

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



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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 FY 2016 Vision 21: Law Enforcement and the Communities They Serve: Supporting Collective Healing in the Wake of Harm solicitation. This program furthers the Department's mission by identifying promising practices in promoting trauma-informed culture and practice in law enforcement agencies.

## **FY 2016 Vision 21: Law Enforcement and the Communities They Serve: Supporting Collective Healing in the Wake of Harm**

**Applications Due: September 7, 2016**

### **Eligibility**

Eligible applicants are limited to private nonprofit organizations, including but not limited to those that work with law enforcement and on criminal justice issues. Applicants must have demonstrated knowledge, expertise, and experience in advancing trauma-informed law enforcement response to victimization, particularly with incidents involving police-involved shootings, and other high-profile and crisis incidents. Additionally, applicants must be able to identify and work with key stakeholders and effectively select and manage a minimum of six law enforcement demonstration sites that will address the impact of trauma within the law enforcement organization and in community responses. Applicants should also have experience in providing technical assistance on trauma-informed culture and responses by law enforcement agencies, and in strategic planning, community collaboration, and coalition building. OVC welcomes applications that involve two or more entities that will carry out the funded federal award activities; however, one eligible entity must be the applicant and the other(s) must be proposed as subrecipient(s). The applicant must be the entity with primary responsibility for administering the funding and managing the entire project. Only one application per lead applicant will be considered; however, a subrecipient may be part of multiple proposals.

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

### **Deadline**

Applicants must register with [Grants.gov](#) prior to submitting an application. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 11:59 p.m. eastern time on September 7, 2016.

All applicants are encouraged to read this [Important Notice: Applying for Grants in Grants.gov](#).

For additional information, see [How to Apply](#) in Section D. Application and Submission Information.

## Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, or via email to [support@grants.gov](mailto:support@grants.gov). The [Grants.gov](#) Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must email the OVC contact identified below **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 Grants.gov Technical Issues” in the [How to Apply](#) section.

For assistance with any other requirements of this solicitation, contact Lindsay Waldrop, Victim Justice Program Specialist, by telephone at 202-353-0486 or by email at [Beatrice.L.Waldrop@ojp.usdoj.gov](mailto:Beatrice.L.Waldrop@ojp.usdoj.gov).

Grants.gov number assigned to this announcement: OVC-2016-10780

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# **FY 2016 Vision 21: Law Enforcement and the Communities They Serve: Supporting Collective Healing in the Wake of Harm (16.826)**

## **A. Program Description**

### **Overview**

The Office for Victims of Crime (OVC) is committed to enhancing the Nation's capacity to assist crime victims and provide leadership in changing attitudes, policies, and practices to promote justice and healing for all victims of crime. This Vision 21 program will support law enforcement agencies, crime victims, and communities by developing, implementing, and assessing evidence-based and trauma-informed law enforcement response strategies, protocols, and interventions that promote community engagement and healing prior to and in the wake of law enforcement-involved shootings and other high-profile incidents of violence (including those featuring differences in race, gender, sexual orientation, age, disability, or immigration status), whether the victim of the incident is a member of the community or an officer. Additionally, this program will provide comprehensive, expert technical assistance to law enforcement and the communities they serve to promote trauma-informed culture and practice to address the impact of trauma and community harm. This solicitation aims to help communities develop a preventative and remedial focus that will address the needs of those directly impacted by high-profile incidents, reduce tensions, maximize communication, and promote problem solving between law enforcement and the communities they serve.

OVC will make one award of up to \$7 million for this 3-year project, of which at least \$5 million must be directed to the competitive selection of at least six law enforcement agency demonstration sites in small, medium, and large population areas (to be defined by the applicant). Of the remaining funds, the successful applicant may use up to \$1.5 million for oversight, administration, and technical assistance for the demonstration sites, including assisting each demonstration site with conducting a comprehensive needs assessment, developing strategies to address issues identified at each site, convening grantee meetings, and developing and disseminating a practical resource guide or compendium of resources at the end of the project; and up to \$500,000 to provide and/or deploy rapid response technical assistance consultants and other resources to other law enforcement agencies and their communities in the aftermath of a law enforcement-involved shooting or high-profile incident. This project is authorized by 42 U.S.C. § 10603(c)(1)(A) and the Commerce, Justice, Science, and Related Agencies Appropriation Act, 2016, sec. 505.

### **Program-Specific Information**

OVC's *Vision 21: Transforming Victim Services Final Report* (Vision 21) envisions that "all crime victims in the 21st century can readily access a seamless continuum of evidence-based services and support that will allow them to begin physical, emotional, and financial recovery." Vision 21 recognizes that there are serious challenges to achieving this goal, particularly in the aftermath of law enforcement-involved shootings and other high-profile incidents.

The sudden loss or injury of a loved one due to violence has a tremendous impact on the family members, colleagues, and friends left behind. For many, the death or injury notification process

is a traumatic event that families will remember forever. In the immediate aftermath of a death, not only must the deceased's family take care of the typical tasks related to a death, such as funeral and burial planning, estate issues, and possibly child custody issues, they must also navigate through the complexities of the investigation, possible delays in processing, or other painful components of the justice process, while coping with their own physical and emotional responses to the traumatic event, as well.

Many law enforcement agencies with victim assistance staff and/or partner victim service organizations indicate that they provide services to victims and family members in the aftermath of gun violence and deaths. These services typically include assistance with crime victims' compensation claims, case status updates, assistance with victim impact statements, and other criminal justice-related activities. Some service providers also offer grief counseling or peer-facilitated support groups. However, data from the Bureau of Justice Statistics (BJS) Law Enforcement Management and Agency Statistics (LEMAS), which collects data from all agencies with 100 or more sworn officers as well as from a nationally representative sample of smaller agencies, indicate the capacity to provide, fully understand, and institutionalize the importance of these services is gravely lacking, especially from within law enforcement agencies. LEMAS indicated that, as of 2013, only 9 percent of agencies nationwide had a specialized Victim Assistance Unit with full-time personnel and only 4 percent had a specialized Victim Assistance Unit with part-time personnel. Twelve percent indicated that they had no specialized unit but that some personnel dedicated a percentage of time to victim assistance. Of the 75 percent of agencies nationwide with no victim assistance-dedicated personnel, 27 percent indicated the issue of victim assistance was not formally addressed.<sup>1</sup>

