

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



OVC FY 2020 VOCA Victim Compensation Fellow FY 2020 Competitive Grant Solicitation

CFDA #16.582

Grants.gov Solicitation Number: OVC-2020-17573

Solicitation Release Date: March 17, 2020

Application Deadline: 11:59 p.m. eastern time on May 18, 2020

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) is seeking applications from individuals interested in participating in the OVC Fellowship program. This program furthers the Department's mission by improving the capacity of the victim services field to address the needs of crime victims.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance to applicants on how to prepare and submit applications for funding to OJP. If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.

Eligibility (Who may apply):

The following entities are eligible to apply:

- individuals who have documented experience in the funding, administration, and implementation of compensation programs and the major challenges, developments, and needs in the victim services field.

The successful candidate must demonstrate substantial knowledge of data and research related to victimization and victim services, and have the skills to communicate orally and in writing with a broad audience of stakeholders. Applicants must be able to be onsite at OVC in Washington, D.C., for a minimum of 2 weeks per month throughout a 24-month project period. Organizations are not eligible to apply.

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

Contact Information

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

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

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

Pre-Application Webinar

OVC will conduct one pre-application webinar on Tuesday, March 31, 2020, from 3:00 p.m. to 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>.

Deadline Details

Applicants must register with Grants.gov at <https://www.grants.gov/web/grants/register.html> prior to submitting an application. All applications are due by 11:59 p.m., eastern time, on May 18, 2020.

To be considered timely, an application must be submitted by the application deadline using Grants.gov, and the applicant must have received a validation message from Grants.gov that indicates successful and timely submission. OJP urges applicants to submit applications at least 72 hours prior to the application due date, to allow time for the applicant to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

An applicant must use the **Add Attachment** button to attach a file to its application. Do not click the paperclip icon to attach files. This action will not attach the files to the application. After adding an attachment, select the **View Attachment** button to confirm you attached the correct file. To remove the file, select the **Delete Attachment** button.

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

For additional information, see the “How To Apply (Grants.gov)” section in the [OJP Grant Application Resource Guide](#).

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OVC FY 2020 VOCA Victim Compensation Fellow CFDA # 16.582

A. Program Description

Overview

OVC's mission is to enhance 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. OVC achieves this mission, in part, by administering discretionary award programs supported by the federal Crime Victims Fund to develop innovative training and technical assistance, and to provide direct services to improve the overall quality of victim assistance.

The OVC Victims of Crime Act (VOCA) Victim Compensation Fellow Program supports grantee fellows at OVC. The individual awarded funding under this program will enhance the efforts of OVC to meet the needs of the crime victim services field by advising OVC on the development and oversight of programs for crime victims, specifically the VOCA Victim Compensation Program.

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

Program-Specific Information

This program will support one fellow at OVC housed within the State Compensation and Assistance Division (SCAD). The SCAD Fellow will work with Compensation Administrators to identify what OVC can do to better support states in the administration of state victim compensation programs.

Goals, Objectives, and Deliverables

The goal of this fellowship program is to assist OVC in meeting the needs of the crime victim services field.

The selected fellow will have demonstrated expertise in working with VOCA Victim Compensation programs and OVC. The fellow's background will enable the fellow to successfully meet the following objectives:

- assist OVC/OJP work with State Administrators to support compensation programs;
- assess individual state compensation programs, and applicable laws, rules, regulations, polices, and other guidance or programs impacting the operations and execution of state compensation programs; and
- identify model best practices across compensation programs; share these best practices with OVC and other state programs; and develop trainings/public outreach efforts to raise awareness about these practices.

Additionally, the fellow will make recommendations to OVC about how to institutionalize communication and collaboration innovations that will improve coordination with the Administrators on issues such as improving the Victim Compensation Certification form.

Deliverables include—

- a nationwide assessment of state compensation programs.
- a report on recommendations to improve OVC/OJP's efforts to enhance communication with states regarding compensation programs. This will include recommendations for OVC to institutionalize improved communication and collaboration with State Administrators, including recommendations to improve standard forms such as the Victim Compensation Certification form.
- a report on recommendations to improve OVC/OJP's support of state compensation systems, policies, and structures.
- trainings, outreach, public awareness efforts, and public resources, which are developed and conducted to raise awareness about OVC's efforts to increase support to state compensation programs.
- focus groups facilitated with Compensation Administrators and OVC staff to gain a better understanding of the needs of the compensation programs at the state level.
- monthly reports submitted to the Program Manager outlining the activities completed.

The Goals, Objectives, and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed under [What an Application Should Include](#).

