

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



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC), is seeking applications for the FY 2016 Project Beacon Training and Technical Assistance Project. This program furthers the Department's mission by increasing the availability of direct services and support to urban American Indian and Alaska Native (AI/AN) victims of sex trafficking.

FY 2016 Project Beacon Training and Technical Assistance Project

Applications Due: June 21, 2016

Eligibility

Eligible applicants are limited to states, federally recognized Indian tribal governments, as determined by the Secretary of the Interior, units of local government, nonprofit and for-profit organizations (including tribal nonprofit and for-profit organizations), national organizations, and institutions of higher education (including tribal institutions of higher education). A unit of local government is any city, county, township, town, borough, parish, village, or other general-purpose political subdivision of a state, territory, or federally recognized tribal government. For-profit organizations must agree to waive any profit or fees for services. Eligible applicants must demonstrate experience in providing national- and local-level training and technical assistance to organizations and agencies that provide direct services to urban AI/AN communities, and on topics and issues specific to AI/AN victims of sex trafficking.

OVC welcomes applications that involve two or more entities that will carry out the funded federal award activities; however, one eligible entity must be the applicant and the other(s) must be proposed as subrecipient(s). The applicant must be the entity with primary responsibility for administering the funding and managing the entire project.

Nonprofit organizations that hold money in offshore accounts for the purpose of avoiding paying the tax described in 26 U.S.C. 511(a) are not eligible to apply.

For additional information, see [Section C. Eligibility Information](#).

Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 11:59 p.m. eastern time on June 21, 2016.

All applicants are encouraged 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 or 606-545-5035, or via email to support@grants.gov. The [Grants.gov](#) Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must email the OVC contact identified below **within 24 hours after the application deadline** and request approval to submit their application. Additional information on reporting technical issues is found under “Experiencing Unforeseen Grants.gov Technical Issues” in the [How to Apply](#) section.

For assistance with any other requirements of this solicitation, contact Kimberly Woodard, Senior Tribal Affairs Specialist, by telephone at 202-307-2952 or by email at kimberly.woodard@usdoj.gov.

Grants.gov number assigned to this announcement: OVC-2016-9287

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FY 2016 Project Beacon Training and Technical Assistance Project (CFDA #16.320)

A. Program Description

Overview

The purpose of this programs is to provide training and technical assistance to grant award recipients under the Office for Victims of Crime's (OVC) FY 2016 Project Beacon: Increasing Services for Urban American Indian and Alaska Native Victims of Sex Trafficking Program (Project Beacon). American Indian and Alaska Native (AI/AN) victims of sex trafficking in urban communities¹ face an array of personal and systemic challenges to accessing the services essential to aid them in fleeing a life of violence and recovering from their victimization. Organizations whose primary mission is to meet the health, safety, and general welfare needs of urban AI/ANs may lack the knowledge and experience necessary to meet the needs of this vulnerable population. OVC seeks to increase the capacity of these organizations to meet the needs of urban AI/AN victims of sex trafficking through the provision of training and technical assistance.

The statutory authority for this project is 22 U.S.C. §7105(b)(2).

Project-Specific Information

To address the problem of human trafficking in the United States, Congress passed, and the President signed into law, the Trafficking Victims Protection Act (TVPA) of 2000 (22 U.S.C. § 7101 et. seq.), which was amended by the Trafficking Victims Protection Reauthorization Act of 2003, and again amended in 2005, 2008, and 2013. The TVPA seeks to combat “severe forms” of human trafficking by punishing traffickers, protecting victims, and mobilizing U.S. Government agencies to wage a global anti-trafficking campaign. OVC administers grant award funds appropriated by Congress to support local and national efforts to combat human trafficking. OVC has identified a need to develop a grant award program specific to the needs of urban AI/AN victims of sex trafficking, and will award up to three grant awards to organizations to meet the needs of this vulnerable population.

Research suggests that urban AI/AN victims of sex trafficking are disproportionately represented among individuals who are arrested for prostitution and sex trafficking in urban communities, and that more than half of these individuals are being trafficked in communities that are hundreds, or thousands, of miles away from the reservation communities where they

¹ For the purposes of this solicitation, “American Indian and Alaska Native” refers to an individual who is an enrolled member of a federally recognized Indian tribe (25 U.S.C. §479); “sex trafficking” refers to an incident “...in which a commercial act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age,” (22 U.S.C. §7102(9)(a)); and the definition of “urban area” is consistent with the U.S. Census Bureau’s definition of “urbanized area,” which refers to an area with a total population of “50,000 or more people” (www.census.gov/geo/reference/urban-rural.html).

were raised.² Perceived and actual cultural insensitivity and/or a lack of culturally appropriate services may deter AI/AN victims of sex trafficking from accessing services offered by organizations and agencies who have developed services for victims of sex trafficking in urban communities. While there are dozens of organizations that have been established nationwide to meet the health, safety, and general welfare needs of urban AI/AN individuals, these culturally specific organizations may lack the requisite knowledge and skills to successfully meet the needs of victims of sex trafficking.

