award or application.

General Requirements:

- Review [Other Requirements](#) Web page.

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, including 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 what organization or agency 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 12)
- _____ Program Narrative (see page 13)
- _____ Budget Detail Worksheet (see page 13)
- _____ Budget Narrative (see page 14)
- _____ Employee Compensation Waiver request and justification (if applicable) (see page 9)
- _____ Disclosure of Lobbying Activities (SF-LLL) (see page 20)
- _____ Indirect Cost Rate Agreement (if applicable) (see page 14)
- _____ Tribal Authorizing Resolution (if applicable) (see page 14)
- _____ Additional Attachment
- _____ Applicant Disclosure of Pending Applications (see page 15)
- _____ Accounting System and Financial Capability Questionnaire (if applicable) (see page 16)