



Center for
Prevention Programs
and Partnerships

FY24 TVTP Grant Program Application Guidance

Contents

1. Application Guidance Overview	3
2. TVTP Grant Program Overview	3
3. Anticipated Federal Award Information	4
4. Priorities and Objectives	5
a. Priorities	5
b. Objectives	5
5. Anticipated Eligibility Information	6
a. Eligible Applicant Types	6
b. Applicant Eligibility Criteria	6
c. Other Eligibility Criteria	6
6. Anticipated Application Timeline	7
7. Expected Submission Instructions, Required Application Components, and Applicant Submission Resources	7
8. Anticipated Application Tracks	9
a. Promising Practices Track	10
b. Innovation Track	16
9. Minimum Standards for Recipients in Threat Assessment and Management Team; Recidivism Reduction and Reintegration; and Referral Services	17
a. BTAM Teams	17
b. Referral Services and Recidivism Reduction and Reintegration Programs	18
10. Application Scoring Information	19
a. Review and Selection Process	22
b. Project Narrative Components Overview	22
c. Appendices-IMP, CVs of Key Personnel, Documentation of Commitment/Support and Letters of Recommendation	27
11. Federal Award Administration Information and Reporting Requirements	28
a. Privacy of Project Participants and Beneficiaries	29
b. Protection of Human Subjects in Research	29
c. Implementation and Measurement Plan	29
d. Budget Execution Plan	29
e. Third Party Evaluation	30
f. Reporting	30
g. Project Webpages	30
h. Financial Reporting Requirements	30
i. FFR Reporting Periods and Due Dates	30
j. Programmatic Performance Reporting Requirements	31
k. Budget vs Actuals (BVA) Reporting	31
l. Closeout Reporting Requirements	32
12. Objectives and Outcomes	32
13. Research, Resources, and Definitions	34
a. Introductory Resources	34
b. Research Resources	35
c. Risk Assessment Resources	36
d. Reentry and Reintegration Resources	37
e. Definitions	38

1. Application Guidance Overview

The U.S. Department of Homeland Security's (DHS's) Center for Prevention Programs and Partnerships (CP3) anticipates releasing the Fiscal Year (FY) 2024 Targeted Violence and Terrorism Prevention (TVTP) Grant Program Notice of Funding Opportunity (NOFO) in Spring 2024. At that time, the application window may be as short as 30 days due to the time required for the competitive review of applications and award disbursement before fund expiration. This document is intended to provide prospective applicants with the necessary information to develop their applications and prepare to apply within this compressed timeframe. *This guidance uses several terms that may not be familiar to all readers; please find important definitions beginning on page 42 of this document.*

NOTE: This guidance is not a solicitation for applications. It does not contain the final details regarding this anticipated funding opportunity. Interested applicants should refer to the NOFO upon its release for the official solicitation, technical submission instructions, and additional federal award information and requirements not included in this document.

2. TVTP Grant Program Overview

Acts of targeted violence and terrorism are often preventable occurrences. American communities continue to be vulnerable to these threats – forms of violence that impact our collective sense of security and freedom as Americans. CP3 strengthens our country's ability to prevent targeted violence and terrorism nationwide, through funding, training, increased public awareness, and partnerships across every level of government, the private sector, and in local communities. Leveraging an approach informed by public health research, CP3 brings together mental health providers, educators, faith leaders, public health and safety officials, social services, nonprofits, and others in communities across the country to help people who are on a pathway to violence before harm occurs. The TVTP Grant Program provides financial assistance, training, and resources to eligible applicants. These grants enable recipients to develop sustainable, multidisciplinary TVTP capabilities in local communities, pilot innovative prevention approaches, and identify prevention best practices that can be replicated in communities across the country.

Lone offenders and small cells of individuals motivated by a range of violent extremist ideologies, of both domestic and foreign origin, continue to pose a persistent terrorism-related threat facing the United States. Among domestic violent extremists, racially or ethnically motivated extremists will likely remain a lethal threat. Since 2020, DHS has also seen a significant increase in anti-government and anti-authority threats, which typically target law enforcement, elected officials, and government personnel and facilities. Foreign terrorist organizations continue to motivate supporters, including homegrown violent extremists, to carry out attacks in the United States, both within and from beyond our borders. Al-Qa'ida and ISIS have been diminished by longstanding pressure, but their networks and affiliates have diffused and persisted, often in areas of enduring conflict or lacking governance. Mass targeted violence attacks that lack a distinct ideological focus, such as many of the mass shootings in U.S. schools, also have increased in recent years. Since the renewal of fighting in the Israel-HAMAS conflict, there has been an increase in threats and targeted violence against Jewish, Muslim, and Arab communities, institutions, and public officials in the Homeland, including attacks identified or suspected to be hate crimes. The TVTP Grant program will continue to support projects that aim to prevent all forms of targeted violence and terrorism as well as projects that focus on preventing the most pressing current targeted violence and terrorism threats.

Many domestic violence extremists exploit online platforms to spread hate, sow discord and division, and promote narratives to encourage violence. The TVTP Grant program supports online, in-person, and hybrid projects that address the threat of online pathways to violence as well as the threat of violence in physical spaces. Several states have developed state TVTP strategies, and this program supports the development and implementation of state, regional, or community TVTP strategies. Projects supported under this program must adhere to strict privacy, civil rights, and civil liberties standards described in this guidance. Furthermore,

projects must be designed and operated in ways that do not infringe on individuals' free speech or target anyone based on the exercise of their First Amendment rights.

3. Anticipated Federal Award Information

Anticipated Available Funding for the NOFO: \$18,200,000.00

Anticipated Average Award Amount: ~\$575,000.00

See Section 8 "Application Tracks" for target award amounts for each project type. These amounts are not a minimum or maximum award, but if the applicant requests an amount that deviates significantly (defined as deviation of 25% or more) from the target award amount for the applicable track or project type, DHS will require the applicant to include a detailed justification for the deviation within their budget narrative.

Period of Performance (POP): 24 Months

Projected POP Start Date(s): 10/01/2024

Projected POP End Date(s): 09/30/2026

Funding Instrument Type: Grant

Limited No-Cost Extensions (NCEs) to the POP may be allowed, subject to the review and discretion of CP3. Requests must be submitted to the program office at least 60 days before POP end date and must contain a specific and compelling justification as to why an extension is required. Requests will generally only be considered for extensions of one or two quarters (3 months or 6 months). More information on NCEs will be provided in the NOFO.

4. Priorities and Objectives

All proposals submitted to the TVTP Grant Program must meet the objectives outlined below. Additionally, DHS encourages applicants to submit projects that meet one or more of the priorities established for FY24. These priorities were developed based on gaps DHS has identified in current TVTP programming in the United States.

a. Priorities

The FY24 TVTP Grant Program will have the following priorities:

- Enhancing Recidivism Reduction and Reintegration Capabilities;
- Advancing Equity in Awards and Engaging Underserved Communities in Prevention¹;
- Addressing Online Aspects of Targeted Violence and Terrorism;
- Preventing Domestic Violent Extremism.

b. Objectives

The TVTP Grant Program supports and fulfills the mandate outlined in several national level and Department level strategies. Since 2020, the TVTP Grant Program has sought to support the development of prevention capabilities in accordance with the September 2019 [Strategic Framework for Countering Terrorism and Targeted Violence](#). The Program further supports the terrorism prevention objectives in the October 2022 [National Security Strategy](#), as well as directly supporting Strategic Goal 2.1, *Strengthen Domestic Terrorism Prevention Resources and Services* of the June 2021 [National Strategy for Countering Domestic Terrorism](#). The TVTP Grant Program is also part of Goal 1 of the [DHS Strategic Plan, Countering Terrorism and Homeland Security Threats](#).

The TVTP Grant Program has six objectives as described below. Each objective has corresponding outcomes described in Section 12, “Objectives and Outcomes.” The TVTP Grant Program provides funding to selected applications that align with these objectives and that uphold privacy, civil rights, and civil liberties (please see Section 13 “Research, Resources, and Definitions” for additional resources that can be referenced to design project proposals). The objectives are:

1. The local community has awareness of the signs that someone may be on a pathway to violence and of the threats of targeted violence and terrorism.
2. The local community has awareness of both the risk factors for – and the protective factors against – targeted violence and terrorism. Risk factors are defined as negative characteristics that may increase the likelihood that an individual is on a pathway to violence. Protective factors are defined as positive characteristics that may decrease the likelihood that an individual may move toward violence.²
3. Members of the local community engage the broadest and most diverse set of local stakeholders, sharing resources and best practices, and building trusted partnerships to address targeted violence and terrorism.
4. Members of the local community can act on bystander training and help individuals before they move toward violence by understanding the role of (and the means to contact) behavioral threat assessment and management (BTAM) teams and prevention providers in the public health community.

¹ An underserved community refers to populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life. See Section 13 subsection “Definitions” for additional information.

² Unless otherwise stated, the term “violence” within this document refers specifically to targeted violence and terrorism. See Section 13 subsection “Definitions” for definitions of these and other key terms.

5. Members of the local community have access to multidisciplinary BTAM teams comprised of individuals such as psychologists, educators, faith leaders, social workers, and medical personnel that can provide support to an individual *before* an act of violence takes place.
6. The local community has programs that address risk factors for (and strengthen protective factors against) targeted violence and terrorism, including recidivism reduction programming.

5. Anticipated Eligibility Information

a. Eligible Applicant Types

- Local governments as defined by 2 C.F.R. § 200.1;
- Federally recognized Indian tribes as defined by 2 C.F.R. § 200.1;
- Nonprofits with 501(c)(3) IRS status;
- Institutions of higher education as defined by 2 C.F.R. § 200.1;
- State governments as defined by 2 C.F.R. § 200.1.

b. Applicant Eligibility Criteria

Applicants will be required to demonstrate that they have sufficient authority and capacity to implement a project outlined in Section 8, “Application Tracks,” including the capability to engage the participants they propose to include in their projects.

c. Other Eligibility Criteria

- **Privacy, Civil Rights, and Civil Liberties:** Proposed projects shall uphold individual privacy, civil rights, and civil liberties. Applications shall describe the project’s plans for collection of personally identifiable information (PII), its purpose for the collection, its plans for the use and retention of such PII, and any potential impacts to privacy, civil rights, and civil liberties and ways in which applicants will prevent or mitigate those impacts and administer their projects in a nondiscriminatory manner. Applications that describe programs, projects, or activities that do not appropriately protect privacy, civil rights, or civil liberties will be deemed ineligible for funding.
- **Completeness:** Applications must include all required elements (see Section 10, subsection “Project Narrative Components Overview” and Section 7, “Expected Submission Instructions, Required Application Components, and Application Submission Resources”), as well as specific requirements of the projects they are proposing. This includes performance measures for each project type (see Section 8, “Anticipated Application Tracks”). Failure to provide a complete application or any significant deviation from the requirements may result in an application being deemed ineligible and not reviewed or scored.
- **Research:** Projects that solely conduct research without implementation are not eligible under this program. Research is an allowable expense; however, applicants must propose to implement one or more prevention capabilities during the POP and must demonstrate how any proposed research will support that implementation. For any research involving Human Subjects, please review Section 11, sub-section “Protection of Human Subjects in Research.”

