

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



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## **Crime Victims' Rights Legal Clinics FY 2020 Competitive Grant Solicitation**

**CFDA #16.582**

**Grants.gov Solicitation Number:** OVC-2020-17893

**Solicitation Release Date:** February 27, 2020

**Application Deadline:** 11:59 p.m., eastern time, on April 27, 2020

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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) is seeking applications to enhance crime victims' rights enforcement through the legal clinics that will provide representation and social services for the purpose of asserting and enforcing crime victims' rights. This program furthers the Department's mission by extending victims' rights to victims of crime through crime victims' rights enforcement and technical assistance about victims' rights to allied professionals.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance to applicants for the preparation and submission to OJP of applications 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.

### **Eligibility**

The following entities are eligible to apply:

- nonprofit organizations (including tribal nonprofit organizations),
- faith-based and community-based organizations,
- institutions of higher education (including tribal institutions of higher education),
- states or units of local government, and
- federally recognized Indian tribal governments or tribal organizations.

All recipients and subrecipients (including any for-profit organization) 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](mailto: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](mailto: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, March 16, 2020, from 1:00 p.m. to 2:00 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 April 27, 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](#).

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# Crime Victims' Rights Legal Clinics (CFDA # 16.582)

## A. Program Description

### Overview

This solicitation will provide funding to support or expand the enforcement of crime victims' rights at the federal level under the Crime Victims' Rights Act and at the state, local, or tribal level under substantially similar state, local, or tribal laws.

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

### Program-Specific Information

This Initiative is intended to support or expand on federal, state, local, and tribal efforts to enforce crime victims' rights. The solicitation has two purpose areas: (1) victims' rights legal clinics that will provide the enforcement of crime victims' rights in the criminal justice process; and (2) a training and technical assistance (TTA) provider to provide support to the selected legal clinics.

### Goals, Objectives, and Deliverables

The overarching goals of this Initiative are to: (1) provide victims with crime victims' rights enforcement; (2) raise awareness about crime victims' rights among prosecutors, criminal justice professionals, attorneys, the local bar, law students, advocates, and other allied professionals working with victims, and (3) expand the body of professionals who will advocate for the enforcement of crime victims' rights. As detailed below, OVC expects to accomplish these goals by selecting eight crime victims' rights clinic awardees, and one technical assistance provider.

#### 1. Crime Victims' Rights Clinics (OVC-2020-17925)

**Objectives:** The selected clinics will enforce crime victims' rights at the federal, state, local, and tribal levels, and will provide legal assistance in the enforcement of those rights. The clinics must use the funding to provide legal representation to victims in an effort to enforce victims' rights under the Crime Victims' Rights Act (CVRA) and state and/or local laws. The selected clinics must demonstrate how attorneys will have standing in civil, criminal, administrative, appellate, or other proceedings to enforce crime victims' rights. The clinics should also develop a plan to provide training and education on crime victims' rights enforcement to allied professionals.

**Deliverables:** To accomplish these goals, the clinics will—

1. provide pro bono legal representation to victims of crime for the enforcement of crime victims' rights;
2. represent crime victims at the appellate level to enforce crime victims' rights;
3. develop a plan to educate and provide training on crime victims' rights to legal and criminal justice professionals who work with victims (e.g., prosecutors, defense attorneys, law students, the local bar, etc.);
4. provide a time-task plan and implementation plan;

5. work with the TTA provider to develop a plan to assess the project's effectiveness and to evaluate accomplishment of project goals and objectives; and
6. produce other deliverables as may be determined by OVC and the TTA provider.

2. Training and Technical Assistance Provider (OVC-2020-17924)

Objectives: The selected TTA provider will support the eight clinics as they launch or expand their crime victims' rights clinics and train allied professionals.

Deliverables: To accomplish these goals, the TTA provider will—

1. assist each clinic with developing, expanding, or enhancing its crime victims' rights clinic;
2. incorporate survivor experiences into the TTA program;
3. provide intensive legal training to the legal clinics;
4. Provide intensive technical assistance to the legal clinics;
5. assist the legal clinics with compiling policies, resources, training materials, and other resources developed under this Initiative;
6. conduct monthly calls, webinars, or other "meetings" between sites to facilitate discussion and exchange of information between the clinics;
7. assist the legal clinics with the development of training materials and the delivery of trainings to allied professionals;
8. host at least one in-person meeting with appropriate designees from the legal clinics;
9. facilitate routine peer-to-peer consultation and networking opportunities among the sites to promote problem solving and exchange of resources, training materials, and other information;
10. coordinate with federal prosecution agencies and associations to present at conferences, trainings, meetings, or other gatherings of local prosecutors and district attorneys on crime victims' rights enforcement;
11. report on performance measures set out below;
12. work closely with OVC to develop appropriate data and performance measures;
13. establish baseline data for performance metrics and a data collection process to support an assessment of this initiative; and
14. produce other deliverables as may be determined by OVC.

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 and estimated maximum dollar amount for each award:

<u>Purpose Area</u>	<u>Focus</u>	<u>Maximum Number of Awards</u>	<u>Maximum Dollar Amount per Award</u>
Purpose Area 1	Clinics	8	\$1 million
Purpose Area 2	TTA	1	\$1 million

Total amount anticipated to be awarded under solicitation: up to \$9 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.

OVC may elect to fund applications submitted under this FY 2020 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

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 awards under this solicitation as cooperative agreements, 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**

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements<sup>1</sup> 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**

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

This solicitation does not require a match.

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<sup>1</sup> 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.

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

### 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 and Budget Detail Worksheet including the 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.

