



FY 2017 Guidance for Invited Applications for Antiterrorism and Emergency Assistance Program for Crime Victim Compensation and/or Assistance

Eligibility

This is not a competitive solicitation.
OVC will contact potential applicants directly.

For Crime Victim Assistance, eligible applicants are limited to state victim assistance programs; public agencies, including federal, state, and local governments, and federally recognized Indian tribal governments, as determined by the Secretary of the Interior and published in the Federal Register; public institutions of higher education; and victim service and nongovernmental organizations.

For Crime Victim Compensation, eligible applicants are limited to state crime victim compensation administrative agencies.

OVC does not provide Antiterrorism Emergency Assistance Program (AEAP) funding directly to individual crime victims. AEAP applications will be accepted only from the jurisdiction where the crime occurred, unless a federal statute establishes a special authorization and appropriation supporting allocations to other jurisdictions or a compelling justification can be provided to the OVC Director supporting requests from other jurisdictions. In the case of terrorism and mass violence outside the United States, OVC will make a determination regarding which organizations or agencies within the United States may apply for funding.

This is a restricted invitation because the program is intended to respond to specific cases of terrorism and mass violence. Only after OVC has consulted with an eligible organization can an application be submitted. Further program guidance is set out in the AEAP Guidelines (available from OVC and in the Federal Register at 67 Fed. Reg. 4822 (Jan. 31, 2002) and 79 Fed. Reg. 59298 (Oct. 1, 2014)). (See www.gpo.gov/fdsys/pkg/FR-2002-01-31/pdf/02-2299.pdf for details.)

Any recipient (or subrecipient) of an OJP award must agree to forgo any profit or management fee.

Deadline

All applicants must register in the [OJP Grants Management System \(GMS\)](#) prior to submitting an application for this solicitation, even if they have previously registered in GMS. Select the “Apply Online” button associated with the solicitation/invitation title. Please refer to GMS for the most recent registration and application deadlines.

For additional information, see [How to Apply](#) in [Section III. Application and Submission Information](#).

Please note that this invitation is only available after a mass violence or terrorism incident. Applicants will be notified when the invitation is open.

Contact Information

For technical assistance with submitting an application, contact the Grants Management System Support Hotline at 888–549–9901, option 3, or via email at GMS.HelpDesk@usdoj.gov. The [GMS](#) Support Hotline operates 24 hours every day, including on federal holidays.

An applicant that experiences unforeseen GMS technical issues beyond its control that prevent it from submitting its application by the deadline may email the OVC contact identified in the OJP Invitation Letter (if applicable) or with whom they have been working **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 GMS Technical Issues” in the [How to Apply](#) section.

For assistance with any other part of this guidance, contact the OJP staff member identified in the OJP Invitation Letter (if applicable) or with whom you have been working.

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(CFDA #16.321)

I. Program Description

Overview

The Office for Victims of Crime (OVC) supports victims of mass violence and terrorism through the Antiterrorism Emergency Assistance Program (AEAP), which is designed to help jurisdictions that have been overwhelmed after such an incident. Funding for this program comes from the Antiterrorism Emergency Reserve (the Emergency Reserve).

AEAP is a mechanism by which the Director of OVC may award supplemental crime victim compensation and assistance to respond to an act of terrorism or mass criminal violence. The criminal act has to be of sufficient magnitude that it overwhelms the affected jurisdiction's or program's ability to respond to the event. AEAP funds can assist with crisis response in the initial aftermath of an event; help victims adapt, restore their equilibrium, and deal with the consequences of the event; and facilitate victim participation in the judicial process. AEAP is also designed to support state crime victim compensation administrative agencies in the reimbursement of victims for out-of-pocket expenses. Additionally, training and technical assistance funds are available to identify resources, assess needs, coordinate services to victims, and develop strategies for responding to an event. Applicants should consider the full range of both compensation and assistance programs when requesting funding. Justification for all funding must demonstrate that AEAP funds will support victims of the event. OVC may provide a consultant(s) to support the applicant with the AEAP application process. Funding provided under this program is retroactive to the date of the incident. AEAP is authorized by 42 U.S.C. §§10601(d)(5) and 10603b(b).

Upon verification that an act of terrorism or mass violence has resulted in a significant number of victims injured or deceased, OVC will contact the state Victims of Crime Act (VOCA) administrator(s) in the affected state(s) and advise them that AEAP resources may be available. In order to determine the scope of possible need and resources available, this will be the first of many interactions between OVC and the agency eligible to receive AEAP funds.

Because many mass violence or terrorism incidents involve federal jurisdiction and law enforcement officials, OVC will immediately coordinate with the Federal Bureau of Investigation's (FBI) Office for Victim Assistance (OVA) to determine which resources may already be deployed and which services are being coordinated with state and local victim assistance and law enforcement personnel on the scene. In the event that the FBI is investigating a federal crime or is asked to assist state, local, or tribal authorities with a non-federal crime, OVA can be a valuable resource to victims and affected agencies, especially in the initial aftermath of an incident. In such instances, OVA personnel can provide immediate victim assistance such as helping to collect ante-mortem data and conduct death notifications;

establishing or helping staff Family Assistance Centers; assisting with incident briefings for victims/families, individual needs assessments, and personal effects management; and providing support and information to victims through a national network of FBI Victim Specialists. When the FBI is investigating federal crimes or their assistance is requested by state, local, or tribal authorities, OVA may also support select short-term emergency victim-related expenses. This may include expenses associated with emergency transportation or temporary lodging for victims or their families. OVA personnel can be contacted at victim.assistance@ic.fbi.gov. State VOCA personnel and other state and local victim assistance providers should work with appropriate federal, state, and local government agencies as well as nongovernmental and nonprofit agencies to address the full range of victims' needs.

Program-Specific Information

Once OVC determines the appropriate eligible applicant, OVC will interact regularly with the applicant and inform the organization of the range of AEAP resources. OVC will also supply samples of approved AEAP application submissions to use as a guideline for developing a funding request. As victim needs become more apparent and victim support expenses mount, OVC encourages the applicant to call or email them with questions about what AEAP funding can support.

Prospective grantees will identify victim-related expenses, including those associated with the immediate aftermath of the event; the longer-term consequences for victims; and victim participation in investigations or prosecutions. Once an applicant has determined the extent and nature of their needs, but before a formal application is submitted, the applicant will submit a Letter of Request to OVC (see "Before You Apply" on page 23). This letter will demonstrate the applicant's intent to seek funding. OVC may require detailed justification for proposed expenses. The prospective grantee and OVC will collaborate to refine the application prior to the final application submission. The time needed to complete this process may vary depending on the complexity of the application. OVC personnel will help prospective grantees throughout this process and will be available to address questions and concerns. In most instances, particularly for large and complex situations, OVC may also provide a consultant to assist the applicant with researching and gathering information and drafting the AEAP proposal. OVC will also work with prospective grantees to ensure that they have coordinated their response with other agencies that may be able to provide support. For example, OJP's Bureau of Justice Assistance may have funding available for law enforcement activities associated with the event that are not victim-related (see Justice Assistance Grant information at www.bja.gov/ProgramDetails.aspx?Program_ID=59). DOJ Community Oriented Policing Services (COPS) grants may be available as well (see www.cops.usdoj.gov/Default.asp?Item=232). Additionally, under limited circumstances, the U.S. Department of Education may have funding available to help local educational agencies and institutions of higher education recover from a violent or traumatic event (see "Project School Emergency Response to Violence" at www2.ed.gov/programs/dvppserv/index.html).

