U.S. Department of Justice
Office of Justice Programs
Office of Juvenile Justice and Delinquency Prevention

OJJDP FY 2020 Internet Crimes Against Children Task Force Program Support
FY 2020 Competitive Grant Solicitation

CFDA #16.543

Grants.gov Solicitation Number: OJJDP-2020-16970

Solicitation Release Date: February 5, 2020

Application Deadline: 11:59 p.m. eastern time (ET) on April 6, 2020

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Office of Juvenile Justice and Delinquency Prevention (OJJDP) is seeking applications for fiscal year (FY) 2020 Internet Crimes Against Children Task Force Program Support. This program furthers the Department's mission by helping state and local law enforcement agencies develop effective responses to technology-facilitated child sexual exploitation and Internet crimes against children.

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:

- states and territories,
- units of local government
    (a) any city, county, township, town, borough, parish, village, or other general purpose political subdivision of a state
    (b) any law enforcement district or judicial enforcement district that:
        (i) is established under applicable state law, and
        (ii) has the authority to, in a manner independent of other state entities, establish a budget and impose taxes, or
    (c) for the purposes of assistance eligibility, any agency of the government of the District of Columbia or the federal government that performs law enforcement functions in and for:
        (i) the District of Columbia, or

(ii) any Trust Territory of the United States.
- federally recognized tribal governments,
- nonprofit organizations[1] and for-profit organizations (including tribal nonprofit and for-profit organizations), and
- institutions of higher education (including tribal institutions of higher education).

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 or 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 National Criminal Justice Reference Service Response Center (Response Center) at grants@ncjrs.gov **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 Response Center by telephone at 800–851–3420 or TTY: 301–240–6310 (hearing impaired only) or by email at grants@ncjrs.gov. Response Center hours of operation are 10 a.m. to 6 p.m. ET, Monday through Friday, and 10 a.m. to 8 p.m. ET on the solicitation close date. General information on applying for OJJDP awards can be found at https://www.ojjdp.gov/funding/funding.html. Answers to frequently asked questions that may assist applicants are posted at https://ojjdp.ojp.gov/sites/g/files/xyckuh176/files/media/document/ojjdp-2020-16970-faqs.pdf.

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 (ET) on April 6, 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.

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[1] See https://www.ojp.gov/funding/Explore/LegalOverview2020/OrganizationalRequirements.htm for additional information on demonstrating nonprofit status.

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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OJJDP FY 2020 Internet Crimes Against Children Task Force Program Support
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A. Program Description

Overview
Internet Crimes Against Children (ICAC) task forces work collaboratively as a national network of law enforcement and prosecutorial agencies that prevent, interdict, and investigate technology-facilitated child sexual exploitation and Internet crimes against children. This program furthers DOJ's mission by providing support to law enforcement, prosecutors, and other professionals involved in investigating and prosecuting technology-facilitated child sexual exploitation, which is constantly evolving. Through this program, the successful applicant will provide a variety of services and support to OJJDP and the ICAC task force program to fight against child sexual exploitation.

Statutory Authority
Department of Justice Appropriations Act, 2020, Pub. L. No. 116–93; 133 Stat. 2317, 2409.

Program-Specific Information
The ICAC task force program supports a national network of 61 multiagency, multijurisdictional task forces engaged in investigations, forensic examinations, and prosecutions related to technology-facilitated child sexual exploitation. Additionally, the task forces provide forensic and investigative technical assistance to law enforcement and prosecutorial officials, and provide community education information to parents, educators, prosecutors, law enforcement, and others concerned with child exploitation.

The successful applicant will provide program support to OJJDP; the ICAC task forces; ICAC National Training Program providers; and other federal, state, and local law enforcement officials partnering with the ICAC task force program.