### 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. Description of the Issue**

This section must—

1. describe the need for the project, including the challenges and knowledge gaps in crime victims' rights enforcement and/or the justice system response that will be addressed by the clinic.
2. describe whether the clinic will be a new clinic or an expanded clinic. If the clinic is an expanded clinic, describe what new needs the clinic will be addressing. This could include—
  - expanding crime victims' rights enforcement (i.e. advocacy on behalf of minor victims); and
  - expanding the clinic to focus on appellate-level cases.
3. describe the intended audience for the clinic and training by the clinics. Please explain the relationship between the intended audience and the stated area of need.
4. describe the communities to be served, including the geographic location, and the populations in the service area.
5. demonstrate an understanding of emerging issues related to the proposed project.
6. explain the expected outcome of the project.
7. if applying for the national training and technical assistance purpose area, describe the intended audience of the TTA, and how TTA will be provided to prosecutors, law enforcement, and other allied professionals at the national level.

#### **b. Project Design and Implementation**

This section must—

1. describe the applicant's plan to launch or expand the clinic.
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 attorneys in the specific jurisdiction have standing to deliver the services described.
5. describe how survivor experiences will be incorporated into the launch and/or expansion of the clinic.
6. include a timeline that identifies a timeframe for all the tasks and activities to be completed.
7. if the applicant is applying for the national TTA purpose area, describe how TTA will be provided to the eight different sites. This should include a description of how the applicant will (a) coordinate the different clinics, (b) provide direct TTA to the clinics, and (c) provide TTA to national law enforcement, prosecutors, and other allied professionals. The applicant should also submit a timeline.

**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. provide the qualifications and experience of the key individuals and consultants.
4. provide the percentage of time each key individual will devote to the project, and the specific activities in which each individual will participate.
5. if applying for the national TTA purpose area, describe any experience or expertise that the applicant and/or subrecipients possess regarding the delivery and coordination of crime victims' rights enforcement and TTA. The applicant should describe the capacity and experience to provide onsite TTA, coordinate the different clinics, and provide TTA to national allied professionals.

**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](#).

Award recipients will be required to provide the relevant data by submitting semiannual performance metrics through OVC's online Performance Measurement Tool (PMT) located at <https://ovcpmt.ojp.gov>. Applicants should examine the complete list of performance indicators at <https://www.ovc.gov/grants/pdfxt/TVS-questionnaire.pdf>. Award recipients under this solicitation will be required to complete the following sections, including any relevant shared measures.

- IV. Data Gathering
- VI. Strategic Planning

Reports generated from OVC's PMT system must be uploaded to the Grants Management System (GMS) every 6 months. Applicants should 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.

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.

**4. [Budget Information and Associated Documentation](#) in the "Budget Preparation and Submission Information" section.**

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. Administrative costs: Administrative costs are costs related to the salary and fringe benefits of executive-level leadership and accounting/financial administration.
- ii. 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—
  1. 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](http://www.ojp.usdoj.gov/training/training.htm). The Programmatic Point of Contact and Financial Point of Contact are required to complete this training.

The narrative information included as part of the Budget Detail Worksheet should—

1. display a clear link between the specific project activities and the proposed budget items and not contain items that are not supported by the project narrative.
2. distinguish clearly between subawards and contracts in allocating any grant funds to other entities. Pursuant to 2 C.F.R. § 200.330, a subaward is for the purpose of carrying out a portion of the federal award, such as compensating a partner (with a documented relationship by Memoranda of Understanding (MOU)), and a contract is for the purpose of obtaining goods and services for the grantee’s own use.

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 Grantees<sup>2</sup> \(if applicable\)](#)
10. [Tribal Authorizing Resolution \(if applicable\)](#)
11. [Disclosure of Process Related to Executive Compensation](#)

## 12. Additional Attachments

### a. MOUs or Letters of Intent

Applicants should include, for each named partner, an 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.

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<sup>2</sup> 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.

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](https://www.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](#).

**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-2020-17893

**Select the correct Competition ID.** Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If applying to a solicitation with multiple Competition IDs, select the appropriate Competition ID for the intended purpose area of the application.

- Competition ID for Purpose Area 1: (OVC-2020-17925) – Clinics
- Competition ID for Purpose Area 2: (OVC-2020-17924) – TTA Provider

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. Description of the Issue (20%)
2. Project Design and Implementation (45%)
3. Capabilities and Competencies (20%)
4. Plan for Collecting the Data Required for This Solicitation's Performance Measures (5%)
5. Budget (10%): applicant's budget is complete, cost effective, and allowable (e.g., reasonable, allocable, and 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.<sup>3</sup>

### **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, all final award decisions will be made by the Assistant Attorney General, who may take into account not only peer review ratings and OVC recommendations, but also other factors as indicated in this section.

## **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](#).

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<sup>3</sup> Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

## [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 Crime Victims' Rights Legal Clinics**

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](http://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 [OJP Grant Application Resource Guide](#))

### **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 limits, specified by focus on page 6.

<u>Purpose Area</u>	<u>Maximum Dollar Amount per Award</u>
Purpose Area 1	\$1 million
Purpose Area 2	\$1 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 8)
  - Budget Detail 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 8)
    - Description of the Issue* (see page 8)
    - Project Design and Implementation* (see page 8)
    - Capabilities and Competencies* (see page 9)
    - 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](#))
  - Disclosure of Process Related to Executive Compensation (see [OJP Grant Application Resource Guide](#))

**Additional Attachments**

- MOUs or Letters of Intent (see page 10)
- Position Descriptions and Resumes (see page 11)

Request and Justification for Employee Compensation; Waiver (if applicable)  
(see [OJP Grant Application Resource Guide](#))