Goals, Objectives, and Deliverables

The objective of this program is to improve services and assistance by providing supplemental funding to assist victims of domestic terrorism and mass violence. This is consistent with OJP Strategic Objective 1.2, to increase access to sound, practical programs designed to improve outcomes for youth, non-violent offenders, and victims. OVC is authorized to provide emergency relief for the benefit of victims in cases of terrorism or mass violence occurring within the United States (42 U.S.C. §10603b(b)), and cases of terrorism or mass violence occurring outside the United States (42 U.S.C. §10603b(a)). This support provides resources in relation to the

jurisdiction's crisis response efforts, consequence management activities, criminal justice actions, and training and technical assistance.

The following information provides examples of the types of support that are available under AEAP. This is not an exhaustive list; other items will be considered if the applicant can demonstrate that expenditures support victim assistance or compensation and that such expenses are supplemental and not paid for through other funding.

Examples of VOCA compensation items typically covered under AEAP include the following:

- Compensation for autopsy, refrigeration, and transport of a body; and funeral and burial costs.
- Compensation for medical costs and medical-related expenses, including vocational rehabilitation, non-medical attendant services, rehabilitation and physical therapy, diagnostic examinations, prosthetic devices, eyeglasses, and required insurance copayments.
- Compensation for mental health costs, including crisis counseling, group therapy, and insurance copayments.
- Emergency travel and transportation costs.
- Lost wages.

Note: Compensation funds may NOT be used to cover property damage or loss.

Examples of assistance services typically covered under AEAP include the following:

- Assistance in securing compensation.
- Counseling and group therapy.
- Rehabilitation expenses.
- Vocational rehabilitation.
- Emergency food, clothing, housing, transportation, and travel.
- Temporary housing, per diem, and relocation.
- Child and dependent care.
- Cleaning and return of personal effects.
- Limited victim-service related law enforcement overtime expenses, such as death notifications, showing/explaining a crime scene to a victim's family, law enforcement-based victim advocates, and crime scene cleanup. (Please note that AEAP does not cover routine law enforcement expenses and that any requests for funding must be related to victim activities.)
- Employer and creditor intervention.
- Victim advocacy.
- Victim and community needs assessments and planning.
- Automated informational telephone services.
- Outreach, awareness, and education.
- Case management and navigator services.
- Victim informational websites, including victim notification systems.
- Protocols for coordination and collaboration.
- Support for victim participation in investigations and criminal justice proceedings, such as travel/transportation to court or a closed-circuit viewing facility, counseling, advocacy, etc.

- On a case-by-case basis, the OVC Director may approve limited funding to be used for administrative purposes (such as staff and some equipment) deemed essential to the delivery of services and assistance to victims.
- Training and technical assistance to identify resources, assess needs, coordinate services to victims, enhance capacity of service providers to provide specialized trauma-informed care for victims, develop response strategies for responding to an event, and related issues.

If a state VOCA agency is applying for both compensation and assistance resources, the request should be combined into one application. It is possible to file a supplemental application if circumstances are such that it is not possible to combine all items in the initial request or if there is an unforeseen ongoing need.

Note to state VOCA compensation programs applying for supplemental crime victim compensation: AEAP may provide state crime victim compensation agencies supplemental funding to reimburse victims for out-of-pocket expenses related to their victimization in cases of terrorism or mass criminal violence occurring within the United States. AEAP funds may not be used to cover property damage or loss, and funding is not intended to exceed existing compensation program limits; however, OVC may award state compensation programs supplemental funding to cover extra expenses related to the incident. Under a 2014 clarification to the AEAP Guidelines, OVC may provide funding to the state program, public agencies, or other organizations to cover expenses not ordinarily covered (whether in amount or type) by state crime victim compensation programs. Due to the nature of mass violence incidents, victims (in addition to being more numerous) may also have compensation needs that are more extensive or somewhat different than what the state program would ordinarily cover, such as compensation to emergency responders or victims who were in the immediate proximity of the crime when it occurred; or, in the aftermath of a bombing where many victims lose limbs, there may be an increased need for rehabilitative services that extend beyond what a state compensation program typically provides. OVC will coordinate such awards with state crime victim compensation programs in the event that such an award is made to another organization. (See www.gpo.gov/fdsys/pkg/FR-2014-10-01/pdf/2014-23343.pdf for the amendment to the AEAP Guidelines.)

Allowable expenses are based, in part, on activities authorized in guidelines established for OVC's Federal Emergency Assistance Fund and in the *Federal VOCA Victim Assistance Grant Program Guidelines*. In addition, when developing these categories of available services and assistance, OVC relied on the requirements in the *Attorney General Guidelines for Victim and Witness Assistance* that deal specifically with the provision of services for victims of terrorism and other mass casualties.

Victim services identified in this section are intended to complement services that are available from other agencies and organizations. For instance, an applicant would not be precluded from receiving AEAP funding merely because it received funding from a private charitable organization or another federal agency, such as the Federal Emergency Management Agency; however, the applicant would be required to demonstrate how AEAP funding would complement and enhance (not duplicate) the ability to meet an unmet need.

Funding under this program is best administered by one agency working in conjunction with other organizations and victim assistance providers. In most instances, OVC will award one grant, with the grantee assuming overall responsibility for coordination of grant activities

with subgrantees. With sufficient justification, OVC may entertain more than one application and may award funding to multiple applicants for different types of assistance. If multiple applicants receive grants under AEAP, they are expected to coordinate their activities. OVC also works closely with applicants to ensure the most appropriate use of resources from all affected entities. Applicants should identify other public and private entities that were consulted in the process of preparing the application, and describe how the proposed services fit within the overall plan for addressing victims' needs. OVC will consider the level of coordination and the availability of resources from other federal, state, local, and tribal agencies and private entities when making funding determinations. Extensive coordination with agencies (e.g., state emergency preparedness organizations, state mental health providers, local chapters of the American Red Cross and the United Way) and among federal and state law enforcement and prosecution personnel is a necessary component of an effective response to terrorism and mass violence and a criterion upon which OVC will base its funding decision. OVC does not provide AEAP funding directly to individual crime victims.

Evidence-Based Programs or Practices

OJP strongly emphasizes the use of data and evidence in policy making and program development in criminal justice, juvenile justice, and crime victim services. OJP is committed to:

- Improving the quantity and quality of evidence OJP generates
- Integrating evidence into program, practice, and policy decisions within OJP and the field
- Improving the translation of evidence into practice

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. The OJP.CrimeSolutions.gov website is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

II. Federal Award Information

Amount and Length of Awards

There are no minimum or maximum levels of funding for grant awards. OVC will work with applicants to ensure that the level of funding requested is necessary to meet their unique circumstances and needs. Funding and other assistance may be provided for an extended period of time if the applicant can provide a sufficient justification. The established timeframes for funding are flexible and are not intended to prohibit the submission of applications at a different time, if warranted.

If applicable, refer to the OJP Invitation Letter for information on the maximum amount of funds OJP expects to award and the expected period of performance for an award.

All awards are subject to the availability of appropriated funds, and to any modifications or additional requirements that may be imposed by law.