OVC desires to bridge the gap between organizations that provide culturally relevant services to AI/ANs in urban communities and urban AI/AN victims of sex trafficking through FY 2016 Project Beacon. OVC will award a 36-month cooperative agreement to one qualified organization to provide capacity-building training and technical assistance to up to three grantees under FY 2016 Project Beacon in order to achieve its goal of linking urban AI/AN victims of sex trafficking with culturally relevant, comprehensive services.

Goals, Objectives, and Deliverables

The overall goal of this project is to develop or enhance the capacity of organizations that provide services to urban AI/ANs to meet the needs of urban AI/AN victims of sex trafficking.

The award recipient under this solicitation will be expected to meet the following objectives in support of the project goal:

1. Provide three 2-day training meetings to FY 2016 Project Beacon award recipients in years one, two, and three of the award period that are designed to educate grantees about the nature, dynamics, and unique needs of urban AI/AN victims of sex trafficking; help grantees develop and finalize required products; provide services to victims using OVC's Comprehensive Service Model; collect data required for program performance measures; and conduct program evaluation activities to ensure that the program is meeting its goals and objectives.
2. Provide onsite and remote training and technical assistance to grantees to support the activities outlined in #1 above.
3. Identify and link grantees with national, state, local, and tribal resources that may enhance grantee efforts to develop and deliver direct services to victims, training to collaborative partners, and community outreach and awareness events to the target audience of urban AI/AN individuals.

The successful applicant under this solicitation will be expected to work closely with OVC's Training and Technical Assistance Center (TTAC) in planning and conducting the required annual training events to ensure that the dates, location, and venue coincide with the conduct of OVC's annual Human Trafficking Grantee Meeting. The award recipient will also be expected to collaborate with OVC TTAC in identifying existing resources that may aid FY 2016 Project Beacon grantees in meeting the goals and objectives of their awards.

² Farley, M., Matthews, N., Deer, S., Lopez, G., Stark, C., & Hudon, E. (2011). Garden of Truth: The Prostitution and Trafficking of Native Women in Minnesota. St. Paul, MN: Minnesota Indian Women's Sexual Assault Coalition and Prostitution Research and Education.

Assistance with Developing and Finalizing Grantee Products

The successful applicant under this solicitation will be expected to spend the first 12 months of the award period helping the FY 2016 Project Beacon grantees develop and finalize the following products:

- A service delivery plan detailing how the grantee will provide the services required under OVC's Comprehensive Services Model;
- A memorandum of understanding (MOU) that has been signed by each of the grantee's collaborative partners and that describes the role that each partner will play in helping the grantee deliver holistic, victim-centered services to urban AI/AN victims of sex trafficking; and
- A logic model illustrating how the grantee will monitor and evaluate its success in meeting the goals and objectives of the FY 2016 Project Beacon.

Comprehensive Service Model

OVC's Comprehensive Service model requires grantees to develop a plan to meet the holistic needs of victims of sex trafficking that meets the minimum service requirements identified below through intensive case management. The grantees must adopt an overall approach to delivering services that is victim-centered and that relies on building collaborative partnerships with key stakeholders to avoid gaps in services to victims. The delivery of comprehensive services helps grantees provide access to case management services for all victims, regardless of where the victim resides (e.g., minor victims who reside in group homes, foster care placement, or with family; adults living on their own, in residential substance abuse programs, or in emergency shelters); coordinate the delivery of services to victims across multiple systems; and offer victims the support necessary to make decisions about their lives and their futures, while also working to address the impact of ongoing traumatic stress related to their victimization, and cooperating with federal, state, local, and tribal law enforcement officers and prosecutors in the investigation and prosecution of their traffickers.

Service Delivery Plan

The award recipient under this solicitation will assist each grantee with developing a comprehensive plan for delivering services to urban AI/AN victims of sex trafficking, which includes, at a minimum, a plan to either provide or refer victims to the following services:

- Intake and assessment of eligibility for services.
- Intensive case management, including assessing client needs; developing individualized service plans; assessing eligibility for other public or community-based services; assisting with accessing publicly funded programs; safety planning; assisting with completing crime victim compensation claims; information and referral services; documenting services provided; and routinely following up to ensure that the victim's needs are being met.
- Emergency shelter, transitional and permanent housing, group and independent living options, and food/sustenance resources.
- Medical and dental care.
- Mental health counseling, including emergency and crisis services, clinical evaluation and assessments, substance abuse treatment, and individual and group counseling, as appropriate.
- Victim advocacy, including assisting victims with accessing information about crime victim's rights and services; communicating or coordinating with victim-witness professionals at federal agencies (e.g., Federal Bureau of Investigation, Bureau of Indian Affairs, United States Attorneys' Offices), as well as victim-witness professionals at

state, local, or tribal law enforcement and prosecution agencies; communicating and coordinating services with victim advocates and other staff employed by tribal and non-tribal domestic violence shelter programs and rape/sexual assault response centers and programs; communicating and coordinating services with local and tribal Sexual Assault Nurse Examiners/Sexual Assault Response Teams. Specific tasks associated with advocating on behalf of victims of sex trafficking in these settings may include keeping victims informed of the status of investigations or prosecutions; assisting victims with completing applications for state crime victim compensation benefits; educating victims about the availability of sexual assault forensic exams; accompanying victims to court proceedings; and assisting victims with exercising their rights as crime victims under federal or state law.

