

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



Developing Future Victim Specialists to Serve American Indian/Alaska Native Victims of Crime OVC FY 2020 Competitive Grant Solicitation

CFDA #16.582

Grants.gov Solicitation Number: OVC-2020-17932

Solicitation Release Date: March 25, 2020

Application Deadline: 11:59 p.m. eastern time on May 26, 2020

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) is seeking applications for funding for the Fiscal Year (FY) 2020 Developing Future Victim Specialists to Serve American Indian/Alaska Native Victims of Crime program. This program furthers the Department's mission by focusing on cultivating and training a workforce that will be integral to increasing access to victim services for American Indians and Alaska Natives (AI/AN).

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application 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 (Who may apply):

The following are eligible to apply:

- Federally recognized Indian tribal governments, as determined by the Secretary of the Interior
- Nonprofit and for-profit organizations (including tribal nonprofit and for-profit organizations)
- Institutions of higher education (including tribal institutions of higher education) with connections to both tribes and programs that prepare students for careers in victim services

Applicants must demonstrate the knowledge and experience necessary to work with tribal, local, and/or federal victim service programs, either in, or serving, Indian Country.

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, at 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 the 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 p.m. eastern time, Monday through Friday, and from 10:00 a.m.–8:00 p.m. eastern time on the solicitation closing date.

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 May 26, 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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Developing Future Victim Specialists to Serve American Indian/Alaska Native Victims of Crime

CFDA # 16.582

A. Program Description

Overview

This program will develop a workforce of direct victim service providers to American Indian and Alaska Native (AI/AN) victims of crime in hard-to-staff positions and locations. By identifying and training prospective victim service professionals in, or from, the communities to be served, tribal and Bureau of Indian Affairs' (BIA) victim service programs will be better able to fill direct victim service positions in remote Indian Country and Alaska Native locations, and in turn ensure that victims in these locations get the services they need.

Statutory Authority: This program is authorized by 34 U.S.C. § 20103(c)(1)(B) and 34 U.S.C. § 20103(c)(3)(E)(i).

Program-Specific Information

OVC anticipates that it will make awards under two purpose areas, as follows:

- Purpose Area 1—Recruiting Interns/Residents to Serve Tribal Victims in the Continental United States (Competition ID OVC-2020-17933)
- Purpose Area 2—Recruiting Interns/Residents to Serve Tribal Victims in Alaska (Competition ID OVC-2020-17934)

Programs that recruit and place interns that speak Alaskan Native languages will receive priority.

Goals, Objectives, and Deliverables

The primary goal of this project is to develop victim service professionals that will provide direct victim services to AI/AN victims in locations that are remote and where positions are hard to fill. This will be accomplished by engaging interested individuals, including college and university students, who are from, or live and attend school in, these areas.

Objectives include the following:

1. Establish and administer a structured program that links individuals interested in victim service careers to internship or residency opportunities with either a BIA- or tribally run victim services program. Applicants may include incentives for participants, including, but not limited to, a stipend, course credit, or priority consideration for future employment opportunities.
2. Provide supervision and training to participants in the program by experienced victim service professionals.
3. Establish baseline data for performance metrics and a data collection process to support an assessment of this initiative.

Successful applicants will be expected to complete the following activities to accomplish the above objectives:

1. Demonstrate the existence of a relationship between a tribal victim service program and an organization, such as a university program or tribal coalition, that will refer, train, and supervise individuals interested in paid victim services internships or residencies in AI/AN communities.
2. Identify victim service program staffing needs, and determine how victim service internships/residencies would address these needs, the number of internships/residencies necessary, and job descriptions for the participants.
3. Develop a list of selection criteria that participants must meet to be selected as victim service interns/residents.
4. Determine the program requirements a participant must meet to successfully complete the program.
5. Identify, recruit, and hire individuals that meet the necessary criteria.
6. Provide training and other necessary support, including safety planning, to interns/residents. Training and support needs will be identified by the grantee.
7. Work with OVC, or an OVC designee, to measure the success of the program by assessing the impact that the participants have had on the victim services program and the community served, and the number of participants who pursue (or plan to pursue) a career in providing victim services for tribal communities after completion of the internship/residency.

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:	8
Estimated maximum dollar amount of each award:	\$450,000
Total amount anticipated to be awarded under solicitation:	\$3.6 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 grants. 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 Requirements¹ 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.

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 title page.

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

D. Application and Submission Information

¹ 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 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 high quality project abstract that summarizes the proposed project in 400 words or less. Project abstracts should be —

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

3. Program Narrative

The program narrative should not exceed 20 double-spaced pages, in 12-point Times New Roman font, with 1-inch margins, and must include 4 separate sections described below. 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 following sections should be included as part of the program narrative:

a. Description of the Issue

- i. Indicate the purpose area for which the applicant is applying.
- ii. Include a description of the service area for the proposed program, including demographic information that describes the AI/AN population in the service area.
- iii. Describe the victim services needs in the community that will be served.
- iv. Describe the difficulties that the associated victim services program has had with hiring or retaining necessary, direct victim services staff in the past.
- v. Provide a clear statement about how funding will support recruitment, hiring, training, and supervision of victim services participants; and how paid internships/residencies will support both the individual program and the AI/AN community served.

b. Program Goals and Objectives/Program Design and Implementation Plan

Applicants must provide a coherent, concise, comprehensive plan describing how the proposed program will be implemented, including—

- i. detailed goals and objectives that will be completed during the 36-month award period that align with the project goals and objectives outlined on pages 4–5, and
- ii. a detailed, 36-month project timeline (see page 9).

c. Capabilities and Competencies

Applicants must demonstrate the ability to identify, recruit, hire, train, supervise, and retain individuals interested in working in the victim services field; coordinate and manage key stakeholders; and work with tribal governments, tribal organizations, including tribal coalitions, Federal Government offices, colleges and universities, and other stakeholders to identify staffing needs for victim services programs serving tribal communities. Applicants must describe their experience working with tribal governments and tribal organizations and an understanding of cultural sensitivity in working with tribal populations.