The grant period is up to 36 months, with the possibility of an extension of up to 12 months. Requests for extensions and supplements will be considered on a case-by-case basis but in no case may an extension be provided that would make any award funds available for a time exceeding the fiscal year of the award plus the following 3 fiscal years. Allowable expenses may be covered retroactively to the date of the incident. Please be aware that the project period may not align with the grant award date since the award may be made in a different fiscal year from the date of the incident. The grant period is calculated beginning in the fiscal year the grant is awarded, not the date of the incident, but the project period begins when funding for expenses is requested. For example, if there is a mass violence incident on September 18, 2016, but a grant is awarded in fiscal year 2017, the grant period will begin in fiscal year 2017 but the project period would begin on September 18, 2016, if an organization sought to be reimbursed for expenses on the date of the incident. As this is emergency funding, OVC encourages organizations to apply for AEAP funding as expeditiously as is practical.

OVC will work with the grantee to close the award and de-obligate unused grant funds. Within 90 days of the project end date, the grantee must submit a final progress report and financial report. Upon submission of both reports, OVC staff will submit the grant closeout to the Office of the Chief Financial Officer and any unused grant funds will be de-obligated.

Grant Extensions and Continuations

If award funds are not expended by the end of the grant period, they must be returned to OVC and de-obligated in accordance with the applicable provisions of the *DOJ Grants Financial Guide* (the [Financial Guide](#)) and 42 U.S.C. §10601(e) of VOCA. Requests for extensions will be considered on a case-by-case basis and approved only where justified and necessary (as determined by the OVC Director) to accomplish the purpose(s) of the AEAP grant. A grant adjustment is required to change the grant period, such as an extension of the project period (no-cost extension). The grantee must request an extension at least 30 calendar days prior to the project end date.

Type of Award

OVC expects that it will make any award from this Invitation to Apply in the form of a grant.

Note: If appropriate (within applicable legal constraints), the type of instrument to be used for a particular award(s) may be changed at the time award decisions are made.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities¹) must, as described in the Part 200 Uniform Requirements² as set out at 2 C.F.R. 200.303:

- (a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that [the recipient (and any subrecipient)] is managing the Federal award in compliance with Federal statutes, regulations,

¹ For purposes of this invitation, the phrase “pass-through entity” includes any recipient or subrecipient that provides a subaward (“subgrant”) to a subrecipient (“subgrantee”) to carry out part of the funded award or program.

² 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.

and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

(b) Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards.

(c) Evaluate and monitor [the recipient’s (and any subrecipient’s)] compliance with statutes, regulations, and the terms and conditions of Federal awards.

(d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.

(e) Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive or [the recipient (or any subrecipient)] considers sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

To help ensure that applicants understand applicable administrative requirements and cost principles, OJP encourages prospective applicants to enroll, at no charge, in DOJ Grants Financial Management Online Training, available [here](#).

Budget Information

AEAP funding is supplemental and cannot supplant existing resources. As such, funding cannot be used for costs such as existing staffing and facilities; however, AEAP funding may be used to hire additional staff, pay overtime costs, or secure additional office space and supplies if it can be demonstrated that existing resources cannot sufficiently support the needs of the mass violence victims and other victims of crime. All funding requests must be tied to the incident and be victim-related. AEAP funding cannot be used to pay for property damage or loss. Additionally, AEAP funds cannot be used for routine police activities but may be used to support overtime victim service activities such as death notifications, showing/explaining a crime scene to a victim’s family, law enforcement-based victim advocates, and crime scene cleanup.

Cost Sharing or Matching Requirement

The application need not propose to provide any amount of match. However, if a successful application proposes a voluntary match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

Pre-Agreement Costs (also known as Pre-Award Costs)

Pre-agreement costs are costs incurred by the applicant prior to the start date of the period of performance of the federal award.

OJP does **not** typically approve pre-agreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. All such costs incurred prior to award and prior to approval of the costs are incurred at the sole risk of the applicant. (Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs.) Should there be extenuating circumstances that make it appropriate for OJP to consider

approving pre-agreement costs, the applicant may contact the point of contact identified in the OJP Invitation Letter (if applicable), or the individual with whom they have been working, for requirements concerning written requests for approval. If approved in advance by OJP, award funds may be used for pre-agreement costs, consistent with the recipient's approved budget and applicable cost principles. See the section on Costs Requiring Prior Approval in the [DOJ Grants Financial Guide](#), for more information.

Limitation on Use of Award Funds for Employee Compensation; Waiver

With respect to any award of more than \$250,000, a recipient may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year.³ Until the 2017 salary table is available, please refer to the 2016 Basic Rates of pay for Members of the Senior Executive Service file at www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2016/executive-senior-level. When available, the 2017 salary table for SES employees can be located at the Office of Personnel Management [website](#). Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Non-federal funds used for any such additional compensation will not be considered matching funds, where match requirements apply.) If only a portion of an employee's time is charged to an OJP award, the maximum allowable compensation is equal to the percentage of time worked times the maximum salary limitation.

The Assistant Attorney General for OJP may exercise discretion to waive, on an individual basis, this limitation on compensation rates allowable under an award. An applicant that requests a waiver should include a detailed justification in the budget narrative of its application. An applicant that does not submit a waiver request and justification with its application should anticipate that OJP will require the applicant to adjust and resubmit the budget.

The justification should address—in the context of the work the individual would do under the award—the particular qualifications and expertise of the individual, the uniqueness of the service the individual will provide, the individual's specific knowledge of the proposed program or project, and a statement that explains whether and how the individual's salary under the award would be commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work he/she would do under the award.

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

OJP strongly encourages every applicant that proposes to use award funds for any conference-, meeting-, or training-related activity (or similar event) to review carefully—before submitting an application—the OJP and DOJ policy and guidance on approval, planning, and reporting of such events, available at www.ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm. OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most conference-, meeting-, and training- costs for cooperative agreement recipients, and some conference-, meeting-, and training- costs for grant recipients; and (3) set cost limits, which include a general prohibition of all food and beverage costs.

³ OJP does not apply this limitation on the use of award funds to the nonprofit organizations listed at Appendix VIII to 2 C.F.R. Part 200.

Costs Associated with Language Assistance (if applicable)

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

For additional information, see the "Civil Rights Compliance" section under "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2017 Awards](#)" in the [OJP Funding Resource Center](#).

III. Application and Submission Information

What an Application Should Include

This section describes in detail what an application should include. An applicant should anticipate that if it fails to submit an application that contains all of the specified elements, it may negatively affect the review of its application; and, should a decision be made to make an award, it may result in the inclusion of award conditions that preclude the recipient from accessing or using award funds until the recipient satisfies the conditions and OJP makes the funds available.

An applicant may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one budget document, it must contain **both** narrative and detail information. Please review the "Note on File Names and File Types" under [How to Apply](#) to be sure the application is submitted in the permitted format.

OJP strongly recommends that applicants use appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines," "Memoranda of Understanding," "Résumés") for all attachments. Also, OJP recommends that applicants include résumés in a single file.

1. Information to Complete the Application for Federal Assistance (SF-424)

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. GMS takes information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable).

