

## Updates regarding the OVC FY 2023 Human Trafficking Fellowship Program solicitation.

***May 2, 2023: Deadlines extended and changes on how to apply as an individual were made on pages 2, 22–23, and 29.***

- On page 1, the deadline for Step 1 was extended to May 23, 2023, and deadline for Step 2 was extended to May 30, 2023.
- On page 2, the SAM registration language was replaced with the following:

*Registration: Please see the OJP Grant Application Resource Guide for "[How to Apply as an Individual](#)."*

- On page 22–23, the SAM registration language was replaced with the following:

***How to Apply as an Individual:*** DOJ encourages individuals to obtain an Employer Identification Number (EIN) from the Internal Revenue Service. The individual applying for an award will submit the EIN value as the Tax Identification Number (TIN), rather than using a social security number or employer's Tax ID as a unique identifier. For additional information, including the steps to obtain an EIN: <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>. More information about applying as an individual is available in the [OJP Grant Application Resource Guide](#).

*DOJ does not require an individual applying for federal funding to register with the System for Award Management (SAM). However, were an applicant to apply to SAM rather than using an EIN, the SAM registration must be renewed and validated every 12 months. If you do not renew your SAM registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Registration and renewal can take up to 10 business days to complete.*

- On page 29, the SAM registration language was replaced with the following:

*Before Registering in Grants.gov: Acquire an Employer Identification Number (EIN) from the Internal Revenue Service or register/renew your Entity's System for Award Management (SAM) Registration Information (see [OJP Grant Application Resource Guide](#)).*

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



---

## ***OVC FY 2023 Human Trafficking Fellowship Program***

**Assistance Listing Number #** 16.320

**Grants.gov Opportunity Number:** O-OVC-2023-171671

**Solicitation Release Date:** March 16, 2023 11:30 AM ET

**Step 1: Application Grants.gov Deadline:** May 23, 2023 11:59 PM ET

**Step 2: Application JustGrants Deadline:** May 30, 2023 8:59 PM ET

---

### **Overview**

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) seeks applications for individuals interested in participating in the OVC Human Trafficking Fellowship Program. This program furthers the Department's mission by improving the capacity of the victim services field to address the needs of crime victims.

This solicitation incorporates guidance provided in the [OJP Grant Application Resource Guide](#) which provides additional information for applicants to prepare and submit applications to OJP for funding. **If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision. This solicitation expressly modifies the OJP Grant Application Resource Guide by not incorporating the "Disclosure of Process Related to Executive Compensation" provisions in the "Application Attachments" section.**

### **Solicitation Categories**

This solicitation does not include Solicitation Categories.

### **Eligible Applicants:**

Individuals

Organizations are not eligible to apply.

OVC may elect to fund applications submitted under this FY 2023 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

## Contact Information

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

## Submission Information

**Registration:** Please see the OJP Grant Application Resource Guide for “[How to Apply as an Individual](#).”

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

**Step 1:** The applicant must submit by the Grants.gov deadline the required **Application for Federal Assistance standard form (SF-424)** and a **Disclosure of Lobbying Activities (SF-LLL)** form when they register in Grants.gov at <https://www.grants.gov/web/grants/register.html>. **Submit the SF-424 and SF-LLL as early as possible, but no later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov, they will be unable to apply in JustGrants.

For technical assistance with submitting the SF-424 and a SF-LLL in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, Grants.gov Customer Support, or [support@grants.gov](mailto:support@grants.gov). The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

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

For technical assistance with submitting the **full application** in JustGrants, contact the JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov). The JustGrants Service Desk operates 7 a.m. to 9 p.m. ET Monday–Friday and 9 a.m. to 5 p.m. ET on Saturday, Sunday, and Federal holidays.

OJP encourages applicants to review the “[How To Apply](#)” section in the [OJP Grant](#)

[Application Resource Guide](#) and the [JustGrants website](#) for more information, resources, and training. Applicants should maintain all receipts and confirmations received from SAM.gov, Grants.gov, JustGrants systems.

### **Pre-Application Information Session**

OVC will conduct pre-application webinars during which OVC staff will review all planned FY 2023 anti-trafficking solicitations, provide high-level information about solicitation requirements, and conduct a question-and-answer session with interested potential applicants. Participation is optional. When the webinars have been scheduled, the details and registration information will be available at <https://ovc.ojp.gov/funding/funding-webinars>. Preregistration is required for all participants. Register and follow the instructions at <https://ovc.ojp.gov/funding/funding-webinars>. To use the time most efficiently, OVC encourages participants to review the solicitation and submit any questions they may have in advance and no later than 2 days prior to the webinar. Submit your questions to [askovc@ncjrs.gov](mailto:askovc@ncjrs.gov) with the subject as “Questions for OVC Anti-Human Trafficking Solicitations Webinar.”