6. Anticipated Application Timeline

Anticipated Application Open Date: March 1, 2024

Anticipated Application Deadline in FEMA GO: May 2, 2024

Anticipated Award Date: No later than September 30, 2024

All applications must be received by the established deadlines in the NOFO. The application will not be considered complete until the required components listed in Section 7 below are submitted in FEMA GO. Please consult the NOFO upon its release for the official application deadlines and key application submission instructions. Applications received after the deadline will not be considered.

7. Expected Submission Instructions, Required Application Components, and Applicant Submission Resources

Applicants must consult the FY24 TVTP Grant Program NOFO upon its release for detailed submission instructions.

As described in Section 8 “Anticipated Application Tracks,” DHS expects to seek applications in two different tracks, “Promising Practices” and “Innovation.” Applicants that plan on applying to both tracks must submit **two separate** applications and may only submit one application per track.

Preliminary Application Requirements:

- Obtain UEI Number
 - Applicants must enter the UEI number in the applicable data entry field on the SF-424 form. For more detailed instructions for obtaining a UEI number, refer to: SAM.gov
- Obtain [Employer Identification Number \(EIN\)](#) from the Internal Revenue Service;
- Create account with Login.gov and ensure active [SAM registration](#);
 - Please note: the SAM registration process can take as long as six weeks.
- Register in FEMA GO, add the organization to the system, and Establish the Authorized Organization Representative (AOR):
 - Applicants must register in FEMA GO and add their organization to the system. The organization’s electronic business point of contact (EBiz POC) from the SAM registration may need to be involved in this step. For step-by-step instructions, see <https://www.fema.gov/grants/guidance-tools/fema-go/startup>

Application Components Submitted in FEMA GO:

- Standard Forms (Also available at <https://grants.gov/forms/forms-repository/sf-424-family>):
 - SF-424, Application for Federal Assistance
 - Grants.gov Lobbying Form, Certification Regarding Lobbying
 - SF-424A, Budget Information (Non-Construction)
 - SF-424B, Standard Assurances (Non-Construction)
 - SF-LLL, Disclosure of Lobbying Activities
- Indirect Cost Agreement (if applicable);
 - See Section 10(b)(5) “Budget Detail and Narrative” for further guidance
- Project Narrative (see further guidance below).

Resources to assist applicants with the preliminary application requirements and FEMA GO submission requirements are available on CP3's [TVTP Grant Program Applicant Resources page](#), including:

- CP3 TVTP Grant Program Fact Sheets:
 - [How to Apply Fact Sheet](#);
 - [Obtaining EIN Fact Sheet](#);
 - FEMA GO Registration Fact Sheet;
 - [SAM Registration Fact Sheet](#);
- [FEMA GO Instructional Resources](#);

The Project Narrative must be uploaded in FEMA GO as a *single* combined PDF attachment. The Project Narrative must have the following components:

- Cover Page:
 - The name of the entity applying and sub-awardees if applicable;
 - The primary location (city/county and state/D.C./territory) of the applicant and the location(s) of activities (if different);
 - The name of the application track;
 - The name of the project type (or types if applying in multiple Promising Practice types);
 - The amount of funds requested;
 - Project abstract, approximately 200 words, suitable for public release, describing the core elements of the proposed project;
 - FEMA GO EMW#.
- Body:
 - Needs Assessment;
 - Program Design;
 - Organization and Key Personnel;
 - Sustainability;
 - Budget Detail and Narrative.
- Appendices:
 - [Implementation and Measurement Plan \(IMP\)](#);
 - Resumes/CVs of Key Personnel;
 - Documentation of Support;
 - Letters of Recommendation (Optional).

The page limit for the “Body” of the Project Narrative (see above bullets) is 15 pages for both the “Innovation” and “Promising Practices” tracks.

Applications that do not follow the page limit and formatting requirements will be subject to a 5-point deduction in their final application score (See Section 10: “Application Scoring Information” for further information on how your application will be scored). Additional formatting instructions for the Project Narrative can be found below:

Project Narrative Formatting Requirements:

- Page Limit: The Project Narrative must be no longer than 15 pages in both application tracks, or the application will be subject to a 5-point deduction in the final application score.
- Spacing: The narrative should be single-spaced (1.0).
- Typeface: Times New Roman 12 pt. font (exceptions for citations and tables) should be used.
- Margins: Use 1-inch margins.
- Indentation/Tabs: The use of indents and tabs are at the applicant’s discretion.
- Page Orientation: Portrait orientation should be used except if landscape is needed for tables and IMPs.
- Citations (in-text, endnote/footnote): Citations are permitted. Use Times New Roman, 10, 11, or 12 pt. font sizes.

- Graphics such as pictures, models, charts, and graphs will be accepted (within the page limits) but are not required.
- Primary font color is black; however, other colors may be used for emphasis as appropriate.
- Bold or italics may be used.

Table format is acceptable where appropriate (e.g., logic model, timelines) but not mandatory (exception: the budget section must follow the table template provided in Section 10 subsection “Project Narrative Components Overview” of this guidance).

8. Anticipated Application Tracks

DHS intends to fund proposals that fall under two distinct application tracks:

1. **Promising Practices:** This track will fund prevention projects in all segments of the community either through in-person or online-focused prevention initiatives at the national or local level. There are eight promising practices project types. Applicants may propose one or more project types to include in their project. The project type(s) submitted must align with one or more of the eight general project types, including the required elements outlined under the “Promising Practices” track below. Applicants in this track have already met one or more of the Objectives outlined in Section 4 “Priorities and Objectives.” DHS anticipates funding approximately \$12,400,000 across 26-34 awards in the Promising Practices track.
2. **Innovation:** This track will fund prevention projects that approach the broader goal of TVTP in new or untested ways. This can include a project that does not generally fall within the eight specified project types under “Promising Practices,” or a new theory of change that has not been previously implemented. Given the competitive nature of this track, we recommend applying in the “Promising Practices” track if your project proposal can be aligned to one or more of the promising practices. DHS anticipates funding approximately \$5,800,000 across 6-8 awards in the “Innovation” track.

All applicants should clearly indicate whether they are applying for the “Promising Practices” or “Innovation” track, identify the project types included in the application, and adhere to the requirements and other guidance provided in each track/project description.

As stated in Section 7, “Expected Submission Instructions, Required Application Components, and Applicant Submission Resources,” applicants may only submit one application per funding track. Therefore, the maximum number of applications an applicant can submit is two, one each for the “Promising Practices” and “Innovation” tracks.

Each project contains a target funding level; this is neither a maximum nor a minimum. Applicants are encouraged to build a budget that best reflects the lowest cost to complete their project. Consideration should be given to the following: size of proposed audience, local cost of living, prevailing wages, and the cost of procuring necessary services. The needs assessment described in Section 10 subsection “Project Narrative Components Overview” should identify if there are resources in other programs that can be leveraged to lower the cost to the federal award. While all projects should contain a clear estimation of the size of audience and other factors impacting budgets, proposed projects that request an award amount that deviates more than 25% from the target award amount listed in this Section must include a clear justification for the deviation in the budget narrative submitted with their application.

All projects require the recipient to gather and report to DHS on specific program monitoring measures or, in some cases, identify performance measures that align with the goals, objectives, and outcomes in Section 4, “Priorities and Objectives.” Upon award, DHS will provide additional guidance to recipients clarifying

expectations around program monitoring measures. Recipients, by virtue of applying, agree to meet DHS's expectations for data collection.

Applicants should refer to Section 11, subsections "Privacy of Project Participants and Beneficiaries" and "Protection of Human Subjects in Research" when designing their data collection methods; adherence to these provisions helps ensure that project participants are properly protected in accordance with federal laws, regulations, and DHS policy, as well as any applicable state, tribal, or local laws.

a. Promising Practices Track

Successful applicants will describe how the various activities included in their funding request will support the objectives outlined in Section 4, "Priorities and Objectives." Applicants that require participation of other organizations will include sufficient evidence that there is support for such work through letters of support, letters of intent, or memoranda of understanding.

1. Required Program Monitoring Measures:

- a. All required performance measures for each proposed project are identified below. These measures should be factored into the appropriate section of each applicant's IMP.
- b. Other measures sufficient to ensure the project is being implemented as designed and as determined by DHS following award may be required.

2. **Anticipated Award Range:** \$100,000 to \$800,000. The requested amount should be broken down by each project type included in the application. The budget narratives should consider the guidance on the target award amounts of the included projects and include well-supported costs associated with operating other activities proposed.

Target award amounts stack. For example, an applicant proposing a program with two project types "Raising Societal Awareness" (Target Award Amount: \$175,000) and "Civic Engagement" (Target Award Amount: \$60,000) would have a total target award amount of \$235,000.

Applicants will also be required to provide an assessment of the severability of the proposed projects in this track and rank the projects by priority in the event there is not sufficient funding to fund the entire proposal.

Project Type	Target Award Amount
1. Raising Societal Awareness	\$175,000
2. Understanding Violent Content	\$115,000
3. Civic Engagement	\$60,000
4. Youth Resilience Program	\$90,000
5. Behavioral Threat Assessment and Management Teams	\$350,000
6. Bystander Training	\$115,000
7. Referral Services	\$175,000
8. Recidivism Reduction and Reintegration	\$230,000

CP3 advocates for and supports a public health-informed approach to TVTP, which focuses on strengthening the health, safety, and well-being of entire populations. Central to this approach is the investment in the primary, secondary, and tertiary levels of prevention. The eight promising practices project types outlined above range from primary to tertiary prevention, which can be understood as follows:

- **Primary Prevention Programming:** Projects that decrease the likelihood of targeted violence and terrorism by enhancing protective factors from the individual to societal levels that reduce the risk of violence, such as by fostering connectedness and social inclusion, enhancing community awareness, and supporting civic engagement;
- **Secondary Prevention Programming:** Projects that decrease the likelihood of targeted violence and terrorism among individuals exhibiting behaviors associated with previous acts of targeted violence and terrorism, such as by fostering referral networks to public health prevention providers and behavioral threat assessment and management teams, or by implementing bystander intervention training;
- **Tertiary Prevention Programming:** Projects that decrease the likelihood of targeted violence and terrorism among individuals previously engaged in those forms of violence, such as through diversion, rehabilitation, or reintegration programs.

***State and Local Government Applicants*:** As described in Section 1, “Application Guidance Overview,” many states have developed state TVTP strategies. The types of projects outlined in the eight project types below are essential components of any state or local prevention strategy. In turn, state or local government agency applicants may apply for funding in order to develop and implement a prevention strategy, provided the strategy incorporates one or more of the promising practices project types outlined below.

***Public Health Field Applicants*:** Given the public health-informed approach to TVTP outlined above, CP3 encourages organizations in the public health field to apply for a TVTP grant, as the public health community has relevant expertise and knowledge from working in violence prevention related to other forms of violence.