- Literacy education, job training, and/or education and GED assistance that is culturally appropriate.
- Life skills training, including managing personal finances, self-care, parenting classes, and programs that help victims achieve self-sufficiency.
- Employment and transportation assistance.
- Assistance with accessing culturally specific services, including, but not limited to, traditional healing ceremonies.
- Access to a 24-hour crisis response to emergency calls from clients and law enforcement, including evenings and weekends (e.g., crisis hotline, rotating cell phone coverage, call-forwarding or answering service, a protocol for responding to afterhours victim emergencies and emergency referrals).
- Civil legal assistance, including assisting with screening clients for a determination of eligibility for services; providing legal information; explaining legal rights/protections, including assisting in obtaining restitution and enforcing compliance with federal and state victims' rights laws; assisting with family law matters related to the trafficking victimization, including, but not limited to, protection orders, representation in family court proceedings, and petitions for the emancipation of minors; assisting with family reunification; referrals to *pro bono* attorneys; and assisting with vacating or expunging a victim's criminal conviction for sex trafficking where allowed by law for victims of trafficking.

Victim-Centered Approach to Services

The applicant selected to provide training and technical assistance to the FY 2016 Project Beacon grantees must assist them with ensuring that their overall approach to delivering services to urban AI/AN victims of sex trafficking is victim-centered. This includes ensuring that grantees:

- Adopt a trauma-informed approach to the provision of services.
- Create individualized service plans to meet the needs of each victim.
- Educate victims about their options so that they may make informed decisions about the support that they need to overcome their victimization, address socio-economic as well as psychological and other issues that contributed to their victimization, and formulate and achieve personal goals.

Establishing Collaborative Partnerships

The successful applicant under this solicitation will be required to provide the grant award recipients under this program with the training and technical assistance necessary to develop a plan to meet the comprehensive needs of the victims that they will serve through a coordinated, communitywide response, that relies on collaborative partnerships with key stakeholders in the

local community, and cross-referrals for services. The applicant selected to deliver training and technical assistance to the FY 2016 Beacon Project Program grantees should have experience helping grant award recipients build collaborative partnerships with a variety of organizations and agencies, including, but not limited to:

- Federal, state, local, and tribal law enforcement officers, prosecutors, and victim-witness coordinators.
- Civil legal assistance providers.
- State and tribal child welfare and child protection services professionals.
- Tribal and non-tribal domestic violence, homeless, and youth shelter programs and transitional housing programs.
- Tribal and non-tribal mental health services providers, including drug and alcohol treatment programs.
- Federal, state, and local adult and youth detention facilities, halfway houses, and group homes.
- Educational services and job training programs for adults and youth.

Memorandum of Understanding

The successful applicant under this solicitation will be required to provide training and technical assistance to the FY 2016 Project Beacon grantees on how to develop an MOU with key stakeholders in the local community to strengthen collaborative partnerships by memorializing their commitment to assisting AI/AN victims of sex trafficking.

Training and Community Outreach and Awareness Activities

The applicant selected to provide training and technical assistance to the FY 2016 Project Beacon grantees must provide them with skills-building education and training on how to successfully develop and deliver training to project partners on the unique needs of urban AI/AN victims of sex trafficking. The training and technical assistance provider must also provide the grantees with training, guidance, and resources to aid in developing and delivering successful community outreach and awareness activities designed to increase awareness of the services available to help AI/AN victims of sex trafficking in the local urban community.

Program Evaluation Activities

The training and technical assistance provider selected under this solicitation will assist the FY 2016 Project Beacon grantees with creating a logic model to aid them in tracking their progress in implementing their grant-funded projects. The provider will also provide resources, guidance, and tools to aid the grantees in collecting the data required to report on FY 2016 Project Beacon performance measurements.

Evidence-Based Programs or Practices

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

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

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention

(including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. The [OJP CrimeSolutions.gov](http://OJP.CrimeSolutions.gov) website is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

B. Federal Award Information

OVC estimates that it will make up to one award of up to \$450,000 for a 36-month project period, beginning on October 1, 2016.

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 Award³

OVC expects that it will make any award from this solicitation in the form of a cooperative agreement, which is a particular type of grant used if OVC expects to have ongoing substantial involvement in award activities. Substantial involvement includes direct oversight and involvement with the grantee organization in implementation of the grant, but does not involve day-to-day project management. See [Administrative, National Policy, and other Legal Requirements](#), under [Section F. Federal Award Administration Information](#), for details regarding the federal involvement anticipated under an award from this solicitation.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including any recipient or subrecipient funded in response to this solicitation that is a pass-through entity⁴) must, as described in the Part 200 Uniform Requirements 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).
- (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.

³ See generally 31 U.S.C. §§ 6301-6305 (defines and describes various forms of federal assistance relationships, including grants and cooperative agreements (a type of grant)).

⁴ For purposes of this solicitation (or program announcement), “pass-through entity” includes any entity eligible to receive funding as a recipient or subrecipient under this solicitation (or program announcement) that, if funded, may make a subaward(s) to a subrecipient(s) to carry out part of the funded program.