To avoid processing delays, applicants must include an accurate legal name on their SF-424. Current OJP award recipients, when completing the field for "Legal Name," should use the same legal name that appears on the prior year award document, which is also the legal name stored in OJP's financial system. On the SF-424, enter the Legal Name in box 5 and Employer Identification Number (EIN) in box 6 exactly as it appears on the prior year award document. Applicants with current awards must ensure that their GMS profile is current. If it isn't they should submit a GAN updating the information on their GMS profile prior to applying under this solicitation.

New applicants should enter the Official Legal Name and address of the applicant entity in box 5 and the EIN in box 6 of the SF-424. Applicants must attach official legal documents to their applications (e.g., articles of incorporation, 501C3) to confirm the legal name, address, and EIN entered into the SF-424.

Intergovernmental Review: This 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. Program Narrative

The following sections should be included as part of the program narrative. If the program narrative fails to comply with these length-related restrictions, OVC may consider such noncompliance in peer review and in final award decisions.

The program narrative should not exceed 30 double-spaced pages in 12-point (Times New Roman) font with 1-inch margins, and must include the following:

a. Statement of the Problem, including—

- i. the type of crime and a description of the criminal event;
- ii. identification of the lead law enforcement agency conducting the investigation and the lead prosecutor, if applicable;
- iii. the estimated number of direct and indirect victims affected by the crime;
- iv. a description of the applicant’s role in responding to the victim population since the date of the incident;
- v. a description of services that this funding will support and how these efforts will complement services already in place or respond to an unmet need;
- vi. the amount of funding requested and the time frame for support; and
- vii. a description of outreach and coordination with other public and private entities during the process of preparing the request for assistance.

b. If requesting supplemental crime victim compensation funds, address—

- i. the projected number of compensation claims to be paid and the projected number of claimants to receive payments;
- ii. the state’s maximum award amount by category, such as medical, mental health services, lost wages, and funeral expenses; and
- iii. a description of the range of expenses covered by the program and the amount of state funding available to cover victim claims.

c. Project Design (if appropriate) and Implementation

d. Capabilities and Competencies

e. Plan for Collecting the Data Required for this Invitation’s Performance Measures

OJP requires a successful applicant to submit specific performance measures data as part of its reporting under the award (see “[General Information about Post-Federal Award Reporting Requirements](#)” in [Section V. Federal Award Administration Information](#)). The performance measures correlate to the goals, objectives, and deliverables in the OJP Invitation Letter (if applicable) and below. However, because of the nature of AEAP and the fact that funding is retroactive to the date of the incident, it may be difficult for applicants to report on performance measures that have already occurred but were not known or captured at the time. For the application, the applicant should indicate an understanding of these requirements and discuss how the applicant will gather the required data, should they receive funding.

The application should describe the applicant's plan for collection of all data it will be required to provide to OJP going forward on the performance measures should the applicant receive funding.

Objective	Performance Measure(s)	Data Grantee Provides
<p>For Crime Victim Assistance— Assist victims by increasing the number and availability of services to victims of mass violence or terrorism through AEAP award funding.</p>	<p>Number of victims served, by type of service.</p>	<p>Number of victims served, by type of service (e.g., crisis counseling, therapy, emergency legal advocacy).</p> <p>Number of applicants for services that are denied, and rationale for service denial.</p> <p>Number of persons contacted regarding available services.</p> <p>Number and type of outreach activities, and results of those activities.</p>
	<p>Number of collaborative partnerships established.</p>	<p>Number of collaborative partnerships formed as a result of AEAP funding to develop new programs and essential services to aid victims of terrorism and mass violence.</p>
	<p>Number of new policies and practices evaluated and/or adopted.</p>	<p>Number of new services and/or best practices established to assist victims of terrorism and mass violence as a result of funding.</p> <p>Number of new policies or practices evaluated.</p>
	<p>Percent of new policies and practices adopted.</p>	<p>Number of those evaluated practices adopted.</p>
	<p>Percent of victims that reported satisfaction with services provided.</p>	<p>Number of survey respondents that indicated satisfaction with services provided.</p> <p>Total number of surveys completed.</p>
<p>For Crime Victim Compensation— Assist victims using AEAP award funding to recover from certain financial losses resulting from acts of mass violence or terrorism.</p>	<p>Number of victims served.</p>	<p>Number of applications processes requesting reimbursement of expenses incurred by the victim/claimant due to acts of mass violence or terrorism.</p> <p>Number of applicants who received funding as a result of filing a claim for reimbursement of expenses.</p>

		Number of applicants denied compensation and rationale for denial.
	Percent of funds for victim services provided.	<p>Number of victims/claimants that used the funding to receive services.</p> <p>Number of victims/claimants who received compensation as a result of filing a claim for reimbursement of expenses.</p> <p>Breakdown of services covered by compensation program, by dollar and percent (e.g., medical, mental health, funeral and burial, lost wages).</p> <p>Amount and percent of funds provided to service providers.</p> <p>Amount and percent of funds provided directly to victims/claimants as reimbursement.</p>

Note on Project Evaluations

An applicant that proposes to use award funds to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute “research” for the purpose of applicable DOJ regulations for the protection of human subjects. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP’s performance measure data reporting requirements, likely do not constitute “research.” Each applicant should provide sufficient information for OJP to determine whether the particular project it proposes would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ definition of research that appears at 28 C.F.R. Part 46 (“Protection of Human Subjects”).

Research, for the purpose of human subjects protection for OJP-funded programs, is defined as “a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge.” 28 C.F.R. 46.102(d).

For additional information on determining whether a proposed activity would constitute research for purposes of human subjects protection, applicants should consult the decision tree in the “Research and the protection of human subjects” section of the [“Requirements related to Research”](#) web page of the "Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2017," available through the [OJP Funding Resource Center](#). A prospective applicant whose application may propose a research or statistical component also should review the “Data Privacy and Confidentiality Requirements” section on that web page.

3. Budget and Associated Documentation

a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/Apply/Resources/BudgetDetailWorksheet.pdf. An applicant that submits its budget in a different format should use the budget categories listed in the sample budget worksheet. The Budget Detail Worksheet should break out costs by year.

For questions pertaining to budget and examples of allowable and unallowable costs, see the [DOJ Grants Financial Guide](#).

b. Budget Narrative

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

An applicant should demonstrate in its budget narrative how it will maximize cost effectiveness of award expenditures. Budget Narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a Budget Narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

The Budget Narrative should be mathematically sound and correspond clearly with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs, and how those costs are necessary to the completion of the proposed project. The narrative may include tables for clarification purposes, but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should describe costs by year.

c. Information on Proposed Subawards (if any), and Proposed Procurement Contracts (if any)

Applicants for OJP awards typically may propose to make "subawards." (If applicable, consult the OJP Invitation Letter for any restrictions on subawards that are specific to the particular invitation.) Applicants also may propose to enter into procurement "contracts" under the award.

Whether—for purposes of federal grants administrative requirements—a particular agreement between a recipient and a third party will be considered a "subaward" or instead considered a procurement "contract" under the award is determined by federal rules and applicable OJP guidance. It is an important distinction, in part because the federal administrative rules and requirements that apply to "subawards" and procurement "contracts" under awards differ markedly.