Promising Practices Project Types:

1. Raising Societal Awareness

- a. Eligible entities may apply for funding to raise awareness of TVTP for community members (law enforcement, service providers, faith leaders, and other audiences). Awareness-raising activities shall focus on risk factors and protective factors (as defined above) for individuals on a pathway to violence. DHS Community Awareness Briefings can be requested by applicants and customized for local needs. Applicants may propose specific awareness-raising activities for specific audiences such as faith groups, schools, workplaces, etc.
- b. Required Program Monitoring Measures:
 - Number of awareness-raising sessions or initiatives conducted;
 - Number of participants at each awareness-raising session or number of participants reached via each awareness-raising initiative;
 - Average aggregate change in knowledge of those reached via awareness-raising activities, which can be measured, where applicable, by designing and administering pre- and post-tests to participants in awareness-raising activities to better understand their change in knowledge as result of the activity, which will enable the program to better demonstrate the impact of the activity on the project;
 - Aggregate-level demographic information of participants;
 - Other measures sufficient to ensure that, following award, the project is being implemented as designed and as determined by DHS.
- c. Target Award Amount: \$175,000

2. Understanding Violent Content

- a. Eligible entities may apply to develop and deliver training to students or adults, either as part of standalone classes or integrated into a larger curriculum, dedicated to building skillsets to recognize and develop resilience to content that encourages violence. The proposed curricula shall include identifying, avoiding, or rejecting communications that may manipulate audiences by fomenting or encouraging targeted violence or terrorism. Applicants should outline the main themes of lesson plans included in the proposed curricula. Successful applicants will demonstrate ready access to the target population for the curricula such as schools, school districts, colleges/universities, community learning centers, or other entities with a letter of support/intent from a school.
- b. Required Program Monitoring Measures:
 - Number of participants enrolled in course;
 - Number of participants who complete course;
 - Average aggregate change in knowledge of those who complete the classes or curriculum, which can be measured by designing and administering pre- and post-tests to those who take the curriculum to better understand their change in knowledge from the activity and which will enable the program to better demonstrate the impact of the activity on the project;
 - Aggregate-level demographic information on participants;
 - Aggregated data on results of skills-based tests;
 - Other measures determined by DHS post-award to ensure project implementation as designed.
- c. Target Award Amount: \$115,000

3. Civic Engagement

- a. Civic engagement means building and sustaining partnerships to foster understanding between groups and lessen fear or animosity in communities. Eligible entities may apply for funding to build or expand programs encouraging community engagement, education, and resilience against the threats of targeted violence and terrorism. Applicants for this project must describe how they will build partnerships with a diverse range of local or national stakeholders to further the mission of TVTP. In doing so, applicants are encouraged to seek partnerships with organizations that represent underserved communities (see Section 13, sub-section “Definitions” for a definition of “underserved community”). Intended activities will address the early stages of the pathway to violence through coordination and engagement activities that reduce community vulnerability to associated risk factors or enhance protective factors (as defined above). Applicants must describe how intended outcomes seek to increase community resilience against risk factors for targeted violence and terrorism through the understanding of threat prevention, improved social cohesion, reduced intergroup tensions, or reduced youth vulnerability.
- b. Required Performance Measures
 - Number of community engagement events;
 - Number of participants at community engagement events;
 - Aggregate level demographic information on participants;
 - Other measures sufficient to ensure the project is being implemented as designed and as determined by DHS following award.
- c. Target Award Amount: \$60,000

4. Youth Resilience Programs

- a. Eligible entities may apply for funding to establish or expand programming to develop protective factors in youth (as defined above). Applicants must propose programs that mitigate the risk factors associated with youth on a pathway to violence while fostering protective factors such as leadership, mentorship, employment skill building, or civic engagement. (**NOTE:** Minors are a vulnerable population and therefore have additional protections under the [Common Rule](#) for human subject research [6 C.F.R. Part 46, 45 C.F.R Part 46, Subparts B-D]. Applicants proposing research involving this target audience must submit evidence that their project will go through an Institutional Review Board [IRB] review [*IRB* means an institutional review board established in accord with and for the purposes expressed in this policy]. All such projects must also be approved by the [DHS Compliance Assurance Program Office \[CAPO\]](#) prior to initiation of research activities as described in Section 5 sub-section “Other Eligibility Criteria – Research” and Section 11, sub-section “Protection of Human Subjects in Research.”)
- b. Required Program Monitoring Measures:
 - Number and type of engagements/services provided;
 - Other measures determined by DHS post-award to ensure project implementation as designed.
- c. Target Award Amount: \$90,000

5. Behavior Threat Assessment Management (BTAM) Teams

- a. Eligible entities may apply for funding to develop a BTAM team’s capability, encompassing training for practitioners, protocol development for handling referrals, and engagement with individuals exhibiting risk factors for targeted violence and terrorism.

b. Required Program Monitoring Measures:

- Number of BTAM team members including professional background or other organizational affiliation (e.g., school counselor, faith leader, etc.);
- Frequency and purpose of team meetings;
- Number of cases opened including:
 - Identified risk factor(s) (as defined above);
 - Identified behavioral changes;
 - Identified extremist ideology (if any);
 - Specific grievance (if identified).
- Number of referrals for outside services including service type (e.g., mental health, substance abuse, job skills, housing assistance);
- Case status (active, in progress, closed):
 - If “closed,” outcome of case (e.g., resolved, referred to law enforcement, etc.);
 - “Closed Cases,” which only includes applicable cases where an intervention or threat assessment was completed, not cases that were referred to a BTAM team and never “opened” because the case was outside the scope of the BTAM team’s mandate;
- Anonymized case studies illustrating the threat management process;
- Other measures determined by DHS post-award to ensure project implementation as designed.

c. Target Award Amount: \$350,000

6. Bystander Training

- a. Eligible entities may apply for funding to deliver bystander training within their local communities. A bystander is defined as someone positioned to have awareness of risk factors or who observes warning behaviors from a person who may be considering violence. If applicants propose to develop training, topics covered in the curricula shall include risk factors (as defined above), behavioral changes, and provision of a locally relevant list of services or contact information for referrals. Applicants should describe the main themes of the training within the proposed curricula. Successful applicants will demonstrate ready access to their target population. Applicants may also apply to implement programs utilizing a “train-the-trainer” model to educate community members on delivering bystander training. DHS also has funded existing bystander training curriculum that aims to enhance the ability of individuals to recognize behaviors that indicate an individual is on a pathway to violence. This bystander training curriculum also teaches participants how to take the appropriate steps to engage with individuals in their social, family, or professional circles to provide them with assistance, refer them to other resources or services, or refer them to law enforcement if there is a risk of imminent harm. The training curriculum can be provided upon request during the application period. The training has a section that is customizable, and minor modifications can be made with prior approval. Successful applicants will propose their intended target audience(s) and how they will engage individuals to participate. The training is appropriate for a general adult audience, and DHS intends to seek applications that will provide the training to a general audience, as well as applications that propose audiences that may have a force-multiplying factor, such as professionals who engage with populations with risk factors for violence.

b. Required Program Monitoring Measures

- Number of administered trainings;
- Number of participants who received training;
- Average aggregate change in knowledge of those who complete the classes or curriculum,

which can be measured by designing and administering pre- and post-tests to those who take the curriculum to better understand their change in knowledge as result of the activity and which will enable the program to better demonstrate the impact of the activity on the project;

- Aggregate-level demographic information of participants;
- Other measures as determined by DHS following award to ensure the project is being implemented as designed;
- Recommended Performance Measure: Average aggregate change indicated “willingness to act” among those who complete the training.
 - This performance measure is optional but recommended for applicants proposing to conduct bystander training. This can be measured by designing and implementing pre- and post-tests to those who take the training and is intended to gauge the change in their willingness to now engage as an informed bystander. Before and after the training, the trainer could ask one or a series of questions on a sliding scale (i.e., a Likert-type scale) and then aggregate the responses to each of those questions to function as a proxy for this performance measure. For example, a question that could be asked is “How likely are you to help connect someone to services that you may be concerned about?” Attendees would then select their response to this question on a 1-5 scale (for example), and their responses before and after the training could be compared to indicate a change in their willingness to act.

c. Target Award Amount: \$115,000

7. Referral Services

- a. Eligible entities may apply for funding to establish or expand a referral service (via telephone, text, app, online, etc.) to address crises with callers, assess risk factors (as defined above) for targeted violence or terrorism, and provide referrals or resources to individuals seeking help or referred through an existing BTAM team or process. Eligible entries may also apply for funding to improve the process of receiving referrals and assisting in referring them to organizations or programs that assist in threat management. Successful applicants will have an implementation plan detailing training methods for hotline counselors, protocols for referring callers for additional assessment or management and mental health resources, protocols for referring to law enforcement in case of an imminent threat, and protocols for implementing services in support of a threat management plan. The plan will also describe the location to which individuals will be referred or the services that will be provided. If providing services to individuals who are at risk of involvement in targeted violence or terrorism, applications should identify the services to be provided and describe the assessment tools and other methods they will use to measure progress of individuals through the program.
- b. Required Program Monitoring Measures:
 - Number of calls, categorized by type of call;
 - Number of individuals referred to additional services;
 - Number of callers referred for behavioral threat assessment and management;
 - Number of calls referred to law enforcement;
 - Number of referrals accepted for follow-up care based on an identified threat management strategy;
 - Other measures determined by DHS post-award to ensure project implementation as designed and sufficient to ensure the project is being implemented as designed and as determined by DHS following award.

- c. Target Award Amount: \$175,000

8. Recidivism Reduction and Reintegration

- a. Eligible entities may apply for funding to develop institutional or community-based recidivism reduction and reintegration programs, to reduce risk factors and promote protective factors (as defined above) in individuals re-entering society following release from correctional facilities, and in probation or diversion programs. Applications should describe the risk factors they will examine, how they will select individuals for participation in the programming, and the services to be provided (e.g., for individuals who have previously committed hate crimes). The application should also describe the assessment tools and other methods planned for measuring the progress of individuals through the program.

(**NOTE:** Obtaining access to correctional facilities and probation authorities can be challenging. Applicants proposing to work in correctional facilities or with state and local probation and parole authorities must demonstrate that they have the support of those facilities in their application, ideally with a clear letter of support from the respective correctional facility or authorities.)

(**NOTE:** Prisoners are a vulnerable population and therefore have additional protections under [Subsection C](#) of the [Common Rule](#) for human subject research. Applicants proposing research involving this target audience must submit evidence that their project will go through an IRB review. All such projects also must be approved by the [DHS CAPO](#) prior to initiation of research activities as described in Section 5 sub-section “Other Eligibility Criteria – Research” and Section 11, sub-section “Protection of Human Subjects in Research”).

- b. Required Program Monitoring Measures:
- Number of individuals recommended for violence rehabilitation program(s);
 - Number of individuals enrolled in violence rehabilitation program;
 - Number of individuals that completed violence rehabilitation programming;
 - Status of cases (active, in progress, closed); if “closed,” outcome of case (e.g., resolved, referred to law enforcement, U.S. Attorney’s Office, etc.);
 - Other measures determined by DHS post-award to ensure project implementation as designed.
- c. Target Award Amount: \$230,000

b. Innovation Track

DHS seeks to continue to stimulate innovation in prevention by soliciting applications for new project ideas that could enhance prevention capabilities within local communities. Projects that meet at least one of the six objectives in Section 4, “Priorities and Objectives” are eligible, especially projects that implement one or more of the four priorities. All applicants must specify which objective their proposed project aims to fulfill. While projects in this category should still have a well-developed theory of change, they need not have been implemented previously. DHS anticipates making approximately \$6,500,000 in awards in the Innovation Track and anticipates making awards in the range of \$300,000 to \$815,000.

