

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



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## **OVC FY 2020 State Victim Liaison Project FY 2020 Competitive Grant Solicitation**

**CFDA #16.582**

**Grants.gov Solicitation Number:** OVC-2020-17571

**Solicitation Release Date:** February 10, 2020

**Application Deadline:** 11:59 p.m. eastern time on April 9, 2020

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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC), is seeking applications for funding for a State Victim Liaison Project that will place at least one experienced crime victim liaison within selected VOCA State Administering Agencies (SAAs) to help states enhance services to:

- victims in rural/tribal areas; and/or
- older victims of crime; and/or
- victims of violent crime.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance to applicants for the preparation and submission to OJP of applications for funding. 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**

Eligible applicants include State Administering Agencies that administer VOCA Victim Assistance and/or VOCA Victim Compensation grants.

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](mailto:support@grants.gov). The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must email the OVC contact identified

below **within 24 hours after the application deadline** to request approval to submit its application after the deadline. Additional information on reporting technical issues appears under “Experiencing Unforeseen Grants.gov Technical Issues” in the How To Apply (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](mailto: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 February 20, 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 April 9, 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 State Victim Liaison Project

## CFDA # 16.582

### A. Program Description

#### Overview

The State Victim Liaison Project will place one or more experienced crime victim liaison(s) within the selected SAAs. This liaison will live and work within the state and territory and possess knowledge of the needs and challenges experienced by:

- (1) crime victims who reside in rural/tribal areas; and/or
- (2) older victims (aged 60 years or older) of any crime; and/or
- (3) victims of violent crime.

The liaison will also possess statewide networking connections for effective interaction with community leaders, allied professionals, and community stakeholders. This liaison will act as a bridge between the state and other state-based nongovernmental organizations (NGOs) to improve and increase access for crime victims to resources within the target areas. The applicant will choose one or more target areas for the crime victim liaison per application, or may apply for more than one liaison to focus on one or more of these three areas.

**Statutory Authority:** This grant program is authorized by the Victims of Crime Act (VOCA) of 1984, 34 U.S.C. § 20103(c)(1)(A).

#### Project-Specific Information

By hiring one or more specific subject matter experts, the state will have onsite personnel that can help the SAA maximize resources and promote outreach. Applicants must demonstrate the existence of a gap to be addressed by the liaison that impedes the SAA's ability to effectively and efficiently provide services.

#### Goals, Objectives, and Deliverables

The goal of this initiative is to provide SAAs with an opportunity to have experienced crime victim liaison staff who can help improve services to victims of crime in one or more of the three identified areas.

Successful applicants will achieve this goal through the following objectives:

1. Identify existing statewide, local, and federal resources for victims within one or more of the three specified areas;
2. Identify how those services are currently not meeting the demand for victim assistance in one or more of the three specified areas;
3. Identify how state and local agencies, NGOs, and other allied professionals can improve collaboration to enhance services to crime victims in one or more of the three specified areas;
4. Meet with community stakeholders to identify the needs in one or more of the three areas and develop strategies to address those needs;
5. Develop concrete recommendations and an implementation plan to enhance services in the areas;
6. Implement the strategies and recommendations;
7. Assess the effectiveness of the implementation;

8. Develop a plan to sustain these staff position(s) after the VOCA funding period has ended;
9. Conduct a series of comprehensive strategic planning sessions, as appropriate, with state and community stakeholders. Through partnerships, criteria will be developed to best determine strategies and effective collaborative models for planning, implementing, and evaluating the proposed innovations in the state and/or communities. Comprehensive strategic planning sessions should elicit the experiences and perspectives of crime victims, various stakeholders, victim services providers, and state agencies that are directly impacted by the intended innovation;
11. Complete all reporting requirements; and
12. Complete other deliverables as determined by OVC.

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

### **Evidence-Based Programs or Practices**

OJP strongly emphasizes the use of data and evidence in policy making and program development in criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices, see the [OJP Grant Application Resource Guide](#).

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

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

## **B. Federal Award Information**

Maximum number of awards OVC expects to make	20 Awards
Estimated maximum dollar amount for each award	\$500,000
Total amount anticipated to be awarded under solicitation	\$10 million
Period of Performance start date	10/01/2020
Period of Performance duration	36 Months

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

Under this solicitation, only one application by any particular applicant entity will be considered. An entity may, however, be proposed as a subrecipient (subgrantee) in more than one application.

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

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

### **Type of Award**

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

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

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements<sup>1</sup> as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See [OJP Grant Application Resource Guide](#) for additional information.

### **Budget Information**

#### **Cost Sharing or Matching Requirement**

This solicitation does not require a match.

Please see the [OJP Grant Application Resource Guide](#) for information on the following:  
[Pre-agreement Costs \(also known as Pre-award Costs\)](#)  
[Limitation on Use of Award Funds for Employee Compensation; Waiver](#)  
[Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs](#)  
[Costs Associated with Language Assistance \(if applicable\)](#)

## **C. Eligibility Information**

For eligibility information, see 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 to advance to peer review and receive consideration for funding: 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.

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

## 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 a standard 12-point Times New Roman font with 1-inch margins.

## 3. Program Narrative

The program narrative should be double-spaced, using a standard 12-point Times New Roman font; have no less than 1-inch margins; and should not exceed 15 pages. Pages should be numbered. 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

This section must establish strong rationale for the project and provide a clear statement of how funding will support the project's value to the victims' field by meeting the stated goals. An applicant should use data to provide evidence that the need for the effort exists and demonstrate the scope and size of the need. The applicant should also make a convincing case that the project addresses a gap in existing resources and does not duplicate an existing program.