(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.

In order to better understand administrative requirements and cost principles, applicants are encouraged to enroll, at no charge, in the Department of Justice Grants Financial Management Online Training available [here](#).

Budget Information

Cost Sharing or Matching 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.

Pre-Agreement Cost (also known as Pre-Award Cost) Approvals

Pre-agreement costs are costs incurred by the applicant prior to the start date of the period of performance of the grant 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. If approved, pre-agreement costs could be paid from grant funds consistent with a grantee's approved budget, and under applicable cost standards. However, all such costs prior to award and prior to approval of the costs are incurred at the sole risk of an applicant. Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs. Should there be extenuating circumstances that appear to be appropriate for OJP's consideration as pre-agreement costs, the applicant should contact the point of contact listed on the title page of this announcement for details on the requirements for submitting a written request for approval. See the section on Costs Requiring Prior Approval in the [Financial Guide](#), for more information.

Limitation on Use of Award Funds for Employee Compensation; Waiver

With respect to any award of more than \$250,000 made under this solicitation, recipients may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year.⁵ The 2016 salary table for SES employees is available at the Office of Personnel Management [website](#). Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.) For employees who charge only a portion of their time to an award, the allowable amount to be charged is equal to the percentage of time worked times the maximum salary limitation.

⁵ OJP does not apply this limitation on the use of award funds to the nonprofit organizations listed at Appendix VIII to 2 C.F.R. Part 200.

The Assistant Attorney General for OJP may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. An applicant requesting a waiver should include a detailed justification in the budget narrative of the application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit the budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service the individual will provide, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work to be done.

Recipient Disclosure of Process Related to Executive Compensation

A non-profit organization applicant 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 non-profit 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 non-profit organization's compensation arrangements, however, may be available if the non-profit organization satisfied certain rules set out in Internal Revenue Service regulations with regard to its compensation decisions.

A non-profit organization receiving an award under this solicitation that believes (or asserts) that it has satisfied the requirements of 26 C.F.R. 53.4958-6 (which relates to establishing or invoking a rebuttable presumption of reasonableness of compensation of certain individuals and entities), for any year during the period of performance for an award made under this solicitation must make a prompt written disclosure to OJP. Such disclosure shall be made as part of this grant application. Supplemental disclosure after the award also may be required in certain circumstances (e.g., changes in the way an organization determines compensation).

At a minimum, the disclosure of the process used by the recipient non-profit organization to determine the compensation of its officers, directors, trustees, and key employees (together, "covered persons") 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 recipient 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; (4) the written or electronic records that the recipient maintains as concurrent documentation of the decisions with respect to compensation of covered persons made by the body that reviews and approves such compensation arrangements, including records of deliberations and of the basis for decisions.

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

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

OJP strongly encourages applicants that propose to use award funds for any conference-, meeting-, or training-related activity to review carefully—before submitting an application—the OJP policy and guidance on conference approval, planning, and reporting available at www.ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm. OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most conference, meeting, and training costs for cooperative agreement recipients and of some conference, meeting, and training costs for grant recipients; and (3) set cost limits, including 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 "Solicitation Requirements" in the [OJP Funding Resource Center](#).

C. Eligibility Information

For eligibility information, see the title page.

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

Limit on Number of Application Submissions

If an applicant submits multiple versions of the same application, OVC will review only the most recent system-validated version submitted. For more information on system-validated versions, see [How to Apply](#).

D. Application and Submission Information

What an Application Should Include

Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are determined to be nonresponsive to the scope of the solicitation, or that do not include the application elements that OVC has designated to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, OVC has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet, Budget Narrative, and résumés/curricula vitae of key personnel. Applicants may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one budget document, it

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

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

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

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. 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).

Intergovernmental Review: This funding opportunity (program) **is not** subject to [Executive Order 12372](#). (In completing the SF-424, applicants are to make the appropriate selection in response to question 19 to indicate 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 (Times New Roman) with 1-inch margins.

The project abstract must include the following information:

- Name and location of lead applicant and any co-applicants
- The total amount of funding requested to support the proposed project
- A brief summary of the training and technical assistance that would be provided to FY 2016 Project Beacon grantees

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

All project abstracts should follow the detailed template available at ojp.gov/funding/Apply/Resources/ProjectAbstractTemplate.pdf.

Permission to Share Project Abstract with the Public: It is unlikely that OVC will be able to fund all applications submitted under this solicitation, but it may have the opportunity to share information with the public regarding unfunded applications, for example, through a listing on a web page available to the public. The intent of this public posting would be to allow other possible funders to become aware of such proposals.

In the project abstract template, applicants are asked to indicate whether they give OJP permission to share their project abstract (including contact information) with the public. Granting (or failing to grant) this permission will not affect OJP’s funding decisions, and, if

the application is not funded, granting permission will not guarantee that abstract information will be shared, nor will it guarantee funding from any other source.

Note: OJP may choose not to list a project that otherwise would have been included in a listing of unfunded applications, should the abstract fail to meet the format and content requirements noted above and outlined in the project abstract template.