In the aftermath of a high-profile incident, first responders, victim service providers, law enforcement officers, and investigators face additional challenges and often lack the capacity to provide a comprehensive, victim-centered, and trauma-informed response to those affected by the incident. Many agencies readily admit to feeling unprepared or ill-equipped for the intensity of impact and challenges when a high-profile incident occurs. Some cases may present significant challenges to victim service providers and law enforcement officials due to the number of victims and witnesses involved in an investigation, circumstances related to the crime scene, news and social media involvement, community reactions and perceptions of injustice or unrest, and a host of other circumstances that may arise, particularly in the wake a high-profile event. The involvement of news and social media, including choices made around coverage and framing of the events without sensitivity to the trauma of victims and the community, may exacerbate these challenges. The needs of those involved in these cases extend well beyond the news headlines, and include ongoing support and outlets for processing the impact of the trauma. Too often, addressing these needs is secondary to investigating the incident, managing media, and other responses.

In situations where a person is injured or killed by law enforcement, it may take months or years for the criminal justice process to determine if the act was criminal or not, thus limiting timely access to more traditional victim assistance and compensation. Law enforcement officers who are killed or injured in the line of duty are deemed heroes; oftentimes, however, neither they nor their peers and families are recognized as crime victims and provided ready access to the seamless continuum of trauma-informed services and support envisioned by Vision 21. In some states, for example, law enforcement officers are not eligible for crime victim compensation to cover expenses resulting from criminal victimization. All too frequently, emotional injury to law

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<sup>1</sup> Bureau of Justice Statistics. Special Tabulation, Law Enforcement Management and Administrative Statistics, 2013. Data available at [www.icpsr.umich.edu/icpsrweb/ICPSR/studies/36164](http://www.icpsr.umich.edu/icpsrweb/ICPSR/studies/36164).

enforcement and the department as a whole is not recognized as capable of causing long-term impact, and evidence-based resources on grief counseling and resilience training are not made available. Agencies may not have resources and protocols in place for providing grief counseling and other trauma-informed mental health interventions to law enforcement officers who respond to mass violence events. Additionally, in all of these cases, the impact of the traumatic event on the community is often underestimated, masked by tension or divisiveness, or simply not addressed.

Regardless of the scenario, these kind of high-profile incidents call for law enforcement and communities to join together to ensure that all who are impacted have access to compassionate, comprehensive, and trauma-informed services and support. OVC believes that law enforcement can play a leadership role by adopting trauma-informed culture and programming in its internal practice and with its interaction with the community. Promoting trauma-informed culture and practice benefits law enforcement officers and their agencies and has the potential to help communities recover and heal in the wake of law enforcement-involved shootings, deaths, and other high-profile incidents.

Using a trauma-informed lens to address these incidents also will promote enhanced empathy and community trust. As many law enforcement and community leaders have recognized, building trust happens one interaction at a time. However, many law enforcement agencies lack the support, guidance, or resources necessary to institutionalize ongoing engagement across stakeholders, and ongoing outlets to address primary and secondary trauma. Strategies for meaningful community engagement that address and are informed by the role of acute and historical trauma of the community must be ongoing as a cornerstone of violence prevention and intervention. The institutionalization of healing support services must precede high-profile incidents to ensure the deployment of holistic evidence-based responses and continuum of care necessary in their wake—when barriers, tensions, and stakes are often intensified and more difficult to surmount.

This solicitation recognizes the profound and fundamental leadership role that law enforcement can play in catalyzing coordinated action to repair the rifts that too frequently rupture community trust, safety, and unity—leadership that begins from within. At the same time, it recognizes that law enforcement alone cannot be expected to solve the deep-rooted issues that continue to seethe in too many communities. As President Obama said on July 12, 2016 in his remarks at the Dallas Memorial Service for five slain police officers:

*“...so much of the tensions between police departments and minority communities that they serve is because we ask the police to do too much and we ask too little of ourselves. As a society, we choose to underinvest in decent schools. We allow poverty to fester so that entire neighborhoods offer no prospect for gainful employment. We refuse to fund drug treatment and mental health programs. We flood communities with so many guns that it is easier for a teenager to buy a Glock than get his hands on a computer or even a book. And then we tell the police, “you’re a social worker, you’re the parent, you’re the teacher, you’re the drug counselor.” We tell them to keep those neighborhoods in check at all costs, and do so without causing any political blowback or inconvenience. Don’t make a mistake that might disturb our own peace of mind. And then we feign surprise when, periodically, the tensions boil over.”<sup>2</sup>*

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<sup>2</sup> Transcript of President Obama’s remarks, available on the WFAA-TV website at [www.wfaa.com/news/nation/complete-text-of-president-obamas-speech-at-dallas-memorial-service/270884882](http://www.wfaa.com/news/nation/complete-text-of-president-obamas-speech-at-dallas-memorial-service/270884882).

At the same memorial service, former President George Bush voiced our common humanity and shared responsibility, stating:

*“We have never been held together by blood or background. We are bound by things of the spirit, by shared commitments to common ideals. At our best, we practice empathy, imagining ourselves in the lives and circumstances of others. This is the bridge across our Nation’s deepest divisions... At our best, we know we have one country, one future, one destiny. We do not want the unity of grief, nor do we want the unity of fear. We want the unity of hope, affection, and high purpose.”*<sup>3</sup>

As such, this solicitation aims to help communities develop both a preventative and a remediative focus that will address the needs of those directly impacted by high-profile incidents, reduce tensions, maximize communication, and promote problem-solving between law enforcement and the communities they serve.

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

The goals of this program are: (1) to assist law enforcement in developing, implementing, and assessing comprehensive evidence-based, trauma-informed, response strategies, protocols, and interventions for law enforcement agencies that promote community engagement and healing prior to and in the wake of law enforcement-involved shootings and other high-profile incidents of violence; and (2) to develop and disseminate comprehensive, expert technical assistance resources to law enforcement on trauma-informed culture and practice, to improve an agency’s internal capacity to understand and process the impact of vicarious trauma and community harm.