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](#). Performance data collected may be modified in consultation with the grantee, as part of the grantee's participation in the program assessment, referenced above.

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

The application should describe the applicant's plan for collection of all of the performance measures data listed in [Appendix A](#), should it receive funding.

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.

Award recipients will be required to provide the relevant data by submitting performance metrics with their semiannual progress reports in GMS.

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](#).

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

4. [Budget Information and Associated Documentation](#), in the “Budget Preparation and Submission Information” section.
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 Grantees² \(if applicable\)](#)
10. [Tribal Authorizing Resolution \(if applicable\)](#)
11. [Research and Evaluation Independence and Integrity](#)
12. [Disclosure of Process Related to Executive Compensation](#)

13. Additional Attachments

a. Resumes/Curriculum Vitae for Key Personnel

Applicants should submit copies of the resumes/curriculum vitae and position descriptions for key project personnel.

b. Memoranda of Understanding (MOU)

Applicants should submit copies of MOUs between entities providing students and the organizations where the students will provide direct services (if a relationship has already been established.)

c. Letters of Support From Key Tribal Stakeholders

d. Project Timeline

The project timeline should cover a 36-month project period and detail how the applicant will accomplish its stated goals and objectives, and the name, title, and organization of the individual responsible for carrying out the identified activities. The timeline must provide for submission of required quarterly financial status reports and semiannual progress reports. Both the project timeline and program narrative will be evaluated to determine scoring for the criterion “Program Goals and Objectives/Program Design and Implementation Plan,” worth 40 percent of the peer review score. (See Section E, under “[Review Criteria](#)” for additional information.) However, the timeline should be submitted as a separate document and will **not** count towards the 20-page limit for the program narrative.

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](#).

Registration and Submission Steps

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

- 16.582, Crime Victim Assistance/Discretionary Grants

² 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.

- OVC-2020-17932.

This solicitation contains multiple purpose areas, denoted by the individual Competition ID. Select the appropriate Competition ID for the intended purpose area of the application.

- Purpose Area 1—Recruiting Interns/Residents to Serve Tribal Victims in the Continental United States (Competition ID OVC-2020-17933)
- Purpose Area 2—Recruiting Interns/Residents to Serve Tribal Victims in Alaska (Competition ID OVC-2020-17934)

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. Program Goals and Objectives/Program Design and Implementation Plan (40%)
3. Capabilities and Competencies (20%)
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%)
5. Budget (15%): complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). 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.³

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.

³ 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.

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

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, semi-annual 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: Performance Measures Table

Objective	Performance Measure(s)	Data Recipient Provides
<p>Establish and administer a structured program that links individuals who are interested in victim services careers with residency opportunities with BIA- or tribal-run victim services programs.</p>	<p>Percent increase in the number of MOUs/ agreements established.</p> <p>Percent of planned project documents developed.</p> <p>Percent of individuals hired.</p>	<p>Baseline: Number of MOUs/agreements pre-award.</p> <p>Number of MOUs or other agreements between participating organizations/ parties signed.</p> <p>Number and list of internship/residency program guidelines and standard operating procedures produced.</p> <p>Number of individuals who applied for program.</p>
<p>Provide training opportunities to interns/residents that are seeking to work in the field of victim services in tribal communities.</p>	<p>Number of identified trainings conducted.</p> <p>Percent of victim services interns/residents who completed the training(s).</p>	<p>Number of trainings provided (listed by type of training provided).</p> <p>Number of victim services interns/residents who attended training(s).</p> <p>Number of interns/residents who completed training.</p>
<p>Evaluate the program and its impact on recruiting interns/residents to serve in victim services programs in tribal communities.</p>	<p>Percent of interns/ residents indicating they plan to pursue a career in victim services.</p> <p>Number of victims served.</p>	<p>Number of interns/residents indicating they plan to pursue a career in victim services.</p> <p>Number of victims served by interns/residents.</p> <p>Number of victims served by other staff.</p>

Appendix B: Application Checklist Developing Future Victim Specialists to Serve American Indian/Alaska Native Victims of Crime

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](#))
- Select the correct Competition ID (see page 10)
- 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 2)

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 of \$450,000.

Eligibility Requirement: See eligibility information on 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)
 - 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 7)
 - Description of the Issue* (see page 7)
 - Program Goals and Objectives/Program Design and Implementation Plan* (see page 7)
 - Capabilities and Competencies* (see page 8)
 - Plan for Collecting the Data Required for this Solicitation's Performance Measures* (see page 8)
 - 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](#))
 - Disclosure of Process Related to Executive Compensation (see [OJP Grant Application Resource Guide](#))
- Additional Attachments
- Resumes/Curriculum Vitae for Key Personnel (see page 9)

- Memoranda of Understanding (see page 9)
- Letters of Support From Key Tribal Stakeholders (see page 9)
- Project Timeline (see page 9)
- Request and Justification for Employee Compensation; Waiver (if applicable)
(see [OJP Grant Application Resource Guide](#))