# Contents

Overview	1
Contact Information	2
Submission Information	2
Pre-Application Information Session	3
Program Description	7
Overview	7
Statutory Authority	7
Specific Information	7
Goals, Objectives, and Deliverables	12
Evidence-Based Programs or Practices	13
Information Regarding Potential Evaluation of Programs and Activities	13
Federal Award Information	14
Awards, Amounts and Durations	14
Continuation Funding Intent	14
Availability of Funds	14
Type of Award	14
Financial Management and System of Internal Controls	14
Budget Information	15
Cost Sharing or Matching Requirement	16
Pre-agreement Costs (also known as Pre-award Costs)	16
Limitation on Use of Award Funds for Employee Compensation: Waiver	16
Prior Approval, Planning, and Reporting of Conference/Meeting/ Training Costs	16
Costs Associated with Language Assistance (if applicable)	16
Eligibility Information	16
Application and Submission Information	17
Content of Application Submission	17
Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov	17
Standard Applicant Information (JustGrants 424 and General Agency Information)	17
Proposal Abstract	17
Proposal Narrative	18
Goal, Objective and Deliverables	20
Budget and Associated Documentation	20

Budget Worksheet and Budget Narrative (Web-based Form)	20
Pre-agreement Costs (also known as Pre-award Costs)	20
Consultant Rate	21
Financial Management and System of Internal Controls	21
Questionnaire (including applicant disclosure of high-risk status)	
Additional Application Components	21
Curriculum Vitae or Resumes	21
Timeline Form	21
Research and Evaluation Independence and Integrity Statement	21
Disclosures and Assurances	21
Disclosure of Lobbying Activities	22
DOJ Certified Standard Assurances	22
Applicant Disclosure of Duplication in Cost Items	22
DOJ Certifications Regarding Lobbying; Debarment, Suspension and	22
Other Responsibility Matters; Drug-Free Workplace Requirements;	
Law Enforcement and Community Policing	
Applicant Disclosure and Justification - DOJ High Risk Grantees	22
How to Apply	22
Submission Dates and Time	23
Experiencing Unforeseen Technical Issues Preventing Submission	24
of an Application	
Application Review Information	25
Review Criteria	25
Review Process	26
Federal Award Administration Information	27
Federal Award Notices	27
Administrative, National Policy, and Other Legal Requirements	27
Information Technology Security Clauses	27
General Information about Post-Federal Award Reporting	27
Requirements	
Federal Awarding Agency Contact(s)	27
Other Information	27
Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C.	28
552a)	
Provide Feedback to OJP	28
Performance Measures	28
Application Checklist	29
Standard Solicitation Resources	31



## Program Description

### **Overview**

OJP is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety and protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

To enhance capacity to identify, assist, and provide services to all victims of human trafficking, OVC leads the Nation in supporting victim-centered and trauma-informed programs, policies, and resources that promote justice, access, and empowerment. OVC strives to uphold the intent of the Trafficking Victims Protection Act of 2000 (TVPA), and its subsequent reauthorizations, to ensure that all trafficking victims—regardless of immigration status, gender, or form of trafficking—receive support in accessing the services they need.

The OVC Human Trafficking Fellow awarded under this program will work collaboratively with OVC and the anti-trafficking field in identifying and understanding human trafficking issues and evidence-informed practices. Individuals with a background in research and evaluation are encouraged to apply.

The award will be made as a cooperative agreement to cover the activities proposed for an award amount of up to \$400,000 for up to a 3-year project. OVC may discontinue a project before the end of project period when necessary (e.g., unsatisfactory performance, mutual agreement). In the unlikely event that this were to occur, OVC would endeavor to inform the Fellow as far in advance as feasible and, (though not obligated to do so), end the project at the end of an annual budget period.

### **Statutory Authority**

The statutory authority for this program is 22 U.S.C. 7105(b)(2).

### **Specific Information**

The successful candidate must demonstrate the administrative and fiscal capacity to manage a federal agreement along with the knowledge, skills, and abilities to successfully execute the proposed fellowship activities. Applicants may propose a full-time or part-time fellowship based in Washington, D.C., or conducted remotely. The selected Fellow will be expected to be onsite at OVC in Washington, D.C., for a minimum cumulative period of 5 days per 6 months throughout the proposed project period. The specific schedule will be negotiated with OVC upon award. If there are exigent circumstances that would prevent the Fellow from being onsite at OVC, OVC will work with the grantee to assess the unique circumstances and make accommodations as necessary.



OVC anticipates funding one fellow through this solicitation. The solicitation proposes three focus areas, and applicants should propose a project that responds to one of these areas. The OVC Human Trafficking Fellow will be expected to conduct a landscape analysis/literature review on their area of focus (making referrals to CrimeSolutions.gov, as appropriate, if they identify potentially effective programs); conduct qualitative interviews or site visits with grantees and key stakeholders; assess the availability of qualitative and quantitative data and collect this data; and author a report intended for external publication. The Fellow will also work on ad hoc research-to-practice and evidence-integration activities.

