

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



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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) is seeking applications for a demonstration initiative that will build on past efforts and existing partnerships to establish a robust, data-driven and community-oriented approach to address recurring serious child injuries that lead to near-fatalities and deaths due to victimization. The OVC Fiscal Year (FY) 2019 Reducing Child Fatalities and Recurring Child Injuries Caused by Crime Victimization solicitation furthers the Department's mission by developing models for coordinated responses to effectively identify and reduce child injuries and fatalities, as a result of crime victimization, through the use of collaborative partnerships.

## **OVC FY 2019 Reducing Child Fatalities and Recurring Child Injuries Caused by Crime Victimization**

**Applications Due: May 30, 2019**

### **Eligibility**

This solicitation has two purpose areas. Eligible applicants may apply to either purpose area, but not both. Applicants that apply to both purpose areas will not be considered.

**Purpose Area 1: Demonstration Sites** — For eligibility details, see [Section C. Eligibility Information](#).

**Purpose Area 2: Technical Assistance (TA) Provider** — For eligibility details, see [Section C. Eligibility Information](#).

Under both purpose areas, OVC welcomes applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients ("subgrantees").<sup>1</sup> The applicant must be the entity that would have primary responsibility for carrying out the award, including administering the funding and managing the entire project. 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 2019 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

### **Deadline**

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<sup>1</sup> For additional information on subawards, see "Budget and Associated Documentation" under [Section D. Application and Submission Information](#).

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 30, 2019.

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.

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

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

## Contact Information

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

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

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

### Pre-Application Webinar

OVC will conduct one pre-application webinar on Wednesday, April 10, 2019, from 3:00–4:00 p.m., eastern time. Participation in the webinar is optional. OVC staff will review the solicitation requirements and conduct a question-and-answer session with interested potential applicants. You may register for the webinar at: <https://www.ovc.gov/grants/webinars.html>.

Grants.gov number assigned to this solicitation: OVC-2019-15653

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# OVC FY 2019 Reducing Child Fatalities and Recurring Child Injuries Caused by Crime Victimization CFDA # 16.582

## A. Program Description

### Overview

The Office for Victims of Crime (OVC) is committed to enhancing the nation's capacity to assist crime victims and provide leadership in changing policies and practices to promote justice and healing for all victims of crime. Under this solicitation, OVC will provide funding to support the development of multidisciplinary strategies and responses to effectively address cases involving children who have experienced serious or near-death injuries as a result of abuse and/or neglect, and to reduce the number of child fatalities within each of the participating jurisdictions. The selected demonstration sites will examine current responses and approaches to addressing child fatalities, (e.g., child fatality review teams, Children's Justice Act Task Forces), expand partnerships (e.g., multidisciplinary teams, community collaboratives); transform their overall response to more strategically and effectively address serious child injuries, near-fatalities, and deaths due to crime victimization within their own jurisdictions; and share findings and lessons learned with the crime victims' field.

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

### Project-Specific Information

According to a 2016 report produced by the Commission to Eliminate Child Abuse and Neglect Fatalities (the Commission), between 4 and 8 children die every day in the United States from abuse or neglect. Many more children continue to face the threat of serious injury due to victimization. The Protect Our Kids Act of 2012 established the Commission to study approaches and develop recommendations and guidelines to reduce child injuries and fatalities. Over the course of two years, the Commission conducted a thorough national-scope analysis of the complex issues surrounding this problem. Their efforts resulted in the publication of a final report in 2016 titled, *Within Our Reach, A National Strategy to Eliminate Child Abuse and Neglect Fatalities*. The findings acknowledged a number of challenges, including, but not limited to:

- Incomplete data (e.g., inconsistent definitions, varied data collection efforts) that restrict the ability to define the scope of the problem nationwide;
- Variance in the systematic approach to these issues (e.g., each jurisdiction's response is comprised of unique partners that respond differently, and lack of comprehensive protocols and procedures);
- General lack of public awareness of the issues; and
- The lack of infrastructure at the local, state, tribal, and federal levels to support the reduction of child injuries and fatalities (e.g., disconnected agencies that do not have the ability to follow-through on recommended changes to policy, procedures, and practices).

The Commission's recommendations included a multitude of changes consistent with an all-systems approach to resolving these complex and critical issues.

This demonstration initiative challenges jurisdictions to work collaboratively to identify and respond to child abuse and neglect cases, and seeks to address the response to these issues as they fit within the context of crime victimization and the role of crime victim services. For the purpose of this solicitation, different approaches may be used from public health models, multidisciplinary teams, and criminal justice-based review teams. This initiative intends to pull all of those together to develop and create an all-systems approach and coordinated response to have a collective impact on the field which could be replicated in other jurisdictions.

OVC expects that this more comprehensive approach will encompass a community assessment, quantification of the issue, an action plan with the implementation of interventions, and mitigation; consider the use of human, public, and private resources; and address needs that affect the family, community, and larger society to yield more effective solutions to reduce recurring child injuries and fatalities. This approach provides the opportunity to more fully examine the challenges associated with recurring child injuries and fatalities—the problems, the solutions, the factors that contribute to resiliency and well-being in families and communities—and then identify and implement solutions in a way that includes everyone that is impacted by this complex issue: children, families, communities, and professionals.

OVC will fund up to five demonstration sites, and the initiative will be carried out in two phases – Phase I: Planning (about 12 months) and Phase II: Implementation (about 24 months). The program will use a three-pronged approach: demonstration sites, technical assistance (TA), and an implementation study. All demonstration sites and the technical assistance provider will be required to participate in the implementation study which will be competed this year under a separate solicitation. This solicitation provides guidance for applicants interested in applying for demonstration sites and TA. All awards are subject to the availability of appropriated funds, and to any modifications or additional requirements that may be imposed by law.

- **For Purpose Area 1:** During Phase I of this initiative, five demonstration sites will examine relevant data for at least the previous 5 years locally, establish formal partnerships and Memoranda of Understanding (MOUs) with key stakeholders, and create a strategic plan and needs assessment to implement a comprehensive approach for reducing child injuries and fatalities. During Phase II, sites will work with OVC and the TA provider to implement their strategic plan that was established during the planning phase and carry out a communications strategy that engages the broader community.
- **For Purpose Area 2:** This initiative will award funding to one organization (or group of organizations with one designated lead) to provide comprehensive TA to the demonstration sites and to actively share findings and lessons learned with the larger crime victims' field. The successful TA applicant will be expected to fully participate in all aspects of this initiative, including the national evaluation.

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

Applicants must demonstrate an understanding of the area of victimization and comprehensive responses and services described in the solicitation and have the staff, resources, organizational capacity, partnerships, and authority to develop or enhance programs. The lead applicant must partner with a collaborative body that has expertise in crime victim services, child injuries and fatalities, and other types of child and youth victimization.

The goal of this demonstration initiative is to develop models for coordinated responses to effectively identify and address recurring child injuries and fatalities using collaborative

partnerships. Grantees funded through this solicitation will engage in the following activities to meet the program goals and objectives:

### Purpose Area 1: Demonstration Sites Objectives

Phase I: Planning (about 12 months)—Applicants should propose plans to carry out these objectives in a defined jurisdiction, working closely with a local evaluator, a national-scope TA provider, and national evaluation team.