OVC proposes to fund one organization that that will competitively select, provide oversight to, and manage awards totaling up to \$5 million for a minimum of six law enforcement agency demonstration sites (small, medium, and large populations, as defined by the applicant) for 3 years to plan, implement, and assess trauma-informed culture and practice for addressing individual, familial, and community harm that will promote and enhance a healing process in the aftermath of law-enforcement involved shootings, deaths, and other high-profile incidents. OVC anticipates that the successful applicant will select the law enforcement demonstration sites no later than 9 months after OJP makes the award and provides final financial clearance. OVC also envisions that the overall strategy will include a plan for building strong partnership across disciplines, including:

- victim advocates and victim assistance professionals located within law enforcement departments, prosecutors’ offices, and the community;
- prosecutors;
- medical and mental health professionals, hospitals, community-based public health practitioners, and trauma centers;
- child protective services and child- and youth-serving organizations;
- medical examiners and coroner’s offices;
- community activists and advocates, including Concerns of Police Survivors, the National Organization of Parents Of Murdered Children, Mothers in Charge, and other survivor and racial justice or other groups that address the needs of populations that may have

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<sup>3</sup> Transcript of Former President George W. Bush’s remarks, available on the WFAA-TV website at [www.wfaa.com/news/local/dallas-ambush/read-full-transcript-of-former-president-bushs-speech-at-memorial-service/270770750](http://www.wfaa.com/news/local/dallas-ambush/read-full-transcript-of-former-president-bushs-speech-at-memorial-service/270770750).

historically strained relationships with law enforcement, such as individuals identifying as lesbian, gay, bisexual, transgender, or queer; young men of color; human trafficking victims; and members of tribal entities.

- faith-based and community organizations;
- civic groups;
- the education system;
- the juvenile justice system;
- community-based violence reduction and prevention initiatives; and
- local media.

The successful applicant will also plan to dedicate \$1.5 million in funding to providing comprehensive training and technical assistance to the demonstration sites. At a minimum, the successful applicant will conduct the following activities:

1. Assist each demonstration site with developing a comprehensive needs assessment of the agency's culture and practice related to both primary and secondary trauma, and the actual or potential scope and nature of high-profile, law enforcement-involved shootings and other crisis incidents in the community;
2. Assist each demonstration site with conducting an assessment of gaps in trauma-informed services and interventions for those impacted by these incidents, including law enforcement, families, and the community at large; and the disconnects that may exist between the law enforcement agency and various sectors of the population residing in the community. This should be completed within the first 15 months of the award.
3. Assist each demonstration site with refining and enhancing a strategy to address issues identified in the needs assessment that will, at a minimum, increase the law enforcement agency's understanding and integration of trauma-informed culture, institutionalize that strategy, strengthen engagement with the community, and increase transparency in communications and identification of trauma-informed interventions for law enforcement, victims, other individuals and the community at large. The strategy should ultimately strive for both a preventive and a remediative focus that will address the needs of those directly impacted by the incident, reduce tensions, maximize communication, and promote problem solving across the community. Some examples of specific issues to address include a developing a protocol for sensitive death notifications; supporting community-based violence-interruption activities; developing protocols for providing evidence-based and culturally grounded grief counseling, and longer-term counseling for law enforcement (including outlets for regularly processing the level of traumatic exposure common to this job), victims, and others; convening a community planning board involving law enforcement, survivors, and key stakeholders in the community; and providing training on cultural competency and other issues identified in the needs assessment.
4. Establish baseline data for performance metrics and a data collection process to support an assessment of this initiative at the community level.
5. Use, to the greatest extent possible, training and technical resources available from OVC, OJP, and other federal agencies to support the strategies. Applicants should propose working with N OVC technical assistance provider and OVC to implement this.
6. Facilitate routine peer-to-peer consultation and networking opportunities among the demonstration sites to promote problem solving and innovation.
7. Convene in-person grantee meetings to support this initiative.
8. Assist each demonstration site with compiling all final drafts of policies, resources, training materials, and other resources developed under this initiative.

9. Develop a resource guide or compendium of resources that would be helpful in replicating the promising practices identified from each site, such as descriptions of evidence-based practices used, written protocols, outreach materials, training materials, sample MOUs, and sample intake forms. (See examples of existing technical assistance resources below.)
10. Compile a report of promising practices identified through the initiative.
11. Develop and implement a publishing, marketing, and dissemination plan for deliverables associated with this project. OVC anticipates that these products may be developed as online or web-based resources that can easily be marketed and disseminated free of charge to the field. The technical assistance provider's budget should include funds to design and edit the resources and publications developed through this project along with their marketing and dissemination.
12. Work with an external OVC-funded evaluator, if OVC decides to fund a formal evaluation of the demonstration site and the training and technical assistance of the technical assistance provider in FY 2017.

In addition to the selecting and providing oversight of and technical assistance to the demonstration sites, the successful applicant must dedicate \$500,000 to assist law enforcement agencies and members of other non-grant-funded communities with planning for a rapid response in the aftermath of a high-profile law enforcement-involved incident. The successful applicant should outline how it will deploy a problem-solving technical assistance team to work with communities to shape their responses. OVC expects the grantee to identify potential consultants with expertise and credibility in law enforcement, victim assistance, mental health, community- and coalition-building, and other key areas, as part of the application.

The following examples of technical assistance resources previously funded by OVC can be used to inform this project:

1. The American College of Emergency Physicians developed a [training](#) for emergency medical professionals to promote the delivery of trauma-informed, compassionate death notifications.
2. The Federal Bureau of Investigation's Office of Victim Assistance and the Pennsylvania State University developed an [online training](#) on death notification.
3. OVC developed the [Mass Violence Toolkit](#) to help communities prepare for and respond to victims of mass violence and terrorism.
4. The National Sheriff's Association published a [guide](#) for developing law enforcement protocols to support families on unsolved or "cold" cases.
5. The International Association of the Chiefs of Police's [Elevating Law Enforcement Response to Victims](#) provides resources to help law enforcement respond to victims.

All of these program objectives and activities will be completed in close coordination with OVC's grant monitor and Communications Team and other technical assistance provider partners identified by OVC. The grant monitor and Communications Team will provide oversight and guidance throughout the development and submission of all materials. OVC will work with the grantee to develop a schedule for the timely development, review, and final submission of all new materials. The grantee is expected to prepare and submit deliverables that are in compliance with OVC's current Publications Guidelines (<http://www.ovc.gov/publications/infores/pubguidelines/welcome.html>).