The awarded Fellow will focus on one of the three OVC-selected focus areas as described below:

### Focus Area 1: Service Provision Program Model Analyses

As of January 2023, OVC manages almost 500 anti-trafficking awards: the majority of these awards support direct services for victims of human trafficking. OVC anti-trafficking grantees take many different approaches to the provision of services and referral of clients, which is often derived from the overall mission and client base of the grantee organization. For example, a housing services provider may approach service delivery differently depending on their background or area of focus. They may provide transitional housing for individuals who are homeless; emergency shelter for runaway and homeless youth; scattered site rapid rehousing for survivors of domestic violence; or recovery housing to individuals with substance use disorders. In the absence of evaluated and recommended service models specific to the anti-trafficking field, service providers have borrowed from other fields or created their own models. Some service providers use a harm reduction model, others use a voluntary services model, and still others serving youth may use a shared decision-making model. In some cases, organizations may not implement a specific model, or there may be a disconnect between the desired model and the day-to-day implementation.

Under this focus area the Fellow will identify the unique approaches to victim services used by OVC-funded anti-trafficking grantees and will detail those models that can be described as evidence-based or evidence-informed (see CrimeSolutions.gov for an understanding of OVC evidence standards). Fellowship applicants are encouraged to propose approaches to a landscape analysis and literature review, collecting information on the types of service models that OVC grantees employ, and an analysis of which models demonstrate the most promise in meeting the needs of trafficking victims.

The Fellow should be prepared to address the following questions to best inform this effort: What are current service provision models that are employed in the anti-trafficking field? What are their benefits and drawbacks? What models are used in related social services fields, and do they have potential utility for the trafficking field? What social work models are being used by grantee organizations? How do the models impact who is served, the types of services provided, service accessibility, and participant outcomes (if known)? What areas of tension exist between the model design and its implementation by frontline workers? Do the models used align with a theory of change or what the research tells us about effective treatment for trauma? Do the models have any limitations or unanticipated consequences?

Through independent research and in-depth virtual and in-person interviews, the Fellow will identify program models, describe their implementation, and produce an analysis of the implications of these models on OVC's programs and policies. The Fellow will create a final technical report for OVC and a summary document that OVC may opt to disseminate publicly regarding these findings.

The Fellow will be expected to work closely with OVC Training and Technical Assistance (TTA) providers who are assisting OVC grantees in addressing these issues.

## Focus Area 2: Analysis of Human Trafficking Diversion Courts for Minors

The TVPA defines a victim of "severe form of trafficking" as a person who has been subjected to "sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such an act has not attained 18 years of age." For minors, this means no force, fraud, or coercion need be present for them to be identified as a victim of sex trafficking.

Across the country many jurisdictions are implementing human trafficking diversion courts for minors and youth. The approach varies greatly depending on the court models they are implementing, state laws, and local stakeholders and partnerships. Research shows that the justice involvement of minor victims of trafficking may be facilitated by well-meaning professionals and providers who view engagement with the criminal justice system as a means of getting victims away from their trafficker. However, a punitive approach to trafficked minors is not only an inappropriate response to their victimization, but research indicates that involvement in the juvenile justice system may lead to further criminal justice involvement. While there have been some evaluations of individual courts and of human trafficking/prostitution diversion courts focused on adults, little has been done to provide a nationwide overview on these youth-serving courts and their various practices.

Under this focus area, a Fellow will conduct a literature review to review what is currently known about human trafficking diversion courts for minors and a landscape analysis to identify the communities that have established these specialized courts/dockets. The Fellow will be expected to investigate their structure, practice, and partnerships, and conduct in-depth virtual and in-persons interviews. The Fellow will observe the courts' implementation and collect quantitative and qualitative information on youth outcomes (as available).

The Fellow should be prepared to address the following questions to best inform this effort: What is/are the structures of the human trafficking diversion court programs identified? Is there a standard model, and if so, where did it originate? What are the eligibility criteria to participate? How are participants identified and referred? How are participating youth connected to services or treatment? Are sanctions imposed if requirements are not met? What is the scope of participation and the completion rate? What happens if a participant does not complete the program? Are participant outcomes collected and what do they show? Do the court models align with a theory of change and/or what the research tells us about effective treatment for trauma? Do the court diversion programs have limitations or unanticipated consequences?

The Fellow will create a technical report for OVC and a summary document targeted at a nonacademic audience regarding the use of these courts, the variabilities in models and implementation, their strengths and weaknesses, and their impact on young survivors of human trafficking. The Fellow will be expected to collaborate and coordinate with the National Council of Juvenile and Family Court Judges, OVC's *Enhancing Juvenile and Family Courts' Responses to Juvenile Trafficking Victims* training and technical assistance provider.

