

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



Targeted Training and Technical Assistance for VOCA Victim Assistance and Compensation Administrators FY 2020 Competitive Grant Solicitation

CFDA #16.582

Grants.gov Solicitation Number: OVC-2020-17892

Solicitation Release Date: April 16, 2020

Application Deadline: 11:59 p.m. eastern time on June 1, 2020

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) is seeking applications to support training and technical assistance (TTA) to the Victims of Crime Act (VOCA) Victim Assistance and Compensation Administrators.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The Resource Guide provides guidance to applicants on how to prepare and submit applications for funding to OJP. 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.

Eligibility

Nonprofit organizations (including tribal nonprofits) are eligible to apply.

All recipients and subrecipients must forgo any profit or management fee.

Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, at <https://www.grants.gov/web/grants/support.html>, or at support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must email the OVC contact identified below **within 24 hours after the application deadline** to request approval to submit its application after the deadline. Additional information on reporting technical issues appears under "Experiencing Unforeseen Grants.gov Technical Issues" in the How To Apply (Grants.gov) section in the [OJP Grant Application Resource Guide](#).

For assistance with any other requirements of this solicitation, contact OVC's National Criminal Justice Reference Service (NCJRS) Response Center: toll free at 800-851-3420; via TTY at 301-240-6310 (hearing impaired only); email to grants@ncjrs.gov; fax to 301-240-5830; or web chat at <https://webcontact.ncjrs.gov/ncjchat/chat.jsp>. The NCJRS Response Center operates from 10:00 a.m. to 6:00 p.m., eastern time, Monday through Friday, and from 10:00 a.m. to 8:00 p.m., eastern time, on the solicitation closing date.

Pre-Application Webinar

OVC will conduct one pre-application webinar on Monday, April 27, 2020, from 3:00 p.m. to 4:00 p.m., eastern time. Participation in the webinar is optional. OVC staff will review the solicitation requirements and conduct a question and answer session with interested potential applicants. You may register for the webinar at <https://www.ovc.gov/grants/webinars.html>.

Deadline Details

Applicants must register with Grants.gov at <https://www.grants.gov/web/grants/register.html> prior to submitting an application. All applications are due by 11:59 p.m., eastern time on June 1, 2020.

To be considered timely, an application must be submitted by the application deadline using Grants.gov, and the applicant must have received a validation message from Grants.gov that indicates successful and timely submission. OJP urges applicants to submit applications at least 72 hours prior to the application due date, to allow time for the applicant 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.

An applicant must use the **Add Attachment** button to attach a file to its application. Do not click the paperclip icon to attach files. This action will not attach the files to the application. After adding an attachment, select the **View Attachment** button to confirm you attached the correct file. To remove the file, select the **Delete Attachment** button.

OJP encourages all applicants to read this [Important Notice: Applying for Grants in Grants.gov](#).

For additional information, see the "How to Apply (Grants.gov)" section in the [OJP Grant Application Resource Guide](#).

Contents

A. Program Description	4
Overview	4
Program-Specific Information	4
Goals, Objectives, and Deliverables	4
Evidence-Based Programs or Practices	5
Information Regarding Potential Evaluation of Programs and Activities	5
B. Federal Award Information	5
Type of Award	6
Financial Management and System of Internal Controls	6
Budget Information	6
Cost Sharing or Matching Requirement	6
Pre-agreement Costs (also known as Pre-award Costs)	6
Limitation on Use of Award Funds for Employee Compensation; Waiver	6
Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs	6
Costs Associated with Language Assistance (if applicable)	6
C. Eligibility Information	6
D. Application and Submission Information	6
What an Application Should Include	7
How To Apply (Grants.gov)	10
E. Application Review Information	11
Review Criteria	11
Review Process	11
F. Federal Award Administration Information	12
Federal Award Notices	12
Administrative, National Policy, and Other Legal Requirements	12
Information Technology (IT) Security Clauses	12
General Information about Post-Federal Award Reporting Requirements	12
G. Federal Awarding Agency Contact(s)	12
H. Other Information	12
Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)	12
Provide Feedback to OJP	12
Appendix A: Application Checklist	13

Targeted Training and Technical Assistance for VOCA Victim Assistance and Compensation Administrators (CFDA # 16.582)

A. Program Description

Overview

This program will provide funding for training and technical assistance (TTA) for VOCA Victim Assistance and Compensation Administrators,¹ specifically providing peer-to-peer training on federal grants management and administration for Victims of Crime Act (VOCA) victim assistance grantees and subgrantees.²

Statutory Authority: The project is authorized by 34 U.S.C. § 20103(c)(1)(a).

