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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 the development of the 2016 National Crime Victims' Rights Week (NCVRW) Resource Guide. This program furthers the Department's mission by producing a comprehensive kit that will serve as a resource for the victim services field in their efforts to heighten public awareness of crime victims' issues nationwide during NCVRW in April 2016, and throughout the year.

## 2016 National Crime Victims' Rights Week Resource Guide

### Eligibility

Eligible applicants are nonprofit organizations, including tribal nonprofit organizations, faith and community-based organizations, and public agencies.

For additional eligibility information, see [section C. Eligibility Information](#).

### 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 April 29, 2015.

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 e-mail 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 e-mail 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 section D. Application and Submission Information.

For assistance with any other requirements of this solicitation, contact Kimberly Kelberg, Victim Justice Program Specialist, by e-mail at [Kimberly.Kelberg@usdoj.gov](mailto:Kimberly.Kelberg@usdoj.gov).

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# Contents

A. Program Description .....	4
Overview .....	4
Goals, Objectives, and Deliverables .....	5
Evidence-Based Programs or Practices.....	6
B. Federal Award Information.....	7
Type of Award .....	7
Financial Management and System of Internal Controls .....	7
Budget Information .....	8
Cost Sharing or Match Requirement.....	8
Pre-Agreement Cost Approvals .....	8
Limitation on Use of Award Funds for Employee Compensation; Waiver.....	8
Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs.....	9
Costs Associated with Language Assistance (if applicable) .....	9
C. Eligibility Information.....	9
Cost Sharing or Match Requirement.....	9
Limit on Number of Application Submissions .....	9
D. Application and Submission Information .....	9
What an Application Should Include .....	9
How To Apply .....	15
E. Application Review Information.....	18
Selection Criteria .....	18
Review Process.....	18
F. Federal Award Administration Information .....	19
Federal Award Notices .....	19
Administrative, National Policy, and other Legal Requirements .....	20
General Information about Post-Federal Award Reporting Requirements.....	21
G. Federal Awarding Agency Contact(s) .....	21
H. Other Information.....	21
Provide Feedback to OJP .....	21
Application Checklist.....	22

# 2016 National Crime Victims' Rights Week Resource Guide (CFDA #16.582)

## A. Program Description

### Overview

This cooperative agreement will support the development of a comprehensive Resource Guide for use by the victim services field when planning for local National Crime Victims' Rights Week (NCVRW) events across the Nation in April 2016, and throughout the year. Funding for this award is authorized under 42 U.S.C. § 10603(c)(1)(A).

### Project-Specific Information

Each April since 1981, NCVRW has been formally designated and commemorated at the federal level. The federal observance coincides with rallies, vigils, and public education campaigns staged in communities throughout the Nation. The widespread observance of the event presents a unique opportunity to articulate a consistent and unified message about the plight of our Nation's crime victims, and to draw attention to the work of advocates and activists who assist them.

Since 1986, the NCVRW Resource Guide has been developed to assist local victims, survivors, advocates, and communities in planning and preparing for their own annual commemoration of NCVRW. The Resource Guide is released each winter so that the victim services' field can begin planning for local NCVRW events to be held during the month of April. The Resource Guide includes valuable information on how to develop a public awareness campaign and use social media effectively; how to work with the media and develop partnerships to expand your reach; statistical overviews on a wide range of crime victimization topics; important landmarks impacting the victims' field over the past three decades; and also includes a variety of camera-ready public awareness posters and other customizable artwork templates. The Office for Victims of Crime (OVC) strives each year to enhance the content within the Resource Guide to address the changing needs of the crime victims' field.

Beginning in 2004, OVC includes in the Resource Guide an NCVRW theme DVD with introductory footage that illustrates the year's theme. The NCVRW theme is selected by OVC with input from national victim service organizations throughout the country and the victims' field as a whole. The theme changes annually to reflect current issues facing crime victims and the victims' field, or to commemorate major milestones important to the crime victims' rights movement. The theme directs the look and feel of the Resource Guide. Artwork is developed to convey the theme of NCVRW each year. In 2011, OVC improved access to the camera-ready artwork in the Resource Guide, in both color and in black and white. This artwork may be used to develop promotional materials such as buttons, stickers, and posters. Beginning in 2016, the entire Resource Guide will be available in an electronic format. The availability of the Resource Guide content in a portable electronic format facilitates easy access from any computer. The entire Resource Guide is also available in English and Spanish and can be viewed or downloaded from OVC's Web site, [www.ovc.gov/ncvrw](http://www.ovc.gov/ncvrw). Through this cooperative agreement, OVC will continue its efforts to provide this valuable resource

to the victims' field to aid community efforts to generate greater awareness among crime victims, survivors, and allied professionals about victims' rights and services.