The Fellow will be expected to work closely with OVC TTA providers who are assisting OVC grantees in addressing these issues.

### Focus Area 3: Forced Criminality Analyses

Traffickers often force victims to conduct illicit and criminal activity, such as drug production, distribution, and sales; theft; and more. The TVPA provides that "victims of severe forms of trafficking should not be inappropriately incarcerated, fined, or otherwise penalized solely for unlawful acts committed as a direct result of being trafficked." Without awareness and recognition of this form of trafficking, however, victims may be unidentified, treated as perpetrators by the criminal justice system, and excluded from critical services due to crimes they were forced or compelled to commit. While there are robust national conversations in some countries, [such as the United Kingdom](#), on how to appropriately respond to these victims and cases, information in the United States is fairly limited.

Under this program area, the Fellow will conduct a literature review and landscape analysis to better help OVC and the trafficking field understand the scope and nuances of forced criminality. The Fellow will conduct interviews with OVC anti-trafficking grantees to learn more about how (or if) they identify and assist such victims, as well as with stakeholders in other sectors, such as the juvenile justice system and the criminal justice system (e.g., community corrections, law enforcement, prosecutors, public defenders), and others who may interact with individuals forced to engage in criminal conduct.

The Fellow should be prepared to address the following questions to best inform this effort: How is forced criminality most often identified? Who most often identifies it? Are there existing screening tools/questions used to identify potential forced criminalization? What typically occurs when forced criminalization is recognized by a service provider and/or a justice system professional? Are certain individuals/populations targeted for this form of trafficking and what types of forced crimes are most common? If forced criminality is identified, how do service providers and justice system professionals respond? What barriers may impede the provision of services and/or an appropriate justice system response? What are the missed opportunities for identification, and what are some potential approaches to training key stakeholders who may not be aware they are working with this population?

The Fellow will create a technical report for OVC and a summary document that OVC may opt to disseminate publicly regarding this form of trafficking, their findings, and implications for efforts to increase stakeholder awareness, safeguard victims from being inappropriately penalized for unlawful acts committed as a direct result of being trafficked, and assist victims in accessing services and justice.

The Fellow will be expected to work closely with OVC TTA providers that are assisting OVC grantees in addressing these issues.

### **Administrative Information**

Schedule: The Fellow will be required to work on project activities and deliverables at a level of effort as proposed in the application throughout the project period, with a minimum level of effort not less than 33 percent of a Full Time Equivalent position (i.e., 2080 hours/year). Applicants submitting for a part-time fellowship should propose the schedule over the course of 36 months needed to accomplish the goals and deliverables proposed. It is anticipated that the Fellow will be onsite at OVC for some portion of their fellowship period. Applicants should include information about their availability to work onsite at OVC as part of their application. Upon award, OVC will work with the Fellow to determine a schedule for onsite/remote work for the duration of the grant period.

Timesheets: The Fellow will request scheduled drawdowns of grant funds based on the level of effort contributed toward the grant objectives (time spent working on grant deliverables). The grantee must maintain timesheets and other documentation that substantiates and supports the grantee's level of effort for each drawdown period, and this documentation shall be available for inspection and review on request from OVC during the course of the grant.

Progress Reports: Progress reports will be used to ensure that the Fellow's activities support the stated award purpose and that the deliverables are being met per the approved timeline. The fellow's financial, administrative, and programmatic compliance—and overall performance—will be monitored by a grants manager within the OVC Human Trafficking Division, with ultimate oversight by an OVC Division Director or Deputy Director.

Equipment/supplies: When onsite, OJP will provide workspace and equipment, including telephone, computer, office supplies, and internet access.

Security clearance: Fellows must successfully complete an OJP security clearance before the fellowship may begin.

Relationship to OVC: Fellows are grantees and not federal employees, and therefore lack any inherent governmental authority. Fellows do not speak on behalf of the Federal Government, nor can they make decisions on behalf of the government. Fellows are expected to conduct themselves in a professional manner at all times while working on fellowship grant activities. When onsite, Fellows are expected to comply with the workplace requirements generally applicable to employees at the worksite.

Lobbying: Applicants may not be registered lobbyists at the time that the fellowship award is made or during the period of the fellowship.

Financial management training: Successful applicants must take the online financial management training for grantees to ensure understanding of the requirements associated with recordkeeping and reporting. Information about the DOJ Grants Financial

Management Online Training can be found at <https://ojp.gov/training/training.htm>.

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

### **Goals**

The OVC Human Trafficking Fellowship program's goal is to assist the anti-trafficking field in identifying and understanding human trafficking issues and promising practices.

The Fellow will be expected to conduct a landscape analysis/literature review on their area of focus (making referrals to CrimeSolutions.gov, as appropriate, if they identify potentially effective programs); conduct qualitative interviews and/or site visits with grantees and key stakeholders; assess the availability of and collect quantitative data; and author a report intended for external publication. The Fellow will also work on ad hoc research-to-practice and evidence integration activities.