In general, the central question is the relationship between what the third-party will do under its agreement with the recipient and what the recipient has committed (to OJP) to do under its award to further a public purpose (e.g., services the recipient will provide, products it will develop or modify, research or evaluation it will conduct). If a third party will provide some of the services the recipient has committed (to OJP) to provide, will

develop or modify all or part of a product the recipient has committed (to OJP) to develop or modify, or will conduct part of the research or evaluation the recipient has committed (to OJP) to conduct, OJP will consider the agreement with the third party a subaward for purposes of federal grants administrative requirements.

This will be true even if the recipient, for internal or other non-federal purposes, labels or treats its agreement as a procurement, a contract, or a procurement contract. Neither the title nor the structure of an agreement determines whether the agreement—for purposes of federal grants administrative requirements—is a “subaward” or is instead a procurement “contract” under an award.

Additional guidance on the circumstances in which (for purposes of federal grants administrative requirements) an agreement constitutes a subaward as opposed to a procurement contract under an award, is available (along with other resources) on the [OJP Part 200 Uniform Requirements](#) web page.

i. Information on Proposed Subawards

A recipient of an OJP award may not make subawards ("subgrants") unless the recipient has specific federal authorization to do so. Unless an applicable statute or DOJ regulation specifically authorizes (or requires) subawards, a recipient must have authorization from OJP before it may make a subaward.

A particular subaward may be authorized by OJP because the recipient included a sufficiently detailed description and justification of the proposed subaward in the application as approved by OJP. If, however, a particular subaward is not authorized by federal statute or regulation, and is not sufficiently described and justified in the application as approved by OJP, the recipient will be required, post-award, to request and obtain written authorization from OJP before it may make the subaward.

If an applicant proposes to make one or more subawards to carry out the federal award it seeks, the applicant should (1) identify (if known) the proposed subrecipient(s), (2) describe in detail what each subrecipient will do to carry out the federal award and federal program, and (3) provide a justification for the subaward(s), with details on pertinent matters such as special qualifications and areas of expertise. Pertinent information on subawards should appear not only in the Program Narrative, but also in the Budget Detail Worksheet and Budget Narrative.

ii. Information on Proposed Procurement Contracts (With Specific Justification for Proposed Noncompetitive Contracts Over \$150,000)

Unlike a recipient contemplating a subaward, a recipient of an OJP award generally does not need specific prior federal authorization to enter into an agreement that—for purposes of federal grants administrative requirements—is considered a procurement contract, **provided that** (1) the recipient uses its own documented procurement procedures, and (2) those procedures conform to applicable federal law, including the Procurement Standards of the DOJ Part 200 Uniform Requirements (as set out at 2 C.F.R. 200.317 - 200.326). The Budget Detail Worksheet and Budget Narrative should identify proposed procurement contracts. (As discussed above, subawards must be identified and described separately from procurement contracts.)

The Procurement Standards in the Part 200 Uniform Requirements, however, reflect a general expectation that agreements that (for purposes of federal grants administrative requirements) constitute procurement contracts under awards will be entered into on the basis of full and open competition. If a proposed procurement contract would exceed the simplified acquisition threshold—currently \$150,000—a recipient of an OJP award may not proceed without competition unless and until the recipient receives specific advance authorization from OJP to use a non-competitive approach for the procurement.

An applicant that (at the time of its application) intends—without competition—to enter into a procurement contract that would exceed \$150,000 should include a detailed justification that explains to OJP why, in the particular circumstances, it is appropriate to proceed without competition. Various considerations that may be pertinent to the justification are outlined in the [DOJ Grants Financial Guide](#).

d. Pre-Agreement Costs

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

4. Indirect Cost Rate Agreement (if applicable)

Indirect costs may be charged to an award only if:

- (a) The recipient has a current (that is, unexpired), federally-approved indirect cost rate; or
- (b) The recipient is eligible to use, and elects to use, the “de minimis” indirect cost rate described in the Part 200 Uniform Requirements, as set out at 2 C.F.R. 200.414(f).

An applicant with a current (that is, unexpired) federally approved indirect cost rate is to attach a copy of the indirect cost rate agreement to the application. An applicant that does not have a current federally approved rate may request one through its cognizant federal agency, which will review all documentation and approve a rate for the applicant entity, or, if the applicant’s accounting system permits, applicants may propose to allocate costs in the direct cost categories.

For assistance with identifying the appropriate cognizant federal agency for indirect costs, please contact the OCFO Customer Service Center at 1–800–458–0786 or at ask.ocfo@usdoj.gov. If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at <http://www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf>.

Certain OJP recipients have the option of electing to use the “de minimis” indirect cost rate. An applicant that is eligible to use the “de minimis” rate that wishes to use the “de minimis” rate should attach written documentation to the application that advises OJP of both—(1) the applicant’s eligibility to use the “de minimis” rate, and (2) its election to do so. If an eligible applicant elects the “de minimis” rate, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. The “de minimis” rate may no longer be used once an approved federally-negotiated indirect cost rate is in place. (No entity that ever has had a federally-approved negotiated indirect cost rate is eligible to use the “de minimis” rate.)

5. Tribal Authorizing Resolution (if applicable)

A tribe, tribal organization, or third party that proposes to provide direct services or assistance to residents on tribal lands should include in its application a resolution, letter, affidavit, or other

documentation, as appropriate, that demonstrates (as a legal matter) that the applicant has the requisite authorization from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for an award on behalf of a tribe or multiple specific tribes, the application should include appropriate legal documentation, as described above, from all tribes that would receive services or assistance under the award. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without an authorizing resolution or comparable legal documentation from each tribal governing body) may submit, instead, a copy of its consortium bylaws with the application.

An applicant unable to submit an application that includes a fully executed (i.e., signed) copy of legal appropriate documentation, as described above, consistent with the applicable tribe's governance structure, should, at a minimum, submit an unsigned, draft version of such legal documentation as part of its application (except for cases in which, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, OJP will make use of and access to award funds contingent on receipt of the fully executed legal documentation.

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

Every applicant (other than an individual applying in his/her personal capacity) is to download, complete, and submit the [OJP Financial Management and System of Internal Controls Questionnaire](#), as part of its application.

Among other things, the form requires each applicant to disclose whether it currently is designated "high risk" by a federal grant-making agency outside of DOJ. For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the applicant's past performance, or other programmatic or financial concerns with the applicant. If an applicant is designated high risk by another federal awarding agency, the applicant must provide the following information:

- The federal awarding agency that currently designates the applicant high risk
- The date the applicant was designated high risk
- The high-risk point of contact at that federal awarding agency (name, phone number, and email address)
- The reasons for the high-risk status, as set out by the federal awarding agency

OJP seeks this information to help ensure appropriate federal oversight of OJP awards. An applicant that is considered "high-risk" by another federal awarding agency is not automatically disqualified from receiving an OJP award. OJP may, however, consider the information in award decisions, and may impose additional OJP oversight of an award (including through the conditions that accompany the award document).

7. Disclosure of Lobbying Activities

Each applicant must complete and submit this information. An applicant that expends any funds for lobbying activities is to provide all of the information requested on the form Disclosure of Lobbying Activities (SF-LLL). An applicant that does not expend any funds for lobbying activities is to enter "N/A" in the text boxes for item 10 ("a. Name and Address of Lobbying Registrant" and "b. Individuals Performing Services").

