

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



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## **Improving Community Preparedness to Assist Victims of Mass Violence or Domestic Terrorism: Training and Technical Assistance Project**

### **FY 2020 Competitive Grant Solicitation**

**CFDA # 16.321**

**Grants.gov Solicitation Number:** OVC-2020-18613

**Solicitation Release Date:** April 9, 2020

**Application Deadline:** 11:59 p.m. eastern time on May 26, 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 the *Fiscal Year (FY) 2020 Improving Community Preparedness to Assist Victims of Mass Violence or Domestic Terrorism: Training and Technical Assistance Project*. This program furthers the Department's mission by enhancing the community response to victims of crime in criminal mass violence or domestic terrorism incidents. It aligns directly with the Department's mission and Attorney General's priorities for reducing violent crime and providing vital support to 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):

Eligible applicants are limited to

- public agencies (including state or local units of government);
- private for-profit and nonprofit organizations (including tribal for-profit and nonprofit organizations); and
- institutions of higher education (including tribal institutions of higher education).

Eligible applicants must have experience in delivering training and technical assistance at national and local levels to law enforcement, victim service providers, and emergency response organizations.

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

OVC will consider applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients (subgrantees). The applicant must be the entity that would have primary responsibility for carrying out the award, including administering the funding and managing the entire project. Under this solicitation, only one application by any particular applicant entity will be considered. An entity may, however, be proposed as a subrecipient (subgrantee) in more than one application. For additional information on subawards, see the [OJP Grant Application Resource Guide](#).

### **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.–6:00 p.m., eastern time, Monday through Friday, and from 10:00 a.m.–8:00 p.m., eastern time, on the solicitation closing date.

### **Pre-Application Webinar**

OVC will conduct one pre-application webinar on Wednesday, April 22, 2020, from 1:00 to 2:00 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 26, 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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# **Improving Community Preparedness to Assist Victims of Mass Violence or Domestic Terrorism: Training and Technical Assistance Project CFDA # 16.321**

## **A. Program Description**

### **Overview**

This project will provide training, technical assistance, and support to enable communities to augment their existing emergency response plans to ensure that they include effective protocols and strategies to address the immediate and long-term needs of victims, families, first responders, and communities after criminal mass violence or domestic terrorism incidents. The project will target training and technical assistance for law enforcement and other first responders; state, local, or tribal units of government; and victim service providers who are central in coordinating responses to criminal mass violence incidents.

**Statutory Authority:** This program is authorized by 34 U.S.C. 20105(b).

### **Program-Specific Information**

Incidents of criminal mass violence<sup>1</sup> and domestic terrorism, such as bombings, mass shootings, hijackings, and bioterrorism attacks, present unique challenges to the communities in which they occur and are traumatizing to the victims and families impacted as well as to the responding law enforcement and other emergency personnel. Ideally, a community's response to a mass violence incident will include a carefully planned and coordinated mobilization of law enforcement, other first responders, health care and mental health professionals, victim service providers, and multiple levels of governmental agencies. Planning must focus on strategies that are timely, compassionate, evidence-based, and comprehensive (addressing the impact of trauma on both victims and first responders).

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

The overall goal of this program is to assist state, local, and tribal law enforcement; units of government; emergency managers; prosecutors; victim service providers; and other stakeholders in augmenting their community emergency management response plans to ensure that the needs of victims, families, and first responders are addressed after incidents of criminal mass violence or domestic terrorism.

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<sup>1</sup> The term "mass violence" is not defined in the Victims of Crime Act of 1984 (VOCA) or any statute amending VOCA, nor is it defined in the U.S. Criminal Code. Thus, OVC has developed a working definition of this term. The term "mass violence" herein means an intentional violent criminal act, for which a formal investigation has been opened by the Federal Bureau of Investigation or other law enforcement agency, that results in physical, emotional, or psychological injury to a sufficiently large number of people as to significantly increase the burden of victim assistance and compensation for the responding jurisdiction. (OVC uses this same definition in determining eligibility for victim service grants related to incidents that could be mass violence, but the determination as to whether an incident meets the definition in that context is made by the OVC Director.)