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

The goal is to produce a comprehensive kit that will serve as a resource for the victims' field to support efforts to heighten public awareness of crime victim issues nationwide during NCVRW in April 2016, and throughout the year. Ready-made and adaptable, the Resource Guide contains materials such as public awareness posters, model speeches, a sample proclamation, public service announcements, camera-ready artwork, and crime victimization statistical overviews for use by the victims' field when planning local NCVRW events throughout the Nation.

OVC will make one award through a cooperative agreement to conceptualize, develop, and produce a user-friendly Resource Guide for victim service providers, victim advocates, allied professionals, and the general public to use in 2016. OVC will provide the successful applicant with the approved 2016 NCVRW Theme and accompanying Theme Narrative, which provides the context for the theme's selection. The theme will be reflected throughout the Resource Guide. In addition, OVC will provide the successful applicant with the approved graphic artwork to be used for the cover of the 2016 NCVRW Resource Guide and the 2016 NCVRW Theme poster. Elements of this graphic artwork will be used throughout the Resource Guide. All content shall be developed for dissemination to the crime victims' field in an electronic format, such as a CD-ROM or thumb drive.

The applicant awarded funding under this cooperative agreement will work in close coordination and consultation with OVC in all aspects of the development of the Resource Guide. The applicant must consider the following tasks when developing the project design and implementation plan for this project:

1. Attend regular meetings with OVC project staff to review and discuss NCVRW Resource Guide components and content.
2. Develop a detailed time-task line with steps for program development, implementation, and evaluation that designates staff responsible for the implementation of each task.
3. Develop a week-by-week production timeline. The production timeline shall include all major tasks (e.g., project kick-off meeting; competitive bid processes for printing, replication, Spanish translation, and copyediting of all Resource Guide materials; public awareness poster development, design, and presentation to OVC; Resource Guide content development; OVC review and feedback on all Resource Guide content; and evaluation of the usefulness of the Resource Guide by users). OVC anticipates that all final content will be delivered to OVC by **November 2, 2015**; however, the actual date may vary depending on the date of the grant award. Final content shall be delivered to OVC in a format that is suitable for posting on OVC's website. Close coordination with OVC is required on all aspects of the Resource Guide development.
4. Create a development outline that includes all the proposed Resource Guide's components, in English and Spanish, and the delivery of all final materials (including Web-ready files) to OVC.
5. Develop the written content of the Resource Guide, which may include items such as a sample speech, proclamation, press release, and public service announcements. All final written material must be submitted to OVC at least 45 days prior to the established delivery deadline and must be professionally edited prior to its submission.
6. Develop statistical "Fact Sheets" highlighting crime trends on previously approved topics (see "Section 6. Statistical Overview" of the 2015 NCVRW Resource Guide). The applicant may be required to meet with OVC's Subject Matter Experts on specific topics, as well as

the Bureau of Justice Statistics (BJS) to conceptualize the most effective means of communicating statistical information to the victims' field. The applicant should include in the budget funding for a statistician consultant with expertise in the crime victimization and criminal justice fields for the development of these Fact Sheets.