### **Objectives**

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

- Serve as a subject matter expert on the selected Fellowship focus area.
- Identify research, practices, models, and trends relevant to the selected Fellowship focus area.
- Develop written analyses/documents relevant to the selected Fellowship focus area.
- At the request of OVC, participate in internal and external stakeholder meetings, forums, conferences, and international briefings to provide subject matter expertise and/or present information on OVC's efforts to address the focus area issue.
- Coordinate with and assist OVC-funded training and technical assistance providers and other related programs to support OVC grantees and stakeholders.
- Travel to support the execution of fellowship activities and deliverables as proposed and/or required by OVC.

### **Deliverables**

- A landscape analysis/literature review on the topic identified under the selected fellowship focus area.
- An outline of planned work, methodology, research analyses, and the elements to be included in a final technical report, for approval by the OVC Grants Manager.
- Regular updates/reports for the OVC Grants Manager outlining the activities completed (frequency to be negotiated with OVC depending on level of effort proposed).
- Training and technical assistance materials produced to share information on the selected fellowship focus area.
- A detailed technical report including research methodology, findings, study

- limitations, and implications.
- A practitioner-friendly publication suitable for external, nonacademic audiences on the selected fellowship focus area.

The goals, objectives, and deliverables are directly related to the performance measures that show the completed work's results as discussed in the "Application and Submission Information" section.

### **Limitation on Use of Funds (22 U.S.C. § 7110(g))**

The following statutory language applies to all awards under this solicitation:

1. Restriction on programs -- No funds made available to carry out this chapter, or any amendment made by this chapter, may be used to promote, support, or advocate the legalization or practice of prostitution. Nothing in the preceding sentence shall be construed to preclude assistance designed to promote the purposes of this Act by ameliorating the suffering of, or health risks to, victims while they are being trafficked or after they are out of the situation that resulted from such victims being trafficked.
2. Restriction on organizations -- No funds made available to carry out this chapter, or any amendment made by this chapter, may be used to implement any program that targets victims of severe forms of trafficking in persons described in section 7102(9) (A) of this title through any organization that has not stated in either a grant application, a grant agreement, or both, that it does not promote, support, or advocate the legalization or practice of prostitution. The preceding sentence shall not apply to organizations that provide services to individuals solely after they are no longer engaged in activities that resulted from such victims being trafficked.

Pursuant to the statute above, OVC requires grantees under this program to agree to the following award condition: *Recipient certifies that it does not promote, support, or advocate the legalization or practice of prostitution, nor will it use grant funds or program match funds to promote, support, or advocate the legalization or practice of prostitution.*

### **Information on Managing Human Trafficking Awards**

For more information on implementation of OVC Human Trafficking awards, please consult the [OVC Human Trafficking Program FAQs](#).

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

OJP strongly encourages the use of data and evidence in policymaking and program development for criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices, see the [OJP Grant Application Resource Guide](#).

### **Information Regarding Potential Evaluation of Programs and Activities**

OJP may conduct or support an evaluation of the projects and activities funded under this solicitation. For additional information and applicable documentation to be included in

the application, see the [OJP Grant Application Resource Guide](#) section entitled “Information Regarding Potential Evaluation of Programs and Activities.”

## Federal Award Information

### Solicitation Categories

This solicitation does not include Solicitation Categories.

### Awards, Amounts and Durations

#### Anticipated Number of Awards

1

#### Anticipated Maximum Dollar Amount of Awards

\$400,000

#### Period of Performance Start Date

10/1/23

#### Period of Performance Duration (Months)

36

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

\$400,000

### Continuation Funding Intent

OVC may, in certain cases, provide additional funding in future years to awards made under this solicitation through continuation awards. OJP will consider, among other factors, OJP’s strategic priorities, a recipient’s overall management of the award, and the award-funded work’s progress, when making continuation award decisions.

### Availability of Funds

This solicitation, and awards under this solicitation, are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by the agency or by law. In addition, nothing in this solicitation is intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

### Type of Award

OVC expects to make awards under this solicitation as cooperative agreements, which provide for OJP to have substantial involvement in carrying out award activities. See the “Administrative, National Policy, and Other Legal Requirements” section of the [OJP Grant Application Resource Guide](#) for additional information.

## Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the [OJP Grant Application Resource Guide](#) for additional information.