1. Establish formal partnerships and MOUs with a collaborative body of key stakeholders, including multidisciplinary professionals and other allied professionals. A coordinated multidisciplinary community response that brings together effective partners is critical to effectively identifying and responding to child abuse and neglect in these cases. OVC is looking for applicants that establish partnerships involving comprehensive, multidisciplinary groups and individuals. Suggested partnerships and team members may include, but are not limited to:
  - a. Victim Advocates
  - b. Law Enforcement
  - c. Child Protective Services
  - d. Faith-Based Organizations
  - e. Health Care Providers
  - f. Mental Health Professionals
  - g. Prosecutors
  - h. Citizen Review Panel
  - i. Other Allied Professionals
  - j. Schools or School Districts
  - k. Medical Examiners' Office
  - l. National Child Death Review
2. Contract with a local evaluator to conduct a collaborative retrospective review of child abuse and neglect fatalities, near-death incidents, and life-threatening injuries of children both known and unknown to Child Protective Services in at least the previous 5 years. This may help identify family and system circumstances that may have led to maltreatment injuries and fatalities, and the data will better equip the sites to focus their efforts. The review should include but is not limited to the following:
  - a. Analyze the locality's 5-year data to identify trends, existing reports, and previous findings and recommendations.
  - b. Conduct a needs assessment with new information and new data, assess the needs of the larger community perspective (e.g., conduct surveys or focus groups with service providers, and community members).
  - c. Identify risk factors and protective factors to identify children at highest risk, which can heighten the awareness of professionals and the community for increased services or monitoring.
  - d. Review agency policies and practices across multiple systems looking for areas that may need improvements. This will allow other systems interacting with these families to consider how their policies, practices, and resources can contribute to successful interventions.
3. Review current screening and investigative policies to ensure that the most vulnerable children are seen and supported, including ensuring that all referrals of children under 5 and repeat referrals receive a response.
4. Work with key stakeholders to create a strategic plan of action that addresses the findings of the needs assessment, encompasses a multisystem model and collective impact approach, and meets the needs of the locality. The plan should include the

development of protocols that clearly describe information-sharing processes and communication channels, delineate the roles of all stakeholders, and establish a clear process for how the plan will be executed (including accountability to ensure commitments are carried out).

5. Develop a sustainability plan for long-term success. See example, [https://www.cdc.gov/pcd/issues/2014/13\\_0185.htm](https://www.cdc.gov/pcd/issues/2014/13_0185.htm).
6. Establish an evaluation plan to actively determine what strategies are working and identify areas for the project team and collaborative body to redirect efforts as needed.
7. Actively participate in efforts to develop practical tools and communicate findings and lessons learned with the designated TA provider and OVC to share with other sites, the entity selected by OVC to conduct the national implementation study of this program, and the larger crime victims' field.

Phase II: Implementation (about 24 months) allows for an integrated delivery response and protocols.

1. Execute the strategic plan of action established during the Planning Phase, make adjustments to the plan as needed in response to lessons learned and new stakeholder perspectives.
2. Maintain regular engagement with key stakeholders, continue to grow the collaborative body, and make adjustments to MOUs and agreements as needed.
3. Continue to grow the knowledge base established during the Phase I retrospective review and needs assessment.
4. Carry out a communications strategy that engages the broader community and adjust the strategy as needed.
5. Participate in the ongoing evaluation and integrate lessons learned from the evaluation to adjust strategies and build upon what is working.
6. Continue to participate in efforts to develop practical tools and communicate findings and lessons learned with the larger crime victims' field (e.g., webinars, conference presentations) in partnerships with OVC-funded TA provider. In coordination with the TA provider, offer assistance to other communities seeking to replicate efforts.
7. Implement the sustainability plan to ensure long-term success.

### Deliverables

1. Provide the TA provider and OVC the lessons learned at the end of the Period of Performance.

### Purpose Area 2: Technical Assistance (TA) Provider Objectives

A range of expertise and skills are expected, and partnerships are strongly encouraged. TA applicants must have:

1. demonstrated experience and understanding of the range of issues, challenges, and needs associated with child injuries and fatalities from crime victimization and the comprehensive response to child abuse and neglect;
2. demonstrated experience working with families, communities, and professionals in a unified way;
3. demonstrated history of providing effective national-scope TA;
4. demonstrated experience in carrying out communication strategies;
5. the ability to forge partnerships, represent the range of expertise needed to successfully fulfill this project, and manage a project of this scale; and

6. the ability to bring diverse and multifaceted groups together to work toward a common goal.

Phase I: Planning (about 12 months)—Applicants should propose plans to provide national-scope TA and support to the Purpose Area 1 demonstration sites to successfully carry out the program’s objectives and also propose plans to actively communicate findings, themes, and lessons learned more broadly with the crime victims’ field.

1. Establish formal partnerships and MOUs with a national-scope collaborative body of key stakeholders to ensure the TA portion of the project is reflective of diverse perspectives and expertise.
2. Establish learning exchange teams with the demonstration sites to learn from one another and provide active TA to the sites as they develop and sustain effective local partnerships.
3. Provide robust TA to the sites as they conduct local data-driven needs assessments using both existing and new data.
4. Develop and carry out a national-scope communication strategy that effectively describes: the issues; who is affected and how; current trends; existing reports and sources of information; and efforts underway to address the problems in a more comprehensive way (through this program and beyond).
5. Support the sites as they develop and execute a communication strategy to establish localized community awareness of the issues and services available.
6. Work integrally with the sites to support them as they develop strategic plans of action.
7. Participate in the ongoing evaluation and integrate lessons learned from the evaluation to adjust strategies and build upon what is working.
8. Establish a local evaluation plan (that is complementary to the implementation study) to determine what strategies are working and identify areas to redirect efforts as needed. Develop practical tools (e.g., checklists, publications) for communities outside of the initiative area that are interested in emulating elements of this program in their own areas.
9. Actively participate in efforts to communicate tools, findings, themes, and lessons learned with the other sites and the larger crime victims’ field (e.g., webinars, conference presentations) in partnership with OVC, the demonstration sites, and the entity selected by OVC to conduct the national implementation study of this program.

Phase II: Implementation (about 24 months)

1. Maintain engagement with all key stakeholders, continue to grow the collaborative body, and make adjustments to MOUs and agreements as needed.
2. Support Purpose Area 1 demonstration sites in their efforts to sustain effective local partnerships throughout Phase II.
3. Support sites as they continue to grow the knowledge base established during the initial needs assessment.
4. Carry out the national-scope communications strategy and make adjustments as needed.
5. Support the sites as they execute their communication strategy.
6. Support the sites to carry out their strategic plans of action, identifying successes and areas for adjustment in response to lessons learned.
7. Participate in the ongoing implementation study and integrate lessons learned from the evaluation to adjust strategies and build upon what is working.
8. Continue to participate in efforts to communicate findings and lessons learned with the larger crime victims’ field (e.g., webinars, conference presentations) in partnership with

OVC, the demonstration sites, and the entity selected by OVC to conduct the national implementation study of this program.

9. In consultation with OVC, publish practical tools and provide guidance to communities outside of the initiative area that are interested in implementing elements of this program in their own communities.
10. Determine how to sustain the approaches that work to ensure that these efforts continue beyond the life of this OVC cooperative agreement.

### Deliverables

1. A final report detailing lessons learned and best practices for injury/fatality reviews and system protocols

The Goals, Objectives, and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed in [Section D. Application and Submission Information](#), under Program Narrative.