8. Additional Attachments

a. Applicant Disclosure of Pending Applications

Each applicant is to disclose whether it has (or is proposed as a subrecipient under) any pending applications for federally funded grants or cooperative agreements that (1) include requests for funding to support the same project being proposed in the application being submitted to OJP, and (2) would cover any identical cost items outlined in the budget submitted to OJP as part of an application. The applicant is to disclose applications made directly to federal awarding agencies, and also applications for subawards of federal funds (e.g., applications to state agencies that will subaward (“subgrant”) federal funds).

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Each applicant that has one or more pending applications as described above is to provide the following information about pending applications submitted within the last 12 months:

- The federal or State funding agency
- The solicitation name/project name
- The point of contact information at the applicable federal or State funding agency

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

Each applicant should include the table as a separate attachment to its application. The file should be named “Disclosure of Pending Applications.” The applicant’s legal name on the application must match the entity named on the disclosure of pending applications statement.

Any applicant that does not have any pending applications as described above is to submit, as a separate attachment, a statement to this effect: “[Applicant Name on SF-424] does not have (and is not proposed as a subrecipient under) any pending applications submitted within the last 12 months for federally funded grants or cooperative agreements (or for subawards under federal grants or cooperative agreements) that request funding to support the same project being proposed in this application to OJP and that would cover any identical cost items outlined in the budget submitted as part of this application.”

b. Research and Evaluation Independence and Integrity (if applicable)

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. The applicant must demonstrate independence and integrity regarding both this proposed research and/or evaluation, and any current or prior related projects.

Each application should include an attachment that addresses both i. and ii. below.

- i. For purposes of the invited application, each applicant is to document research and evaluation independence and integrity by including one of the following two items:
 - a. A specific assurance that the applicant has reviewed its application to identify any actual or potential apparent conflicts of interest (including through review of pertinent information on the principal investigator, any co-principal investigators, and any subrecipients), and that the applicant has identified no such conflicts of interest—whether personal or financial or organizational (including on the part of the applicant entity or on the part of staff, investigators, or subrecipients)—that could affect the independence or integrity of the research, including the design, conduct, and reporting of the research.

OR

- b. A specific description of actual or potential apparent conflicts of interest that the applicant has identified—including through review of pertinent information on the principal investigator, any co-principal investigators, and any subrecipients—that could affect the independence or integrity of the research, including the design, conduct, or reporting of the research. These conflicts may be personal (e.g., on the part of investigators or other staff), financial, or organizational (related to the applicant or any subrecipient entity). Some examples of potential investigator (or other personal) conflict situations are those in which an investigator would be in a position to evaluate a spouse's work product (actual conflict), or an investigator would be in a position to evaluate the work of a former or current colleague (potential apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization would not be given an award to evaluate a project, if that organization had itself provided substantial prior technical assistance to that specific project or a location implementing the project (whether funded by OJP or other sources), because the organization in such an instance might appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research or evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability of an evaluation or research product is a problem and must be disclosed.
 - ii. In addition, for purposes of the invited application, each applicant must address possible mitigation of research integrity concerns by including, at a minimum, one of the following two items:
 - a. If an applicant reasonably believes that no actual or potential apparent conflicts of interest (personal, financial, or organizational) exist, then the applicant should

provide a brief narrative explanation of how and why it reached that conclusion. The applicant is also to include an explanation of the specific processes and procedures that the applicant has in place, or will put in place to identify and prevent (or, at the very least, mitigate) any such conflicts of interest pertinent to the funded project during the period of performance. Documentation that may be helpful in this regard may include organizational codes of ethics/conduct and policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan, if any, will be accepted as proposed.

OR

- b. If the applicant has identified actual or potential apparent conflicts of interest (personal, financial, or organizational) that could affect the independence and integrity of the research, including the design, conduct, or reporting of the research, the applicant is to provide a specific and robust mitigation plan to address each of those conflicts. At a minimum, the applicant is expected to explain the specific processes and procedures that the applicant has in place, or will put in place, to identify and eliminate (or, at the very least, mitigate) any such conflicts of interest pertinent to the funded project during the period of performance. Documentation that may be helpful in this regard may include organizational codes of ethics/conduct and policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan, if any, will be accepted as proposed.

OJP will assess research and evaluation independence and integrity based on considerations such as the adequacy of the applicant's efforts to identify factors that could affect the objectivity or integrity of the proposed staff and/or the applicant entity (and any subrecipients) in carrying out the research, development, or evaluation activity; and the adequacy of the applicant's existing or proposed remedies to control any such factors.

c. Disclosure of Process Related to Executive Compensation (if applicable)

An applicant that is a nonprofit organization may be required to make certain disclosures relating to the processes it uses to determine the compensation of its officers, directors, trustees, and key employees.

Under certain circumstances, a nonprofit organization that provides unreasonably high compensation to certain persons may subject both the organization's managers and those who receive the compensation to additional federal taxes. A rebuttable presumption of the reasonableness of a nonprofit organization's compensation arrangements, however, may be available if the nonprofit organization satisfied certain rules set out in Internal Revenue Service regulations with regard to its compensation decisions.

Each applicant nonprofit organization must state at the time of its application (in the "OJP Financial Management and System of Internal Controls Questionnaire" mentioned above) whether or not the applicant entity believes (or asserts) that it currently satisfies the requirements of 26 C.F.R. 53.4958-6 (which relate to establishing or invoking a rebuttable presumption of reasonableness of compensation of certain individuals and entities).

A nonprofit organization that states in the questionnaire that it believes (or asserts) that it has satisfied the requirements of 26 C.F.R. 53.4958-6 must then disclose, in an attachment to its application (to be titled "Disclosure of Process related to Executive Compensation"), the process used by the applicant nonprofit organization to determine the compensation of its officers, directors, trustees, and key employees (together, "covered persons").

At a minimum, the disclosure must describe in pertinent detail: (1) the composition of the body that reviews and approves compensation arrangements for covered persons, (2) the methods and practices used by the applicant nonprofit organization to ensure that no individual with a conflict of interest participates as a member of the body that reviews and approves a compensation arrangement for a covered person, (3) the appropriate data as to comparability of compensation that is obtained in advance and relied upon by the body that reviews and approves compensation arrangements for covered persons, and (4) the written or electronic records that the applicant organization maintains as concurrent documentation of the decisions with respect to compensation of covered persons made by the body that reviews and approves such compensation arrangements, including records of deliberations and of the basis for decisions.

For purposes of the required disclosure, the following terms and phrases have the meanings set out by the Internal Revenue Service for use in connection with 26 C.F.R. 53.4958-6: officers, directors, trustees, key employees, compensation, conflict of interest, appropriate data as to comparability, adequate documentation, and concurrent documentation.

Applicant nonprofit organizations should note that following receipt of an appropriate request, OJP may be authorized or required by law to make information submitted to satisfy this requirement available for public inspection. Also, a recipient may be required to make a prompt supplemental disclosure after the award in certain circumstances (e.g., changes in the way the organization determines compensation).

Before You Apply

The Department of Justice's AEAP Guidelines for Terrorism and Mass Violence Crimes requires that a Letter of Request be submitted that addresses the information listed below. This should be sent to OVC once an applicant has determined the extent and nature of the need but before a formal application is submitted, and should include the following:

- The type of crime and description of the criminal event;
- The lead law enforcement agency conducting the investigation.
- Estimated number of victims affected by the crime, both direct and indirect;
- The applicant's role in responding to the victim population since the date of the incident.
- Services that this funding will support and how these efforts will either complement services already in place or respond to an unmet need.
- The amount of funding requested and the timeframe for support.
- A description of outreach and coordination with other public and private entities during the process of preparing the request for assistance.