3. Program Narrative

The program narrative should be double-spaced, using a standard 12-point font (Times New Roman preferred); have 1-inch margins all around; not exceed 25 pages; and be numbered “1 of 25,” “2 of 25,” etc.

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 following sections should be included as part of the program narrative:

a. Statement of the Problem

- i. Applicants must provide a general description of the health, safety, and general welfare needs of AI/ANs who reside in urban communities, as well as a description of the types of services, organizations, and agencies that are generally available to meet their needs.
- ii. Applicants must use quantitative and qualitative data to describe the scope of the problem of sex trafficking among AI/AN communities nationally, including populations of urban AI/ANs. Applicants must provide full and complete citations for the sources of the data used in this section.
- iii. Applicants must describe existing training and technical assistance that is currently available to assist organizations interested in providing services to AI/AN victims of sex trafficking.

b. Project Design and Implementation

- i. Applicants should clearly articulate goals and objectives that illustrate how the proposed project will address the challenges presented in the Statement of the Problem and will address the goals, objectives, and activities detailed on page 5 of the solicitation.
- ii. Applicants must submit a detailed, 36-month project timeline which details how the applicant will accomplish its stated goals and objectives during the award period, and that includes the name, title, and organization of the individuals responsible for carrying-out the identified activities. The timeline should be submitted as a separate attachment.
- iii. Applicants should explain how the proposed project will increase the capacity of FY 2016 Project Beacon grantees to provide comprehensive, culturally appropriate services to urban AI/AN victims of sex trafficking.

c. Capabilities and Competencies

- i. Applicants must describe their previous work providing capacity-building training and technical assistance to organizations that provide services to urban AI/ANs, including the purpose and goals of the training and technical assistance and the outcomes of the effort(s).
- ii. Applicants should describe the experience of its key personnel in providing direct services to AI/AN victims of sex trafficking, and/or providing training and technical

assistance to individuals and organizations on how to meet the needs of AI/AN victims of sex trafficking.

- iii. Applicants should identify key personnel who will be responsible for developing and implementing the proposed project, and should provide résumés/curricula vitae and position descriptions for these individuals. Applicants should submit a position description for any new position(s) that will be created to develop and implement the proposed project. All position descriptions and résumés/curricula vitae should be included in the attachments for the grant proposal.
- iv. Applicants must describe their organizational capacity to comply with the administrative requirements of federal grant awards.

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

To demonstrate program progress and success, as well as, to assist the Department with 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, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. OJP will require any award recipient, post award, to provide the data requested in the “Data Grantee Provides” column so that OJP can calculate values for the “Performance Measures” column. Performance measures for this solicitation are as follows:

| Objective | Performance Measure(s) | Data Grantee Provides |
|--|--|--|
| <p>Improve quality and quantity of services to urban AI/AN victims of sex trafficking through the provision of training and technical assistance (TTA) to the FY 2016 Project Beacon grantees.</p> | <p>Number of TTA requests received.</p> <p>Percentage of TTA requests completed.</p> <p>Number of professionals trained, by topic and method.</p> <p>Number of training materials developed.</p> <p>Number of trainings conducted.</p> <p>Number of participants who attended the training.</p> <p>Percentage of participants who successfully completed the training.</p> <p>Percentage of participants who rated the training as satisfactory or better</p> <p>Percentage of requesting agencies who rated services as satisfactory or better.</p> | <p>Number and type of requests for TTA, by topic and type of provider.</p> <p>Number and type of requests for TTA not filled, by topic and reason.</p> <p>Number and type of TTA provided, by topic and method.</p> <p>Number of training materials developed, by topic.</p> <p>Number of trainings conducted, by type:</p> <ul style="list-style-type: none"> • In-person • Web-based • CD/DVD • Peer-to-peer • Workshop <p>Number of individuals who:</p> <ul style="list-style-type: none"> • Attended the training (in-person) or started the training (web-based). • Completed the training. • Completed an evaluation at the conclusion of the training. |

| | | |
|--|---|---|
| | <p>Percentage of requesting agencies that were planning to implement one or more recommendations.</p> <p>Percentage of information requests responded to.</p> | <ul style="list-style-type: none"> • Completed an evaluation and rated the training as satisfactory or better. <p>For the current reporting period:</p> <ul style="list-style-type: none"> • Number of onsite visits completed. • Number of reports submitted to requesting agencies after onsite visits. • Number of requesting agencies who completed an evaluation of services. • Number of agencies who rated the services a satisfactory or better: <ul style="list-style-type: none"> ○ in terms of timeliness. ○ In terms of quality. • Number of follow-ups with requesting agencies completed 6 months after onsite visit. • Number of agencies that were planning to implement at least one or more recommendations 6 months after the onsite visit. • Number of information requests. • Number of information requests responded to. |
|--|---|---|

OVC does not require applicants to submit performance measures data with their application. Performance measures are included as an alert that OVC will require successful applicants to submit specific data as part of their reporting requirements. For the application, applicants should indicate an understanding of these requirements and discuss how they will gather the required data, should they receive funding.

4. Budget Detail Worksheet and Budget Narrative

a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/Apply/Resources/BudgetDetailWorksheet.pdf. Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet. The Budget Detail Worksheet should be broken down by year.