### **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;

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 at <https://www.crimesolutions.gov> is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

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

DOJ has prioritized the use of evidence-based programming and deems it critical to continue to build and expand the evidence informing criminal and juvenile justice programs to reach the highest level of rigor possible. Therefore, applicants should note that OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. Recipients and subrecipients will be expected to cooperate with program-related assessments or evaluation efforts, including through the collection and provision of information or data requested by OJP (or its designee) for the assessment or evaluation of any activities and/or outcomes of those activities funded under this solicitation. The information or data requested may be in addition to any other financial or performance data already required under this program.

## B. Federal Award Information

### Purpose Area 1: Demonstration Sites

OVC expects to make up to five awards to demonstration sites for up to \$750,000 each, with an estimated total amount awarded under this purpose area of up to \$3.75 million. OVC expects to make awards for a 36-month period of performance to begin on October 1, 2019. The period of performance must end September 30, 2022.

### Purpose Area 2: Technical Assistance Provider

OVC expects to make one award under this purpose area of up to \$1.5 million for a 36-month period of performance to begin on October 1, 2019, and end September 30, 2022.

OVC may, in certain cases, provide additional funding in future years to awards made under this solicitation, through continuation awards. In making decisions regarding continuation awards, OJP will consider, among other factors, the availability of appropriations, when the program or project was last competed, OJP's strategic priorities, and OJP's assessment of both the management of the award (for example, timeliness and quality of progress reports), and the progress of the work funded under the award.

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 any awards under this solicitation in the form of a cooperative agreement, which is a type of award that provides for OJP to have substantial involvement in carrying out award activities. See [Administrative, National Policy, and Other Legal Requirements](#), under [Section F. Federal Award Administration Information](#), for a brief discussion of what may constitute substantial federal involvement.

### **Financial Management and System of Internal Controls**

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities<sup>2</sup>) must, as described in the Part 200 Uniform Requirements<sup>3</sup> 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, 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).

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<sup>2</sup> For purposes of this solicitation, 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. Additional information on proposed subawards is listed under [What an Application Should Include](#), Section D of this solicitation.

<sup>3</sup> The "Part 200 Uniform Requirements" means the DOJ regulation at 2 C.F.R Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200.

- (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 the applicable administrative requirements and cost principles, OJP encourages prospective applicants to enroll, at no charge, in the DOJ Grants Financial Management Online Training, available at <https://onlinegfmt.training.ojp.gov>. (This training is required for all OJP award recipients.)

Also, applicants should be aware that OJP collects information from applicants on their financial management and systems of internal controls (among other information) which is used to make award decisions. Under [Section D. Application and Submission Information](#), applicants may access and review a questionnaire – the [OJP Financial Management and System of Internal Controls Questionnaire](#) – that OJP requires **all** applicants (other than an individual applying in his/her personal capacity) to download, complete, and submit as part of the application.

## **Budget Information**

### **Cost Sharing or Match Requirement**

This solicitation does not require a 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.

Voluntary committed cost sharing (defined at 2 C.F.R. 200.99) – or, voluntary match – must be cash-only under this program and, if that cash match is properly documented in the application, that additional cash contribution to the project will be considered in award decisions as described under Section E. Application Review Information, below. For additional information on cost sharing and match, see the DOJ Grants Financial Guide at <https://ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.3b.htm>.

### **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 listed on the title page of this solicitation for the 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 at <https://ojp.gov/financialguide/DOJ/index.htm> for more information.

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

With respect to any award of more than \$250,000 made under this solicitation, 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 percent 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.<sup>4</sup> The 2019 salary table for SES employees is available on the Office of Personnel Management website at <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/19Tables/exec/html/ES.aspx>. 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 a 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 <https://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

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<sup>4</sup> OJP does not apply this limitation on the use of award funds to the nonprofit organizations listed in Appendix VIII to 2 C.F.R. Part 200.

costs for grant recipients; and (3) set cost limits, which include a general prohibition of all food and beverage costs.

### **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 2018 Awards](#)" in the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>.

## **C. Eligibility Information**

Eligible applicants may apply to either purpose area, but not both. Applicants that apply to both purpose areas will not be considered.

**Purpose Area 1: Demonstration Sites** — Eligible applicants are limited to state and local agencies; federally recognized tribal governments (as determined by the Secretary of the Interior); nonprofit organizations (including tribal nonprofit organizations); faith- and community-based organizations; and colleges or universities (including tribal institutions of higher education).

**Purpose Area 2: Technical Assistance Provider** — Eligible applicants are limited to nonprofit organizations (including tribal nonprofit organizations), and colleges and universities (including tribal institutions of higher learning).

Under both purpose areas, OVC welcomes applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients ("subgrantees").<sup>5</sup> The applicant must be the entity that would have primary responsibility for carrying out the award, including administering the funding and managing the entire project. 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.

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

## **D. Application and Submission Information**

### **What an Application Should Include**

This section describes in detail what an application should include. An applicant should anticipate that failure 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

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<sup>5</sup> For additional information on subawards, see "Budget and Associated Documentation" under [Section D. Application and Submission Information](#)

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.

Moreover, an applicant should anticipate that an application that OJP determines is nonresponsive to the scope of the solicitation, or that OJP determines does not include the application elements that OVC has designated to be critical, will neither proceed to peer review, nor receive further consideration. For this solicitation, OVC has designated the following application elements as critical: Program Narrative; Budget Detail Worksheet and Budget Narrative; and Statement of the Problem, including Project Design and Implementation; and Capabilities and Competencies; and MOU(s).

**NOTE:** OJP has combined the Budget Detail Worksheet and Budget Narrative in a single document collectively referred to as the Budget Detail Worksheet. See “Budget Information and Associated Documentation” below for more information about the Budget Detail Worksheet and where it can be accessed.

*OJP strongly recommends that applicants use appropriately descriptive file names (e.g., “Program Narrative,” “Budget Detail Worksheet,” “Timelines,” “Memoranda of Understanding,” “Resumes”) for all attachments. Also, OJP recommends that applicants include resumes in a single file.*

*Please review the “Note on File Names and File Types” under [How To Apply](#) to be sure applications are submitted in permitted formats.*

#### **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. Grants.gov and the OJP Grants Management System (GMS) take 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, an applicant must include an accurate legal name on its SF-424. On the SF-424, current OJP award recipients, when completing the field for “Legal Name” (box 8a), 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). Also, current recipients should enter the Employer Identification Number (EIN) in box 8b exactly as it appears on the prior year award document. An applicant with a current, active award(s) must ensure that its GMS profile is current. If the profile is not current, the applicant should submit a Grant Adjustment Notice (GAN) updating the information on its GMS profile prior to applying under this solicitation.

A new applicant entity should enter its official legal name in box 8a, its address in box 8d, its EIN in box 8b, and its Data Universal Numbering System (DUNS) number in box 8c of the SF-424. A new applicant entity should attach official legal documents to its application (e.g., articles of incorporation, 501(c)(3) status documentation, organizational letterhead) to confirm the legal name, address, and EIN entered into the SF-424. OJP will use the System for Award Management (SAM) to confirm the legal name and DUNS number entered in the SF-424; therefore, an applicant should ensure that the information entered in the SF-424

matches its current registration in SAM. See the [How to Apply](#) section for more information on SAM and DUNS numbers.