Program-Specific Information

In recognition of the need for specialized, targeted support for State Administrating Agencies (SAAs), OVC will make one award for TTA for states and territories and subgrantees.

Goals, Objectives, and Deliverables

The goal of this project is to provide peer-to-peer training and support on federal grants management and administration for VOCA Victim Assistance and Compensation Administrators and VOCA victim assistance subgrantees.

The objective of this peer-to-peer training is to enhance support to VOCA Victim Assistance Administrators (and their subgrantees) and Compensation Administrators to more closely align these training and assistance services with the needs and demands of VOCA administrators.

Deliverables:

1. Peer-to-peer training on managing and administering VOCA victim assistance and compensation grantees and VOCA victim assistance subgrantees, including:
 - a. developing and implementing needs assessments tailored to each state;
 - b. engaging stakeholders to strengthen programming, including those who speak for victims;
 - c. initiating systemwide planning;
 - d. understanding and developing principles of evidence-based practice and data-driven innovation from a victim-centered lens;
 - e. assisting with pre- and post-award processes;
 - f. identifying principles and functions;
 - g. developing applications for subgrantees;
 - h. establishing innovative programs;

¹ For a listing of the VOCA Administrators, please visit the [U.S. Resource Map](#). Information for the victim compensation and assistance program is available for each state.

² In Fiscal Year 2019, 6,837 organizations received subawards.

- i. assisting with monitoring and auditing;
 - j. processing progress reports;
 - k. developing and reviewing budgets;
 - l. delivering peer-to-peer assistance with financial management and reporting;
 - m. preparing closeout and corrective action plans;
 - n. identifying and assigning staff responsibilities;
 - o. expanding the subgrantee pool to include subgrantees outside of domestic violence and sexual assault shelters, such as American Indian /Alaska Native survivors and survivors in rural areas; and victims of violent crime, abuse later in life, and trafficking; and
 - p. discussing allowable uses of VOCA Victim Assistance funding, with guidance and direction from OVC.
2. Build a strong support system, enhanced communication, and learning across all SAAs and OVC, including regular meetings, briefs on promising practices, and cross-collaboration.
 3. A final report that identifies promising practices, model programs, innovative practices, and other lessons learned.

The Goals, Objectives, and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed under [What an Application Should Include](#).

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. 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

Applicants should note OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. For additional information, see the [OJP Grant Application Resource Guide](#) section, entitled, “Information Regarding Potential Evaluation of Programs and Activities.”

B. Federal Award Information

Maximum number of awards OVC expects to make:	1
Estimated maximum dollar amount for each award:	up to \$5 million
Total amount anticipated to be awarded under solicitation:	up to \$5 million
Period of Performance start date:	October 1, 2020
Period of Performance duration:	36 months

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 progress of award-funded work, when making continuation award decisions.

Under this solicitation, only one application by any particular applicant entity will be considered. An entity may, however, be proposed as a subrecipient (subgrantee) in more than one application.

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

OVC expects to make the award under this solicitation as a cooperative agreement, which provides 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

The award recipient and subrecipients (including a recipient or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements³ as set out at 2 C.F.R. § 200.303, comply with standards for financial and program management. See [OJP Grant Application Resource Guide](#) for additional information.

Budget Information

Cost Sharing or Matching Requirement

This solicitation does not require a match. For information on cost sharing or match requirements, see the [OJP Grant Application Resource Guide](#).

Please see the [OJP Grant Application Resource Guide](#) for information on the following:
[Pre-agreement Costs \(also known as Pre-award Costs\)](#)
[Limitation on Use of Award Funds for Employee Compensation; Waiver](#)
[Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs](#)
[Costs Associated with Language Assistance \(if applicable\)](#)

C. Eligibility Information

For eligibility information, see the title page.