Grantee Meetings: Applicants must budget for three 2-day in-person grantee meetings that will be held in years one, two, and three of the award period. The precise dates and locations of these events are TBD. The estimated total number of participants at these events is 10–12 people.

On-Site Visits: Applicants must budget sufficient funds to complete at least one 2-day onsite visit with up to three FY 2016 Project Beacon grantees for each year of the 36-month award period.

For questions pertaining to budget and examples of allowable and unallowable costs, see the Financial Guide at <http://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, necessary for project activities).

Applicants should demonstrate in their budget narratives how they will maximize cost effectiveness of grant 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 narrative should be mathematically sound and correspond 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 they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

c. Non-Competitive Procurement Contracts in Excess of Simplified Acquisition Threshold

If an applicant proposes to make one or more non-competitive procurements of products or services, where the non-competitive procurement will exceed the simplified acquisition threshold (also known as the small purchase threshold), which is currently set at \$150,000, the application should address the considerations outlined in the [Financial Guide](#).

d. Pre-Agreement Cost Approvals

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

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only under the following circumstances:

- (a) The applicant has a current, federally approved indirect cost rate; or
- (b) The applicant 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).

Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or, if the applicant’s accounting system permits, costs may be allocated in the direct cost categories. For the definition of Cognizant Federal Agency, see the “Glossary of Terms” in the [Financial Guide](#). For assistance with identifying your cognizant agency, please

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

In order to use the “de minimis” indirect rate, attach written documentation to the application that advises OJP of both the applicant’s eligibility (to use the “de minimis” rate) and its election. If the applicant elects the “de minimis” method, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. In addition, if this method is chosen then it must be used consistently for all federal awards until such time as you choose to negotiate a federally approved indirect cost rate.⁶

6. Applicant Disclosure of High-Risk Status

Applicants are to disclose whether they are currently designated high risk by another federal grant making agency. This includes any status requiring additional oversight by the federal agency due to past programmatic or financial concerns. If an applicant is designated high risk by another federal grant making agency, you must email the following information to OJPComplianceReporting@usdoj.gov at the time of application submission:

- The federal agency that currently designated the applicant as high risk
- Date the applicant was designated high risk
- The high-risk point of contact name, phone number, and email address, from that federal agency
- Reasons for the high-risk status

OJP seeks this information to ensure appropriate federal oversight of any grant award. Disclosing this high risk information does not disqualify any organization from receiving an OJP award. However, additional grant oversight may be included, if necessary, in award documentation.

7. Additional Attachments

a. Applicant Disclosure of Pending Applications

Applicants are to disclose whether they have pending applications for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and that will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to state agencies that will subaward federal funds).

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

Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

⁶ See 2 C.F.R. § 200.414(f).

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

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

Applicants should include the table as a separate attachment to their application. The file should be named “Disclosure of Pending Applications.”

Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page (e.g., “[Applicant Name on SF-424] does not have pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.”)

b. Project Timeline

Applicants must submit a detailed, 36-month project timeline that details how the applicant will accomplish its stated goals and objectives during the award period, and that includes the name, title, and organization of the individual responsible for carrying out the identified activities. The timeline should be submitted as a separate attachment.

c. Résumés and Position Descriptions

Applicants should submit copies of the résumé/curricula vitae and position descriptions for key project personnel. Applicants should submit position descriptions for proposed new positions that will be hired to staff the project and provide key personnel functions.

8. Financial Management and System of Internal Controls Questionnaire

In accordance with the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.205, Federal agencies must have in place a framework for evaluating the risks posed by applicants before they receive a Federal award. To facilitate part of this risk evaluation, **all** applicants (other than an individual) are to download, complete, and submit this [form](#).

9. Disclosure of Lobbying Activities

All applicants must complete this information. Applicants that expend any funds for lobbying activities are to provide the detailed information requested on the form Disclosure of Lobbying Activities (SF-LLL). Applicants that do not expend any funds for lobbying activities

are to enter “N/A” in the text boxes for item 10 (“a. Name and Address of Lobbying Registrant” and “b. Individuals Performing Services”).

How to Apply

Applicants must register in and submit applications through 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 www.Grants.gov. Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, 24 hours a day, 7 days a week, except 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 and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 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.

OVC strongly encourages all prospective applicants to sign up for Grants.gov email [notifications](#) regarding this solicitation. 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. Please insure all required documents are attached in the mandatory category.

Note on File Names and File Types: Grants.gov only permits the use of certain specific characters in names of attachment files. Valid file names may include only the characters shown in the table below. Grants.gov is designed to reject any application that includes an attachment(s) with a file name that contains any characters not shown in the table below.

| 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. | | |

Grants.gov is designed to forward successfully submitted applications to the OJP Grants Management System (GMS).

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:

OJP may not make a federal award to an applicant organization until the applicant organization has complied with all applicable DUNS and SAM requirements. Individual applicants must comply with all Grants.gov requirements. If an applicant has not fully complied with the requirements by the time the federal awarding agency is ready to make a federal award, the federal awarding agency may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

Individual applicants should search Grants.gov for a funding opportunity for which individuals are eligible to apply. Use the Funding Opportunity Number (FON) to register. Complete the registration form at <https://apply07.grants.gov/apply/IndCPRegister> to create a username and password. Individual applicants should complete all steps except 1, 2, and 4.