### b. Project Design and Implementation

The project design and implementation plan must describe the project strategy and discuss how the strategy will address the identified problems and support the goals and objectives (see pages 4-5). The applicant's project design must include a description of project phases and staff responsibilities; clear descriptions of interim deliverables and final products; and a time-task plan that clearly identifies objectives and major activities. The time-task plan presented in chart form, as a separate attachment, will not be subject to the program narrative page limitation. In preparing the time-task plan, applicants should make certain that all project activities will occur within the 3-year project period. The plan must also provide for the submission of financial and progress reports. All awardees are required to submit semiannual progress reports and quarterly financial reports.

The implementation plan should outline the strategies for developing the liaison project that enhances service to victims of crime for the duration of the project period.

### c. Capabilities and Competencies

Applicants must include the core objectives and duties of the liaison position(s).

Applicants must describe how the liaison(s) will be supervised and managed, and where

the liaison(s) will be working within the agency. The applicant must detail how the liaison(s) will be supported in performing his or her responsibilities. Applicants must also include a list of other personnel who may be responsible for managing and implementing the major stages of the project. The applicant should identify the selection criteria for hiring the liaison position(s). The liaison(s) must have both the substantive expertise and experience to perform crucial leadership functions, and collaborate and coordinate with other state agencies and other organizations to improve services to crime victims in the specified area(s). Job descriptions and copies of resumes for proposed key staff positions who will manage the liaison(s) or otherwise be involved in the project should be included, as a separate attachment not subject to the program narrative page limitation.

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

Performance measures for this solicitation are listed in [Appendix A: Performance Measures Table](#).

Award recipients will be required to provide the relevant data by submitting quarterly performance metrics through OVC's online Performance Measurement Tool (PMT) located at <https://ovcpmt.ojp.gov/>.

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

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

#### **Note on Project Evaluations**

An applicant that proposes to use award funds through this solicitation to conduct project evaluations should follow the guidance under Note on Project Evaluations in the [OJP Grant Application Resource Guide](#).

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

4. [Budget Information and Associated Documentation](#) in the Budget Preparation and Submission Information section.
5. [Indirect Cost Rate Agreement](#)
6. [Financial Management and System of Internal Controls Questionnaire \(including applicant disclosure of high risk status\)](#)
7. [Disclosure of Lobbying Activities](#)



8. [Applicant Disclosure of Pending Applications](#)
9. [Applicant Disclosure and Justification – DOJ High Risk Grantees<sup>2</sup>](#) (if applicable)
10. [Tribal Authorizing Resolution](#) (if applicable)
11. [Disclosure of Process Related to Executive Compensation](#)

## 12. Additional Attachments

- a. Time-Task Plan  
See page 7 for details about this required separate attachment.
- b. Job Descriptions and Resumes  
See page 8 for more information about including job descriptions and resumes.

### How To Apply (Grants.gov)

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

### Registration and Submission Steps

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

- 16.582, Crime Victim Discretionary Grants.
- OVC-2020-17571.

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 (40%)
3. Capabilities and Competencies (20%)
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (10%)
5. Budget (10%): complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should demonstrate generally how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.<sup>3</sup>

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

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

## Review Process

OJP is committed to ensuring a fair and open process for making awards. OVC reviews the application to make sure that the information presented is reasonable, understandable, measurable, achievable, and consistent with the solicitation. 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 the System for Award Management (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.

## 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: Performance Measures Table**

<b>Objective</b>	<b>Performance Measure(s)</b>	<b>Description</b>	<b>Data Recipient Provides</b>
<i>To provide SAAs with an opportunity to have experienced crime victim liaison staff who can help improve services to victims of crime in one or more of the three identified target areas.</i>	Outreach to stakeholders.	Provide outreach to community stakeholders.	Number of outreach contacts.
	Stakeholder coordination.	Develop stakeholder meetings to establish coordination.	Number of stakeholder meetings conducted.
	Training and technical assistance recipients implementing an evidence-based program or practice.	Provide training and technical assistance to stakeholders.	Number of training and technical assistance services provided.
	Needs assessment.	Complete statewide needs assessment for service area(s) identified.	Complete one needs assessment.
	Gaps identified in resources and/or services.	Use needs assessment to identify gaps.	Number of gaps identified.

## **Appendix B: Application Checklist OVC FY 2020 State Victim Liaison Project**

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 [www.ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](http://www.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 [OJP Grant Application Resource Guide](#))

### **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 limit(s) of \$500,000.

**Eligibility Requirement:** Eligible applicants include State Administering Agencies that administer VOCA Victim Assistance and/or VOCA Victim Compensation grants.

## What an Application Should Include:

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

- Program Narrative (see page 7)
  - Budget Detail Worksheet including Narrative (see [OJP Grant Application Resource Guide](#))
- 
- Application for Federal Assistance (SF-424) (see [OJP Grant Application Resource Guide](#))
  - Project Abstract (see page 7)
  - Program Narrative (see page 7)
    - Description of the Issue* (see page 7)
    - Project Design and Implementation* (see page 7)
    - Capabilities and Competencies* (see page 7)
    - Plan for Collecting the Data Required for this Solicitation's Performance Measures* (see page 8)
  - Budget Detail Worksheet (including Narrative) (see [OJP Grant Application Resource Guide](#))
  - Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
  - Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))
  - [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
  - Applicant Disclosure of Pending Applications (see [OJP Grant Application Resource Guide](#))
  - Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))
  - Tribal Authorizing Resolution (if applicable) (see [OJP Grant Application Resource Guide](#))
  - 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 7)
- Job Descriptions and Resumes (see page 8)