In coordination with OVC, the selected provider will address the following objectives and project deliverables:

1. Provide individualized training and technical assistance (TTA) to law enforcement and first responders; units of state, local, and tribal government; and other community stakeholders and victim service providers to assist in developing partnerships, policies, and procedures to address the needs of victims of crime after incidents of criminal mass violence and domestic terrorism. The provider will assist with a range of activities, including those outlined in OVC's [Helping Victims of Mass Violence & Terrorism: Planning, Response, Recovery, and Resources Toolkit. Partnerships and Planning Checklist](#).
  - Deliverables include complete performance measure data that accurately quantifies and describes TTA provided, brief reports to OVC summarizing the range of TTA requested, and status of TTA provided.
2. Expand the capacity of agencies and local governments by providing supplemental resources to those seeking to augment their existing emergency response plans. Strategies to expand capacity may include access to onsite consultants, small subawards, or other resources for jurisdictions that do not currently have adequate staff or funding to engage in the development of a comprehensive victim assistance plan.
  - Deliverables include a plan for assessing the level of need in each jurisdiction requesting support, recommended selection criteria for receiving TTA, and a plan for the provision of supplemental resources. The TTA provider will work in coordination with OVC regarding the selection of TTA sites, and prior approval from the grant manager is required for any subaward to an organization or entity that would receive TTA under this award.
3. Assemble a cadre of expert consultants to provide evidence-based TTA.
  - Deliverables include a list of recommended TTA consultants along with their qualifications.
4. Design and implement outreach and public awareness strategies targeting law enforcement, first responder, state, local, and tribal agencies involved in emergency planning/response efforts to raise awareness about available TTA.
  - Deliverables include the submission of a detailed outreach plan.
5. Deliver presentations and TTA workshops at national, regional, or state conferences attended by emergency managers to raise awareness of TTA resources and engage emergency response planners.
  - Deliverables include submission of a detailed plan for presentations to target groups and performance measurement data related to these efforts.
6. Conduct ongoing data collection and evaluation activities for the purpose of performance measurement and improvement of TTA delivery.
  - Deliverables include the development of a system for receiving, tracking, and responding to TTA requests and a process that assesses user satisfaction with TTA services.

OVC will ensure that this project is conducted in coordination with other OVC resources and initiatives, such as [OVC's Training and Technical Assistance Center](#) (OVC TTAC) and [OVC's National Mass Violence Victimization Resource Center](#).

The TA provider will NOT develop new tools, templates, resources, publications, or curricula. The selected provider will use or adapt existing tools and resources that are already available to the field including but not limited to [OVC's Mass Violence Toolkit](#), which will be updated in October 2020. The selected provider should also be aware of other resources that are available to the field through [the U.S. Department of Health and Human Services](#), [the Centers for Disease Control and Prevention](#) (CDC), the [U.S. Department of Homeland Security](#), the Federal Emergency Management Agency (FEMA), and the U.S. Department of Justice's Federal Bureau of Investigation (FBI). The provider should be aware of and assess the use of any relevant guidelines, resources, and publications developed by professional organizations such as [ASIS](#), [National Fire Protection Association](#) (NFPA), and the [International Association of Emergency Managers](#) (IAEM).

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 policymaking 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, "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 each award:	\$3 million
Total amount anticipated to be awarded under solicitation:	\$3 million
Period of Performance start date:	October 1, 2020
Period of Performance duration:	36 months
Period of Performance end date (no extensions possible):	September 30, 2023

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 an award under this solicitation as a cooperative agreement, which provides for OJP to have substantial involvement in carrying out award activities. 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>2</sup> as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the [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 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: 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>2</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 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 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 the four separate sections, 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

- i. Drawing from national data, describe the problem of criminal mass violence and domestic terrorism in the United States and the needs of victims and communities in the aftermath of these incidents.
- ii. Describe the difficulties that communities face in developing emergency response plans that address the needs of criminal mass violence or domestic terrorism crime victims and adequately responding to victims of these crimes.
- iii. Describe the gaps in community resources that may prevent adequate preparation for the needs of crime victims after incidents of criminal mass violence or domestic terrorism.
- iv. Describe what types of TTA and outreach are needed to address this problem, with a specific focus on needs of law enforcement and other emergency responders.