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

D. Application and Submission Information

This solicitation expressly modifies the Grant Application Resource Guide by not incorporating the “Disclosure of Process Related to Executive Compensation” provisions in the “Application Attachments” section.

³ The “Part 200 Uniform Requirements” means the DOJ regulation at 2 C.F.R Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200.

What an Application Should Include

The following application elements MUST be included in the application submission for an application to meet the basic minimum requirements (BMR) to advance to peer review and receive consideration for funding: Program Narrative, Budget Detail Worksheet and Budget Narrative.

See the “Application Elements and Formatting Instructions” section of the [OJP Grant Application Resource Guide](#) for information on what happens to an application that does not contain all the specified elements, or that is nonresponsive to the scope of the solicitation.

1. Application for Federal Assistance (Standard Form (SF)-424)

The SF-424 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.

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

2. Project Abstract

Include a project abstract that summarizes the proposed project in 400 words or less. Project abstracts should be —

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

The Project Abstract should describe who will be involved with the proposed project, primary project activities, any products to be produced, and the expertise of the individuals providing the services. As a separate attachment, the project abstract will not count against the page limit for the program narrative.

3. Program Narrative

The Program Narrative should be double-spaced, using 12-point Times New Roman font; have no less than 1-inch margins; and should not exceed 25 pages. Pages should be numbered. If the program narrative fails to comply with these length-related restrictions, OVC may negatively consider such noncompliance in peer review and in final award decisions.

The Program Narrative must include the following four sections:

a. Statement of the Problem

This section must:

1. Describe the peer-to-peer training needs for VOCA victim assistance and compensation grantees and VOCA victim assistance subgrantees.
2. Describe any current training and technical assistance available to VOCA victim assistance and compensation grantees and VOCA victim assistance subgrantees, the availability of existing resources, and current gaps in these

services. Applicants may use qualitative and quantitative data to describe the problem. Applicants should identify the source of any data or evidence cited.

Project Design and Implementation

This section must:

1. Describe the applicant's plan to provide peer-to-peer training and technical assistance in close collaboration with OVC and OJP on federal grants management and administration for VOCA victim assistance grantees and subgrantees, and VOCA victim compensation grantees. This should include plans for direct trainings, technical assistance, developing materials, and other support to SAAs as identified by the applicant.
2. Describe the applicant's project goals and objectives.
3. Provide a detailed description of the activities that will be undertaken to accomplish the project goals and objectives.
4. Identify and describe how the proposed training and technical assistance will be delivered. Examples of delivery methods can include teleconference and videoconference; web-casting; regional or national meetings; focus groups; conferences; train-the-trainer sessions; onsite technical assistance; and written templates, toolkits, or other models. Explain how the applicant will facilitate, coordinate, and deliver these efforts.
5. If an applicant proposes to hold any in-person meetings, which necessitate logistical planning, the application must indicate if an outside planner will be hired. If no outside planner will be hired, the application must document that the applicant or a project partner is the most cost-effective means of obtaining conference logistical services. See the "Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs" section of the [OJP Grant Application Resource Guide](#) for important information about requirements for grant-funded events.
6. Include a timeline that identifies a timeframe for all the tasks and activities to be completed.
7. Describe how the applicant will involve OVC and OJP in its efforts.

c. Capabilities and Competencies

This section must:

1. Identify the key individuals and organizations involved in the proposed project;
2. Describe specific roles and responsibilities of all project partners and key staff;
3. Demonstrate that the key individuals and consultants delivering training and technical assistance have direct experience and expertise in peer-to-peer training for state administering agencies, local government agencies, and nonprofit service providers on federal grants management, administration, and planning.
4. Provide the qualifications and experience of the key individuals and consultants, including their experience providing national technical assistance and/or training to the identified audience;
5. Demonstrate that the individuals and organizations identified have the capacity to address the stated need, and can successfully implement the proposed project activities;
6. Describe the structure of the applicant organization;
7. Describe the applicant's experience working at the intersection of VOCA Victim Assistance Administrators and/or VOCA Compensation Administrators, and the victim assistance field;