Required Performance Measures: Measures must be sufficient to ensure the project is being implemented as designed and as determined by DHS following award. Please review the performance measures for the Promising Practices track for examples of measures that may apply to Innovation Track projects.

9. Minimum Standards for Recipients in Threat Assessment and Management Team; Recidivism Reduction and Reintegration; and Referral Services

Projects within the BTAM Teams; Recidivism Reduction and Reintegration; and Referral Services promising practices project types, along with related innovation track projects, inherently engage with vulnerable individuals. It is important to adhere to certain standards to ensure the safety and well-being of program participants, their families, peers, and others involved in their lives. Recipients will work with their assigned CP3 grants manager to ensure these standards are met prior to beginning services under their grant award.

a. BTAM Teams

BTAM teams serve as effective proactive measures aimed at preventing – rather than predicting – potential acts of targeted violence and terrorism. Through identifying, assessing, and engaging with individuals exhibiting threatening or concerning behaviors, these teams create opportunities for redirection, de-escalation, and early intervention with individuals exhibiting signs of being on a pathway to violence.³

Minimum Standards for Policies and Procedures

Recipients are required to demonstrate that:

- They have a comprehensive TVTP plan in place prior to implementing a BTAM team. For further guidance, please refer to [US Secret Service, National Threat Assessment Center's threat assessment model for enhancing school safety](#).
- Policies and procedures define targeted violence and terrorism and that said definitions do not conflict with those of DHS (see Section 13 subsection “Definitions”).
- Policies and procedures are proactive in avoiding and mitigating discrimination on a protected basis (e.g., race, ethnicity, national origin, religion), including unconscious bias, and include statements of non-discrimination.
- Detailed procedures exist for the categorization, response, and escalation of cases. This includes policies and procedures for identifying individuals and triaging cases to ensure they are appropriate for the expertise and services of the team.
- Duty to Warn, Duty to Protect, and Mandated Reporting policies are in place.
- Procedures are in place for referral to appropriate resources where escalation is not warranted.
- Robust privacy, confidentiality, records management, data protection, and nondiscrimination policies are in place, which include audit/accountability mechanisms.
- Procedures for information sharing with outside agencies, transferring active cases to outside agencies, and making cases dormant are implemented.

Minimum Standards for Training and Subject Matter Expertise among Key Personnel

Recipients are required to demonstrate that:

- The BTAM team is multidisciplinary, including at a minimum a relationship with a local law enforcement partner and a mental/behavioral health professional.
 - **NOTE:** Effective BTAM teams should have additional members and should consider representatives among education administrators, mental health and social service providers, faith leaders, medical personnel, law enforcement, technology experts, persons with

³ Source: https://www.dhs.gov/sites/default/files/2021-12/Threat%20Assessment%20and%20Management%20Teams_0.pdf

disabilities, and others. Teams will also want to build the capacity to include other members with additional areas of expertise (for example, expertise working with children with behavioral disabilities) that can be drawn on as necessary on a case-by-case basis. While it is important for law enforcement to be involved to ensure a comprehensive and inclusive approach – and to intervene if the threat escalates – the primary goal of this approach is to provide individuals with support services before the threat rises to a level requiring law enforcement. As such, partnerships across a variety of sectors and disciplines are crucial.

- Equal access is provided to qualified team members from individuals from diverse backgrounds including people of color and others from marginalized communities.
- A member or members of the behavioral threat assessment team have received trainings and certifications from an accredited and professional threat assessment training program.⁴ These certifications will demonstrate the individual's advanced understanding of core BTAM competencies and their application.
- Members of the BTAM team and management team are aware of the nondiscrimination obligations in connection with carrying out their responsibilities as part of a DHS-funded program.
- Members of the BTAM team possess a relevant educational background in diverse disciplines such as behavioral health, behavioral sciences, sociology, social work, disability, and/or psychology, education, or law enforcement or at least two years of professional experience in the field of behavioral threat assessment and management.
- Members of the BTAM team are familiar with best practices to protect privacy and understand applicable federal, state, local, tribal, territorial privacy requirements.

b. Referral Services and Recidivism Reduction and Reintegration Programs

Minimum Standards for Policies and Procedures

Recipients are required to demonstrate that:

- Programs intending to provide services to prisoners, individuals who are or have been involved in targeted violence or terrorism, or individuals who are at risk of involvement in targeted violence or terrorism have procedures in place to identify and address multiple forms of threats.
- Programs intending to provide services to the family members of prisoners, individuals who are or have been involved in targeted violence or terrorism, or individuals who are at risk for involvement in targeted violence or terrorism have procedures in place to identify and address multiple forms of risks and threats to members of the household and community.
- Policies and procedures define targeted violence and terrorism and that said definitions do not conflict with those of DHS (see Section 13 subsection "Definitions.")
- Policies and procedures are proactive in avoiding and mitigating discrimination on a protected basis (e.g., race, ethnicity, national origin or religion), including unconscious bias, and include statements of non-discrimination.
- Procedures are detailed for the categorization, response, and escalation of cases. This includes policies and procedures for screening potential clients to ensure they are appropriate for the expertise and services of the organization.
- Duty to Warn, Duty to Protect, and Mandated Reporting policies are in place.
- Procedures are in place for referral to appropriate resources where escalation is not warranted.

⁴ Examples of organizations offering threat assessment training and certification programs include: Association of Threat Assessment Professionals (ATAP), National Association for Behavioral Intervention and Threat Assessment (NABITA), Third Degree Communications, Crisis Intervention Team (CIT) International, SIGMA Threat Assessment and Management Services, Federal Law Enforcement Training Centers (FLETC), and DHS National Threat Evaluation and Reporting Master Trainer Program (NTER MTP), among others. Please note: The preceding list is for informational purposes only and does not constitute an endorsement by DHS.

- Robust privacy, confidentiality, records management, data protection, and nondiscrimination policies, which include audit/accountability mechanisms, are in place.
- Procedures are implemented for information sharing with outside agencies, transferring active cases to outside agencies, and making cases dormant.

Minimum Standards for Training and Subject Matter Expertise among Key Personnel

Recipients are required to demonstrate that:

- Personnel providing services to the identified target population possess a relevant educational background in disciplines such as behavioral health, behavioral sciences, sociology, social work, or psychology.
- Personnel providing services to the identified target population possess the relevant certifications and licensure when necessary. For example, programs intending to provide direct mental/behavioral health services to their target population must demonstrate that personnel possess professional licensures within the field of behavioral health.
 - **NOTE:** Programs may choose to involve community members or peer mentors as a holistic component of the services provided to their intended target population. However, the applicant must identify and communicate a clear distinction between the role of peer mentors and the primary service providers who possess professional licenses and academic backgrounds relevant to managing each case and its associated level of risk and threat.
- Equal access is provided to qualified team members from individuals from diverse backgrounds including people of color and others from marginalized communities.
- Members of the threat assessment team and management team are aware of the nondiscrimination obligations in connection with carrying out their responsibilities as part of a DHS-funded program.
- Personnel providing services to the identified target population are familiar with best practices to protect privacy and understand applicable federal, state, local, tribal, territorial privacy requirements.

10. Application Scoring Information

DHS will evaluate applications within two application tracks based on project type. Applications will be scored on the merit criteria listed below, with points assigned up to the maximum number specified for each criterion, totaling a maximum score of 100 points. Please refer to Section 8 “Anticipated Application Tracks” for information on the application tracks and Section 10, subsection “Project Narrative Components Overview,” for a detailed description of the required elements associated with the below scoring criteria.

Needs Assessment: 15 Points

Applicants will conduct a needs assessment as described in Section 12, “Project Narrative Components Overview.” Applicants must describe the current local prevention initiatives, organizations, services, or activities in the relevant localities that may become part of a local prevention network as a result of the applicants’ proposed project.

Applicants should also demonstrate how the proposed project(s) move their locality/target population from the current state to their goal state. To receive the maximum number of points, applicants will outline activities from a broad range of stakeholders in their planned area of performance in determining their needs and currently available resources.

Applicants should also assess the needs of their entire community to access their services, including individuals with limited English proficiency, disabilities, or unique barriers to accessing grant-funded services.

Applicants must outline:

- The target population for services (the group of individuals that are expected to use the proposed program) and the estimated number of people in that target population. The target population is not a simple demographic breakdown of your target location. The target population are the groups who will be directly impacted by project activities. The communities, age groups, and organizations/ institutions of these groups should be specified. Please also identify if you will be working with any historically marginalized populations (i.e., racial, ethnic, or religious minorities, LGBTQ+, or persons with disabilities). Points in this category are assigned based on how well the target population is described. – **10 points**
- An inventory of other programs that currently serve the target population and identification of gaps in these services that the proposed program will fill. – **5 points**

Program Design and Implementation and Measurement Plan: 45 points

The program design is a critical part of the application that demonstrates the degree to which applicants understand how their proposed work will have an impact in preventing targeted violence and terrorism. The IMP is the applicant's opportunity to demonstrate the details of their program design as well as capacity of program design, program management, and understanding of performance measurement and reporting. Each application's program design will be scored on the quality of their Project Narrative and IMP in accordance with the DHS Template. The IMP should follow the SMART model (Specific, Measurable, Achievable, Relevant, Time-bound).

- **Specific:** Well-defined, clear, and unambiguous;
- **Measurable:** Includes specific criteria that measure progress toward the accomplishment of goals and objectives;
- **Achievable:** Attainable and not impossible to achieve;
- **Relevant:**
 - The program design and overarching goals and objectives of the project must be relevant to the Objectives of this Grant Program outlined in Section 4, "Priorities and Objectives."
 - The proposed activities must be relevant to achieving the project's objectives.
 - The proposed performance measures must be relevant to measuring the impact of the project's activities.
- **Time-bound:** With a clearly defined timeline, including a starting date and a target date for each activity.

Applicants must use CP3's official IMP template:

- [CP3 Implementation and Measurement Plan Template](#)
- [CP3 Implementation and Measurement Plan Fact Sheet](#)
- [CP3 Implementation and Measurement Plan Guidance](#)

To receive the maximum number of points, applicants should complete the IMP template to ensure that the most meaningful aspects of their programs are captured. Applicants should utilize the above "CP3 IMP Fact Sheet" and "CP3 IMP Guidance" resources for further reference on how to build a strong and comprehensive IMP. Additionally, to receive the maximum number of points, applicants must adhere to the following requirements with respect to both their project narrative and IMP:

- **Project Narrative:** All elements of the program design will demonstrate a clear connection between the problem statement, program goals and objectives, and logic model/theory of change. Additionally, program design will be in line with the SMART model described above. See Section 10 subsection, "Project Narrative Components Overview" for further details. – **15 Points**

- **Within IMP:** Demonstrate clear understanding of performance measurement. This includes quantifiable, time-bound outputs, steps, data collection methods, and adequate methods for assessing the impact of activities. Performance measurements outlined in the IMP must follow requirements identified for each project type in Section 8 “Application Tracks”. – **15 points**

As outlined in Section 11, Federal Award Administration and Reporting Requirements, subsection Protection of Human Subjects in Research and Section 8, Anticipated Application Tracks, certain project types and required performance measurements will constitute human subject research covered by the [Common Rule](#) and DHS policy and, therefore, will require review by an IRB and the DHS CAPO prior to initiation of research activities. Such applicants must incorporate the IRB and DHS CAPO review processes into their IMP and project timeline.