- 1. Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866-705-5711 to obtain a DUNS number or apply online at www.dnb.com. A DUNS number is usually received within 1-2 business days.
- 2. Acquire registration with the System for Award Management (SAM).** SAM is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. Applicants must **update or renew their SAM registration annually** to maintain an active status. SAM registration and renewal can take as long as 10 business days to complete.

Applications 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 up to 48 hours.** OJP recommends that the applicant register or renew registration with SAM as early as possible.

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

- 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. The applicant organization's DUNS number must be used to complete this step. For more information about the registration process for organizations, go to www.grants.gov/web/grants/register.html. Individuals registering with Grants.gov should go to <http://www.grants.gov/web/grants/applicants/individual-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 number for this solicitation is 16.320 titled “Services for Trafficking Victims,” and the funding opportunity number is OVC-2016-9287.
6. **Submit a valid application consistent with this solicitation by following the directions in Grants.gov.** 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 and the second will state whether the application has been successfully validated, or 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 well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges applicants to submit applications **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. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 11:59 p.m. eastern time on June 21, 2016.

Click [here](#) for further details on DUNS, SAM, and Grants.gov registration steps and timeframes.

Note: Duplicate Applications

If an applicant submits multiple versions of the same application, OVC will review only the most recent system-validated version submitted. See Note on File Names and File Types under [How to Apply](#).

Experiencing Unforeseen Grants.gov Technical Issues

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must contact the Grants.gov [Customer Support Hotline](#) or the [SAM Help Desk](#) (Federal Service Desk) to report the technical issue and receive a tracking number. The applicants must email the OVC contact identified in the Contact Information section on page 2 **within 24 hours after the application deadline** and request approval to submit their application. The email must describe the technical difficulties, and 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:** OVC **does not automatically approve requests**. After the program office reviews the submission, and contacts the Grants.gov or SAM Help Desks to validate 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 applicant failed to follow all required procedures, which resulted in an untimely application submission, OJP will deny the applicant’s request to submit their application.

The following conditions are generally 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, including firewalls, browser incompatibility, etc.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding web page at <http://ojp.gov/funding/index.htm>.

E. Application Review Information

Selection Criteria

1. Statement of the Problem (20%)
2. Project Design and Implementation Plan (40%)
3. Capabilities and Competencies (20%)
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%)
5. Budget: complete, cost effective, and allowable (e.g., reasonable, allocable, necessary for project activities). Budget narratives should generally demonstrate 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.⁷ (15%)

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. OVC reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. For purposes of assessing whether applicants have met basic minimum requirements, OJP screens applications for compliance with specified program requirements to help determine which applications should proceed to further consideration for award. Although program requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP grant programs:

- Applications must be submitted by an eligible type of applicant.
- Applications must request funding within programmatic funding constraints (if applicable).
- Applications must be responsive to the scope of the solicitation.
- Applications must include all items designated as "critical elements".
- Applicants will be checked against the System for Award Management (SAM).

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

OVC may use internal peer reviewers, external peer reviewers, or a combination, to assess applications meeting basic minimum requirements on technical merit using the solicitation's

⁷ 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.

selection criteria. An external peer reviewer is an expert in the subject matter of a given solicitation who is not a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. Peer reviewers' ratings and any resulting recommendations are advisory only, although their views are considered carefully. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance under prior OVC and OJP awards, and available funding.

OJP reviews applications for potential discretionary awards to evaluate the risks posed by applicants before they receive an award. This review may include but is not limited to the following:

1. Financial stability and fiscal integrity
2. Quality of management systems and ability to meet the management standards prescribed in the Financial Guide
3. History of performance
4. Reports and findings from audits
5. The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on award recipients
6. Proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and whether those costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations

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 consider factors including, but not limited to, peer review ratings, underserved populations, geographic diversity, strategic priorities, past performance under prior OVC and OJP awards, and available funding when making awards.

F. Federal Award Administration Information

Federal Award Notices

OJP sends award notification 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 how to accept the award in GMS. GMS automatically issues the notifications at 9:00 p.m. eastern time on the award date (by September 20, 2016). Recipients will be required to log in; accept any outstanding assurances and certifications on the award; designate a financial point of contact; and review, sign, and accept the award. The award acceptance process involves physical signature of the award document by the authorized representative and the scanning of the fully executed award document to OJP.

Administrative, National Policy, and other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the agency-approved project proposal and budget, the recipient must comply with award terms and conditions, and other legal requirements, including but not limited to OMB, DOJ or other federal regulations which will be included in the award, incorporated into the award by reference, or are otherwise applicable to the award. OJP strongly encourages prospective applicants to review

the information pertaining to these requirements **prior** to submitting an application. To assist applicants and recipients in accessing and reviewing this information, OJP has placed pertinent information on its [Solicitation Requirements](#) page of the [OJP Funding Resource Center](#).