8. Describe the applicant's experience working on large-scale planning projects. The response should include information about establishing goals, objectives, and timelines, and meeting deadlines;
9. Demonstrate the applicant's capacity to conduct a comprehensive assessment of the needs of VOCA Victim Assistance and/or Compensation Administrators, and subrecipient administrators;
10. Describe the applicant's expertise and experience providing training and technical assistance to VOCA Victim Assistance and Compensation Administrators and subgrantees; and
11. Demonstrate that the applicant has at least 3 years of experience providing support to grantees in expending federal funding.

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

OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award. The performance data directly relate to the goals, objectives, and deliverables identified under "Goals, Objectives, and Deliverables" in [Section A. Program Description](#).

Applicants should visit OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities.

The application should demonstrate the applicant's understanding of the performance data reporting requirements for this grant program and detail how the applicant will gather the required data should it receive funding.

Please note that applicants are **not** required to submit performance data with the application. Performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award.

Note on Project Evaluations

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

4. Budget Information and Associated Documentation

See the "Budget Preparation and Submission Information" section of the [OJP Grant Application Resource Guide](#) for details on the Budget Detail Worksheet, and on budget information and associated documentation, such as information on proposed subawards, proposed procurement contracts under awards, and pre-agreement costs.

In preparing its budget, the applicant is to review carefully the following information that details elements that the application is to address and/or include in the Budget Detail Worksheet (and its accompanying narrative information):

- i. Travel for trainings: The Travel category of the Budget Detail Worksheet should include costs to support the travel of staff and Administrators to attend trainings. For each event requiring staff travel, applicants must break out

costs associated with travel, lodging, per diem, and ground transportation. Required trainings for OVC grantees include:

- The Regional Financial Management Training Seminar sponsored by OJP's Office of the Chief Financial Officer (OCFO), unless the applicant has previously attended this seminar or plans to take the training online. Specific information about the dates and locations of upcoming OCFO events and information about the DOJ Grants Financial Management Online Training can be found at www.ojp.usdoj.gov/training/training.htm. The Programmatic Point of Contact and Financial Point of Contact are required to complete this training.

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

5. [Indirect Cost Rate Agreement](#)
6. [Financial Management and System of Internal Controls Questionnaire \(including applicant disclosure of high risk status\)](#)
7. [Disclosure of Lobbying Activities](#)
8. [Applicant Disclosure of Pending Applications](#)
9. [Applicant Disclosure and Justification – DOJ High Risk Grantees⁴ \(if applicable\)](#)
10. [Tribal Authorizing Resolution \(if applicable\)](#)
11. [Research and Evaluation Independence and Integrity](#)

12. Additional Attachments

a. MOUs or Letters of Intent

Applicants should include, for each named partner, a memorandum of understanding (MOU), Letter of Intent, or subcontract that confirms the partner's agreement to support the project through commitments of staff time, space, services, or other project needs. Applications submitted from two or more entities are encouraged to develop and submit signed MOUs or signed Letters of Intent that provide a detailed description of how the agencies will work together to meet the solicitation requirements.

Each MOU or Letter of Intent should include the following: (1) names of the organizations involved in the agreement; (2) scope of the direct service(s) and other work to be performed under the agreement; and (3) duration of the agreement. Subcontracts, MOUs, or Letters of Intent should be submitted as one separate attachment to the application.

b. Position Descriptions and Resumes

Position descriptions and resumes for key positions should be tailored to the applicant to demonstrate qualifications of staff involved in the project.

How To Apply (Grants.gov)

Applicants must register in and submit applications through Grants.gov, a primary source to find federal funding opportunities and apply for funding. Find information on how to apply in response to this solicitation in the [OJP Grant Application Resource Guide](#).

⁴ A "DOJ High Risk Grantee" is a 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, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible.

Registration and Submission Steps

Applicants will need the following identifying information when searching for the funding opportunity on Grants.gov:

- CFDA 16.582, Crime Victim Assistance/Discretionary Grants
- OVC-2020-17892.