The grantee fellow will be required to work on project activities and deliverables at a level of effort equal to full-time throughout the project period. Grantee fellows will work with their grant managers to determine their individual schedules during the grant period. They will request scheduled drawdowns of grant funds under their awards based on the level of effort contributed toward the grant objectives (time spent working on grant deliverables). The grantee must maintain time sheets and other documentation that substantiates and supports the grantee's level of effort for each drawdown period, and this documentation shall be available for inspection and review upon request from OVC during the course of the grant. Progress reports will also be used to ensure that the fellow's activities support the stated purpose of the award and that the fellowship's deliverables are being met as established by the approved schedule for that reporting period. The fellow's financial, administrative, and programmatic compliance—and overall performance—will be monitored by a Grants Management Specialist within the assigned division, with ultimate oversight by an OVC Deputy Director or Associate Director. OJP will provide workspace and equipment, including telephone, computer, office supplies, and Internet access. Fellows must successfully complete an OJP security clearance before beginning the fellowship at OVC. Fellows are grantees and not federal employees, and therefore lack any inherent governmental authority. This means grantee fellows do not speak on behalf of the Federal Government, nor can they make decisions on behalf of the government. Grantee fellows are expected to conduct themselves in a professional manner at all times while working on fellowship grant activities. When grantee fellows are onsite, they are expected to comply with the workplace requirements generally applicable to employees at the work site.

Information Regarding Potential Evaluation of Programs and Activities

Applicants should note OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. For additional information, see the [OJP Grant Application Resource Guide](#) section, entitled, "Information Regarding Potential Evaluation of Programs and Activities."

B. Federal Award Information

Maximum number of awards OVC expects to make:	1
Estimated maximum dollar amount for the award	up to \$400,000
Total amount anticipated to be awarded under solicitation:	up to \$400,000
Period of Performance start date	October 1, 2020
Period of Performance duration	24 months
Period of Performance ends (no extensions are possible)	September 30, 2022

OVC may, in certain cases, provide additional funding in future years to awards made under this solicitation, through continuation awards. OJP will consider, among other factors, OJP's strategic priorities, a recipient's overall management of the award, and the progress of award-funded work, when making continuation award decisions.

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

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

Type of Award

OVC expects to make awards under this solicitation as cooperative agreements. See the "Administrative, National Policy, and Other Legal Requirements" section of the [OJP Grant Application Resource Guide](#) for additional information.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements¹ as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See [OJP Grant Application Resource Guide](#) for additional information.

Budget Information

The following are the only allowable expenses under this solicitation:

- Personnel (salary), located in section A of the Budget Detail Worksheet. Applicants must demonstrate that salary amounts are determined by education, experience, and salary or consulting income history. Benefits are not included as part of salary. If the application is selected for an award, applicants may be required to provide a copy of their last two federal tax returns (with their Social Security number redacted) or other documentation of salary or consulting income history.
- Fringe benefits, located in section B of the Budget Detail Worksheet, may include life, health, and disability insurance; state workers' compensation; retirement plan; FICA (the employer match of 7.65 percent of salary only); and a public transportation stipend that does not exceed \$270 monthly, based on actual expenses. (This amount is based on the current maximum transit subsidy monthly benefit for federal employees and is subject to change.) Applicants must clearly identify which benefits they are requesting and the

¹ The "Part 200 Uniform Requirements" means the DOJ regulation at 2 C.F.R Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200.

actual calculations. For example, if the individual is requesting health insurance, the applicant should indicate the amount paid monthly and multiply by 12 to get the annual expense.

- Travel expenses, listed in section C of the Budget Detail Worksheet, will involve site visits, attendance at conferences and meetings, and participation in training and professional development training. Applicants should budget for 16 trips over the 2-year period. All trips should be budgeted at \$1,500 each, with a notation that date, location, and nature of travel will be determined in consultation with OVC management after the award is made. The applicant should include in the Budget Narrative a notation that travel costs, such as per diem and lodging, will not exceed the federal guidelines.
- Supplies, located in section E of the Budget Detail Worksheet, may include expenses to cover professional reference materials and resources relating to the fellowship activities (not to exceed \$500) and business cards (not to exceed \$30).
- Expenses associated with professional development and training relating to the OVC fellowship project. Fees for up to four trainings at up to \$1,000 each should be included. Note: Many training opportunities will be in the Washington, D.C., area, which would be local for an onsite fellow; however, final decisions will be made in consultation with the grantee fellow's grant manager. Applicants should identify the type of training that they believe would be most helpful to them in carrying out fellowship activities.

The following expenses are not allowable under this solicitation:

- Equipment (section D of the Budget Detail Worksheet), such as costs for laptops or other equipment that will be supplied by OJP.
- Moving expenses.
- International travel.
- Indirect costs.

Cost Sharing or Matching Requirement

This solicitation does not require a match.