7. Through a competitive process, identify and contract with a translation services organization for the purposes of translating all content developed for the 2016 Resource Guide from English to Spanish, as well as copyediting all translated text. The copyediting will ensure the translated text is culturally appropriate, as opposed to providing a literal translation of all materials from English to Spanish.
8. Provide information and examples on how the field can use the contents of the Resource Guide throughout the year for the observance of other victim-related proclaimed weeks or months (e.g., Domestic Violence Awareness Month).
9. In consultation with OVC, obtain an NCJ number, barcode, and corresponding graphic artwork from OVC to be incorporated into the final design of the (22" x 28") NCVRW theme poster and the Resource Guide's electronic format (e.g., CD-ROM, thumb drive). Also, obtain a separate NCJ number and corresponding barcode (for ordering purposes) to be used on all shipping and packing materials sent to OVC's distribution warehouse.
10. Deliver camera-ready Resource Guide files for posting to OVC's website for download by the field. The camera-ready files must be delivered to OVC in a format that allows for the seamless conversion to 508-compliant PDF files. The content developer must also provide alternative tag descriptions for any images, charts, or other graphics that appear throughout the Resource Guide. Close coordination with OVC or its designee is required for this task.
11. Develop an evaluation to measure Resource Guide user satisfaction that includes a plan for soliciting feedback. The evaluation should also capture ways in which both the Resource Guide and the theme DVD were used by the field to heighten public awareness of crime victims' issues. The grantee is encouraged to consider developing an online form to capture the evaluation data. The reportable data must be analyzed and summarized prior to submission to OVC.
12. Print, duplicate, or replicate 10,000 copies of the following Resource Guide products: CD-ROM or thumb drive, 2016 NCVRW Theme DVD, and 22" x 28" NCVRW theme poster (2016 NCVRW theme poster graphics will be provided by OVC). All associated printing and replication costs should be reflected in the Budget Detail Worksheet and Budget Narrative. The applicant also will be responsible for ensuring the proper shipment of all final Resource Guide products to OVC's warehouse, where they will then be disseminated to the field.

### **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) Web site is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

## **B. Federal Award Information**

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

OVC estimates that it will make one award of up to \$300,000 for a 12-month project period for the purpose of producing the 2016 NCVRW Resource Guide. Supplemental Fiscal Year 2016 funding of up to \$300,000 may be available for the purpose of producing the 2017 NCVRW Resource Guide.

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 (i.e., 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>1</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**

If selected for funding, the award recipient must:

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

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

- c) Evaluate and monitor the non-federal entity's compliance with statute, 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 non-federal entity considers sensitive consistent with applicable federal, state, and local laws regarding privacy and obligations of confidentiality.

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

## **Budget Information**

### **Cost Sharing or Match 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.

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

OJP does not typically approve pre-agreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. If approved, pre-agreement costs could be paid from grant funds consistent with a grantee's approved budget, and under applicable cost standards. However, all such costs prior to award and prior to approval of the costs are incurred at the sole risk of an applicant. Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs. Should there be extenuating circumstances that appear to be appropriate for OJP's consideration as pre-agreement costs, the applicant should contact the point of contact listed on 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 percent of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year.<sup>2</sup> The 2015 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 nonfederal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The Assistant Attorney General for OJP may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. An applicant requesting a

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

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.

### **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 <http://www.ojp.gov/financialguide/PostawardRequirements/chapter15page1.htm>. OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most such costs for cooperative agreement recipients and of some such costs for grant recipients; and (3) set cost limits, including a general prohibition of all food and beverage costs.

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

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

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

## **C. Eligibility Information**

For additional eligibility information, see the [title page](#).

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

For additional information on cost sharing and match requirement, 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, the OVC has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet, Budget Narrative, Resumes of Key Personnel, and Production Timeline. 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,” “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 OJP’s 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. Program Narrative

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

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

- a) **Statement of the Problem:** Must describe the need for the project and provide a clear statement of how funding will support the project’s value to the victims’ field.
- b) **Project Design and Implementation:** Must describe the project strategy and discuss how the strategy will address the identified problems and support the goals and objectives. The applicant’s strategy or design must include a description of project phases, tasks, activities, and staff responsibilities, as well as clear descriptions of the interim deliverables and final products. The applicant must develop a time-task plan that clearly identifies major activities and products for the duration of the project period and the designation of staff responsibility. Submission of financial and progress reports must be included in the time-task plan. The applicant must also develop a week-by-week

production timeline or schedule and ensure that all activities occur within the proposed project period. **The applicant should keep in mind the OVC requirement that final drafts of all publications are to be submitted to OVC 120 days prior to the end of the grant period.** For further guidance on OVC’s publication process, OVC’s Publishing Guidelines for Print and Web Media is available online at: [www.ojp.usdoj.gov/ovc/publications/infores/pubguidelines/welcome.html](http://www.ojp.usdoj.gov/ovc/publications/infores/pubguidelines/welcome.html).

The applicant should also describe the dissemination plan for the final product. Applicants should provide recommendations for dissemination of any products. If those recommendations include nontraditional groups, such as organizations or agencies not likely to be included in victim assistance or criminal justice mailing lists, then applicants should be prepared to provide specific names and contact information. Upon OVC approval, the final products resulting from this cooperative agreement will be uploaded to the OVC Web page.