Goals, Objectives, and Deliverables
The goal of this cooperative agreement is to facilitate program support to benefit the ICAC task force program. The primary objective will be the delivery of specific products to serve law enforcement and other key stakeholders affiliated with the ICAC task force program. The deliverables (technical assistance, meeting and conference support, and information management) should be directed toward the continuation, expansion, and enhancement of the ICAC task force program.

In support of this effort, the successful applicant will deliver the following, as described below:

1. **Plan To Support an ICAC Task Force National Training Event, Commanders' Meetings, and Implementation of the National Strategy for Child Exploitation Prevention and Interdiction (National Strategy).** The successful applicant, with OJJDP oversight, will coordinate, plan logistics, and support onsite meeting management for an annual ICAC national training event and as many as four commanders' meetings that facilitate networking, skill building, and information sharing

among participants. As a part of this task, the awardee will support regular planning conference calls among OJJDP staff, consultants, and participants. In addition, the successful applicant will provide support to ICAC task forces in carrying out the goals and objectives for combating child exploitation detailed in the National Strategy.

2. **System for Monitoring Consumer Feedback.** The successful applicant will develop and maintain a uniform, systematic evaluation process that enables OJJDP to assess the satisfaction of the target audience with services received in terms of promptness, quality of technical assistance, and resources.

3. **Training and Technical Assistance Website.** The successful applicant, in coordination with OJJDP, the ICAC task forces, and the ICAC training providers, will maintain, expand, and regularly update a system to receive and track online requests for technical assistance and to provide information regarding upcoming conferences and training events and online access to OJJDP-produced materials.

4. **Special Projects.** OJJDP may require that the awardee conduct special projects or develop products in support of this cooperative agreement. The awardee will work closely with the assigned OJJDP program manager on the development of any special projects, as needed.

OJJDP training and technical assistance awardee standards. OJJDP has developed the Core Performance Standards for Training, Technical Assistance, and Evaluation to promote among providers the consistency and quality of OJJDP-sponsored training and technical assistance and to advance common expectations of performance excellence. The standards present minimum expectations that providers must meet for effective practice in the planning, coordination, delivery, and evaluation of training. Award recipients must coordinate with OJJDP's National Training and Technical Assistance Center (NTTAC) in the assessment and delivery of services to ensure the effective use of OJJDP grant funding.

Requirements related to coordination of activities will include, but are not limited to:

- **Coordination with OJJDP NTTAC.** OJJDP requires all training and technical assistance projects to coordinate their activities with OJJDP NTTAC by complying with all OJJDP/NTTAC protocols to ensure coordinated delivery of services among providers and the effective use of OJJDP grant funding. OJJDP reserves the right to modify these protocols at any time with reasonable notice to the grantee prior to project completion.

- **OJJDP-funded webinars.** The award recipient must comply with OJJDP's Webinar Guidelines, as described in the core performance standards. Minimally, OJJDP training and technical assistance providers will submit information to OJJDP NTTAC in advance of all events for the online calendar, use the approved OJJDP presentation template, and record events and provide the final files which are compliant with Section 508 of the Workforce Rehabilitation Act to OJJDP or OJJDP's representative. For more information on Section 508 of the Workforce Rehabilitation Act, visit www.section508.gov.

- **Training information sharing.** OJP will collect information from its program offices on OJP-funded training and technical assistance events. Award recipients must use OJJDP's standard electronic training request form, submit information to NTTAC on all training events

(e.g., name of requestor, description of request, dates of event) 30 days in advance of the event date, and report additional data, as OJJDP requires.

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 that 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 OJJDP expects to make	Up to 1 award
Estimated maximum dollar amount for each award	Up to $2 million
Total amount anticipated to be awarded under solicitation	$2 million
Period of performance start date	October 1, 2020
Period of performance duration	12 months

If the awardee demonstrates significant progress toward implementing project activities and project goals, OJJDP may, in certain cases, provide supplemental funding in FYs 2021 and 2022 under this solicitation. OJJDP 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.

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
OJJDP expects to make awards under this solicitation as cooperative agreements, which provide 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[2] 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 Match Requirement
This solicitation does not require a match.