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

[Pre-agreement Costs \(also known as Pre-award Costs\)](#)

[Limitation on Use of Award Funds for Employee Compensation; Waiver](#)

[Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs](#)

[Costs Associated with Language Assistance](#) (if applicable)

C. Eligibility Information

For eligibility information, see the title page.

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

D. Application and Submission Information

What an Application Should Include

The following application elements **MUST** be included in the application submission for an application to meet the basic minimum requirements (BMR) to advance to peer review and receive consideration for funding: Project Abstract, Program Narrative, and Budget Detail Worksheet, including the Budget Narrative.

See the “Application Elements and Formatting Instructions” section of the [OJP Grant Application Resource Guide](#) for information on what happens to an application that does not contain all the specified elements, or that is nonresponsive to the scope of the solicitation.

1. Application for Federal Assistance (Standard Form (SF)-424)

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. See the [OJP Grant Application Resource Guide](#) for additional information on completing the SF-424.

Intergovernmental Review: This solicitation (“funding opportunity”) **is not** subject to [Executive Order 12372](#). (In completing the SF-424, an applicant is to answer question 19 by selecting the response that the “Program is not covered by E.O. 12372.”)

2. Project Abstract

Include a project abstract that summarizes the proposed project in 400 words or less. Project abstracts should be—

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

3. Program Narrative

The program narrative should not exceed 20 double-spaced pages in 12-point Times New Roman font with 1-inch margins and must include 4 separate sections—Description of the Issue, Project Design and Implementation Plan (including goals and objectives), Organizational Capability and Competency, and Plans for Measuring Progress and Outcomes. Each section is described below.

If the Program Narrative fails to comply with these length-related restrictions, OVC may negatively consider such noncompliance in peer review and in final award decisions.

The following sections should be included as part of the Program Narrative:

a. Description of the Issue

The applicant must clearly articulate an understanding of the problem that this project plans to address by providing information about—

- current practices in state compensation programs.
- how data can be used by victim compensation administrators and other providers in the field to improve services for victims.

- gaps in information and knowledge by practitioners within the field.
- problems related to disseminating information to the field and integration of information into practice.

b. Project Design and Implementation

This section must—

- specify the goals and objectives of this fellowship. The goals should be in alignment with the overall goals and objectives stated on page 4 of this solicitation and relate directly to the description of the issue and needs identified in the previous section.
- outline the process of completing fellowship activities and deliverables described in this solicitation.
- include a time-task plan that clearly identifies objectives, major activities, phases of work, and project deliverables. The time-task plan also must provide for the submission of quarterly financial status reports and semiannual progress reports required of all grant recipients. The time-task plan, presented in chart or table form, is not subject to the 20-page narrative limitation.

Fellows must plan to take the DOJ Grants Financial Management Training Seminar online or in person within 120 days of receipt of the award. Specific information about the dates and locations of upcoming OJP Office of the Chief Financial Officer (OCFO) events and information about the DOJ Grants Financial Management Online Training can be found at <https://ojp.gov/training/training.htm>.

c. Capabilities and Competencies

This section must—

- provide a clear description of academic and professional expertise in the fellowship specialization subject matter area(s), including but not limited to, experience with administration or management of victim compensation programs.
- document experience in providing oral presentations and developing written publications or technical assistance products for broad audiences of stakeholders.
- describe other relevant competencies. Resumes or curriculum vitae must be included as a separate attachment.

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

OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award. The performance data directly relate to the goals, objectives, and deliverables identified under "Goals, Objectives, and Deliverables" in [Section A. Program Description](#).

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

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

Please note that applicants are **not** required to submit performance data with the application. Performance measures information is included as an alert that successful

applicants will be required to submit performance data as part of the reporting requirements under an award.

Award recipients will be required to provide the relevant data by submitting 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>.

Fellows will be required to submit a narrative within their semiannual performance report describing—

- the details of any training activity, report, presentation, recommendation, or other material developed or enhanced including the location, content, and audience;
- the value of the product to OVC, grantees, and the field;
- feedback received from OVC, grantees, and the field detailing the impact of the product;
- any challenges faced during the past 6 months; and
- planned activities for the next 6 months.

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

4. [Budget Information and Associated Documentation](#) in the “Budget Preparation and Submission Information” section.
5. [Indirect Cost Rate Agreement](#)
6. [Financial Management and System of Internal Controls Questionnaire \(including applicant disclosure of high risk status\)](#)
7. [Disclosure of Lobbying Activities](#)
8. [Applicant Disclosure of Pending Applications](#)
9. [Applicant Disclosure and Justification – DOJ High Risk Grantees² \(if applicable\)](#)
10. [Disclosure of Process Related to Executive Compensation](#)

11. Additional Attachments

a. Time-Task Plan

See page 9 for details about the Time-Task Plan.

b. Resume or Curriculum Vitae

See page 9 for details.