**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

Applications should 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.
- Single-spaced, using a standard 12-point font (such as Times New Roman) with 1-inch margins.

As a separate attachment, the project abstract will **not** count against the page limit for the Program Narrative.

## 3. Program Narrative

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

The Program Narrative must include five (Purpose Area 1) or four (Purpose Area 2) separate sections:

- Statement of the Problem;
- Project Design and Implementation, including goals and objectives, logic model, and Time-Task Plan;
- Capabilities and Competencies;
- A Plan for Collecting the Data Required for this Solicitation's Performance Measures; and
- For Purpose Area 1 only: A Plan for contracting with local evaluator to conduct a retrospective review of child abuse and neglect fatalities, near-death incidents, and life-threatening injuries of children both known and unknown to Child Protective Services for at least the previous 5 years.

Applications must demonstrate clear connections between and among each of these sections. For example, the goals and objectives described in the narrative must derive directly from the problems identified and must be consistent with the logic model.

Purpose Area 1: Demonstration Site applicants should ensure all aspects of the narrative reflect the defined jurisdiction. The Program Narrative is limited to 25 pages, double-spaced, 12-point font. The following must be included in the four sections of the Program Narrative<sup>6</sup>:

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<sup>6</sup> For information on subawards (including the details on proposed subawards that should be included in the application), see "Budget and Associated Documentation" under [Section D. Application and Submission Information](#).

- a. Statement of the Problem—Describe the scope of the local problem (i.e., recurring child injuries, near-fatalities, and deaths) that the project seeks to address, including:
  - i. What is the problem in the defined jurisdiction?
  - ii. What is the rate/frequency of incidents (recurring child injuries, near-fatalities, and deaths) and how does that compare with other comparable localities?
  - iii. Who else is working to address this issue?
  - iv. What are the demographics (e.g., socioeconomic characteristics, gender, age, race) in relation to the problem?
  - v. Are there any unique risk factors or trends associated with the problem?
  - vi. What are the current fatality review processes and challenges faced in reducing child fatalities?
  - vii. What are the gaps and barriers to current approaches, policies, and procedures to address these issues?
  
- b. Project Design and Implementation—
  - i. Outline the goals, objectives, and primary activities to be accomplished through this project. These must be in alignment with the stated goals and objectives of this solicitation (described on pages 5–8) and the logic model.
  - ii. Use a logic model to graphically illustrate how the project’s goals, objectives, and activities are interrelated to address the stated problem. The logic model must be included as a separate attachment and must include information related to anticipated outputs, performance measures, and short- and long-term outcomes that are anticipated for victims served and the community. Sample logic models are available at [www.ojdp.gov/grantees/pm/logic\\_models.html](http://www.ojdp.gov/grantees/pm/logic_models.html).
  - iii. Clearly describe the organizational structure and design for the project, including: identification of a lead agency and a main point of contact within the lead agency to coordinate the effort, specification of partner agencies and groups, and explanation of plans to ensure effective coordination and successful execution of the project. Describe plans to engage partners or groups that are not yet involved.
  - iv. Identify similar initiatives already in place and describe plans to leverage and expand those existing initiatives to enhance and integrate, rather than duplicate, efforts.
  - v. Describe leadership buy-in across partner agencies and groups that will contribute to the success of the project. Identify both strengths and areas of need.
  - vi. Provide a Time-Task Plan (as a separate attachment) that outlines project phases, tasks, activities, staff responsibilities, interim deliverables, and final products. The plan must delineate organizational responsibility for the activities to be completed and provide a schedule for the completion of the activities and the submission of finished products. In preparing the Time-Task Plan, applicants should make certain that all project activities can realistically occur within the 36-month project period.
  
- c. Capabilities and Competencies—
 

Applicants must describe their expertise and organizational capacity to successfully undertake a collaborative and complex initiative and demonstrate the following elements according to the selected purpose area. Purpose Area 1 applicants should:

  - i. Outline all local partners and stakeholders that represent the groups and expertise described on pages 5–6 of the solicitation.

- ii. Delineate the roles and responsibilities of the lead agency, partner agencies and groups, and the collaborative body of stakeholders.
  - iii. Demonstrate the capacity to partner with key stakeholders (e.g., current MOUs, successful past initiatives); conduct comprehensive planning to respond to child and youth victims using multidisciplinary and community partnerships; and apply data-driven strategies to solve complex problems.
  - iv. Exhibit an understanding and experience with the application of a public health approach, provision of comprehensive services to children and families, and a multidisciplinary response to child fatalities.
  - v. Explanation of the project's organizational structure and operations.
  - vi. Identify a full-time Project Coordinator within the lead agency to organize local efforts to coordinate, manage, and lead the project. This individual must be empowered to lead a multidisciplinary effort within a well-designed, staff-supported organizational structure with the authority to carry out this project.
  - vii. Identify a Project Director to support the Project Coordinator, provide leadership and decision-making authority, and convene stakeholders. Based on lessons learned in past demonstrations projects, it is strongly recommended that for a project of this magnitude, a Project Director should allocate a significant portion of time (e.g., 30–50 percent) to this project.
  - viii. Provide a list of personnel, in addition to the identified Project Coordinator and Project Director, responsible for managing and implementing the major stages of the project, and a description of the current and proposed professional staff members' unique qualifications that enable them to fulfill their responsibilities.
  - ix. Include position descriptions and resumes for key staff identified as an attachment to the application (does not count toward the Program Narrative page limit). Position descriptions and resumes for key participants should be tailored to the application should be submitted as one separate attachment to the application.
- 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 (see "[General Information about Post-Federal Award Reporting Requirements](#)" in [Section F. Federal Award Administration Information](#)). The performance data directly relate to the goals, objectives, and deliverables identified under "Goals, Objectives, and Deliverables" in [Section A. Program Description](#).

Award recipients will be required to provide the relevant information by submitting quarterly performance data through the Transforming Victim Services module in OVC's online Performance Measurement Tool (PMT) located at <https://ovcpmt.ojp.gov/>. Applicants should review the applicable performance measures at <https://www.ovc.gov/grants/pdfxt/TVS-questionnaire.pdf>. Award recipients under this solicitation (Purpose Area 1) will be required to complete the following sections, including any relevant shared measures.

- V. Collaborative Partnerships
- VI. Strategic Planning
- VII. Victim Services

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

performance measurement page at [www.ojp.gov/performance](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP.

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

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

- e. Plan for contracting with local evaluator to conduct a retrospective review of child abuse and neglect fatalities, near-death incidents, and life-threatening injuries of children both known and unknown to Child Protective Services for at least the previous 5 years. In Phase 2, explain how the local evaluator will work with applicant to actively determine what strategies are working and identify areas for the project team to redirect efforts as needed.