- Project Narrative clearly identifies which grant program objectives the proposed project intends to address and clearly outlines how applicant will achieve the associated outcomes. – **10 Points**
See Section 14, “Objectives and Outcomes” for further details.
- Project Narrative and IMP clearly identify the project track and project types that the proposed project intends to address. Applicants also clearly justify why the selected project track and types are appropriate for the intended outcomes. – **5 Points**
See Section 8, “Application Tracks” for further details.

Applicants proposing projects in the innovation track will clearly identify how their proposed project implements a new theory of change or serves a unique target population.

Organization(s) and Key Personnel: 15 Points

Applicants are required to describe their organization(s) and all key personnel (including contractors) that will work on the funded project(s). To receive the maximum number of points, applicants will provide:

- Details that indicate how the organization is poised to deliver the intended outcomes of their projects through past successes in prevention or related work and existing community partnerships, as well as how the key personnel have sufficient subject matter expertise to accomplish the project. In addition, the role of each key personnel as it pertains to the project should be provided. Resumes for each key personnel must be submitted. Applicants should remove Personally Identifiable Information (PII) that is not necessary to demonstrate the individuals’ experience, including phone numbers, email addresses, physical addresses, names of supervisors and references, etc.
- Letters of Support: Projects utilizing partners to carry out significant portions of the project should include a detailed description of the partner’s experience, responsibilities under the grant, and capability as well as a letter of support for project implementation or similar documentation to be scored highly in this category. Letters of support should clearly state how project activities will be supported.

Sustainability: 15 Points

Applicants are required to describe how the activities and capabilities in their proposed project will be sustained following the end of the POP. To receive the maximum number of points applicants will outline:

- A feasible plan to sustain all the capabilities developed by their project permanently without federal funding. In addition, simply seeking another source of federal funding does not demonstrate sustainability. – **10 Points**

- How the proposed project fits into the larger mission of the organization and therefore the likelihood it will be maintained beyond the POP. For example, will the project be expanded into other locations and with other audiences following the end of the grant program? – **5 Points**

Applicants that have previously received a TVTP Grant Program award from DHS (Assistance Listing 97.132) will be required to describe how their proposed project complements, rather than just sustains, their past award. Applicants that propose sustainment and continuation of an existing or previous award without alteration will not be considered for funding.

Budget Detail and Narrative: 10 Points

Applicants are required to describe their budget in narrative form and provide a detailed budget breakdown with the associated cost categories. To receive the maximum number of points, applicants will outline:

- A narrative describing how the proposed budget is specific, reasonable, efficient, and in line with the target award amounts associated with each project type (see Section 8, “Application Tracks,” for details);
- A clear description and detail of costs associated and justification for contractors and key personnel;
- If applicable, a justification for budgets that deviate significantly from the target award funds associated with each project type.

a. Review and Selection Process

CP3 will review applications submitted by the deadline against the eligibility criteria stated in Section 5, “Anticipated Eligibility Information.” Each application deemed eligible will be reviewed and scored by two subject matter experts (SMEs) with expertise in terrorism, targeted violence, prevention, or related subjects based on the scoring criteria outlined in Section 10, “Application Scoring Information.” The SMEs scoring each application will then confer to arrive at a consensus score.

CP3 will convene a panel of SMEs drawn from CP3 and/or other parts of DHS and/or interagency federal partners to review the top scoring applications. The panel will review applications by application track as identified in Section 8, “Application Tracks.” The panel will develop a recommendation on which projects, or portion of projects, to award based on the quality of the application (i.e., its scores) and some or all of the following additional factors:

- Meeting the priorities and objectives identified in Section 4, “Priorities and Objectives;”
- Achieving diversity in project type while avoiding duplications of effort;
- Achieving geographic diversity (to include regions as well as type (e.g., urban, suburban, rural);
- Achieving diversity in eligible applicant type;
- Maximizing the use of funds.

b. Project Narrative Components Overview

Applications will be required to include a detailed narrative about the project being proposed. The Project Narrative and associated appendices, detailed below, are submitted as a single attachment, and serve as the primary document that DHS reviews and scores. There is no government form for this document.

The Project Narrative consists of a **cover page**, **body**, and **appendices**.

Cover Page

The **cover page** must clearly show:

- The name of the entity applying and sub-awardees if applicable;
- The primary location (city/county and state/D.C./territory) of the applicant and the location(s) of activities (if different);
- The name of the application track;
- The name of the project type(s) if applying in Promising Practices Track;
- The amount of funds requested;
- Project abstract, approximately 200 words, suitable for public release, describing the core elements of the proposed project;
- FEMA GO EMW#.

Body

The body of the Project Narrative must not exceed the page number requirements outlined in Section 7, “Expected Submission Instructions, Required Application Components, and Applicant Submission Resources.” Each section of the body will be scored according to the criteria in Section 10, “Application Scoring Information,” and must include the following numbered sections (please use the same numbers in the submitted narrative):

1. Needs Assessment

A needs assessment is a systematic approach used to identify capacity and gaps between current conditions and desired outcomes. It helps to clarify and improve program design and implementation by helping applicants focus on the ways their proposal will help their community. There are multiple ways to undertake a needs assessment; specific information that must be included in a proposal for funding includes:

- The target population for services and the number of people in that population. This refers to the individuals directly receiving services, not the population of the jurisdiction. For example, if you plan to train 50 service providers who, in turn, serve 10,000 people annually, your target population is 50, not 10,000.
- An inventory of other programs currently serving the target population.
- Identification of any work with historically marginalized populations, such as racial, ethnic, or religious minorities; LGBTQ+; rural communities; or persons with disabilities.

A needs assessment should be able to identify other services that are available to the target population, noting similarities and differences with the proposed project. If this proposal aims to expand capacity of an already existing program, please specify. Applicants should also assess the needs of their entire community in accessing their services, including individuals with limited English proficiency, disabilities, or those facing unique barriers to accessing grant-funded services.

2. Program Design

Please describe how the proposed program is designed. This design should include the following specific information:

- a. **Problem Statement:** This is a clear description of the issue, challenge, or need the program seeks to address and serves as the program focus based on the objectives outlined in Section 4, “Priorities and Objectives,” of this announcement.
- b. **Program Goals and Objectives**

- **Goals:** Visionary, long-term statements that are independent of resources and explain how explain how this program supports the DHS's Strategic Framework for Countering Terrorism and Targeted Violence.
- **Objectives:** Specific, measurable, achievable, relevant, and time-bound (SMART). These are conditions that the program is expected to achieve within the grant's timeframe, using provided resources. For additional information on the SMART framework and its application in scoring, refer to Section 10, "Application Scoring Information."

c. Logic Model: A logic model is a tool to systematically document – and visually represent – program investments, activities, desired results, and the relationship between them. Creating a logic model is a critical step for both program design and performance management, articulating how and why the program will work to achieve its objectives and goals. It visually demonstrates how inputs lead to activities, which lead to outputs, which lead to short-term outcomes, and finally result in long-term outcomes. Logic models must include:

- **A Theory of Change:** A brief statement that ties the logic model together by summarizing why, based on evidence and consideration of other possible programs, the changes described in the logic model are expected to occur. These are often written as "if/then" statements that link existing conditions to desired changes. Include prior research/evidence to support the theory of change, if available.
- **Short- and Long-term Outcomes:**
 - **Short-term Outcomes:** Immediate effects of the program, such as raising awareness, increasing knowledge, changing attitudes, or behaviors. These are typically linked to program objectives. Inclusion of optional performance measures will result in additional points.
 - **Long-term Outcomes:** The ultimate results or goals of the program.
- **Outputs:** Direct, tangible results of program activities, often quantifiable (e.g., the number of people trained, the number of briefings held, etc.).
- **Activities:** Actions/events undertaken by the program to produce desired outcomes, often with a clear link to the problem statement.
- **Inputs:** Resources invested to initiate and maintain program implementation, including finances, time, personnel, materials, supplies, etc. These influence the program's scope, activities, and achievable outputs/outcomes.
- **Contextual Factors and Underlying Assumptions:** Conditions, stakeholders, funding, or other factors are inherent to the program design and execution that may influence its success. Detail how these factors are accounted for in the design and the evaluation of the program.
- **Likelihood of Success:** Evidence demonstrating that the proposed strategy and approach are likely to lead to the anticipated outcomes.

3. Organization and Key Personnel

Applicants should plan to describe their organization and the key personnel who will work on the project, including contractors if applicable. Detail how the expertise of key personnel will contribute to the project and the hours they will dedicate to the grant project. If key personnel or contractors have not yet been hired or identified, include position descriptions and projected hiring timeline, making clear these positions are pending. Changes in key personnel are permissible but must be communicated to CP3. If anticipated that key personnel will depart prior to the performance POP, include only the position information and qualifications required.

Resumes/CVs for key personnel should be included as appendices, omitting PII not necessary for assessing experience, such as phone numbers, email addresses, physical addresses, names of supervisors/references etc.

4. Sustainability

Applicants should expect to discuss how the capabilities of the proposed project will be sustained following the POP.

Consider addressing the following questions:

- Does your application propose using grant funds to fund primary project personnel? If so, how will those positions be funded after the POP concludes? **NOTE** - If the organization believes that key capabilities of its proposed project can be sustained following the POP without sustaining the positions of any key personnel funded under the award, that should be explained.
- Does your application propose creating an educational curriculum, training curriculum, or other prevention resource? If so, describe how these resources will be maintained and updated post-performance and confirm whether they will remain publicly accessible, for instance, on the organization's website.
- For the formation of a threat assessment team, detail the policies and agreements to be established to ensure its functionality beyond the POP.
- For the establishment of a referrals pipeline or hotline, outline the policies and agreements to ensure their continued operation after the performance period ends.

5. Budget Detail and Narrative

The applicant should be prepared to present a budget that identifies and explains all direct and indirect costs. These costs and all other expenses must be presented in a table format per the below example and instructions. The budget portion of the application narrative should be a combination of descriptive narrative and the completed table.