Any publication or deliverable produced with grant funds must be submitted to OVC 9 months prior to the grant end date to provide adequate time for OVC to review, provide feedback, and

requests for modification. Applicants must be prepared to incorporate substantive and editorial changes to the product per discussion with the OVC grant monitor. If the applicant proposes to publish the resource with the help of a subcontractor, OVC approval must be granted before the subcontract is awarded.

### **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:

- Improving the quantity and quality of evidence OJP generates
- Integrating evidence into program, practice, and policy decisions within OJP and the field
- 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) website is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services. The Substance Abuse and Mental Health Services Administration (SAMHSA) also has developed a [National Registry of Evidence-Based Programs and Practices](#) that may be useful as well.

## **B. Federal Award Information**

OVC estimates that it will make one award of up to \$7 million, to include:

1. Up to \$5 million for a minimum of six law enforcement agency demonstration sites;
2. Up to \$1.5 million for oversight and administration of, and technical assistance for, the demonstration sites, including convening grantee meetings and developing and disseminating a practical resource guide or compendium of resources at the end of the project, and
3. Up to \$500,000 for rapid technical assistance, including rapid deployment of expert consultants, as needed following a crisis incident, to assist law enforcement agencies seeking to shape their responses to law enforcement-involved, high-profile incidents to be trauma-informed, as transparent as possible, and focused on community engagement and healing.

OVC may, in certain cases, provide supplemental funding in future years to awards under this solicitation. Important considerations in decisions regarding supplemental funding include, among other factors, the availability of funding, strategic priorities, assessment of the quality of the management of the award (for example, timeliness and quality of progress reports), and assessment of the progress of the work funded under the award.

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

#### **Type of Award<sup>4</sup>**

OVC expects that it will make any award from this solicitation 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](#), under [Section F. Federal Award Administration Information](#), for details regarding the federal involvement anticipated under an award from this solicitation.

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

Award recipients and subrecipients (including any recipient or subrecipient funded in response to this solicitation that is a pass-through entity<sup>5</sup>) must, as described in the Part 200 Uniform Requirements set out at 2 C.F.R. 200.303:

- (a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the recipient (and any subrecipient) 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 recipient’s (and any subrecipient’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.
- (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 recipient (or any subrecipient) considers sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

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

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<sup>4</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)).

<sup>5</sup> For purposes of this solicitation (or program announcement), “pass-through entity” includes any entity eligible to receive funding as a recipient or subrecipient under this solicitation (or program announcement) that, if funded, may make a subaward(s) to a subrecipient(s) to carry out part of the funded program.

## **Budget Information**

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

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

For additional cost sharing and match information, see the [Financial Guide](#).

### **Pre-Agreement Cost (also known as Pre-Award Cost) Approvals**

Pre-agreement costs are costs incurred by the applicant prior to the start date of the period of performance of the grant award.

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 the title page 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 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.<sup>6</sup> The 2016 salary table for SES employees is available at the Office of Personnel Management [website](#). 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.) For employees who charge only a portion of their time to an award, the allowable amount to be charged is equal to the percentage of time worked times the maximum salary limitation.

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

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<sup>6</sup> OJP does not apply this limitation on the use of award funds to the nonprofit organizations listed at Appendix VIII to 2 C.F.R. Part 200.

### **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/DOJ/PostawardRequirements/chapter3.10a.htm](http://www.ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.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 conference, meeting, and training costs for cooperative agreement recipients and of some conference, meeting, and training 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](#).

## **C. Eligibility Information**

For eligibility information, see the title page.

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

### **Limit on Number of Application Submissions**

If an applicant submits multiple versions of the same application, OVC will review only the most recent system-validated version submitted. For more information on system-validated versions, see [How to Apply](#).

## **D. 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 their 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.

Moreover, applicants should anticipate that applications that are determined to be nonresponsive to the scope of the solicitation, or that do not include the application elements that OVC has designated to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, OVC has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet, and Budget Narrative. Applicants may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one budget document, 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 (MOU),” “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. Grants.gov and the OJP Grants Management System (GMS) take 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. Project Abstract

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

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

All project abstracts should follow the detailed template available at [ojp.gov/funding/Apply/Resources/ProjectAbstractTemplate.pdf](http://ojp.gov/funding/Apply/Resources/ProjectAbstractTemplate.pdf).

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

**Permission to Share Project Abstract with the Public:** It is unlikely that OVC will be able to fund all applications submitted under this solicitation, but it may have the opportunity to share information with the public regarding unfunded applications, for example, through a listing on a web page available to the public. The intent of this public posting would be to allow other possible funders to become aware of such proposals.

In the project abstract template, applicants are asked to indicate whether they give OJP permission to share their project abstract (including contact information) with the public. Granting (or failing to grant) this permission will not affect OJP’s funding decisions, and, if the application is not funded, granting permission will not guarantee that abstract information will be shared, nor will it guarantee funding from any other source.

**Note:** OJP may choose not to list a project that otherwise would have been included in a listing of unfunded applications, should the abstract fail to meet the format and content requirements noted above and outlined in the project abstract template.

### 3. Program Narrative

The program narrative should not exceed 25 double-spaced pages in 12-point font with 1-inch margins. If an applicant fails to comply with these length-related restrictions, OVC may consider such noncompliance in peer review and in final award decisions.

The following sections should be included as part of the program narrative:

#### a. Statement of the Problem

- i. Applicants for funding must clearly describe the need for the project by citing data about high-profile law enforcement-involved incidents in the United States and by documenting an understanding of the issues faced by law enforcement, their family members, other victims and their families, and the community at large, as outlined in this solicitation. Applicants must document an understanding of the various service strategies and multidisciplinary team work that is often required to respond to law enforcement-involved shootings and other high-profile incidents, whether the victim of the incident is a member of the community or an officer.
- ii. Applicants must describe the need for trauma-informed interventions and describe how this approach will help address the impact of trauma and reduce community harm.
- iii. Applicants should describe gaps in technical assistance resources on these issues and how this project will fill those gaps.