Purpose Area 2: Technical Assistance Provider applicants must provide a national-scope perspective. The Program Narrative is limited to 25 pages, double-spaced, 12-point font. The following must be included in the four sections of the Program Narrative:<sup>7</sup>

- a. Statement of the Problem—Describe the scope of the national problem (i.e., recurring child injuries, near-fatalities, and deaths) that the project seeks to address, including:
  - i. What is the problem nationally?
  - ii. What are the demographics (e.g., socioeconomic characteristics, gender, age, race) in relation to the problem?
  - iii. Are there any risk factors or trends associated with the problem?
  - iv. What are the current fatality review processes and challenges faced in reducing child fatalities?
  - v. What are the gaps and barriers to current approaches, policies, and procedures to address these issues?
- b. Project Design and Implementation—
  - i. Outline the goals, objectives, and primary activities to be accomplished through this project. These must be in alignment with the stated goals and objectives of this solicitation (described on pages 5–8) and the logic model.
  - ii. Use a logic model to graphically illustrate how the project's goals, objectives, and activities are interrelated to address the stated problem. The logic model must be included as a separate attachment and must include information related to anticipated outputs, performance measures, and short- and long-term outcomes that are anticipated for victims served and the community. Sample logic models are available at [www.ojdp.gov/grantees/pm/logic\\_models.html](http://www.ojdp.gov/grantees/pm/logic_models.html).
  - iii. Clearly describe the organizational structure and design for the project, including: identification of a lead agency and a main point of contact within the lead agency

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<sup>7</sup> For information on subawards (including the details on proposed subawards that should be included in the application), see "Budget and Associated Documentation" under [Section D. Application and Submission Information](#).

- to coordinate the effort, specification of partner agencies and groups, and explanation of plans to ensure effective coordination and successful execution of the project. Describe plans to engage partners or groups that are not yet involved.
- iv. Identify similar initiatives already in place and describe plans to leverage and expand those existing initiatives to enhance and integrate, rather than duplicate, efforts.
  - v. Describe leadership buy-in across partner agencies and groups that will contribute to the success of the project. Identify both strengths and areas of need.
  - vi. Provide a Time-Task Plan that outlines project phases, tasks, activities, staff responsibilities, interim deliverables, and final products. The plan must delineate organizational responsibility for the activities to be completed and provide a schedule for the completion of the activities and the submission of finished products. In preparing the Time-Task Plan, applicants should make certain that all project activities can realistically occur within the proposed project period.
- c. Capabilities and Competencies—Applicants must describe their expertise and organizational capacity to successfully undertake a collaborative and complex initiative and demonstrate the following elements according to the selected purpose area. Purpose Area 2 applicants should:
- i. Outline all partners and stakeholders that represent the groups and expertise described in the MOU(s) on pages 5–6 of the solicitation.
  - ii. Delineate the roles and responsibilities of the lead agency, partner agencies and groups, and the collaborative body of stakeholders.
  - iii. Demonstrate experience and understanding of the range of issues, challenges, and needs associated with recurring child injuries and child fatalities and the comprehensive response to these crimes.
  - iv. Indicate experience working with families, communities, and professionals in a unified way.
  - v. Outline history of providing effective national-scope TA.
  - vi. Exhibit experience in carrying out effective communication strategies
  - vii. Describe the ability to forge partnerships, represent the range of expertise needed successfully carry out this project, and manage a project of this scale.
  - viii. Demonstrate the ability to bring diverse and multifaceted groups together to work toward a common goal. Identify a full-time Project Coordinator within the lead agency to organize local efforts to coordinate, manage, and lead the project. This individual must be empowered to lead a multidisciplinary effort within a well-designed, staff-supported organizational structure with the authority to carry out this project.
  - ix. Identify a Project Director to support the Project Coordinator, provide leadership and decision making authority, and convene stakeholders. Based on lessons learned in past demonstrations projects, it is strongly recommended that for a project of this magnitude, a Project Director allocate a significant portion of time (e.g., 30–50 percent) to this project.
  - x. Provide a list of personnel, in addition to the identified Project Coordinator and Project Director, responsible for managing and implementing the major stages of the project, and a description of the current and proposed professional staff members' unique qualifications that enable them to fulfill their responsibilities.

- xi. Include position descriptions and resumes for key staff identified as an attachment to the application (does not count towards the Program Narrative page limit). Position descriptions and resumes for key participants should be tailored to the application should be submitted as one separate attachment to the application.
- 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 (see “[General Information about Post-Federal Award Reporting Requirements](#)” in [Section F. Federal Award Administration Information](#)). The performance data directly relate to the goals, objectives, and deliverables identified under "Goals, Objectives, and Deliverables" in [Section A. Program Description](#).

Award recipients will be required to provide the relevant data by submitting quarterly performance data through the Transforming Victim Services module in OVC’s online Performance Measurement Tool (PMT) located at <https://ovcpmt.ojp.gov/>. Applicants should review the applicable performance measures at <https://www.ovc.gov/grants/pdfxt/TVS-questionnaire.pdf>. Award recipients under this solicitation (purpose area 2) will be required to complete the following sections, including any relevant shared measures.

- I. Training
- II. Technical Assistance

Reports generated from OVC’s PMT system must be uploaded to the Grants Management System (GMS) every six months. Applicants should visit OJP’s performance measurement page at [www.ojp.gov/performance](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP.

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

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

### **Note on Project Evaluations**

An applicant that proposes to use award funds through this solicitation 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 purposes of applicable DOJ human subjects’ protection regulations. 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 purposes 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](#)” webpage of the “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards](#),” available through the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>.

Every prospective applicant whose application may propose a research or statistical component also should review the “Data Privacy and Confidentiality Requirements” section on that webpage.

#### **4. Budget and Associated Documentation**

The Budget Detail Worksheet and the Budget Narrative are now combined in a single document collectively referred to as the Budget Detail Worksheet. The Budget Detail Worksheet is a user-friendly, fillable, Microsoft Excel-based document designed to calculate totals. Additionally, the Excel workbook contains worksheets for multiple budget years that can be completed as necessary. **All applicants should use the Excel version when completing the proposed budget in an application, except in cases where the applicant does not have access to Microsoft Excel or experiences technical difficulties.** If an applicant does not have access to Microsoft Excel or experiences technical difficulties with the Excel version, then the applicant should use the 508-compliant accessible Adobe Portable Document Format (PDF) version. [When using the PDF version, an applicant must complete it for each year (this format does not allow for computations of multiple years).]

Both versions of the Budget Detail Worksheet can be accessed at <https://ojp.gov/funding/Apply/Forms/BudgetDetailWorksheet.htm>.

##### **a. Budget Detail Worksheet**

The Budget Detail Worksheet should provide the detailed computation for each budget line item, listing the total cost of each and showing how it was calculated by the applicant. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee paid with grant funds. The Budget Detail Worksheet should present a complete itemization of all proposed costs.

For questions pertaining to budget and examples of allowable and unallowable costs, see the DOJ Grants Financial Guide at <https://ojp.gov/financialguide/DOJ/index.htm>.

##### **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. As with the Budget Detail Worksheet, the budget narrative should describe costs by year.

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

Applicants for OJP awards typically may propose to make *subawards*. Applicants also may propose to enter into procurement *contracts* under the award.

Whether an action—for federal grants administrative purposes—is a subaward or procurement contract is a critical distinction as significantly different rules apply to subawards and procurement contracts. If a recipient enters into an agreement that is a subaward of an OJP award, specific rules apply—many of which are set by federal statutes and DOJ regulations; others by award conditions. These rules place particular responsibilities on an OJP recipient for any subawards the OJP recipient may make. The rules determine much of what the written subaward agreement itself must require or provide. The rules also determine much of what an OJP recipient must do both before and after it makes a subaward. If a recipient enters into an agreement that is a procurement contract under an OJP award, a substantially different set of federal rules applies.

OJP has developed the following guidance documents to help clarify the differences between subawards and procurement contracts under an OJP award and outline the compliance and reporting requirements for each. This information can be accessed online at <https://ojp.gov/training/training.htm>.