Budget Category	Federal Request
Personnel	\$X
Fringe Benefits	\$X
Travel	\$X
Supplies	\$X
Contractual	\$X
Other	\$X
<i>Total Direct Costs</i>	\$X
<i>Total Indirect Costs</i>	\$X
TOTAL PROJECT COSTS	\$X

Applicants should also anticipate being asked to provide a detailed breakdown of each budget category under the Budget Worksheet. This would entail the following:

- a. **Personnel:** For each key personnel under the proposed project, explain their role under the grant and their level of effort (i.e., hours) and costs. Also, explain and justify how much they will be paid. Please see [2 C.F.R. § 200.430](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFRed1f39f9b3d4e72/section-200.430), Compensation - personal services, for federal regulations.⁵ **NOTE:** An individual listed under the “Personnel” budget category is not a contractor; they are someone directly hired by the organization who is applying for the grant. If there is an individual who will serve as key personnel but is a [contractor](#), include those costs under the “Contractual” budget category.
- b. **Fringe Benefits:** Explain the fringe benefits for every individual paid under the proposed project. Fringe benefits are allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages. Please also provide the justification of the fringe benefits, ensuring that they follow your organizational policies and [2 C.F.R. § 200.431](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFRed1f39f9b3d4e72/section-200.431) Compensation - Fringe Benefits, for federal guidance on fringe benefits.⁶
- c. **Travel:** Please describe and provide justification for travel expenses under the proposal. This includes number of people, flights, gas, lodging, food, and conference cost, if applicable. Please include adequate funds to send up to two representatives from your project team to two national level convenings of grantees over the course of the grant (one per year). These may be located in Washington, D.C., but may rotate to other locations in the U.S.

⁵ <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFRed1f39f9b3d4e72/section-200.430>

⁶ <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFRed1f39f9b3d4e72/section-200.431>

See [2 C.F.R. § 200.475](#), *Travel Costs*, for more guidance.⁷

- d. **Supplies:** Please explain and justify supply expenses. See [2 C.F.R. § 200.314](#), *Supplies*, and [2 C.F.R. § 200.1](#) *Definitions* for more guidance.^{8, 9} Please note that equipment costs are not allowed under this funding opportunity.
- e. **Contractual:** Please provide details explaining contractual costs, contractor fees, and the total number of hours that contractors will be serving on the award. See [2 C.F.R. § 200.331](#), *Subrecipient and Contractor Determinations*, for more guidance on determining whether an individual or organization is a contractor or subrecipient.¹⁰

IRB Note: As outlined in Section 5(c) “Anticipated Eligibility Information: Other Eligibility Criteria,” the TVTP Grant Program does not fund projects that exclusively propose research. However, if your application proposes research as a component of your project and that research meets the definition of human subject research¹¹ under the [Common Rule \(6 CFR Part 46 and 45 C.F.R. Part 46, Subparts B-D\)](#), your organization must plan for the research to undergo an IRB review as required by these federal regulatory requirements and DHS policy (see Section 13 “Federal Award Administration Information”).¹² If your organization does not have its own IRB (as will be the case for most entities apart from institutions of higher education), **you must factor the cost of contractual IRB support into your budget. The recommended target for contractual IRB support for your project is \$10,000.**

Project Webpages Note: As outlined in Section 11, subsection “Project Webpages,” within their first year of award, grantees are required to create and maintain either (a) a standalone website or (b) a standalone webpage on their organizational website specifically dedicated to their TVTP project activities. Grantees without in-house personnel with web development expertise should budget the appropriate contractual funds to complete these requirements.

- f. **Indirect Costs:** Provide a copy of your negotiated indirect cost rate agreement at the time of application. Applicants that do not have a current negotiated indirect cost rate agreement (including a provisional rate) with a federal agency and that wish to charge the de minimis rate (10%) must reach out to DHS CP3 at TerrorismPrevention@hq.dhs.gov **before the application deadline** for further instructions.

c. Appendices-IMP, CVs of Key Personnel, Documentation of Commitment/Support and Letters of Recommendation

1. Completed IMP Template

DHS CP3 mandates that applicants must complete an IMP using the designated IMP Template. The IMP must include the required performance measures outlined for each project type in Section 8 “Application Tracks.” The IMP facilitates recipients to:

⁷ <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E/subject-group-ECFR1f39f9b3d4e72/section-200.475>

⁸ <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR8feb98c2e3e5ad2/section-200.314>

⁹ <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-A/subject-group-ECFR2a6a0087862fd2c/section-200.1>

¹⁰ <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR031321e29ac5bbd/section-200.331>

¹¹ Research means a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge (6 C.F.R. § 46.102(l)).

¹² <https://www.hhs.gov/ohrp/regulations-and-policy/regulations/index.html>

- Plan your project by detailing the activities to be executed, associated timelines, and the necessary resources (including personnel, equipment, meeting space, etc.), and strategies for maintaining project results post-implementation.
- Oversee the project implementation by enabling continuous comparison with the set benchmarks.
- Regularly report on the project's progress each quarter.
- Evaluate the project's outcomes by identifying indicators and data collection methods, and timing for data gathering, acknowledging that initial baseline data may be needed for later comparison.

For additional assistance in building strong and comprehensive IMPs, applicants are encouraged to CP3's "IMP Guidance" and "IMP Fact Sheet", with the relevant links located Section 10 "Application Scoring Information," subsection "Program Design and Implementation and Measurement Plan."

2. Resumes/CVs of Key Personnel

Applicants should include resumes/CVs of key personnel. This includes individuals involved in training, interaction with project audiences and participants, conducting threat assessments, or managing the project. PII unnecessary for assessing the experience of the individuals, such as phone numbers, email addresses, physical addresses, or names of supervisors or other references.

3. Documentation of Commitment/Support

Applicants must also be prepared to include letters of commitment or support (or other documentation such as Memorandum of Understanding/Agreement) from any external organizations or high-ranking officials from agencies or jurisdictions mentioned in the application that are critical to the project.

4. Letters of Recommendation (Optional)

Applicants may opt to include up to three letters of recommendation from subject matter experts (SMEs) in the field of TVTP or major stakeholders within the proposed area of operation endorsing the application to DHS.

11. Federal Award Administration Information and Reporting Requirements

Applicants **must consult the official FY24 TVTP Notice of Funding Opportunity (NOFO)** upon its release for a comprehensive list of the federal award administration requirements, including the FY24 DHS Standard Terms and Conditions. Previous versions can be accessed here: [DHS Standard Terms and Conditions | Homeland Security](#).

The federal award administration requirements listed below are specific to this program and are identified in this document solely for the benefit of prospective applicants who are interested in familiarizing themselves with the requirements before the NOFO's publication. The list is **not exhaustive**.

a. Privacy of Project Participants and Beneficiaries

DHS is committed to protecting the privacy, civil rights, and civil liberties, of individuals in all funded activities. DHS expects recipients of DHS funding to share this commitment. Beyond adhering to the “Best Practices for Use and Collection of Personally Identifiable Information (PII)” included in the DHS Standard Terms and Conditions, grant recipients must limit the collection of PII to what is strictly necessary and relevant for the project’s implementation. Recipients must describe the types of PII that will be collected and identify the purposes, uses, and retention for such PII as well as any potential impacts to privacy, civil rights, and civil liberties and ways in which applicants will prevent or mitigate those impacts and administer their projects in a nondiscriminatory manner. Recipients are prohibited from transmitting any PII of program participants to DHS. In collecting information for measuring performance, program evaluation, and complying with DHS reporting requirements, data must be aggregated or anonymized before transmittal to ensure that individuals cannot be identified or be able to be re-identified.

The following resource may serve as useful reference points for applicants: [DHS Privacy Impact Assessments: Privacy Office Official Guidance](#).

b. Protection of Human Subjects in Research

Successful applicants must adhere to all DHS and U.S. Department of Health and Human Services (HHS) requirements for research involving human subjects and their data. These requirements can be found in [The Common Rule](#) (6 C.F.R. Part 46, 45 C.F.R Part 46, Subparts B-D), and in DHS policy. Under applicable law and policy, applicants proposing to conduct human subjects research must have the research reviewed and approved by both an Institutional Review Board (IRB) and by the DHS Compliance and Assurance Office (CAPO) before collecting information from project participants or starting the research.

Projects involving vulnerable populations, including pregnant women, human fetuses, and neonates, as well as minors and prisoners (of particular relevance or the TVTP Grant Program) may have additional review requirements under 45 C.F.R. 46, Subparts B-D.

As required by the Common Rule, DHS CAPO adheres to the single IRB-mandate for collaborative (i.e., multi-site) research under 6 C.F.R. Part 46. 114(b) and 45 CFR 46.114(b). For this reason, project leaders overseeing multi-site research must identify the IRB of Record at the project planning phase. Applicants lacking their own IRB must allocate grant funds to cover IRB review costs (see Section 10(b)(5), “Project Narrative Components Overview; Body; Budget Detail and Narrative,” for further budget guidance on this point). During the application review process, DHS will assess whether a project includes research that may necessitate IRB review. After an award is granted, CP3 may inform certain applicants that did not anticipate IRB review that their program or a component of thereof constitutes human subjects research requiring IRB and DHS administrative review under applicable regulations and policy.

c. Implementation and Measurement Plan

Applicants should expect to submit an IMP as part of their application narrative. Award recipients will need their IMP approved by CP3 before beginning performance. Receiving an award does not constitute final approval of an IMP.

d. Budget Execution Plan

Prospective applicants should also note that, if selected, they will be required to submit a Budget Execution Plan to CP3 at the end of the first quarter of performance, due with their Quarter 1 Report by January 30, 2025.

This is in accordance with the reporting timeline outlined below in “f. Reporting.” The Budget Execution Plan will identify how much of each cost category (Personnel, Contractual, etc.) will be expended in each quarter throughout the period of performance, supplementing the detail provided within the original budget included in the applicant’s Project Narrative. The spending timeline outlined in the Budget Execution Plan must align with the activity timeline within the recipient’s approved Implementation & Measurement Plan (IMP).

e. Third Party Evaluation

Acceptance of an award signifies the recipients’ agreement to participate in an evaluation of this grant program and to adhere to all related protocols established by DHS. This may include data and analysis of the effects on individuals and granting access to program personnel and participants, as specified by the evaluators. For projects selected for evaluation, DHS aims to publicly release the evaluation reports following the period of performance in order to grow the body of evidence on how best to implement projects within the targeted violence and terrorism prevention sector. DHS encourages ongoing participation in evaluation after the POP ends, when applicable.

f. Reporting

Prospective applicants should note that, if selected as a recipient, they will be required to submit various financial and programmatic reports as a condition of award acceptance. The federal award reporting requirements identified here are integral to this program, but do not comprise the complete list of requirements. Applicants must refer to the FY24 NOFO upon release for the complete list of federal reporting requirements.

g. Project Webpages

Prospective applicants should note that, if selected as a recipient, within the first year of the award, they will be required to create either (a) a standalone website or (b) a standalone webpage on their organizational website specifically dedicated to their TVTP project activities. The online resource should provide an overview of the TVTP project and explain how interested stakeholders may benefit from or engage with the project. Project webpages may be a valuable tool that recipients use to support the continuation of their project following the POP. Examples of current DHS Grantee Project Webpages can be accessed here:

- <https://www.dhs.gov/tvtp-grantee-results>

DHS may share or link to websites and resources created using TVTP grant funding. By sharing grantee websites and resources, DHS aims to support prevention practitioners and uphold its commitment to the transparency of this grant program.

h. Financial Reporting Requirements

Recipients will be expected to report obligations and expenditures through the [Federal Financial Form \(FFR\) \(SF-425\)](#) to FEMA. Recipients may review the FFR at:

Recipients are also expected to file the FFR electronically using the Payment and Reporting Systems ([PARS](#)).

i. FFR Reporting Periods and Due Dates

An FFR must be submitted quarterly throughout the POP, including partial calendar quarters and during times when no grant award activity occurs. The final FFR is due within 120 calendar days after the end of the POP. Please note, future awards and fund drawdowns may be withheld if these reports are overdue, fail to demonstrate progress, or lack sufficient detail.