Please see the OJP Grant Application Resource Guide for information on the following:

Preagreement Costs (also known as Preaward 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 Cost Sharing or Match Requirement.

D. Application and Submission Information
This solicitation expressly modifies the OJP Grant Application Resource Guide by not incorporating the "Disclosure of Process Related to Executive Compensation" provisions in the "Application Attachments" section of the OJP Grant Application Resource Guide.

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, Budget Detail Worksheet, and 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 of 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 preapplications, applications, and related information. See the OJP Grant Application Resource Guide for additional information on completing the SF-424.

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[2] 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.

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

2. **Project Abstract**

   Applications should include a 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.

   The abstract should briefly describe the project's purpose, the population to be served, and the activities that the applicant will implement to achieve the project's goals and objectives. The abstract should describe how the applicant will measure progress toward these goals. The abstract should indicate whether the applicant will use any portion of the project budget to conduct research, as described in Note on Project Evaluations on page 11. All project abstracts should follow the detailed template available at www.ojp.gov/funding/Apply/Resources/ProjectAbstractTemplate.pdf.

3. **Program Narrative**

   Applicants must submit a program narrative that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed program. The program narrative should be double-spaced with 1-inch margins, not exceeding 30 pages of 8½ by 11 inches, and use a standard 12-point Times New Roman font. Pages should be numbered "1 of 30," etc. The tables, charts, pictures, etc., including all captions, legends, keys, subtext, etc., may be single-spaced and will count in the 30-page limit. Material required under the Budget and Budget Narrative and Additional Attachments sections will not count toward the program narrative page count. Applicants may provide bibliographical references as a separate attachment that will not count toward the 30-page program narrative limit. If the program narrative fails to comply with these length-related restrictions, OJJDP may negatively consider such noncompliance in peer review and in final award decisions.

   The program narrative should address the following selection criteria: (1) statement of the problem, (2) project design and implementation, (3) capabilities and competencies, and (4) plan for collecting the data required for this solicitation's performance measures. The applicant should clearly delineate the connections between and among each of these sections. For example, the applicant should derive the goals and objectives directly from the problems to be addressed. Similarly, the project design section should clearly explain how the program's structure and activities will accomplish the goals and objectives identified in the previous section.

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

   a. **Statement of the Problem.** Describe the need for the training and technical assistance proposed. The applicant should use data to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the larger community. Any data or research

referenced in the narrative should include information about the source of the data and/or a citation. Applicants should describe the target population and any previous or current attempts to address the problem.

Applicants should describe any research or evaluation studies that relate to the problem and contribute to their understanding of its causes and potential solutions. While OJJDP expects applicants to review the research literature for relevant studies, they should also explore whether unpublished local sources of research or evaluation data are available.

b. **Project Design and Implementation**. Detail how the project will operate throughout the funding period and describe the strategies that they will use to achieve the goals and objectives identified in the previous section. Applicants should describe how they will complete the deliverables stated in the Goals, Objectives, and Deliverables section on page 5.

This section should also include details regarding any leveraged resources (cash or in-kind) from local sources to support the project and discuss plans for sustainability beyond the grant period.

Timeline. Applicants should submit a realistic timeline or milestone chart that indicates major tasks associated with the goals and objectives of the project, assigns responsibility for each, and plots completion of each task by month or quarter for the duration of the award, using "Year 1," "Month 1," "Quarter 1," etc., not calendar dates (see "Sample Project Timelines" here).

Applicants should submit the timeline as a separate attachment, as stipulated in Additional Attachments, page 12. On receipt of an award, the recipient may revise the timeline, based on training and technical assistance that OJJDP will provide.

c. **Capabilities and Competencies.** Describe the experience and capability of the applicant organization and any contractors or subgrantees that the applicant will use to implement and manage this effort and its associated federal funding, highlighting any previous experience implementing projects of similar design or magnitude. Applicants should highlight their experience/capability/capacity to manage subawards, including details on their system for fiscal accountability. Management and staffing patterns should be clearly connected to the project design described in the previous section. Applicants should describe the roles and responsibilities of project staff and explain the program's organizational structure and operations. Applicants should include a copy of an organizational chart showing how the organization operates, including who manages the finances; how the organization manages subawards, if there are any; and the management of the project proposed for funding.