- [Subawards under OJP Awards and Procurement Contracts under Awards: A Toolkit for OJP Recipients.](#)
- [Checklist to Determine Subrecipient or Contractor Classification.](#)
- [Sole Source Justification Fact Sheet and Sole Source Review Checklist.](#)

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. The substance of the relationship should be given greater consideration than the form of agreement between the recipient and the outside entity.

### 1. 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 Program Narrative, Budget Detail Worksheet, and Budget Narrative as approved by OJP. If, however, a particular subaward is not authorized by federal statute or regulation, and is not 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 and program, 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.

### 2. Information on proposed procurement contracts (with specific justification for proposed noncompetitive contracts over \$250,000)

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. All noncompetitive (sole source) procurement contracts must meet the OJP requirements outlined at <https://ojp.gov/training/subawards-procurement.htm>. If a proposed procurement contract would exceed the Simplified Acquisition Threshold—currently, \$250,000— 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 noncompetitive 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 \$250,000 should include a detailed justification that explains to OJP why, in the particular circumstances, it is appropriate to proceed without competition.

If the applicant receives an award, sole source procurements that do not exceed the Simplified Acquisition Threshold must have written justification for the noncompetitive procurement action maintained in the procurement file. If a procurement file does not have the documentation that meets the criteria outlined in 2 C.F.R. 200, the procurement expenditures may not be allowable. Sole source procurement over the Simplified Acquisition Threshold must have prior approval from OJP using a Sole Source GAN. Written documentation justifying the noncompetitive procurement must be submitted with the GAN and maintained in the procurement file.

**d. Pre-Agreement Costs**

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

**5. Indirect Cost Rate Agreement (if applicable)**

Indirect costs may be charged to an award only if:

- (a) The recipient has a current (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 (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 Office of the Chief Financial Officer (OCFO) Customer Service Center at 800-458-0786 or at [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov). If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at <https://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.) For the “de minimis” rate requirements (including information on eligibility to elect to use the rate), see the Part 200 Uniform Requirements, at 2 C.F.R. 200.414(f).

**6. MOU**

Applicants must work with key partners and stakeholder groups to develop and submit a signed MOU that is specific to this project. The MOU should describe the key partners, show a history of partnership and collaboration, and identify the role each group will play in the

successful execution this project. The MOU must be signed by all parties. This MOU can be expanded in the future, but OVC sees this MOU as a critical indicator of community readiness and commitment to this project.

**7. 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.

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

Every OJP applicant (other than an individual applying in his or her personal capacity) is required to download, complete, and submit the OJP Financial Management and System of Internal Controls Questionnaire (Questionnaire) at

<https://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf> as part of its application.

The Questionnaire helps OJP assess the financial management and internal control systems, and the associated potential risks of an applicant as part of the pre-award risk assessment process.

The Questionnaire should only be completed by financial staff most familiar with the applicant's systems, policies, and procedures in order to ensure that the correct responses are recorded and submitted to OJP. The responses on the Questionnaire directly impact the pre-award risk assessment and should accurately reflect the applicant's financial management and internal control system at the time of the application. The pre-award risk assessment is only one of multiple factors and criteria used in determining funding. However, a pre-award risk assessment that indicates that an applicant poses a higher risk to OJP may affect the funding decision and/or result in additional reporting requirements, monitoring, special conditions, withholding of award funds, or other additional award requirements.

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 any award under this solicitation (including through the conditions that accompany the award document).

**9. 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) posted at <https://ojp.gov/funding/Apply/Resources/Disclosure.pdf>. 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”).

**10. 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 under this solicitation, and (2) would cover any identical cost items outlined in the budget submitted to OJP as part of the application under this solicitation. 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 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

<b>Federal or State Funding Agency</b>	<b>Solicitation Name/Project Name</b>	<b>Name/Phone/Email for Point of Contact at Federal or State Funding Agency</b>
DOJ/Office of Community Oriented Policing Services (COPS Office)	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov

Health and Human Services/Substance Abuse and Mental Health Services Administration	Drug-Free Communities Mentoring Program/ North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov
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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. Applicant Disclosure and Justification – DOJ High Risk Grantees<sup>8</sup>**

An applicant that is designated as a DOJ High Risk Grantee is to submit, as a separate attachment to its application, information that OJP will use, among other pertinent information, to determine whether it will consider or select the application for an award under this solicitation. The file should be named "DOJ High Risk Grantee Applicant Disclosure and Justification." (See, also, Application Review Information, for a brief discussion of how such information may considered in the application review process.)

OJP constantly seeks to optimize its investments in criminal- and juvenile justice-focused programs and activities, increase program effectiveness, and maximize the return – and program impact – from limited programmatic resources. Therefore, OJP may remove from consideration or not select for award a "DOJ High Risk Grantee" applicant that is determined to pose a substantial risk of program implementation failure. In making such determinations, OJP will consider one or more of the following factors: the applicant's lack of sufficient progress in addressing required corrective actions necessary for removal of the DOJ High Risk Grantee designation; the nature and severity of the issues leading to or accompanying the applicant's DOJ High Risk Grantee designation; or the applicant's expected ability to manage grant funds and achieve grant goals and objectives.

In this attachment, the applicant is to provide any additional information or justification – especially with regard to corrective actions yet to be implemented (as of the application date) – that may help demonstrate how the applicant has addressed or otherwise mitigated such uncorrected matters, such that any negative impact on the proposed program and its implementation would be immaterial or would be significantly reduced or

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<sup>8</sup> A "DOJ High Risk Grantee" is a recipient that has received a DOJ High-Risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible.

eliminated. (To the extent that the applicant believes that any of the information provided pursuant to this disclosure may be confidential in nature, the applicant should specifically identify it.)

**c. Research and Evaluation Independence and Integrity**

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 this solicitation, 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 this solicitation, each applicant is to 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 also is 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.

**d. Disclosure of Process Related to Executive Compensation**

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 (IRS) regulations with regard to its compensation decisions.

Each applicant nonprofit organization must state at the time of its application (question 9c in the "OJP Financial Management and System of Internal Controls Questionnaire" located at <http://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf> and mentioned earlier) 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 IRS 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).

### **How To Apply**

Applicants must register in and submit applications through [Grants.gov](https://www.grants.gov), a primary source to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at <https://www.grants.gov/web/grants/support.html>. Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, which operates 24 hours a day, 7 days a week, except on federal holidays.

Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take several weeks** for first-time registrants to receive confirmation of registration and a user password. OJP encourages applicants to **register several weeks before the**

application submission deadline. In addition, OJP urges applicants to submit applications at least 72 hours prior to the application due date, in order 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.

OJP strongly encourages all prospective applicants to sign up for Grants.gov email notifications regarding this solicitation at <https://www.grants.gov/web/grants/manage-subscriptions.html>. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for updates will be automatically notified.

**Browser Information:** Grants.gov was built to be compatible with Internet Explorer. For technical assistance with Google Chrome, or another browser, contact Grants.gov Customer Support.

**Note on Attachments:** Grants.gov has two categories of files for attachments: “mandatory” and “optional.” OJP receives all files attached in both categories. Attachments are also labeled to describe the file being attached (e.g., Project Narrative, Budget Detail Worksheet, Other). Please ensure that all required documents are attached in the correct Grants.gov category and are labeled correctly. Do not embed “mandatory” attachments within another file.