#### b. Project Design and Implementation. This section should identify the following:

- i. **Project Goals and Objectives:** Applicants must clearly state the project goals and objectives. The objectives should be measurable and relate specifically to the goals and objectives of this solicitation. Applicants must clearly describe the tasks for completing each objective, including the steps associated with selecting a minimum of six law enforcement demonstration sites, providing oversight and management of the sites, and providing training and technical assistance to ensure the success of the sites. Applicants should also include a plan for networking and supporting logistics of in-person meetings, and a plan for compiling, publishing, and disseminating a resource guide or compendium of resources and information about the promising practices identified through this initiative. This section should also outline the plan for providing rapid response technical assistance providers in the aftermath of an incident. Letters of Intent with potential partners should be submitted with the application. Actual MOUs or subcontracts can be submitted within 6 months after the grant final financial clearance is awarded.
- ii. **Time-Task Plan:** Applicants must submit, as a separate attachment, a time-task plan that clearly outlines all phases of the work that will be completed for this project. The time-task plan, covering the 3-year period of the award, must include project goals; related objectives and activities, including site selection, needs assessment, strategy development and implementation, training, collection of key performance metrics, programmatic and financial reporting timelines, and the key staff responsible for completing each task. See page 10 for information regarding the submission of draft deliverables to OVC for review 9 months before the end date of the award.

#### c. Capabilities and Competencies

- i. Applicants must describe how the program will be managed, including a list of personnel responsible for managing various aspects of the project, a description of

- their roles and responsibilities, and the staff member’s unique qualifications that will enable them to fulfill the grant requirements.
- ii. This section should include information demonstrating the organization’s experience and capacity managing federal grants, working with law enforcement and criminal justice issues, and providing expertise on trauma-informed interventions and approaches.
- iii. This section should also include information about the applicant and partners’ experience in providing training and technical assistance to law enforcement , victims and survivors, and other key populations in the community after a high-profile, law enforcement involved crisis incident.
- iv. Applicants must describe experience with developing online publications and resources for broad dissemination to the law enforcement field.
- v. This section should also address the experience and expertise of primary partners or consultants that may be used on this project.

**d. Plan for Evaluation and Collecting the Data Required for this Solicitation’s Performance Measures**

Applicants must indicate their willingness to work with OVC on a formal evaluation if OVC decides to conduct one in FY 2017. Applicants should also include a plan to work with the demonstration sites to collect performance measurement data and evaluate the extent to which the project met goals and objectives using, at minimum, the required performance measures outlined below. Applicants should define what baseline data they propose to use, and how they will collect data to document the efficacy of their projects.

To demonstrate program progress and success, as well as 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 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 Measures	Description	Data Grantee Provides
To implement victim-centered and trauma-informed multidisciplinary responses and evidence-based practices that are effective in responding to law enforcement, families, and communities on specific types of high-profile cases	Number of partnerships formed.	Number of new formalized collaborative agreements developed during the reporting period. They must be signed by heads of organizations with authority to commit resources such as time, dollars, staff, and facilities. Examples are MOUs, tribal resolutions, formalized collaboration agreements. Preferred	<ul style="list-style-type: none"> <li>a. Number of new formalized collaboration agreements developed.</li> <li>b. Number of new letters of intent.</li> </ul>

<p>involving law enforcement.</p>	<p>.</p> <p>Number of planning activities conducted.</p> <p>Percent of agency or organizational policies or procedures created, amended, or rescinded.</p>	<p>data sources are program records. Letters of intent lend organizational support but do not commit resources. The intent is to measure the extent of progress towards Vision 21 goals.</p> <p>Number of planning activities undertaken during the report period. Planning activities include creation of teams, community task forces, or interagency committees/advisory groups. It may also include meetings held, needs assessments undertaken, etc. Preferred data source are program records. The intent is to measure progress toward the goals for Vision 21.</p> <p>The number of cross-program or -agency policies or procedures created, amended or rescinded during the report period. A policy is a plan or specific course of action that guides the general goals and directives of programs and/or agencies. A procedure is the established or correct method of doing something. Include policies and procedures that are relevant to the topic area of the program or that affect program operations. Preferred data source are program records, meeting minutes or</p>	<p>Number of planning activities undertaken.</p> <p>Number of program or agency policies or procedures created, amended, or rescinded during the reporting period.</p>
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		summaries. The intent is to measure progress toward the goals of Vision 21.	
	Percent increase in the number of groups/organizations/agencies participating in multijurisdictional linkages initiative.	Multijurisdictional linkages are collaborations between groups/organizations/agencies for a common goal. Entities may be community-based coalitions, consortiums, nonprofit agencies, tribal organizations, government agencies, community- and faith-based organizations, etc. Types are state, regional or local partnerships. The intent is to measure increase in partnerships as a result of Vision 21 funding.	<ul style="list-style-type: none"> <li>a. Baseline Question: Number of groups/organizations/agencies participating in the quarter prior to Vision 21 funding.</li> <li>b. Number of groups/organizations/agencies that participate as a result of Vision 21 funding during the reporting period.</li> </ul>
	Percent of agencies that implement evidence-based programs or practices.	Evidence-based programs or practices are best practice models that include program models that have shown to be effective through rigorous evaluation and replication.	<ul style="list-style-type: none"> <li>a. Baseline Question: Number of agencies involved in the partnership.</li> <li>b. Number of agencies that utilize an evidence-based program or practice in the delivery of services.</li> </ul>
	Percent increase in the number of law enforcement officers, victims, and other key stakeholders in the community impacted by the events that are served through the partnership.	Services may include direct services.	<ul style="list-style-type: none"> <li>a. Baseline Question: Number of victims and law enforcement officers served in the quarter prior to the start of the grant.</li> <li>b. Number of victims and law enforcement officers served during the reporting period.</li> </ul>
	Number of gaps in services for which resources are	Grantees will answer narratively.	Number of services identified for victims, families, and law