Please note in particular the following two forms, which applicants must accept in GMS prior to the receipt of any award funds, as each details legal requirements with which applicants must provide specific assurances and certifications of compliance. Applicants may view these forms in the Apply section of the [OJP Funding Resource Center](#) and are strongly encouraged to review and consider them carefully prior to making an application for OJP grant funds.

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

Upon grant approval, OJP electronically transmits (via GMS) the award document to the prospective award recipient. In addition to other award information, the award document contains award terms and conditions that specify national policy requirements⁸ with which recipients of federal funding must comply; uniform administrative requirements, cost principles, and audit requirements; and program-specific terms and conditions required based on applicable program (statutory) authority or requirements set forth in OJP solicitations and program announcements, and other requirements which may be attached to appropriated funding. For example, certain efforts may call for special requirements, terms, or conditions relating to intellectual property, data/information-sharing or -access, or information security; or audit requirements, expenditures and milestones, or publications and/or press releases. OJP also may place additional terms and conditions on an award based on its risk assessment of the applicant, or for other reasons it determines necessary to fulfill the goals and objectives of the program.

Prospective applicants may access and review the text of mandatory conditions OJP includes in all OJP awards, as well as the text of certain other conditions, such as administrative conditions, via [Mandatory Award Terms and Conditions](#) page of the [OJP Funding Resource Center](#).

As stated above, OVC anticipates that it will make any award from this solicitation in the form of a cooperative agreement. Cooperative agreement awards include standard “federal involvement” conditions that describe the general allocation of responsibility for execution of the funded program. Generally stated, under cooperative agreement awards, responsibility for the day-to-day conduct of the funded project rests with the recipient in implementing the funded and approved proposal and budget, and the award terms and conditions. Responsibility for oversight and redirection of the project, if necessary, rests with OVC.

In addition to any “federal involvement” condition(s), OJP cooperative agreement awards include a special condition specifying certain reporting requirements required in connection with conferences, meetings, retreats, seminars, symposium, training activities, or similar events funded under the award, consistent with OJP policy and guidance on conference approval, planning, and reporting.

⁸ See *generally* 2 C.F.R. 200.300 (provides a general description of national policy requirements typically applicable to recipients of Federal awards, including the Federal Funding Accountability and Transparency Act of 2006 (FFATA)).

General Information about Post-Federal Award Reporting Requirements

Recipients must submit quarterly financial reports, semi-annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements. Future awards and fund drawdowns may be withheld if reports are delinquent.

Special reporting requirements may be required by OJP depending on the statutory, legislative or administrative obligations of the recipient or the program.

G. Federal Awarding Agency Contact(s)

For Federal Awarding Agency Contact(s), see the title page.

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

H. Other Information

Provide Feedback to OJP

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, the application submission process, and/or the application review/peer review process. Provide feedback to OJPSolicitationFeedback@usdoj.gov.

IMPORTANT: This email is for feedback and suggestions only. Replies are **not** sent from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, **you must** directly contact the appropriate number or email listed on the front of this solicitation document. These contacts are provided to help ensure that you can directly reach an individual who can address your specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please email your résumé to ojppeerreview@lmsolas.com. The OJP Solicitation Feedback email account will not forward your résumé. **Note:** Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.

Application Checklist
FY 2016 Project Beacon Training and Technical Assistance Project

This application checklist has been created to assist in developing an application.

What an Applicant Should Do:

Prior to Registering in Grants.gov:

- _____ Acquire a DUNS Number (see page 21)
- _____ Acquire or renew registration with SAM (see page 21)

To Register with Grants.gov:

- _____ Acquire AOR and Grants.gov username/password (see page 21)
- _____ Acquire AOR confirmation from the E-Biz POC (see page 21)

To Find Funding Opportunity:

- _____ Search for the Funding Opportunity on Grants.gov (see page 22)
- _____ Download Funding Opportunity and Application Package (see page 22)
- _____ Sign up for Grants.gov email [notifications](#) (optional) (see page 20)
- _____ Read [Important Notice: Applying for Grants in Grants.gov](#)
- _____ Read OJP policy and guidance on conference approval, planning, and reporting available at [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](#) (see 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 22)

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

- _____ Contact OVC regarding experiencing technical difficulties (see page 2)

General Requirements:

- _____ Review the [Solicitation Requirements](#) in the OJP Funding Resource Center.

Scope Requirement:

- _____ The federal amount requested is within the allowable limit(s) of \$450,000.

Eligibility Requirement:

See title page for eligibility requirements.

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 13)
- _____ Project Abstract (see page 13)
- _____ Program Narrative (see page 14)
- _____ Budget Detail Worksheet (see page 16)
- _____ Budget Narrative (see page 16)
- _____ Indirect Cost Rate Agreement (if applicable) (see page 17)
- _____ Applicant Disclosure of High Risk Status (see page 18)
- _____ Additional Attachments
 - _____ Applicant Disclosure of Pending Applications (see page 18)
 - _____ Project Timeline (see page 19)

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| _____ | Résumés and position descriptions | (see page 19) |
| _____ | Financial Management and System of Internal Controls Questionnaire | (see page 19) |
| _____ | Disclosure of Lobbying Activities (SF-LLL) | (see page 19) |
| _____ | Employee Compensation Waiver request and justification (if applicable) | (see page 10) |