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.

An application can be checked for errors via the **Check Application** button on the **Forms** tab of the **Manage Workspace** page. The button is active if the set of forms in the workspace matches those required in the application package. If you receive a **Cross-Form Errors** message after clicking the **Check Application** button, refer to the Cross-Form Errors help article for more detailed information about this validation error.

**Note on File Names and File Types:** Grants.gov only permits the use of certain specific characters in the file names of attachments. Valid file names may include only the characters shown in the table below. Grants.gov rejects any application that includes an attachment(s) with a file name that contains any characters not shown in the table below. Grants.gov forwards successfully submitted applications to the OJP Grants Management System (GMS).

Characters	Special Characters		
Upper case (A – Z)	Parenthesis ( )	Curly braces { }	Square brackets [ ]
Lower case (a – z)	Ampersand (&)*	Tilde (~)	Exclamation point (!)
Underscore ( _ )	Comma ( , )	Semicolon ( ; )	Apostrophe ( ' )
Hyphen ( - )	At sign (@)	Number sign (#)	Dollar sign (\$)
Space	Percent sign (%)	Plus sign (+)	Equal sign (=)
Period (.)			

**\*When using the ampersand (&) in XML, applicants must use the “&amp;” format.**

**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.” GMS may reject applications

with files that use these extensions. It is important to allow time to change the type of file(s) if the application is rejected.

All applicants are required to complete the following steps:

### **Unique Entity Identifier (DUNS Number) and SAM**

Every applicant entity must comply with all applicable SAM and unique entity identifier (currently, a DUNS number) requirements. SAM is the repository for certain standard information about federal financial assistance applicants, recipients, and subrecipients. A DUNS number is a unique nine-digit identification number provided by the commercial company Dun and Bradstreet. More detailed information about SAM and the DUNS number is in the numbered sections below.

If an applicant entity has not fully complied with the 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 the award to a different applicant.

### **Applying as an Individual**

An individual who wishes to apply in his/her personal capacity should search Grants.gov for funding opportunities for which individuals are eligible to apply. Use the Funding Opportunity Number (FON) to register. (An applicant applying as an individual must comply with all applicable Grants.gov individual registration requirements.)

Enter the FON at <https://apply07.grants.gov/apply/IndCPRegister> to complete the registration form and create a username and password for Grants.gov. (An applicant applying as an individual should complete all steps below except 1, 2 and 4.)

### **Registration and Submission Steps**

- 1. Acquire a unique entity identifier (currently, a DUNS number).** 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.

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 <https://www.dnb.com/>. A DUNS number is usually received within 2 business days.

- 2. Acquire or maintain registration with SAM.** Any applicant for an OJP award creating a new entity registration (or updating or renewing a registration) in SAM.gov must submit an original, signed notarized letter appointing the authorized Entity Administrator within thirty (30) days of the registration activation. **Notarized letters must be submitted via U.S. Postal Service Mail.** Read the Alert at [sam.gov/SAM/](http://sam.gov/SAM/) to learn more about what is required in the notarized letter, and read the Frequently Asked Questions (FAQs) at [www.gsa.gov/samupdate](http://www.gsa.gov/samupdate) to learn more about this process change. All applicants for OJP awards (other than individuals) must maintain current registrations in the SAM database. Applicants will need the authorizing official of the organization and an Employer

Identification Number (EIN). Information about SAM registration procedures can be accessed at [sam.gov/SAM/](https://sam.gov/SAM/).

An application cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. Once the SAM registration/renewal is complete, **the information transfer from SAM to Grants.gov can take as long as 48 hours**. OJP recommends that the applicant register or renew registration with SAM as early as possible.

- 3. Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. An applicant entity's "unique entity identifier" (DUNS number) must be used to complete this step. For more information about the registration process for organizations and other entities, go to <https://www.grants.gov/web/grants/applicants/organization-registration.html>. Individuals registering with Grants.gov should go to <https://www.grants.gov/web/grants/applicants/registration.html>.
- 4. Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. The E-Biz POC will need the Marketing Partner Identification Number (MPIN) password obtained when registering with SAM to complete this step. Note that an organization can have more than one AOR.
- 5. Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.582, titled "OVC FY 2019 Reducing Child Fatalities and Recurring Child Injuries Caused by Crime Victimization," and the funding opportunity number is OVC-2019-15653.
- 6. Select the correct Competition ID.** Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If applying to a solicitation with multiple Competition IDs, select the appropriate Competition ID for the intended purpose area of the application.

**Purpose Area 1: Demonstration Sites OVC-2019-16429**

**Purpose Area 2: Technical Assistance Provider OVC-2019-16430**

- 7. Access Funding Opportunity and Application Package from Grants.gov.** Select "Apply for Grants" under the "Applicants" column. Enter your email address to be notified of any changes to the opportunity package before the closing date. Click the Workspace icon to use Grants.gov Workspace.
- 8. Submit a valid application consistent with this solicitation by following the directions in Grants.gov.** To preview the application prior to (or after) submitting, go to the **View Application** tab in Workspace. For additional information, review the [View Application Tab](#) help article and [Attachments Tab](#) help article. Within 24-48 hours after submitting the electronic application, the applicant should receive two notifications from Grants.gov. The first will confirm the receipt of the application. The second will state whether the application has been validated and successfully submitted, or whether it has been rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received, and then receive a rejection notice a few minutes or hours later.

Submitting an application well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges each applicant to submit its application **at least 72 hours prior** to the application due date, to allow time 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. Applications must be successfully submitted through Grants.gov by 11:59 p.m. eastern time on May 30, 2019.

Go to <https://www.grants.gov/web/grants/applicants/organization-registration.html> for further details on DUNS numbers, SAM, and Grants.gov registration steps and timeframes.

#### **Note: Application Versions**

If an applicant submits multiple versions of the same application, OJP will review only the most recent system-validated version submitted.

#### **Experiencing Unforeseen Grants.gov Technical Issues**

An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must contact the Grants.gov Customer Support Hotline at <https://www.grants.gov/web/grants/support.html> or the SAM Help Desk (Federal Service Desk) at <https://www.fsd.gov/fsd-gov/home.do> to report the technical issue and receive a tracking number. The applicant must email the OVC contact identified in the Contact Information section on the title page **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 grant application, the applicant's DUNS number, and any Grants.gov 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 Grants.gov or SAM Help Desks 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 its application.

The following conditions generally are insufficient to justify late submissions:

- Failure to register in SAM or Grants.gov in sufficient time. (SAM registration and renewal can take as long as 10 business days to complete. The information transfer from SAM to Grants.gov can take up to 48 hours.)
- Failure to follow Grants.gov instructions on how to register and apply as posted on its website.
- Failure to follow each instruction in the OJP solicitation.
- Technical issues with the applicant's computer or information technology environment, such as issues with firewalls or browser incompatibility

**Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>.**

## E. Application Review Information

### Review Criteria

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

1. Statement of the Problem/Description of the Issue (15%)
2. Project Design and Implementation (35%)
3. Capabilities and Competencies (15%)
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%)
5. Budget (10%): 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.<sup>9</sup>
6. Other MOU(s) (20%)

### 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 solicitation.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. For purposes of assessing whether an application meets basic minimum requirements and should proceed to further consideration, OJP screens applications for compliance with those requirements. Although specific requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP programs:

- The application must be submitted by an eligible type of applicant.
- The application must request funding within programmatic funding constraints (if applicable).
- The application must be responsive to the scope of the solicitation.
- The application must include all items designated as "critical elements."