Excluding the final FFR due at 120 days post-POP for closeout purposes, the reporting periods and due dates for the FFR are as follows:

Reporting Period	Report Due Date
October 1 – December 31	January 30
January 1- March 31	April 30
April 1- June 30	July 30
July 1- September 30	October 30

j. Programmatic Performance Reporting Requirements

Programmatic quarterly performance reports are submitted through FEMA GO and emailed to the assigned CP3 grants manager. These reports must include:

- Narrative description of activities during the reporting period.
- Identified issues or challenges.
- An assessment of whether the project is on track to meet its timelines and outcome goals.
- Information collected in accordance with their IMP regarding the progress reporting for the covered reporting period. Each approved IMP will include the required performance measures as identified in paragraph b. for each project type in Section 8 “Application Tracks.”
- Detailed data on project outputs in a format specified by CP3.
- Programmatic reports are due on a quarterly basis (please see the above chart for the FFR; the same reporting periods and due dates apply to the programmatic quarterly report). For the programmatic report due for the last quarter before the end of the POP, the recipient must include a qualitative narrative summary detailing all accomplishments of the grant to date; the impact of those accomplishments; and underlying data to support the narrative. This final quarterly report will form the foundation for the recipient’s closeout report (see below). CP3 will review the programmatic report for sufficiency and provide any necessary feedback, which the recipient should address in the closeout report, to be submitted within 120 days after the end of the POP as described below and per 2 C.F.R. § 200.344(a).

k. Budget vs Actuals (BVA) Reporting

The recipient must submit a BVA report 15 months into the POP, along with the fifth quarterly performance report on January 30, 2025. The report must be submitted through FEMA GO and emailed to the assigned CP3 grants manager. The BVA report shall provide a detailed breakdown of actual expenditures for Quarter 1 through Quarter 5 (October 1, 2024 – December 31, 2025) compared against the expenditures the recipient had anticipated for Quarter 1 through Quarter 5 as outlined in the Detailed Budget submitted with the first quarterly performance report by January 30, 2025. The recipient shall provide an explanation for any discrepancies between the original projected expenditures vs. actual expenditures (i.e., if they have spent less than or more than they had projected to spend by this point in time). The BVA report also shall provide an updated timeline of projected estimated expenditures for the remaining quarters.

I. Closeout Reporting Requirements

Prospective applicants should also note that, within 120 calendar days after the end of the POP for the prime award or after an amendment has been issued to close out an award before the original POP ends, recipients must:

- Liquidate all financial obligations and submit the following:
 - The final request for payment, if applicable.
 - The final FFR (SF-425).
 - The final progress report, detailing all accomplishments, including a narrative summary of the impact of those accomplishments throughout the POP.
 - The closeout report, detailing all accomplishments throughout the POP compared against the goals, objectives, outputs, and performance measures within the recipient's CP3-approved IMP, and including both quantitative and qualitative data from prior quarterly performance reports up through the final quarterly performance report. Additionally, this report must include a section on sustainment that outlines the recipient's strategy to sustain project capabilities after the closeout. DHS intends to proactively release grantee closeout reports to the public. However, grantees have the option to redact or withhold specific information from the public posting to protect sensitive data or proprietary information.
 - Other documents required by this NOFO, terms and conditions of the award, or other FEMA guidance.

In addition, pass-through entities are responsible for closing out their subawards as described in [2 C.F.R. § 200.344](#); subrecipients must submit closeout materials within 90 calendar days following the POP end date. Once a subrecipient completes all closeout requirements, pass-through entities must promptly complete all closeout actions for subawards, ensuring that the recipient can submit all necessary documentation and information to FEMA during the closeout of the prime award.

After the prime award closeout reports have been reviewed and approved by FEMA, a closeout notice will be issued to close out the grant. The notice will confirm the POP as closed, identify any remaining funds that will be deobligated, and reiterate the requirement to maintain the grant records for at least three years from the date of the final FFR. Note that the record retention period may be extended due to circumstances such as audits, litigation, or use of equipment or real property used beyond the POP, as outlined in [2 C.F.R. § 200.334](#).

Recipients must return any balances of unobligated cash to FEMA that were disbursed but not authorized to be retained per 2 C.F.R. § 200.344(d).

12. Objectives and Outcomes

As described in Section 4, "Priorities and Objectives," the primary goal of the TVTP Grant Program has been to establish, expand, and/or enhance local TVTP networks. To realize this goal, the TVTP Grant Program will pursue six objectives, each with associated outcomes detailed below:

1. The local community has awareness of the signs that someone may be on a pathway to violence and what the threat of targeted violence and terrorism looks like.
 - Outcome: Developed and delivered awareness programs on the pathway to violence and/or the local threat of targeted violence and terrorism.
2. The local community has awareness of both the risk factors for – and the protective factors against – targeted violence and terrorism. As noted above, *risk factors* are defined as negative

characteristics that may increase the likelihood that an individual is on a pathway to violence; *protective factors* are defined as positive characteristics that may decrease the likelihood that an individual may move toward violence.

- Outcome: Developed and implemented programs that decrease risk factors for individuals on a pathway to violence.
 - Outcome: Developed and implemented programs that increase protective factors against individuals on a pathway to violence.
 - **NOTE:** The TVTP Grant Program supports the development of evidence-based programs that address the behavioral threat of targeted violence and terrorism in the online/digital space. Specific sub-outcomes include:
 - Outcome: Increased digital initiatives focused on understanding violent content.
 - Outcome: Increased skills in recognizing narratives used to recruit or mobilize others to commit acts of violence.
3. Members of the local community engage the broadest and most diverse set of local stakeholders, sharing resources and best practices and building trusted partnerships to address targeted violence and terrorism.
 - Outcome: Community adopts a local prevention network that contains all necessary elements of that network (as described in the other Objectives in this section).
 4. Members of the local community can act on bystander training and help individuals before they move toward violence by understanding the role of and the means to contact BTAM teams.
 - Outcome: Developed and implemented bystander training.
 - Outcome: Developed and implemented referral mechanisms such as websites or hotlines.
 - Outcome: Developed and implemented media campaign to raise the community's awareness of local BTAM team.
 - Outcome: Increased engagement with individuals exhibiting behaviors associated with being on a pathway to targeted violence and terrorism.
 - Outcome: Enhanced capability to engage online with individuals who may be on a pathway to violence online.
 5. Members of the local community have access to multidisciplinary BTAM team comprised of individuals such as psychologists, educators, faith leaders, and medical personnel that can provide support to an individual *before* an act of violence takes place.
 - Outcome: Local community has established BTAM teams as needed (e.g., in schools, government branches, or a community-based team).
 - Outcome: Increased access to BTAM teams.
 - Outcome: More effective mechanisms for local citizens to refer and connect individuals exhibiting concerning behaviors to intervention services, whether online or offline.
 6. The local community has programs that address risk factors for, and strengthen protective factors against, targeted violence and terrorism, including recidivism reduction programming.
 - Outcome: Communities develop resiliency-building programs to address risk factors/strengthen protective factors in their local communities.
 - Outcome: Increased programs are available for corrections, probation, and parole services. **Note:** Corrections, probation, and parole services are just *one subset* of the numerous types of programs and sectors applicable to this objective. This outcome is included here to call attention to these services specifically as they are frequently identified as gaps within local prevention networks.

Sub-objective: Correctional facilities and state and local probation and parole authorities develop and implement recidivism reduction programming to address individuals convicted

or at risk for targeted violence and terrorism while in custody.

- Sub-outcome: State and local correctional facilities establish programs to provide services and resources to inmates and returning citizens –including both those still incarcerated and those on parole – with convictions for targeted violence or terrorism-related offenses.
- Sub-outcome: State and local correctional facilities develop mechanisms to assess risk of targeted violence or terrorism in their populations.
- Sub-outcome: State and local correctional facilities provide services addressing risk factors of and protective factors against the pathway to violence in their facilities.
- Sub-outcome: State and local probation and parole authorities establish programs to provide resources to individuals with a conviction for a targeted violence or terrorism related offense.

13. Research, Resources, and Definitions

a. Introductory Resources

CP3 has developed program objectives for the FY2024 TVTP Grant Program that are based on DHS's [Strategic Framework for Countering Terrorism and Targeted Violence](#). Prospective applicants are strongly encouraged to plan their applications in line with the goals and objectives of this document as well as other evidence.

CP3 maintains a webpage with information and resources for applicants as well as a page on the last cycle of terrorism prevention grants. On these pages, prospective applicants can find information helpful to prepare their application including:

- [Summary of awards for each cycle of the TVTP Grant Program](#)
- Webinars for Applicants, including:
 - [Performance Metrics and Measurements Workshop](#)
 - [Grantee Panel on the Application Process](#)
- Grant System instructional videos and How-to Guides for [obtaining an EIN](#), registering in [FEMA GO](#) and [registering with SAM](#)
- Implementation and measurement plan (IMP) [Template](#), [Guidance](#) and [Fact Sheet](#)
- Project Narratives from successful TVTP applicants in previous award cycles, including the [FY20 TVTP Grant Program](#), [FY21 TVTP Grant Program](#), and [FY22 TVTP Grant Program](#)
- See the TVTP Grant Program webpage at: <https://www.dhs.gov/tvtpgrants>
- See the TVTP Grant Program Applicant Resources webpage at: <https://www.dhs.gov/targeted-violence-and-terrorism-prevention-grant-program-resources>
- See the TVTP Grant Program Grantee Results webpage with examples of project webpages created by TVTP Grantees at <https://www.dhs.gov/tvtp-grantee-results>

Additional resources that may be useful for prospective applicants are provided below between pages 33-37 to assist applicants in developing and constructing their grant applications. This is a non-exhaustive list of resources, and is offered for informational purposes only. Inclusion does not constitute endorsement of any non-federal entities or their content by the U.S. Department of Homeland Security or the Federal Government.