How to Apply

An applicant must submit its application through the [Grants Management System \(GMS\)](#), which provides support for the application, award, and management of awards at OJP. Each applicant **must register in GMS for each specific funding opportunity**. Although the registration and

submission deadlines are the same, OJP urges each applicant entity to register promptly, especially if this is the first time the applicant is using the system. Find complete instructions on how to register and submit an application in GMS at www.ojp.gov/gmscbt/. An applicant that experiences technical difficulties during this process may email GMS.HelpDesk@usdoj.gov or call 888-549-9901 (option 3), 24 hours every day, including during federal holidays. OJP recommends that each applicant **register promptly** to prevent delays in submitting an application package by the deadline.

Note on File Types: GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: “.com,” “.bat,” “.exe,” “.vbs,” “.cfg,” “.dat,” “.db,” “.dbf,” “.dll,” “.ini,” “.log,” “.ora,” “.sys,” and “.zip.”

Every applicant entity must comply with all applicable System for Award Management (SAM) and unique entity identifier (currently, "DUNS" number) requirements. If an applicant entity has not fully complied with applicable SAM and unique identifier requirements by the time OJP makes award decisions, OJP may determine that the applicant is not qualified to receive an award, and may use that determination as a basis for making an award to a different applicant.

All applicants should complete the following steps:

- 1. Acquire a unique entity identifier (currently, a Data Universal Numbering System ("DUNS") number).** In general, the Office of Management and Budget requires every applicant for a federal award (other than an individual) to include a "unique entity identifier" in each application, including an application for a supplemental award. Currently, a DUNS number is the required unique entity identifier.

A DUNS number is a unique nine-digit identification number provided by the commercial company Dun and Bradstreet. This unique entity identifier is used for tracking purposes and to validate address and point of contact information for applicants, recipients, and subrecipients. It will be used throughout the life cycle of an OJP award. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866-705-5711 to obtain a DUNS number or apply online at www.dnb.com. A DUNS number is usually received within 1-2 business days.

- 2. Acquire registration with the System for Award Management (SAM).** SAM is the repository for certain standard information about federal financial assistance applicants, recipients, and subrecipients. All applicants for OJP awards (other than individuals) must maintain current registrations in the SAM database. Each applicant must update or renew its SAM registration annually to maintain an active status. SAM registration and renewal can take as long as 10 business days to complete.

Information about SAM registration procedures can be accessed at www.sam.gov.

- 3. Acquire a GMS username and password.** New users must create a GMS profile by selecting the "First Time User" link under the sign-in box of the [GMS](http://www.ojp.gov/gmscbt/) home page. For more information on how to register in GMS, go to www.ojp.gov/gmscbt/.
- 4. Verify the SAM registration in GMS.** OJP requires each applicant to verify its SAM registration in GMS. Once logged into GMS, click the "CCR Claim" link on the left side of the default screen. Click the submit button to verify the SAM (formerly CCR) registration.

5. **Search for the funding opportunity on GMS.** After logging into GMS or completing the GMS profile for username and password, go to the “Funding Opportunities” link on the left side of the page. Select the appropriate OJP Bureau or Program Office and the Program/Project name associated with the invited application. See the OJP Invitation Letter (if applicable) and the title page of this Guidance.
7. **Register by selecting the “Apply Online” button associated with the funding opportunity title.** The search results from step 5 will display the funding opportunity title along with the registration and application deadlines for this funding opportunity. Select the “Apply Online” button in the “Action” column to register for this funding opportunity and create an application in the system.
8. **Follow the directions in GMS to submit an application consistent with this guidance.** Once submitted, GMS will display a confirmation screen stating the submission was successful. **Important:** In some instances, an applicant must wait for GMS approval before submitting an application. OJP urges each applicant to submit its application **at least 72 hours prior** to the application due date.

Experiencing Unforeseen GMS Technical Issues

An applicant that experiences unforeseen GMS technical issues beyond its control that prevent it from submitting its application by the deadline may contact the [GMS Help Desk](#) or the [SAM Help Desk](#) (Federal Service Desk) to report the technical issue and receive a tracking number. The applicant may email the OVC contact identified in the OJP Invitation Letter (if applicable) or individual with whom you have been working **within 24 hours after the application deadline** to request approval to submit its application after the deadline. The applicant’s email must describe the technical difficulties and must include a timeline of the applicant’s submission efforts, the complete application, the applicant’s DUNS number, and any GMS Help Desk or SAM tracking number(s). **Note: OJP does not automatically approve requests to submit a late application.** After OJP reviews the applicant’s request, and contacts the GMS Help Desk to verify the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the untimely application submission was due to the applicant’s failure to follow all required procedures, OJP will deny the applicant’s request to submit their application.

The following conditions generally are insufficient to justify late submissions:

- Failure to register in SAM or GMS in sufficient time (SAM registration and renewal can take as long as 10 business days to complete.)
- Failure to follow GMS instructions on how to register and apply as posted on the GMS website.
- Failure to follow each instruction in the OJP invitation letter (if applicable) or guidance.
- Technical issues with the applicant’s computer or information technology environment, including firewalls.

IV. Application Review Information

Review Process

OJP is committed to ensuring a fair and open process for making awards. OVC reviews the application to make sure that the information presented is reasonable, understandable,

measurable, achievable, and consistent with the OJP invitation, this Guidance, to apply and any associated program(s).

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP reviews information related to the degree of risk posed by applicants. Among other things, to help assess whether an applicant that has one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM as excluded from receiving a federal award. In addition, if OJP anticipates that an award will exceed \$150,000 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 applicants.]

The evaluation of risks goes beyond information in SAM, however. OJP itself has in place a framework for evaluating risks posed by applicants for competitive awards. OJP takes into account information pertinent to matters such as—

1. applicant financial stability and fiscal integrity;
2. quality of the management systems of the applicant, and the applicant's ability to meet prescribed management standards, including those outlined in the DOJ Grants Financial Guide;
3. applicant's history of performance under OJP and other DOJ awards (including compliance with reporting requirements and award conditions), and awards from other federal agencies;
4. reports and findings from audits of the applicant, including audits under the Part 200 Uniform Requirements; and
5. applicant's ability to comply with statutory and regulatory requirements and to effectively implement other award requirements.

Absent explicit statutory authorization or written delegation of authority to the contrary, the Assistant Attorney General will make all final award decisions.

V. Federal Award Administration Information

OJP sends award notifications by email through GMS to the individuals listed in the application as the point of contact and the authored representative. The email notification includes detailed instructions on how to access and view the award documents, and steps to take in GMS to start the award acceptance process. GMS automatically issues the notifications at 9:00 p.m. eastern time on the award date.

For each successful applicant, an individual with the necessary authority to bind the applicant will be required to log in; execute a set of legal certifications and a set of legal assurances; designate a financial point of contact; thoroughly review the award, including all award conditions; and sign and accept the award. The award acceptance process requires physical

signature of the award document by the authorized representative and the scanning of the fully executed award document to OJP.

Administrative, National Policy, and Other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions, and all applicable requirements of federal statutes, regulations, and executive orders (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance). OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application.