For information on each registration and submission step, see the [OJP Grant Application Resource Guide](#).

E. Application Review Information

Review Criteria

Applications that meet basic minimum requirements will be evaluated by peer reviewers using the following review criteria.

1. Project Design and Implementation (50%)
2. Capabilities and Competencies (35%)
3. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%)
4. Budget (10%): applicant's budget is complete, cost effective, and allowable (e.g., reasonable, allocable, necessary for project activities, and not supplanting when relevant). Budget narratives should demonstrate generally 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.⁵

Review Process

OVC reviews the application to make sure that the information presented is reasonable, understandable, measurable, achievable, and consistent with the solicitation. See the [OJP Grant Application Resource Guide](#) for information on the application review process for this solicitation.

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 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, at its option, may review and comment on any information about itself that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider any such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant.

Absent explicit statutory authorization or written delegation of authority to the contrary, the Assistant Attorney General will make all final award decisions and may take into account not only peer review ratings and OVC recommendations, but also other factors as indicated in this section.

⁵ 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.

F. Federal Award Administration Information

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

[Federal Award Notices](#)

[Administrative, National Policy, and Other Legal Requirements](#)

OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application.

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 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 \(IT\) Security Clauses](#)

[General Information about Post-Federal Award Reporting Requirements](#)

In addition to the deliverables described in [Section A. Program Description](#), any recipient of an award under this solicitation will be required to submit certain reports and data.

Required reports. Recipients typically must submit quarterly financial reports, semiannual progress reports, final financial and progress 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 measures data.

G. Federal Awarding Agency Contact(s)

For OJP contact(s), see page 2.

For contact information for Grants.gov, see page 2.

H. Other Information

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

[Freedom of Information and Privacy Act \(5 U.S.C. 552 and 5 U.S.C. 552a\)](#)
[Provide Feedback to OJP](#)

**Appendix A: Application Checklist
Targeted Training and Technical Assistance for
VOCA Victim Assistance and Compensation Administrators**

This application checklist has been created as an aid in developing an application.

What an Applicant Should Do:

Prior to Registering in Grants.gov:

- Acquire a DUNS Number (see [OJP Grant Application Resource Guide](#))
- Acquire or renew registration with SAM (see [OJP Grant Application Resource Guide](#))

To Register with Grants.gov:

- Acquire AOR and Grants.gov username/password (see [OJP Grant Application Resource Guide](#))
- Acquire AOR confirmation from the E-Biz POC (see [OJP Grant Application Resource Guide](#))

To Find Funding Opportunity:

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

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

- (1) application has been received,
- (2) application has either been successfully validated or rejected with errors (see [OJP Grant Application Resource Guide](#))

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

- contact OVC regarding experiencing technical difficulties (see page 1)

Overview of Post-Award Legal Requirements:

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2020 Awards](#)" in the [OJP Funding Resource Center](#).

Scope Requirement:

- The federal amount requested is within the allowable limit of \$5 million.

Eligibility Requirement: For eligibility information, see the title page.

What an Application Should Include:

The following items are critical application elements required to pass Basic Minimum Requirements review. An application that OJP determines does not include the application elements that must be included in the application submission in order for the application to meet the basic minimum requirements will neither proceed to peer review, nor receive further consideration.

- Program Narrative (see page 7)
- Detail Budget Worksheet, including Narrative (see [OJP Grant Application Resource Guide](#))

- Application for Federal Assistance (SF-424) (see [OJP Grant Application Resource Guide](#))
- Project Abstract (see page 7)
- Program Narrative (see page 7)
 - Statement of the Problem* (see page 7)
 - Project Design and Implementation* (see page 8)
 - Capabilities and Competencies* (see page 8)
 - Plan for Collecting the Data Required for this Solicitation's Performance Measures* (see page 9)
- Budget Detail Worksheet (including Narrative) (see [OJP Grant Application Resource Guide](#))
- 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](#))
- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Pending Applications (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))
- Tribal Authorizing Resolution (if applicable) (see [OJP Grant Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))

Additional Attachments

- MOUs or Letters of Intent (see page 10)
- Position Descriptions and Resumes (see page 10)
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))