	identified or developed.		enforcement during the reporting period, broken down by type of service.
<p>To provide effective technical assistance resources that enhance the capacity of the demonstration sites to implement victim-centered, trauma-informed, multidisciplinary approaches and evidence-based practices for responding to families after a homicide.</p>	<p>Number of recipients who receive technical assistance.</p> <p>Percentage of technical assistance recipients who will implement policy and program changes as a result of TA provided.</p>	<p>The intent is to measure the extent to which technical assistance impacts policies and program changes. These changes translate to reaching and serving more victims of crime, addressing gaps in the field, or enhancing and transforming services for victims of crime.</p>	<p>a. Number of recipients who receive technical assistance during the reporting period.</p> <p>b. Number of recipients reporting that policy or program changes will be implemented based on training and technical assistance.</p>
	<p>Percent of technical assistance requests completed.</p>	<p>Count the number of requests for technical assistance received during the reporting period. Completion of a technical assistance request is one for which documentation can be made to demonstrate that the requestor's needs have been met/satisfied. Technical assistance services may be delivered in-person or via email, telephone, mobile platforms, etc.</p>	<p>a. Number of technical assistance requests received during the reporting period.</p> <p>b. Number of technical assistance requests completed during the reporting period.</p>
	<p>Number of technical assistance program materials developed.</p>	<p>The intent is to measure completion progress for materials that are planned for development under the Vision 21 funded program. Baseline questions are answered once, but can be edited if necessary.</p>	<p>a. Baseline Question: Number of materials planned for development during the entire grant period.</p> <p>b. Number of materials developed and completed during the reporting period.</p>
	<p>Percent of technical assistance recipients completing a survey</p>	<p>The intent is to measure the extent to which providers of technical assistance services are</p>	<p>a. Number of technical assistance recipients who completed a satisfaction survey</p>

	or evaluation reflecting a rating of satisfactory or better.	able to meet the needs of victims and/or professionals as a result of the Vision 21 funding.	after receiving technical assistance. b. Number of surveys rating the technical assistance as satisfactory or better.
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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 applicant, applicants should indicate an understanding of these requirements and discuss how they will gather the required data, should they receive funding.

**Note on Project Evaluations**

Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute “research” for purposes of applicable DOJ human subjects protection regulations. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP’s performance measure data reporting requirements likely do not constitute “research.” Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as, “a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge” 28 C.F.R. § 46.102(d). For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the “Research and the Protection of Human Subjects” section of the [OJP Funding Resource Center](http://www.ojp.gov/funding/Explore/SolicitationRequirements/EvidenceResearchEvaluationRequirements.htm) web page ([www.ojp.gov/funding/Explore/SolicitationRequirements/EvidenceResearchEvaluationRequirements.htm](http://www.ojp.gov/funding/Explore/SolicitationRequirements/EvidenceResearchEvaluationRequirements.htm)). Applicants whose proposals may involve a research or statistical component also should review the “Data Privacy and Confidentiality Requirements” section on that web page.

**4. 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 their budget in a different format should include the budget categories listed in the sample budget worksheet.

The budget detail worksheet must provide calculations that support the cost of project activities over the entire 3-year project period.

For questions pertaining to budget and examples of allowable and unallowable costs, see the Financial Guide at <http://ojp.gov/financialguide/DOJ/index.htm>.

**b. Budget Narrative**

The budget narrative should thoroughly and clearly describe every category and line item of expense listed in the Budget Detail Worksheet for the 3-year project period. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and 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.

When completing both the Budget Detail Worksheet and Budget Narrative, applicants must include the following:

- Costs that specifically support the assessment and collection of the performance data described on pages 16–20.
- Costs for convening three in-person grantee meetings for staff and project partners involved in the demonstration project (approximately four people from each demonstration site). See page 13 of this solicitation for information related to planning for meeting and training costs.
- Costs related to editing, design, publication, and dissemination of online or web-based resources and materials compiled through this project. For more information about expected deliverables, see page 10.

Consultant Rates: Consultant rates may not exceed the maximum of \$650 per day or, if paid by the hour, \$81.25 per hour for a maximum 8-hour workday.

**c. Noncompetitive Procurement Contracts in Excess of Simplified Acquisition Threshold**

If an applicant proposes to make one or more noncompetitive procurements of products or services, where the noncompetitive 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 [Section B. Federal Award Information](#).

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

Indirect costs are allowed only under the following circumstances:

- (a) The applicant has a current, federally approved indirect cost rate; or
- (b) The applicant is eligible to use and elects to use the “de minimis” indirect cost rate described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.414(f).

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 <http://www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf>.

In order to use the "de minimis" indirect rate, attach written documentation to the application that advises OJP of both the applicant's eligibility (to use the "de minimis" rate) and its election. If the applicant elects the "de minimis" method, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. In addition, if this method is chosen then it must be used consistently for all federal awards until such time as you choose to negotiate a federally approved indirect cost rate.<sup>7</sup>

#### **6. 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.

#### **7. 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 email 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 email address, from that federal agency

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<sup>7</sup> See 2 C.F.R. § 200.414(f).

- Reasons for the high risk status

OJP seeks this information to ensure appropriate federal oversight of any grant award. Disclosing 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.

## 8. Additional Attachments

- a. Memoranda of Understanding, Letters of Intent, or Subcontract Agreements with Key Collaborative Partners:** Applications must include documentation to confirm the commitment of each partner mentioned within the application. This includes key consultants, rapid technical assistance providers, and other key partners involved. Letters of Intent or MOUs must include the following:
- i. Names of the organizations involved in the agreement.
  - ii. The scope of the direct service(s) and other work to be performed under the agreement.
  - iii. Duration of the agreement.
  - iv. Estimated cost of actual services provided (if applicable).

The Letters of Intent or MOUs should name the project partners involved in the initiative, express a commitment to perform specific duties, state a cost (if any) for the work to be performed under the agreement, and establish the timeframe of the partnership.

- b. Resumes of Key Staff:** Submit resumes of all key personnel identified in the application. OJP recommends that resumes be included in a single file.
- c. Time-Task Plan or Timeline:** Please refer to the description on page 15.
- d. 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 will cover the identical cost items outlined in the budget narrative and worksheet in the 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 information at the applicable funding agency

Federal or State Funding Agency	Solicitation Name/ Project Name	Name/Phone/Email 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. The file should be named "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 will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.").