Applicants should consult the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2017 Awards](#)", available in the [OJP Funding Resource Center](#). In addition, applicants should examine the following two legal documents, as each successful applicant must execute both documents before it may receive any award funds.

- [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)
- [Standard Assurances](#)

Applicants may view these documents in the Apply section of the [OJP Funding Resource Center](#).

The web pages accessible through the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2017 Awards](#)" are intended to give applicants for OJP awards a general overview of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants and cooperative agreements awarded in fiscal year 2017. Individual OJP awards typically also will include additional award conditions. Those additional conditions may relate to the particular statute or program, or the solicitation under which the award is made; the substance of the funded application; the recipient's performance under other federal awards; the recipient's legal status (e.g., as a for-profit entity); or other pertinent considerations.

General Information about Post-Federal Award Reporting Requirements

In addition to the deliverables identified in the OJP Invitation Letter (if applicable), an award recipient will be required to submit the following reports and data.

Required reports. Recipients typically must submit quarterly financial reports, semi-annual 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.)

Awards that exceed \$500,000 will include an additional condition that, under specific circumstances, will require the recipient to report (to FAPIIS) information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either the OJP award or any other grant, cooperative agreement, or procurement contract from the federal government. Additional information on this reporting requirement appears in the text of the award condition posted on the OJP website at <http://ojp.gov/funding/FAPIIS.htm>.

Data on performance measures. In addition to required reports, an award recipient also must provide data that measure the results of the work done under the award. To demonstrate program progress and success, and to assist DOJ in fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352.

OJP will require any recipient, post award, to provide the performance measures data identified in the OJP Invitation Letter, so that OJP can calculate values for the pertinent performance measures.

VI. Federal Awarding Agency Contact(s)

For OJP Contact(s), see the OJP Invitation Letter, if applicable, or the title page.

For contact information for GMS, see the title page.

VII. Other Information

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

All applications submitted to OJP (including all attachments to applications) are subject to the federal Freedom of Information Act (FOIA) and the Privacy Act. By law, DOJ may withhold information that is responsive to a request pursuant to FOIA if DOJ determines that the responsive information either is protected under the Privacy Act or falls within the scope of one of nine statutory exemptions under FOIA. DOJ cannot agree in advance of a request pursuant to FOIA not to release some or all portions of an application.

In its review of records that are responsive to a FOIA request, OJP will withhold information in those records that plainly falls within the scope of the Privacy Act or one of the statutory exemptions under FOIA. (Some examples include certain types of information in budgets, and names and contact information for project staff other than certain key personnel.) In appropriate circumstances, OJP will request the views of the applicant/recipient that submitted a responsive document.

For example, if OJP receives a request pursuant to FOIA for an application submitted by a nonprofit or for-profit organization or an institution of higher education, or for an application that involves research, OJP typically will contact the applicant/recipient that submitted the application and ask it to identify—quite precisely—any particular information in the application that applicant/recipient believes falls under a FOIA exemption, the specific exemption it believes applies, and why. After considering the submission by the applicant/recipient, OJP makes an independent assessment regarding withholding information. OJP generally follows a similar process for requests pursuant to FOIA for applications that may contain law-enforcement sensitive information.

Provide Feedback to OJP

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this Guidance, the application submission process, and/or the application review process. Feedback may be provided to OJPSolicitationFeedback@usdoj.gov.

IMPORTANT: This email is for feedback and suggestions only. OJP **does not** send replies from this mailbox. A prospective applicant that has specific questions on any program or technical

aspect of this invitation or guidance **must** use the appropriate telephone number or email listed in the OJP Invitation Letter (if applicable) or the individual with whom you have been working, to obtain information. These contacts are provided to help ensure that prospective applicants can directly reach an individual who can address specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please email your résumé to ojppeerreview@lmsolas.com. (Do not send your résumé to the OJP Solicitation Feedback email account.) **Note:** Neither you nor anyone else from your organization or entity can be a peer reviewer in a competition in which you or your organization/entity has submitted an application.

Application Checklist

FY 2017 Antiterrorism and Emergency Assistance Program For Crime Victim Compensation and Assistance

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

What an Applicant Should Do:

Prior to Registering in GMS:

_____ Acquire a DUNS Number (see page 24)

_____ Acquire or renew registration with SAM (see page 24)

To Register with GMS:

_____ For new users, acquire a GMS username and password* (see page 25)

_____ For existing users, check GMS username and password*
to ensure account access (see page 25)

_____ Verify SAM registration in GMS (see page 25)

_____ Search for correct funding opportunity in GMS (see page 25)

_____ Register by selecting the "Apply Online" button associated with the
funding opportunity (see page 25)

_____ Read OJP policy and guidance on conference approval, planning, and reporting
available at ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm
(see page 11)

_____ If experiencing technical difficulties in GMS, contact OVC (see page 2)

*Password Reset Notice—GMS users are reminded that while password reset capabilities exist, this function is only associated with points of contacts designated within GMS at the time the account was established. Neither OJP nor the GMS Help Desk will initiate a password reset unless requested by the authorized official or a designated point of contact associated with an award or application."

Overview of Post-Award Legal Requirements:

_____ Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2017 Awards](#)" in the [OJP Funding Resource Center](#).

Eligibility Requirements:

For Crime Victim Assistance, eligible applicants are limited to state victim assistance programs; public agencies, including federal, state, and local governments, and federally recognized Indian tribal governments as determined by the Secretary of the Interior and published in the Federal Register; public institutions of higher education; and victim service and nongovernmental organizations.

For Crime Victim Compensation, eligible applicants are limited to state crime victim compensation administrative agencies.

OVC does not provide AEAP funding directly to individual crime victims. AEAP applications will be accepted only from the jurisdiction where the crime occurred, unless a federal statute establishes a special authorization and appropriation supporting allocations to other jurisdictions or a compelling justification can be provided to the OVC Director supporting requests from other

jurisdictions. In the case of terrorism and mass violence outside the United States, OVC will make a determination regarding which organizations or agencies within the United States may apply for funding.

This is a restricted invitation because the program is intended to respond to specific cases of terrorism and mass violence. Only after OVC has consulted with an eligible organization can an application be submitted. Further guidance on submitting an application is outlined in the Guidelines for AEAP (Federal Register, Vol. 67, No. 21, January 31, 2002).

What an Application Should Include:

_____ Application for Federal Assistance (SF-424)	(see page 12)
_____ Program Narrative	(see page 13)
_____ Budget Detail Worksheet	(see page 16)
_____ Budget Narrative	(see page 16)
_____ Indirect Cost Rate Agreement (if applicable)	(see page 18)
_____ Tribal Authorizing Resolution (if applicable)	(see page 18)
_____ Financial Management and System of Internal Controls Questionnaire	(see page 19)
_____ Disclosure of Lobbying Activities (SF-LLL)	(see page 20)
_____ Additional Attachments	
_____ Timelines	(see page 12)
_____ Memoranda of Understanding	(see page 12)
_____ Résumés	(see page 12)
_____ Applicant Disclosure of Pending Applications	(see page 20)
_____ Research and Evaluation Independence and Integrity	(see page 21)
_____ Disclosure of Process related to Executive Compensation (if applicable)	(see page 22)
_____ Request and Justification for Employee Compensation Waiver (if applicable)	(see page 11)