## Budget Information

The following are the only allowable expenses under this solicitation:

- Personnel (salary). Applicants should base requested salary on their education and experience level.
- Fringe benefits, itemized separately from salary, may include life, health, and disability insurance; state workers' compensation; retirement plan; FICA (the employer match of 7.65 percent of salary only); and a public transportation stipend that does not exceed \$270 monthly, based on actual expenses. (This amount is based on the current maximum transit subsidy monthly benefit for federal employees and is subject to change.) Applicants must clearly identify which benefits they are requesting and the actual calculations. For example, if the individual is requesting health insurance, the applicant should indicate the amount paid monthly and multiply by 12 to get the annual expense.
- Travel expenses will be directed and approved by OVC and will involve site visits, attendance at conferences and meetings, and participation in training and professional development training. Applicants should budget for 12 trips over the 3-year period. All trips should be budgeted at \$1,500 each, with a notation that date, location, and nature of travel will be determined in consultation with OVC management after the award is made. The applicant should include in the Budget Narrative a notation that travel costs, such as per diem and lodging, will not exceed the federal guidelines.
- Supplies may include expenses to cover professional reference materials and resources relating to the fellowship activities (not to exceed \$500.)
- Expenses associated with professional development and training relating to the OVC fellowship project. Fees for up to four trainings at up to \$2,000 each should be included. Note: Final decisions on trainings will be made in consultation with the fellow's grant manager. Applicants should identify the type of training that they believe would be most helpful to them in carrying out fellowship activities.
- Contract expenses, to include contracted consultant fees, expenses such as translation or interpretation services, or other items. A contract is for the purpose of obtaining goods and services for the recipient's own use and creates a procurement relationship between the recipient and the contractor. To learn more about contracts, please see [OJP guidance on subawards and procurement contracts](#).



The following expenses are not allowable under this solicitation:

- Equipment, such as costs for laptops or other equipment that will be supplied by OJP.
- Subawards.
- Moving expenses.
- International travel.
- Indirect costs.

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

This solicitation does not require a match.

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

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

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

See the [OJP Grant Application Resource Guide](#) for information on the Limitation on Use of Award Funds for Employee Compensation; Waiver.

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

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

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

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

### **Eligibility Information**

For eligibility information, see the solicitation cover page.

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

All recipients and subrecipients (including any for-profit organization) must forgo any

profit or management fee.

## Application and Submission Information

### Content of Application Submission

The following application elements **must** be included in the application to meet the basic minimum requirements to advance to peer review and receive consideration for funding:

- Proposal Abstract
- Proposal Narrative
- Budget Web-Based Form (The web-based form includes the budget details and the budget narrative.)
- Resume or Curriculum Vitae

If OJP determines that an application does not include these elements, it will neither proceed to peer review, nor receive further consideration.

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

The SF-424 must be submitted in Grants.gov. It is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. See the [OJP Grant Application Resource Guide](#) for additional information on completing the SF-424.

In Section 8F of the SF-424, please include the name and contact information of the individual **who will complete the application in JustGrants**. JustGrants will use this information (*email address*) to assign the application to this user in JustGrants.

**Intergovernmental Review:** This solicitation (“funding opportunity”) **is not** subject to [Executive Order \(E.O.\) 12372](#). (In completing the SF-424, an applicant is to answer question 19 by selecting “Program is not covered by E.O. 12372.”)

### Standard Applicant Information (JustGrants 424 and General Agency Information)

The “Standard Applicant Information” section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. The applicant will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, the applicant will need to add ZIP codes for areas affected by the project; confirm their Authorized Representative; and verify and confirm the organization’s unique entity identifier, legal name, and address.

### Proposal Abstract

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

## **Proposal Narrative**

The Proposal Narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point font; have no less than 1-inch margins; and should not exceed 25 numbered pages. If the Proposal Narrative fails to comply with these length restrictions, OVC may consider such noncompliance in peer review and in final award decision.

The Proposal Narrative must include the following sections:

a. Statement of the Problem

Describe why this project and these proposed activities are necessary or address a need. Include supporting information to explain the significance/value.

b. Project Design and Implementation

This section must—

- specify the goals and objectives of this fellowship that will align with the stated goals and objectives of this solicitation.
- outline the process to complete fellowship activities and deliverables described in this solicitation.
- include a time-task plan that clearly identifies objectives, major activities, phases of work, and project deliverables. The time-task plan also must provide for the submission of quarterly financial status reports and semiannual progress reports required of all grant recipients. The time-task plan is not subject to the 25-page narrative limitation.

The fellow must plan to take the DOJ Grants Financial Management Training Seminar online or in person within 120 days of receipt of the award. Specific information about the dates and locations of upcoming OJP Office of the Chief Financial Officer (OCFO) events and information about the DOJ Grants Financial Management Online Training can be found at <https://www.ojp.gov/training-and-technical-assistance>.

### c. Capabilities and Competencies

This section must—

- provide a clear description of professional expertise in the fellowship specialization subject matter areas, including but not limited to, experience conducting research and analysis; knowledge of human trafficking; victim-centered and trauma-informed approaches; and working with and in impacted communities.
- document experience in developing written publications for broad audiences of stakeholders.
- describe other relevant competencies. A resume or curriculum vitae must be included as a separate attachment.