**e. Research and Evaluation Independence and Integrity**

If a proposal involves research and/or evaluation, regardless of the proposal's other merits, in order to receive funds, the applicant must demonstrate research/evaluation independence, including appropriate safeguards to ensure research/evaluation objectivity and integrity, both in this proposal and as it may relate to the applicant's other current or prior related projects. This documentation may be included as an attachment to the application which addresses BOTH i. and ii. below.

i. For purposes of this solicitation, applicants must document research and evaluation independence and integrity by including, at a minimum, one of the following two items:

a. A specific assurance that the applicant has reviewed its proposal to identify any research integrity issues (including all principal investigators and subrecipients) and it has concluded that the design, conduct, or reporting of research and evaluation funded by OVC grants, cooperative agreements, or contracts will not be biased by any personal or financial conflict of interest on the part of part of its staff, consultants, and/or subrecipients responsible for the research and evaluation or on the part of the applicant organization;

OR

b. A specific listing of actual or perceived conflicts of interest that the applicant has identified in relation to this proposal. These conflicts could be either personal (related to specific staff, consultants, and/or subrecipients) or organizational (related to the applicant or any subgrantee organization).

Examples of potential investigator (or other personal) conflict situations may include, but are not limited to, those in which an investigator would be in a position to evaluate a spouse's work product (actual conflict), or an investigator would be in a position to evaluate the work of a former or current colleague (potential apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization could not be given a grant to evaluate a project if that organization had itself provided substantial prior technical assistance to that specific project or a location implementing the project (whether funded by OJP or other sources), as the organization in such an instance would appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research or evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability of an evaluation or research product is a problem and must be disclosed.

- ii. In addition, for purposes of this solicitation applicants must address the issue of possible mitigation of research integrity concerns by including, at a minimum, one of the following two items:
  - a. If an applicant reasonably believes that no potential personal or organizational conflicts of interest exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion. Applicants **MUST** also include an explanation of the specific processes and procedures that the applicant will put in place to identify and eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or subrecipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest.

OR

- b. If the applicant has identified specific personal or organizational conflicts of interest in its proposal during this review, the applicant must propose a specific and robust mitigation plan to address conflicts noted above. At a minimum, the plan must include specific processes and procedures that the applicant will put in place to eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or subrecipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan, if any, will be accepted as proposed.

Considerations in assessing research and evaluation independence and integrity will include, but are not be limited to, the adequacy of the applicant's efforts to identify factors that could affect the objectivity or integrity of the proposed staff and/or the organization in carrying out the research, development, or evaluation activity; and the adequacy of the applicant's existing or proposed remedies to control any such factors.

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

In accordance with the Part 200 Uniform Requirements as set out at 2 C.F.R. 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](#).

## 10. Disclosure of Lobbying Activities

All applicants must complete this information. 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”).

### How to Apply

Applicants must register in, and submit applications through Grants.gov, a primary source to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at [www.Grants.gov](http://www.Grants.gov). Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, 24 hours a day, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take several weeks** for first-time registrants to receive confirmation and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

OVC strongly encourages all prospective applicants to sign up for Grants.gov email [notifications](#) regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for updates will be automatically notified.

**Browser Information:** Grants.gov was built to be compatible with Internet Explorer. For technical assistance with Google Chrome, or another browser, contact Grants.gov Customer Support.

**Note on Attachments.** Grants.gov has two categories of files for attachments: mandatory and optional. OJP receives all files attached in both categories. Please insure all required documents are attached in the mandatory category.

**Note on File Names and File Types:** Grants.gov only permits the use of certain specific characters in names of attachment files. Valid file names may include only the characters shown in the table below. Grants.gov is designed to reject any application that includes an attachment(s) with a file name that contains any characters not shown in the table below.

Characters	Special Characters		
Upper case (A – Z)	Parenthesis ( )	Curly braces { }	Square brackets [ ]
Lower case (a – z)	Ampersand (&)	Tilde (~)	Exclamation point (!)
Underscore ( _ )	Comma ( , )	Semicolon ( ; )	Apostrophe ( ‘ )
Hyphen ( - )	At sign ( @ )	Number sign ( # )	Dollar sign ( \$ )
Space	Percent sign ( % )	Plus sign ( + )	Equal sign ( = )
Period ( . )	<b>When using the ampersand (&amp;) in XML, applicants must use the “&amp;amp;” format.</b>		

Grants.gov is designed to forward successfully submitted applications to the OJP Grants Management System (GMS).

**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.” GMS may reject applications with files that use these extensions. It is important to allow time to change the type of file(s) if the application is rejected.

All applicants are required to complete the following steps:

OJP may not make a federal award to an applicant organization until the applicant organization has complied with all applicable DUNS and SAM requirements. Individual applicants must comply with all Grants.gov 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.

Individual applicants should search Grants.gov for a funding opportunity for which individuals are eligible to apply. Use the Funding Opportunity Number (FON) to register. Complete the registration form at <https://apply07.grants.gov/apply/IndCPRegister> to create a username and password. Individual applicants should complete all steps except 1, 2 and 4.

- 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 applications 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 all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. Applicants must **update or renew their SAM registration annually** to maintain an active status. SAM registration and renewal can take as long as 10 business days to complete.

Applications cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. Once the SAM registration/renewal is complete, **the information transfer from SAM to Grants.gov can take up to 48 hours.** OJP recommends that the applicant register or renew registration with SAM as early as possible.

Information about SAM registration procedures can be accessed at [www.sam.gov](http://www.sam.gov).

- 3. Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username

and password. The applicant organization's DUNS number must be used to complete this step. For more information about the registration process for organizations, go to [www.grants.gov/web/grants/register.html](http://www.grants.gov/web/grants/register.html). Individuals registering with Grants.gov should go to <https://apply07.grants.gov/apply/IndCPRegister>.

4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. The E-Biz POC will need the Marketing Partner Identification Number (MPIN) password obtained when registering with SAM to complete this step. Note that an organization can have more than one AOR.
5. **Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance number for this solicitation is 16.582, titled "Crime Victim Assistance/Discretionary Grants," and the funding opportunity number is OVC-2016-10780.
6. **Submit a valid application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive two notifications from Grants.gov. The first will confirm the receipt of the application and the second will state whether the application has been successfully validated, or rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received and then receive a rejection notice a few minutes or hours later. Submitting well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges applicants to submit applications **at least 72 hours prior** to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 11:59 p.m. eastern time on September 7, 2016. Click [here](#) for further details on DUNS, SAM, and Grants.gov registration steps and timeframes.