- c) **Capabilities and Competencies:** The application must include a clear description of the applicant’s management structure and, if the application is for continuation funding, must document the organization’s success in implementing previous phases of the project. Applicants must include a description of the current and proposed professional staff members’ unique qualifications that will enable them to fulfill their grant responsibilities. The applicant must describe how the program will be managed and include an organizational chart or information describing the roles and responsibilities of key organizational and functional components and personnel. The applicant must also include a list of personnel responsible for managing and implementing the major stages of the project. If additional staff will be hired to complete the project, the applicant should identify the selection criteria. Applicants should also provide detailed information about staff committed to working on the project contingent upon receipt of funding.
- d) **Plan for Collecting the Data Required for this Solicitation’s Performance Measures:** To assist the Department with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111–352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. OJP will require any award recipient, post award, to provide the data requested in the “Data Grantee Provides” column so that OJP can calculate values for the “Performance Measures” column. Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides
To support the development of the 2016 NCVRW Resource Guide, which will serve as a resource for the victims’ field in its efforts to heighten public awareness of crime victim issues nationwide during NCVRW in April 2016 and throughout the year.	Number of downloads from the OVC website for the Resource Guide overall, and by individual section.	Number of downloads from the OVC website for the Resource Guide overall, and by individual section.

	Percentage of evaluations rating the materials as satisfactory or better.	Number of evaluations of the Resource Guide rating it as “useful” during the current reporting period.  Number of evaluations of the Resource Guide received during the current reporting period.
	Number of visits to the OVC website for the Resource Guide.	Number of “hits” on the OVC website for the Resource Guide during the current reporting period.

OVC does not require applicants to submit performance measures data with their application. Performance measures are included as an alert that OVC will require successful applicants to submit specific data as part of their reporting requirements. For the application, 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.

**3. Budget Detail Worksheet and Budget Narrative**

**a) Budget Detail Worksheet**

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

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

**b) Budget Narrative**

The budget narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, 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. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

**c) Non-Competitive Procurement Contracts In Excess of Simplified Acquisition Threshold**

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

**d) Pre-Agreement Cost Approvals**

For information on pre-agreement costs, see [Section B. Federal Award Information](#).

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

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

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

Applicants are to disclose whether they are currently designated high risk by another federal grant making agency. This includes any status requiring additional oversight by the federal agency due to past programmatic or financial concerns. If an applicant is designated high risk by another federal grant making agency, you must e-mail the following information to

[OJPComplianceReporting@usdoj.gov](mailto:OJPComplianceReporting@usdoj.gov) at the time of application submission:

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

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

## **6. Additional Attachments**

Under this solicitation, OVC designates the following additional application elements as critical: Resumes of Key Personnel and Production Timeline.

### **a) Resumes of Key Personnel**

Applicants must provide resumes of key personnel with their applications. For positions that are vacant, provide job descriptions outlining roles and responsibilities and the selection criteria for the proposed new positions (required).

### **b) Production Timeline**

Applicants must submit a detailed week-by-week production timeline for all aspects of the development of the 2016 NCVRW Resource Guide. The production timeline shall indicate a delivery of all products to competitively selected print and/or CD-ROM/DVD reproduction vendor(s) no later than **November 2, 2015**.

### **c) Applicant Disclosure of Pending Applications**

Applicants are to disclose whether they have pending applications for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and that will cover the identical cost items outlined in the budget narrative and worksheet in 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; and
- The point of contact information at the applicable funding agency.

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

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

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

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

#### 8. 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 “one-stop storefront” 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 e-mail notifications regarding this solicitation**. If this solicitation is cancelled or modified, individuals

who sign up with Grants.gov for updates will be automatically notified.

**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 OJP’s 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 until the applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with the requirements by the time the federal awarding agency is ready to make a federal award, the federal awarding agency may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

- 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 lifecycle. 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.

Applications cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. **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, go to [www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp).
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. 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 15.682, titled "Crime Victim Assistance/Discretionary Grants," and the funding opportunity number is OVC-2015-4156.
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.

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](#) to report the technical issue and receive a tracking number. The applicant must e-mail the OVC contact identified in the Contact Information section on page 1 **within 24 hours after the application deadline** and request approval to submit their application. The e-mail must describe the technical difficulties, and

include a timeline of the applicant's submission efforts, the complete grant application, the applicant's DUNS number, and any 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.
- Failure to follow Grants.gov instructions on how to register and apply as posted on its Web site.
- Failure to follow each instruction in the OJP solicitation.
- Technical issues with the applicant's computer or information technology environment, including firewalls.

**Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding Web page at [www.ojp.gov/funding/Explore/CurrentFundingOpportunities.htm](http://www.ojp.gov/funding/Explore/CurrentFundingOpportunities.htm).**

## E. Application Review Information

### Selection Criteria

1. Statement of the Problem (20%)
2. Project Design and Implementation (40%)
3. Capabilities and Competencies (20%)
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>3</sup> (10%)
6. Other: Resumes of Key Personnel and Production Timeline (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>3</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 General Services Administration’s Excluded Parties List

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 non-Federal entities
6. Proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and whether those costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may consider factors including, but not limited to, 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 award notification will be sent from GMS. 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>4</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 the [Mandatory Award Terms and Conditions](#) page of the [OJP Funding Resource Center](#).

As stated above, OVC anticipates that it will make any award from this solicitation in the form of a cooperative agreement. Cooperative agreement awards include standard “federal involvement” conditions that describe the general allocation of responsibility for execution of the funded program. Generally stated, under cooperative agreement awards, responsibility for the

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<sup>4</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)).

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 2 CFR Part 200. Future awards and fund drawdowns may be withheld if reports are delinquent.

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

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

For additional Federal Awarding Agency Contact(s), see the Title page.  
For additional 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 e-mail is for feedback and suggestions only. Replies are **not** sent from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, **you must** directly contact the appropriate number or e-mail listed on the front of this solicitation document. These contacts are provided to help ensure that you can directly reach an individual who can address your specific questions in a timely manner.

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

## Application Checklist 2016 National Crime Victims' Rights Week Resource Guide

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 16)
- \_\_\_\_\_ Acquire or renew registration with SAM (see page 16)

#### *To Register with Grants.gov:*

- \_\_\_\_\_ Acquire AOR and Grants.gov username/password (see page 17)
- \_\_\_\_\_ Acquire AOR confirmation from the E-Biz POC (see page 17)

#### *To Find Funding Opportunity:*

- \_\_\_\_\_ Search for the Funding Opportunity on Grants.gov (see page 17)
- \_\_\_\_\_ Download Funding Opportunity and Application Package (see page 17)
- \_\_\_\_\_ Sign up for Grants.gov e-mail notifications (optional) (see page 15)
- \_\_\_\_\_ Read [Important Notice: Applying for Grants in Grants.gov](#) (see page 1)

#### *After application submission, receive Grants.gov e-mail notifications that:*

- \_\_\_\_\_ (1) application has been received,
- \_\_\_\_\_ (2) application has either been successfully validated or rejected with errors (see page 17)

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

- \_\_\_\_\_ Contact OVC regarding experiencing technical difficulties (see page 17)

### General Requirement:

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

### Scope Requirement:

- \_\_\_\_\_ The federal amount requested is within the allowable limit(s) of \$300,000.

### Eligibility Requirement:

- \_\_\_\_\_ Applicant is a nonprofit organization, including tribal nonprofit organizations, faith and community-based organizations, or a public agency.

### What an Application Should Include:

- \_\_\_\_\_ Application for Federal Assistance (SF-424) (see page 10)
- \_\_\_\_\_ Program Narrative (see page 10)
- \_\_\_\_\_ Budget Detail Worksheet (see page 12)
- \_\_\_\_\_ Budget Narrative (see page 12)
  - \_\_\_\_\_ Employee Compensation Waiver request and justification (if applicable) (see page 8)
  - \_\_\_\_\_ Read OJP policy and guidance on conference approval, planning, and reporting available at [ojp.gov/financialguide/PostawardRequirements/chapter15page1.htm](#) (see page 9)
- \_\_\_\_\_ Disclosure of Lobbying Activities (SF-LLL) (see page 14)
- \_\_\_\_\_ Indirect Cost Rate Agreement (if applicable) (see page 13)
- \_\_\_\_\_ Applicant Disclosure of High-Risk Status (see page 13)

_____	Additional Attachments	(see page 13)
_____	Resumes of Key Personnel	(see page 14)
_____	Production Timeline	(see page 14)
_____	Applicant Disclosure of Pending Applications	(see page 14)
_____	Financial Management and System of Internal Controls Questionnaire	(see page 15)