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

This section must—

- state the applicant's understanding of the performance data reporting requirements for this grant program and describe a plan for collecting all the performance measures data required by this solicitation.
- outline a plan for conducting evaluation activities to determine if the project is meeting its goals and objectives.

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

OJP will require each award recipient to submit regular performance data that show the completed work's results. The performance data directly relate to the goals, objectives, and deliverables identified in the "Goals, Objectives, and Deliverables" discussion. Applicants can visit OJP's performance measurement page at [www.ojp.gov/performance](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP.

A list of the performance measure questions for this program can be found at <https://ovc.ojp.gov/funding/performance-measures/ovc-fellowship-performance-measures.pdf>.

OVC will require award recipients to submit performance measure data and performance reports in JustGrants. OVC will provide further guidance on the post-award submission process, if the applicant is selected for award.

The fellow will be required to submit a narrative within their semiannual performance

report describing—

- the details of any training activity, report, presentation, recommendation, or other material developed or enhanced including the location, content, and audience.
- the value of the product to OVC, grantees, and the field.
- feedback received from OVC, grantees, and the field detailing the impact of the product.
- any challenges faced during the past 6 months.
- planned activities for the next 6 months.

### **Note on Project Evaluations**

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

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

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

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

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

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

### **Budget and Associated Documentation**

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

The applicant will complete the JustGrants web-based budget form. For additional information, see the [OJP Grant Application Resource Guide](#) and the [Complete the Application in JustGrants – Budget](#) training.

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

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

## **Consultant Rate**

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

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

The applicant will download the questionnaire, complete it, and upload it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for the link to the questionnaire and additional information.

## **Additional Application Components**

The applicant will attach the additional requested documentation in JustGrants.

## **Curriculum Vitae or Resumes**

Provide resume or curriculum vitae.

## **Timeline Form**

Include a time-task plan that clearly identifies objectives, major activities, phases of work, and project deliverables. The time-task plan also must provide for the submission of quarterly financial status reports and semiannual progress reports required of all grant recipients. The time-task plan is not subject to the 25-page narrative limitation.

## **Research and Evaluation Independence and Integrity Statement**

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. The applicant will upload documentation of its research and evaluation independence and integrity as an attachment in JustGrants. For additional information, see the [OJP Grant Application Resource Guide](#).

## **Disclosures and Assurances**

The applicant will address the following disclosures and assurances.

## **Disclosure of Lobbying Activities**

Complete and submit the SF-LLL in Grants.gov. Once the applicant submits in Grants.gov, this information will pre-pend into JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

## **DOJ Certified Standard Assurances**

Review and accept the DOJ Certified Standard Assurances in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

## **Applicant Disclosure of Duplication in Cost Items**

Complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [OJP Grant Application Resource Guide](#) for additional information.

## **DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing**

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

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

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

## **How to Apply**

**How to Apply as an Individual:** DOJ encourages individuals to obtain an Employer Identification Number (EIN) from the Internal Revenue Service. The individual applying for an award will submit the EIN value as the Tax Identification Number (TIN), rather than using a social security number or employer's Tax ID as a unique identifier. For additional information, including the steps to obtain an EIN: <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>.

More information about applying as an individual is available in the [OJP Grant Application Resource Guide](#).

DOJ does not require an individual applying for federal funding to register with the System for Award Management (SAM). However, were an applicant to apply to SAM rather than using an EIN, the SAM registration must be renewed and validated every 12 months. If you do not renew your SAM registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Registration and renewal can take up to 10 business days to complete.

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

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

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

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

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

For additional information, see the "How to Apply" section in the [OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

### **Submission Dates and Time**

The **SF-424 and the SF-LLL** must be submitted in Grants.gov by 11:59 p.m. eastern time on May 23, 2023.

The **full application** must be submitted in JustGrants by 8:59 p.m. eastern time on May 30, 2023.

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the



due dates with sufficient time to correct any errors and resubmit by the submission deadlines if a rejection notification is received. To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline. Failure to begin the SAM.gov, Grants.gov, or JustGrants registration process in sufficient time (i.e., waiting until the date identified in this solicitation) is not an acceptable reason for late submission.

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

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

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

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

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

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

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

Waiver requests sent to the OJP Response Center must -

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

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

For more details on the waiver process, OJP encourages applicants to review the “Experiencing Unforeseen Technical Issues” section in the [OJP Grant Application Resource Guide](#).

## Application Review Information

### Review Criteria

#### Merit Review Criteria

Applications that meet the basic minimum requirements will be evaluated by peer reviewers on how the proposed project/program addresses the following criteria:

Statement of the Problem/Description of the Issue (20%) - evaluate the applicant's understanding of the program/issue to be addressed.

Project Design and Implementation (20%) - evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.