#### **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 Grants.gov Technical Issues**

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must contact the Grants.gov [Customer Support Hotline](#) or the [SAM Help Desk](#) (Federal Service Desk) to report the technical issue and receive a tracking number. Then the applicant must email 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 email 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 Grants.gov Help Desk or SAM tracking number(s). **Note: OVC does not automatically approve requests.** After the program office reviews the submission, and contacts the Grants.gov or SAM Help Desks 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 Grants.gov in sufficient time. (SAM registration and renewal can take as long as 10 business days to complete. The information transfer from SAM to Grants.gov can take up to 48 hours.)
- Failure to follow Grants.gov instructions on how to register and apply as posted on its website.
- Failure to follow each instruction in the OJP solicitation.
- Technical issues with the applicant's computer or information technology environment, including firewalls, browser incompatibility, etc.

**Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding web page at <http://ojp.gov/funding/index.htm>.**

## **E. Application Review Information**

### **Selection Criteria**

Applications will be evaluated and rated based on the extent to which the application meets the selection criteria indicated below. The requirements for meeting each criteria are described in the "What an Application Must Include" section of the solicitation.

1. Statement of the Problem (10%)
2. Project Design and Implementation Plan (40%)
3. Capabilities and Competencies (30%)
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%)
5. Budget: complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should generally demonstrate how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.<sup>8</sup> (10%)
6. Other Attachments (Letters of Intent, MOUs, or Subcontracts) (5%)

### **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 solicitation.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. For purposes of assessing whether applicants have met basic minimum requirements, OJP screens applications for compliance with specified program requirements to help determine which applications should proceed to further consideration for award. Although program requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP grant programs:

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<sup>8</sup> Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

- Applications must be submitted by an eligible type of applicant
- Applications must request funding within programmatic funding constraints (if applicable)
- Applications must be responsive to the scope of the solicitation
- Applications must include all items designated as “critical elements”
- Applicants will be checked against the System for Award Management (SAM)

For a list of critical elements, see “What an Application Should Include” under [Section D. Application and Submission Information](#).

OVC may use internal peer reviewers, external peer reviewers, or a combination, to assess applications meeting basic minimum requirements on technical merit using the solicitation’s selection criteria. An external peer reviewer is an expert in the subject matter of a given solicitation who is not a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. Peer reviewers’ ratings and any resulting recommendations are advisory only, although their views are considered carefully. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance under prior OVC and OJP awards, and available funding.

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 award recipients
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, peer review ratings, underserved populations, geographic diversity, strategic priorities, past performance under prior OVC and OJP awards, and available funding when making awards.

## **F. Federal Award Administration Information**

### **Federal Award Notices**

OJP sends award notification by email through GMS to the individuals listed in the application as the point of contact and the authorizing official (E-Biz POC and AOR). The email notification includes detailed instructions on how to access and view the award documents, and how to accept the award in GMS. GMS automatically issues the notifications at 9:00 p.m. eastern time on the award date (by September 30, 2016). Recipients will be required to log in; 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](#).

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>9</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 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 [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

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<sup>9</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 (FFATA)).

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, semi-annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements. 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.

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

For Federal Awarding Agency Contact(s), see the title page.

For contact information for Grants.gov, see the title page.

## **H. 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. Provide feedback to [OJPSolicitationFeedback@usdoj.gov](mailto:OJPSolicitationFeedback@usdoj.gov).

**IMPORTANT:** This email 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 email 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 email your resume to [ojpeerreview@lmsolas.com](mailto:ojpeerreview@lmsolas.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 2016 Vision 21: Law Enforcement and the Communities They Serve: Supporting Collective Healing in the Wake of Harm**

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

**What an Applicant Should Do:**

*Prior to Registering in Grants.gov:*

- \_\_\_\_\_ Acquire a DUNS Number (see page 27)
- \_\_\_\_\_ Acquire or renew registration with SAM (see page 27)

*To Register with Grants.gov:*

- \_\_\_\_\_ Acquire AOR and Grants.gov username/password (see page 28)
- \_\_\_\_\_ Acquire AOR confirmation from the E-Biz POC (see page 28)

*To Find Funding Opportunity:*

- \_\_\_\_\_ Search for the Funding Opportunity on Grants.gov (see page 28)
- \_\_\_\_\_ Download Funding Opportunity and Application Package (see page 28)
- \_\_\_\_\_ Sign up for Grants.gov email [notifications](#) (optional) (see page 26)
- \_\_\_\_\_ Read [Important Notice: Applying for Grants in Grants.gov](#)
- \_\_\_\_\_ Read OJP policy and guidance on conference approval, planning, and reporting available at [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](#) (see page 13)

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

- \_\_\_\_\_ (1) application has been received,
- \_\_\_\_\_ (2) application has either been successfully validated or rejected with errors (see page 28)

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

- \_\_\_\_\_ Contact Grants.Gov Customer Support Hotline and OVC regarding experiencing technical difficulties (see page 2)

**General Requirements:**

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

**Scope Requirement:**

\_\_\_\_\_ The federal amount requested is within the allowable limit(s) of up to \$7 million, consisting of up to \$5 million for competitive selection of six law enforcement agency demonstration sites; up to \$1.5 million for oversight and administration of, and technical assistance for, the demonstration sites, including convening grantee meetings and developing and disseminating a practical resource guide or compendium of resources at the end of the project; and up to \$500,000, for rapid response direct service deployment to demonstration sites.

**Eligibility Requirement:**

See title page for eligibility information.

**What an Application Should Include:**

- \_\_\_\_\_ Application for Federal Assistance (SF-424) (see page 14)

_____	Project Abstract	(see page 14)
_____	Program Narrative	(see page 15)
_____	Budget Detail Worksheet	(see page 20)
_____	Budget Narrative	(see page 21)
_____	Indirect Cost Rate Agreement (if applicable)	(see page 21)
_____	Tribal Authorizing Resolution (if applicable)	(see page 22)
_____	Applicant Disclosure of High Risk Status	(see page 22)
_____	Additional Attachments	
_____	MOUs/Letters of Intent	(see page 23)
_____	Resumes of Key Staff	(see page 23)
_____	Time-Task Plan/Timeline	(see page 15)
_____	Applicant Disclosure of Pending Applications	(see page 23)
_____	Research and Evaluation Independence and Integrity	(see page 24)
_____	Financial Management and System of Internal Controls Questionnaire	(see page 26)
_____	Disclosure of Lobbying Activities (SF-LLL)	(see page 26)
_____	Employee Compensation Waiver request and justification (if applicable)	(see page 12)