For a list of the critical elements for this solicitation, see "What an Application Should Include" under [Section D. Application and Submission Information](#).

Peer review panels will evaluate, score, and rate applications that meet basic minimum requirements. OVC may use internal peer reviewers, external peer reviewers, or a combination, to assess applications on technical merit using the solicitation's review criteria. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. An external peer reviewer is an expert in the subject matter of a given solicitation who is not a current DOJ employee. Peer reviewers' ratings and any resulting recommendations are advisory only, although reviewer views are considered carefully. Other

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<sup>9</sup> Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

important considerations for OVC include geographic diversity, strategic priorities, available funding, voluntary match, and the extent to which the Budget Detail Worksheet and Budget Narrative accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant. 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 \$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.

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 applicant's management systems, 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, 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**

### **Federal Award Notices**

Award notifications will be made by September 30, 2019. OJP sends award notifications by email through GMS to the individuals listed in the application as the point of contact and the authorizing official (E-Biz POC and AOR). 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 a physical signature on the award document by the authorized representative. The fully-executed award document must then be scanned and submitted 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 and regulations (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 2018 Awards](#),” available in the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>. 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. (An applicant is not required to submit these documents as part of an application.)

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

The webpages accessible through the “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 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 FY 2019. Individual OJP awards typically also will include additional award conditions. Those additional conditions may relate to the particular statute, program, or solicitation under which the award is made; to the substance of the funded application; to the recipient’s performance under other federal awards; to the recipient’s legal status (e.g., as a for-profit entity); or to other pertinent considerations.

Awards will include a condition (the specific terms of which will govern the award) related to verification of employment eligibility. The condition will, generally speaking, require the recipient (and any subrecipient) that accepts the award to verify the employment eligibility of any individual hired under the award, consonant with 8 U.S.C. § 1324a(1).

Awards will include a condition (the specific terms of which will govern the award) related to competition requirements set forth at 2 C.F.R. § 200.319. The condition will, generally speaking, prohibit recipients (and any subrecipients) from procuring goods and services with award funds by means of any competition that disadvantages or excludes vendors on the basis of their

having (or their having had) a prior or existing contractual relationship with the federal government.

As stated above, OVC expects that it will make any award under this solicitation in the form of a cooperative agreement. Cooperative agreements include a condition in the award document that sets out the nature of the “substantial federal involvement” in carrying out the award and program. Generally stated, under OJP cooperative agreement awards, responsibility for the day-to-day conduct of the funded project rests with the recipient. OJP, however, may have substantial involvement in matters such as substantive coordination of technical efforts and site selection, and review and approval of project work plans, research designs, data collection instruments, and major project-generated materials. In addition, OJP often indicates in the award terms and conditions that it may redirect the project if necessary.

In addition to an award condition that sets out the nature of the anticipated “substantial federal involvement” in the award, cooperative agreements awarded by OJP include an award condition that requires specific reporting in connection with conferences, meetings, retreats, seminars, symposia, training activities, or similar events funded under the award.

### **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 the following reports and data.

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

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 webpage at <https://ojp.gov/funding/FAPIIS.htm>.

Data on performance measures. In addition to required reports, each 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 award recipient, post award, to provide performance data as part of regular progress reporting. Successful applicants will be required to access OJP’s performance measurement page at <https://ojp.gov/performance/> for an overview of performance measurement activities at OJP.

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

For OJP contact(s), see the title page.

For contact information for Grants.gov, see the title page.

## H. 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 to 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 the 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, OJP encourages applicants to provide feedback on this solicitation, the application submission process, and/or the application review process. Provide feedback to [OJPSolicitationFeedback@usdoj.gov](mailto:OJPSolicitationFeedback@usdoj.gov).

**IMPORTANT:** This email is for feedback and suggestions only. OJP does **not** reply from this mailbox to messages it receives in this mailbox. Any prospective applicant that has specific questions on any program or technical aspect of the solicitation **must** use the appropriate telephone number or email listed on the front of this document 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 resume to [ojpprsupport@usdoj.gov](mailto:ojpprsupport@usdoj.gov). (Do not send your resume 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.

**Appendix A: Application Checklist  
OVC FY 2019 Reducing Child Fatalities and  
Recurring Child Injuries Caused by Crime Victimization**

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 page 32)
- Acquire or renew registration with SAM (see page 32)

*To Register with Grants.gov:*

- Acquire AOR and Grants.gov username/password (see page 33)
- Acquire AOR confirmation from the E-Biz POC (see page 33)

*To Find Funding Opportunity:*

- Search for the Funding Opportunity on Grants.gov (see page 33)
- Select the correct Competition ID (see page 33)
- Access Funding Opportunity and Application Package (see page 33)
- Sign up for Grants.gov email [notifications](#) (optional) (see page 31)
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, and reporting available at [ojp.gov/financialguide/doj/PostawardRequirements/chapter3.10a.htm](http://ojp.gov/financialguide/doj/PostawardRequirements/chapter3.10a.htm) (see page 12)

*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 page 33)

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

- contact OVC's NCJRS Response Center 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 2018 Awards](#)" in the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>.

**Scope Requirement:**

- The federal amount requested is within the allowable limit(s) (\$750,000 for sites applying under Purpose Area 1; or \$1.5 million for TA provider applying for Purpose Area 2).

**Eligibility Requirement:** For eligibility information, see [Section C. Eligibility Information](#).

**What an Application Should Include:**

- Application for Federal Assistance (SF-424) (see page 14)
- Project Abstract (see page 15)

- Program Narrative \* (see page 15)
  - Statement of the Problem (Purpose Area 1 Applicants) \* (see page 15)
  - Logic Model (Purpose Area 1 Applicants)\* (see page 15)
  - Time-Task Plan (Purpose Area 1 Applicants)\* (see page 16)
  - Position Descriptions and Resumes (Purpose Area 1 Applicants)\* (see page 16)
  - Statement of the Problem (Purpose Area 2 Applicants) \* (see page 18)
  - Logic Model (Purpose Area 2 Applicants)\* (see page 18)
  - Time-Task Plan (Purpose Area 2 Applicants)\* (see page 19)
  - Position Descriptions and Resumes (Purpose Area 2 Applicants)\* (see page 20)
- Budget Detail Worksheet (including the Budget Narrative) \* (see page 21)
- Information on Proposed Subawards and/or Proposed Procurement Contracts (if applicable) (see page 22)
- Indirect Cost Rate Agreement (if applicable) (see page 24)
- MOU(s)\* (see page 25)
- Tribal Authorizing Resolution (if applicable) (see page 25)
- Financial Management and System of Internal Controls Questionnaire (see page 25)
- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see page 26)
- Additional Attachments
  - Applicant Disclosure of Pending Applications (see page 26)
  - Applicant Disclosure and Justification – DOJ High Risk Grantees (see page 27)
  - Research and Evaluation Independence and Integrity (see page 28)
  - Disclosure of Process Related to Executive Compensation (see page 29)
- Request and Justification for Employee Compensation; Waiver (if applicable) (see page 12)

\* Denotes critical elements, as indicated in “What an Application Should Include” under [Section D. Application and Submission Information](#).