Capabilities and Competencies (45%) - evaluate the applicant's administrative and technical capacity to successfully accomplish the goals and objectives.

Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%) - evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.

Budget (10%) - evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

### **Other Review Criteria/Factors**

Other important considerations for OVC include geographic diversity, strategic priorities (specifically including, but not limited to, those priority areas already mentioned, if applicable), available funding, past performance, and the extent to which the Budget Web-Based Form accurately explains project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

### **Review Process**

Applications submitted under this solicitation that meet the basic minimum requirements will be evaluated for technical merit by a peer review panel(s) in accordance with OJP peer review policy and procedures using the review criteria listed above.

OJP screens applications to ensure they meet the basic minimum requirements prior to conducting the peer review. Although specific requirements may vary, the following are common requirements applicable to all OJP solicitations:

- The application must be submitted by an eligible type of applicant.
- The application must request funding within programmatic funding constraints (if applicable).
- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant entity. Among other things to help assess whether an applicant with one or more prior federal awards has a satisfactory record of performance, integrity, and business ethics, OJP checks whether the applicant entity is listed in SAM as excluded from receiving a federal award.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant entity that appears in the non-public segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

**Important Note on FAPIIS:** An applicant may review and comment on any information about its organization that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant entity.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may consider not only peer review ratings and OVC recommendations, but also other factors as

indicated in this section.

## Federal Award Administration Information

### **Federal Award Notices**

Generally, award notifications are made by the end of the current Federal fiscal year, September 30th. See the [OJP Grant Application Resource Guide](#) for information on award notifications and instructions.

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

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions and all applicable requirements of federal statutes and regulations, including the applicable requirements referred to in the assurances and certifications executed in connection with award acceptance. For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [OJP Grant Application Resource Guide](#).

### **Information Technology Security Clauses**

An application in response to this solicitation may require inclusion of information related to information technology security. See the [OJP Grant Application Resource Guide](#) for more information.

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

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

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

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

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

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

## Other Information

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

See the [OJP Grant Application Resource Guide](#) for information on the Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a).

### **Provide Feedback to OJP**

See the [OJP Grant Application Resource Guide](#) for information on how to provide feedback to OJP.

## Performance Measures

OVC will require award recipients to submit performance measure data and performance reports in JustGrants.

A list of the performance measure questions for this program can be found at <https://ovc.ojp.gov/funding/performance-measures/ovc-fellowship-performance-measures.pdf>.

## Application Checklist

### OVC FY 2023 Human Trafficking Fellowship Program

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

#### Pre-Application

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

- Acquire an Employer Identification Number (EIN) from the Internal Revenue Service or register/renew your Entity's System for Award Management (SAM) Registration Information (see [OJP Grant Application Resource Guide](#))

##### ***Register in Grants.gov***

- Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password (see [OJP Grant Application Resource Guide](#))
- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see [OJP Grant Application Resource Guide](#))

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

- Search for the funding opportunity in Grants.gov using the opportunity number, assistance listing number, or keyword(s)
- Access the funding opportunity and application package (see Step 7 in the [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, and reporting available at <https://www.ojp.gov/funding/financialguidedoj/iii-postaward-requirements#6g3y8> (see [OJP Grant Application Resource Guide](#))

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

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

##### ***Review the Scope Requirement***

- The federal amount requested is within the allowable limit(s) of \$400,000.

##### ***Review Eligibility Requirement:***

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

~~~~~

## Application Step 1

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

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

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

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

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

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

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

- Proceed to Application Step 2 and complete application in JustGrants

## Application Step 20

Submit the following information in JustGrants

Application Components

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

Budget and Associated Documentation

- **Budget Web-Based form\***
- Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
- Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))

Additional Application Components

- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))

- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))
- Timeline
- **CV or Resume\***

#### Disclosures and Assurances

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (see [OJP Grant Application Resource Guide](#))
- DOJ Certified Standard Assurances (see [OJP Grant Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))

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

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

- Any validation errors will immediately display on screen after submission.
- Correct validation errors, if necessary, and then return to the “Certify and Submit” screen to submit the application. Access the [Application Submission Validation Errors Quick Reference Guide](#) for step-by-step instructions to resolve errors prior to submission.
- Once the application is submitted and validated, a confirmation message will appear at the top of the page. Users will also receive a notification in the “bell” alerts confirming submission.

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

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

#### Standard Solicitation Resources

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

[DOJ Grants Financial Guide](#) serves as the primary reference manual to assist award recipients in fulfilling their fiduciary responsibility to safeguard grant funds and to ensure



funds are used for the purposes for which they were awarded. It compiles a variety of laws, rules and regulations that affect the financial and administrative management of DOJ awards. This guide serves as a starting point for all award recipients and subrecipients of DOJ grants and cooperative agreements in ensuring the effective day-to-day management of awards.

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

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

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