- Grants.Gov Applicant Training Resources: grants.gov/applicants/grant-applications/how-to-apply-for-grants

- The Rand Corporation developed the [Evaluation Toolkit for Countering Violent Extremism](#) that helps program managers focus on core program components, the logic model that visually displays the program, theory of change, and ways to assess progress. This toolkit was sponsored by the DHS's Office of Community Partnerships, which is now CP3. While focused on violent extremism, it is also useful for programs focused on preventing targeted violence.
- The U.S. Institute for Peace (USIP) works internationally on preventing/countering violent extremism (P/CVE). While international programs pose their own, unique challenges, USIP has produced several products on the difficulty in assessing terrorism prevention programs.
 - See: [Measuring Up: Monitoring and Evaluating P/CVE Programs](https://www.usip.org/publications/2018/09/measuring-monitoring- and- evaluating-pcve-programs)
 - See: [Taking Stock: Analytic Tools for Understanding and Designing P/CVE Programs](#)

b. Research Resources

- DHS' Science & Technology Directorate (S&T) Public Safety and Violence Prevention (PSVP) project supports Goal 1 of the [DHS Strategic Plan](#) to prevent acts of terrorism and targeted violence by conducting evidence-based research and evaluation to understand an evolving threat landscape. The PSVP webpage includes numerous resources and publications regarding evaluation, rehabilitation and reintegration, threat assessment, and other violence prevention topics that may be useful to applicants:
 - See: <https://www.dhs.gov/science-and-technology/public-safety-and-violence-prevention>
- The Department of Justice's National Institutes of Justice has funded multiple research efforts related to terrorism. Of particular note is ***Risk Factors and Indicators Associated with Radicalization to Terrorism in the United States: What Research Sponsored by the National Institute of Justice Tells Us*** - a meta-analysis of previous research on terrorism. In addition, the National Institute of Justice has run a Domestic Radicalization to Terrorism program that has funded multiple projects since its inception in 2012. Project descriptions as well as links to articles produced from that research are available on their website.
 - See [Library & Multimedia | National Institute of Justice \(ojp.gov\)](#) (General webpage with links to articles)
 - See [Risk Factors and Indicators Associated With Radicalization to Terrorism in the United States | National Institute of Justice \(ojp.gov\)](#) ("Risk Factors and Indicators Associated with Radicalization to Terrorism in the United States")
 - See [Domestic Radicalization and Terrorism | National Institute of Justice \(ojp.gov\)](#) (NIJ project descriptions and links to articles)
- The U.S. Secret Service's National Threat Assessment Center (NTAC) provides a number of resources including: 1) guidance and training on threat assessment and 2) reports and data on mass attacks and school shootings.
 - See <https://www.secretservice.gov/protection/ntac>
- The Campbell Collaboration Crime and Justice Coordinating Group, an international network of researchers that prepares and disseminates systematic reviews of research on

methods to reduce crime and delinquency and improve the quality of justice, receives some funding from DHSS&T, to run an international program on Countering Violent Extremism (CVE). In particular, their July 2021, report *Cognitive and Behavioral Radicalization: A Systematic Review of the Putative Risk and Protective Factors* provides evidence-supported information on risk factors and protective factors.

- See [About the CVE Program - The Campbell Collaboration](#)
- See <https://www.campbellcollaboration.org/better-evidence/radicalization-putative-risk-and-protective-factors.html>
- The Rand Corporation produced a study of terrorism prevention in the United States that validated the Department's approach to terrorism prevention. This report conducts an analysis of prior and ongoing terrorism prevention activities and makes recommendations for future efforts and approaches.
 - See: [Practical Terrorism Prevention: Reexamining U.S. National Approaches to Addressing the Threat of Ideologically Motivated Violence | RAND](#)
- Under the National Governors Association (NGA) Policy Academy grant within DHS' FY20 TVTP Grant Program, the RAND Corporation has also produced a resource to assist state governments interested in creating TVTP strategies by providing them with relevant logic models and performance indicators to measure the outputs and outcomes of their programs.
 - See: [State Targeted Violence Prevention: Programming & Key Performance Indicators](#)
- The National Consortium for the Study of Terrorism and Responses to Terrorism (START) the University of Maryland maintains catalogs of their ongoing and completed research with access to published research which includes many CVE and related research projects.
 - See <https://www.start.umd.edu/about/about-start>

c. Risk Assessment Resources

Assessment tools are critical for providing an objective assessment of someone's risk or threat. DHS does not endorse any specific assessment tool; however, DHS' Science and Technology Directorate reviewed several risk assessment tools for effectiveness. Those tools are:

1. **Specific to Violent Extremism:**
 1. VERA-2R - Violent Extremism Risk Assessment 2 (Revised)
 2. ERG 22+ - Extremism Risk Guidelines
 3. TRAP-18 - Terrorist Radicalization Assessment Protocol
2. **General Violence Risk Assessment Tools**
 1. HCR-20 - Historical Clinical Risk Management
 2. SAPROF - Structural Assessment of Protective Factors for Violence Risk
 3. SAVRY - Structural Assessment of Violence Risk in Youth
 4. PLC-R - Psychopathy Checklist - Revised
3. **In addition, some SMEs on threat assessment and management have recommended:**
 1. WAVR – Workplace Assessment of Violence Risk
 2. SIVRA – Structured Interview for Violence Risk Assessment

No community, organization, or individual should undertake the use of an assessment tool without receiving training on that tool.

The University of Nebraska – Omaha’s National Counterterrorism Innovation, Technology, and Education Center (NCITE), a DHS Center of Excellence, has published a number of resources regarding threat assessment with funding from DHS’ Science & Technology Directorate (S&T). These resources include:

- “Directory of Threat Assessment Models,” which reviews how threat assessment is practically implemented in various settings, by systematically reviewing case study literature that describes the structure and operations of existing threat assessment teams and models.
 - See: <https://www.unomaha.edu/ncite/files/threat-assessment-directory.pdf>
- “Examining Best Practices in Threat Assessment from an Insider Threat Perspective,” which examines behavioral threat assessment from an insider threat perspective through an extant literature review
 - See: <https://www.unomaha.edu/ncite/files/insider-threat-and-threat-assessment-literature-review-website-version96.pdf>

d. Reentry and Reintegration Resources

Prospective applicants considering programs offering reentry and reintegration services may find the below resources helpful:

- Specific resources for reentry and reintegration that can be found at DHS S&T’s PSVP webpage (see first bullet under the “Research Resources” section) include the following:
 - “Practitioner Guide for the Provision of Trauma-informed Care to Women and Children Exiting Violent Extremist Conflict” See https://www.dhs.gov/sites/default/files/2023-06/23_0627_st_TraumaPractitionerGuide_final.pdf
 - “Rehabilitation and Reintegration of Women and Children Returning from Violent Extremist Contexts: A Rapid Review to Inform Program and Policy Development” See <https://www.tandfonline.com/doi/abs/10.1080/09546553.2023.2169143>
 - “Reintegration Framework Best Practices Report” See <https://digitalcommons.unomaha.edu/ncitereportsresearch/1/>
- National Institute of Corrections “Offender Reentry/Transitions” webpage, including their Offender Reintegration Handbook, Re-Entry Roadmap for Veterans, and Community Services Division webpage:
 - See <https://nicic.gov/projects/offender-reentry-transition>
 - See Reintegration Handbook: <https://nicic.gov/tags/offender-reintegration>
 - See Community Services Division webpage: <https://nicic.gov/community-services-division>
- The U.S. Department of Veterans Affairs, the Virginia Department of Veterans Services, and the Virginia Department of Corrections “Re-Entry Roadmap for Veterans Incarcerated in Virginia” guidebook
 - See Re-Entry Roadmap for Veterans: [Guidebook For Veterans Incarcerated In Virginia12 6 11 Re-entry manual a roadmap 2012 vadoc \(usermanual.wiki\)](https://www.vadoc.org/usermanual/wiki/12611-Re-entry-manual-a-roadmap-2012)

While the re-entry roadmap is specifically designed for veterans returning to the community after incarceration, this manual is an example for other states developing or revising their own veteran re-entry manuals.

- U.S. Department of Education’s “Reentry Education Model”: This report describes the “development of a correctional education reentry model illustrating an education continuum to bridge the gap between prison and community- based education and training programs. The goal of this model is to ensure that offenders can gain the knowledge and skills needed to obtain long-term, living-wage employment, and transition successfully out of the corrections system
 - See [A Reentry Education Model: Supporting Education and Career Advancement For Low-Skill Individuals in Corrections -- November 2012 \(PDF\)](#)

- U.S. Department of Justice’s Roadmap to Reentry: The roadmap to Reentry identifies 5 evident-based principles guiding federal efforts to improve the correctional practices and programs that govern the lives of those who will reenter society after incarceration.
 - See [Roadmap to Reentry](#)
 - Source: [Federal Bureau of Prisons Reentry Programs](#)

e. Definitions

1. Bystander

- Someone who is positioned to have awareness of risk factors or observable warning behaviors related to a person who may be considering acting violently.
- Source: DHS Center for Prevention Programs and Partnerships

2. Domestic terrorism

- DHS defines Domestic terrorism as any activity that:
- Involves an act that is dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States; and
- Appear to be intended
 - I. To intimidate or coerce a civilian population;
 - II. To influence the policy of a government by intimidation or coercion; or
 - III. To affect the conduct of a government by mass destruction, assassination, or kidnapping.
- Source: U.S. Department of Homeland Security and Federal Bureau of Investigation, “Domestic Terrorism: Definitions, Terminology, and Methodology,” November 2020

3. Domestic violent extremist (DVE):

- The FBI and DHS define a domestic violent extremist (DVE) as an individual based and operating primarily within the United States or its territories without direction or inspiration from a foreign terrorist group or other foreign power who seeks to further political or social goals wholly or in part through unlawful acts of force or violence. The mere advocacy of political or social positions, political activism, use of strong rhetoric, or generalized philosophic embrace of violent tactics may not constitute extremism and may be constitutionally protected.
- Source: NDAA Domestic Terrorism Strategic Report, 2021

Both

4. Terrorism

- The Department of Homeland Security defines terrorism as any activity involving a criminally unlawful act that is dangerous to human life or potentially destructive of critical infrastructure or key resources, and that appears intended to intimidate or coerce a civilian population, influence government policy by intimidation or coercion, or affect the conduct of a government by mass destruction, assassination, or kidnapping.
- Source: September 2019 DHS [Strategic Framework for Countering Terrorism and Targeted Violence](#).

5. Risk Factors

- Risk factors are characteristics that increase the likelihood of violence. Risk factors are often, but not always, negative influences in people’s lives.
- Source: DHS Center for Prevention Programs and Partnerships

6. Protective Factors

- Protective factors are characteristics that decrease the likelihood of violence. Protective factors are positive influences in people's lives.
- Source: DHS Center for Prevention Programs and Partnerships

7. Targeted Violence

- Involves acts dangerous to human life that are in violation of the criminal laws of the United States or of any state and that: a) involve a degree of planning and b) involve a pre-identified target including: i) individual(s) based on actual or perceived identity traits or group affiliation or ii) property based on actual or perceived identity traits or group affiliation; and
 - Appears intended to: a) intimidate, coerce, or otherwise impact a broader population beyond the target(s) of the immediate act or b) generate publicity for the perpetrator or his or her grievances; and
 - Occurs within the territorial jurisdiction of the United States and excludes acts of interpersonal violence street or gang-related crimes, violent crimes perpetrated by organized crime syndicates or similar organizations, or financially motivated crimes.
- Source: DHS Center for Prevention Programs and Partnerships

8. Underserved Community

- Refers to populations sharing a particular characteristic, as well as geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civic life, as exemplified by the list in the following definition of "equity."
 - Equity: The consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment, such as Black, Latino, and Indigenous and Native American persons, Asian Americans and Pacific Islanders and other persons of color; members of religious minorities; lesbian, gay, bisexual, transgender, and queer (LGBTQ+) persons; persons with disabilities; persons who live in rural areas; and persons otherwise adversely affected by persistent poverty or inequality.
- Source: [Advancing Racial Equity and Support for Underserved Communities Through the Federal Government, 2021](#)