As a key competitive factor, applicants must discuss their organizational capacity to implement the identified tasks, describe how they will ensure the timely delivery of requested support, and determine the cost efficiencies they will achieve in the management and staffing of the program.

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."

Applicants should visit OJP's performance measurement page at 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 semi-annual performance metrics through OJJDP's online Performance Measurement Tool (PMT), located at https://ojpsso.ojp.gov/. Applicants should review the complete list of performance measures for this solicitation here: Training and Technical Assistance Providers Performance Measures Grid.

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[3] (if applicable)**

10. **Research and Evaluation Independence and Integrity**

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[3] 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.

11. Additional Attachments

  a) Timeline (see page 10).
  b) Résumés of all key personnel.
  c) Job descriptions outlining roles and responsibilities for all key positions.

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.

 - CFDA #16.543, Missing and Exploited Children
 - OJJDP-2020-16970

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. Statement of the Problem (10%)
2. Project Design and Implementation (30%)
3. Capabilities and Competencies (50%)
4. Plan for Collecting the Data Required for This Solicitation's Performance Measures (5%)
5. Budget (5%): 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.[4]

Review Process

OJJDP 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 nonpublic segment of the integrity and performance system accessible through the System for Award

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[4] 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.

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 OJJDP 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 [Goals, Objectives, and Deliverables](#), 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, semi-annual 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

OJJDP FY 2020 Internet Crimes Against Children Task Force Program Support

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)
☐ Select the correct Competition ID   (see page 12)
☐ Access Funding Opportunity and Application Package (see OJP Grant Application Resource Guide)
☐ Sign up for Grants.gov email notifications (optional)   (see OJP Grant Application Resource Guide)
☐ 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 the Response Center at grants@ncjrs.gov to request to submit the application after the deadline because of unforeseen technical issues   (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 up to $2 million.

Eligibility Requirement: The following entities are eligible to apply:

- states and territories,
- units of local government
    (a) any city, county, township, town, borough, parish, village, or other general purpose political subdivision of a state
    (b) any law enforcement district or judicial enforcement district that:
        (i) is established under applicable state law, and
        (ii) has the authority to, in a manner independent of other state entities, establish a budget and impose taxes, or
    (c) for the purposes of assistance eligibility, any agency of the government of the District of Columbia or the federal government that performs law enforcement functions in and for:
        (i) the District of Columbia, or
        (ii) any Trust Territory of the United States.
- federally recognized tribal governments,
- nonprofit organizations[5] and for-profit organizations (including tribal nonprofit and for-profit organizations), and
- institutions of higher education (including tribal institutions of higher education).

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.
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> ☐ Program Narrative   (see page 9)
> ☐ Budget Detail Worksheet   (see OJP Grant Application Resource Guide)
> ☐ Budget Narrative   (see OJP Grant Application Resource Guide)

☐ Application for Federal Assistance (SF-424)   (See page 8)

☐ Project Abstract   (See page 9)

☐ 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)

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[5] See https://www.ojp.gov/funding/Explore/LegalOverview2020/OrganizationalRequirements.htm for additional information on demonstrating nonprofit status.

☐ 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)

☐ Research and Evaluation Independence and Integrity
   (see OJP Grant Application Resource Guide)

☐ Request and Justification for Employee Compensation; Waiver (if applicable)
   (see OJP Grant Application Resource Guide)

Additional Attachments

☐ Timeline or milestone chart

☐ Resumes of all key personnel

☐ Job descriptions outlining roles and responsibilities for all key positions