How To Apply (Grants.gov)

Applicants must register in and submit applications through [Grants.gov](https://www.grants.gov/), a primary source to find federal funding opportunities and apply for funding. Find information on how to apply in response to this solicitation in the [OJP Grant Application Resource Guide](#).

Registration and Submission Steps

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

² A “DOJ High Risk Grantee” is a recipient that has received a DOJ High-Risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible.

- CFDA 16.582, Crime Victim Assistance/Discretionary Grants
- OVC-2020-17573.

For information on each registration and submission step, see the [OJP Grant Application Resource Guide](#).

E. Application Review Information

Review Criteria

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

1. Description of the Issue (20%)
2. Project Design and Implementation (20%)
3. Capabilities and Competencies (45%)
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%)
5. Budget (10%): applicant's budget is complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities and not supplanting when relevant). Budget narratives should demonstrate generally how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.³

Review Process

OVC reviews the application to make sure that the information presented is reasonable, understandable, measurable, achievable, and consistent with the solicitation. See the [OJP Grant Application Resource Guide](#) for information on the application review process for this solicitation.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

Important note on FAPIIS: An applicant, at its option, may review and comment on any information about itself that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider any such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant.

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.

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

F. Federal Award Administration Information

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

[Federal Award Notices](#)

[Administrative, National Policy, and Other Legal Requirements](#)

OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application.

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions, and all applicable requirements of federal statutes and regulations (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance).

For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [OJP Grant Application Resource Guide](#).

[Information Technology \(IT\) Security Clauses](#)

[General Information about Post-Federal Award Reporting Requirements](#)

In addition to the deliverables described in [Section A. Program Description](#), any recipient of an award under this solicitation will be required to submit certain reports and data.

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

See the [OJP Grant Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measures data.

G. Federal Awarding Agency Contact(s)

For OJP contact(s), see page 2.

For contact information for Grants.gov, see page 2.

H. Other Information

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

[Freedom of Information and Privacy Act \(5 U.S.C. 552 and 5 U.S.C. 552a\)](#) [Provide Feedback to OJP](#)

Appendix A: Application Checklist OVC FY 2020 VOCA Victim Compensation Fellow

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

What an Applicant Should Do:

Prior to Registering in Grants.gov:

- Acquire a DUNS Number (see [OJP Grant Application Resource Guide](#))
- Acquire or renew registration with SAM (see [OJP Grant Application Resource Guide](#))

To Register with Grants.gov:

- Acquire AOR and Grants.gov username/password (see [OJP Grant Application Resource Guide](#))
- Acquire AOR confirmation from the E-Biz POC (see [OJP Grant Application Resource Guide](#))

To Find Funding Opportunity:

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

After Application Submission, Receive Grants.gov Email Notifications That:

- (1) application has been received,
- (2) application has either been successfully validated or rejected with errors (see [OJP Grant Application Resource Guide](#))

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

- contact OVC regarding experiencing technical difficulties (see page 2)

Overview of Post-Award Legal Requirements:

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2020 Awards](#)" in the [OJP Funding Resource Center](#).

Scope Requirement:

- The federal amount requested is within the allowable limits of \$400,000.

Eligibility Requirement: See the title page.

What an Application Should Include:

The following items are critical application elements required to pass Basic Minimum Requirements review. An application that OJP determines does not include the application elements that must be included in the application submission in order for the application to meet the basic minimum requirements, will neither proceed to peer review, nor receive further consideration.

- Project Abstract (see page 8)
 - Program Narrative (see page 8)
 - Budget Detail Worksheet, including Narrative (see [OJP Grant Application Resource Guide](#))
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- Application for Federal Assistance (SF-424) (see [OJP Grant Application Resource Guide](#))
 - Project Abstract (see page 8)
 - Program Narrative (see page 8)
 - Description of the Issue* (see page 8)
 - Project Design and Implementation* (see page 9)
 - Capabilities and Competencies* (see page 9)
 - Plan for Collecting the Data Required for this Solicitation's Performance Measures* (see page 9)
 - Budget Detail Worksheet (including Narrative) (see [OJP Grant Application Resource Guide](#))
 - Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
 - Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))
 - [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
 - Applicant Disclosure of Pending Applications (see [OJP Grant Application Resource Guide](#))
 - Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))
 - Disclosure of Process Related to Executive Compensation (see [OJP Grant Application Resource Guide](#))
- Additional Attachments
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))
 - Time-Task Plan (see page 9)
 - Resume or Curriculum Vitae (see page 9)