### b. Program Goals and Objectives/Program Design and Implementation Plan

Applicants must provide a coherent, concise, comprehensive plan addressing the identified problem, including:

- i. Detailed goals and objectives that will be completed during the 36-month award period that align with the project goals and objectives outlined on pages 5–7.
- ii. A detailed, 36-month project timeline that details how the applicant will accomplish its stated goals and objectives, and the name, title, and organization of the individual(s) responsible for carrying out the identified activities. The timeline should be submitted as a separate attachment and must provide for the

submission of required quarterly financial status reports, semiannual progress reports, and a final report.

- iii. A description of the provider's outreach and site selection plan including a detailed proposal for site engagement and the supplemental resources (consultant time, subawards, etc.) that will be made available to sites to assist them in augmenting their current emergency response plans.
- iv. A description of how training and technical assistance will be delivered to jurisdictions across the country and U.S. Territories.
- v. A description of potential project partners and how they will contribute to the project.
- vi. A description of what tools or resources will be used to deliver TTA.
- vii. A general description of how the effectiveness of TTA will be assessed.

**c. Capabilities and Competencies**

- i. Describe the applicant's history of providing national-scope or local TTA to law enforcement; state, local, and tribal government units; emergency response organizations; and victim services organizations.
- ii. Describe the applicant's experience in working with federal, state, local and tribal officials in developing community or victim response plans.
- iii. Describe the subject matter expertise of the applicant organization and/or project partners related to responding to the needs of crime victims in the aftermath of criminal mass violence or domestic terrorism incidents.
- iv. Describe the capacity of your organization to lead this project and manage a federal award.
- v. Provide a staffing plan that includes a Project Coordinator who will serve as the lead on this project. (Staffing plan should include at least 1.0 full-time employee).
- vi. Describe the roles and responsibilities of any project partners.
- vii. Identify any additional staffing, resource, and capacity needs your organization anticipates.

**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.

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

should review the applicable performance measures at <https://www.ovc.gov/grants/pdfxt/TVS-questionnaire.pdf>. Award recipients under this solicitation will be required to complete the following sections, including any relevant shared measures.

- I. Training
- II. Technical Assistance
- V. Collaborative Partnerships

Reports generated from OVC's PMT system must be uploaded to the Grants Management System (GMS) every 6 months.

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>3</sup> \(if applicable\)](#)
10. [Tribal Authorizing Resolution \(if applicable\)](#)
11. [Research and Evaluation Independence and Integrity](#)
12. [Disclosure of Process Related to Executive Compensation](#)

#### **13. Additional Attachments**

##### **a. Resumes/Curriculum Vitae for Key Personnel**

Applicants should submit copies of the resumes/curriculum vitae and position descriptions for key project personnel.

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<sup>3</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.

**b. Letters of Support**

Applicants should submit letters of support from key partners or stakeholders noted in the application.

**c. Project Timeline**

See page 9.

**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.

- 16.321, Antiterrorism Emergency Reserve
- OVC-2020-18613.

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. Program Goals and Objectives/Program Design and Implementation (40%)
3. Capabilities and Competencies (25%)
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%)
5. Budget (10%): complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget Narratives should demonstrate generally how applicants will maximize cost effectiveness of grant expenditures. Budget Narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.<sup>4</sup>

**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.

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<sup>4</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.

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 (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, the Assistant Attorney General will make all final award decisions and 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: Application Checklist**  
**Improving Community Preparedness to Assist Victims of Mass Violence or Domestic Terrorism: Training and Technical Assistance 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 [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](http://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 \$3 million.

**Eligibility Requirement:** See eligibility information on 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.

- Program Narrative (see page 9)
  - Detail Budget 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 9)
  - Program Narrative (see page 9)
    - Description of the Issue* (see page 9)
    - Program Goals and Objectives/Program Design and Implementation Plan* (see page 9)
    - Capabilities and Competencies* (see page 10)
    - Plan for Collecting the Data Required for this Solicitation's Performance Measures* (see page 10)
  - 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](#))
  - Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))
  - Disclosure of Process Related to Executive Compensation (see [OJP Grant Application Resource Guide](#))
- Additional Attachments
- Project Timeline (see page 9)

- Resumes/Curriculum Vitae of Key Personnel (see page 11)
- Letters of Support (see page 12)
- Request and Justification for Employee Compensation; Waiver (if applicable)  
(see [OJP Grant Application Resource Guide](#))