



The U.S. Department of Justice, Office for Victims of Crime, is pleased to announce that it is seeking applications for funding for the Crime Victims' Rights Enforcement Project. This program furthers the Department's mission by promoting the enforcement of victims' rights under the Crime Victims Rights Act.

Crime Victims' Rights Enforcement Project

Eligibility

Applicants are limited to private nonprofit organizations, including faith-based and community-based organizations, colleges or universities, or public agencies that can demonstrate: (1) knowledge and understanding of enforcement of crime victims' rights, (2) experience in providing legal counsel and support services for victims in criminal cases, and (3) staff resources and capability to carry out all activities required by the funded project.

(See "Who is Eligible to Apply," page 3)

Deadline

All applications are due by 8:00 p.m. E.T. on July 30, 2007.

(See "Deadline For Applications", page 3)

Contact Information

For assistance with the requirements of this solicitation, contact Meg Morrow at 202-305-2986 or Meg.Morrow@usdoj.gov.

This application must be submitted through Grants.gov. For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1-800-518-4726.

Grants.Gov number assigned to announcement: OVC-2007-1661

CONTENTS

Overview of Cooperative Agreement	3
Deadline: Registration	3
Deadline: Application	3
Eligibility	3
Project Specific Information	4
Performance Measures	5
How to Apply	6
What An Application Must Include:	6
Standard Form 424	
Program Narrative	
Budget and Budget Narrative	
Indirect Cost Rate Agreement (<i>if applicable</i>)	
Other Attachments	
Selection Criteria	10
Review Process (<i>if applicable</i>)	11
Additional Requirements	12
Application Checklist (<i>if applicable</i>)	

Crime Victims' Rights Enforcement Project (CFDA #16.747)

Overview

This cooperative agreement will support the enforcement of victims' rights at the federal level under the Crime Victims' Rights Act (CVRA), and the state level. Funding will be used to enhance and expand new or existing federal or state crime victim legal clinics. This project is authorized under 42 U.S.C. Section 10603d(a) and funded under Pub. L. No. 110-5, embedded secs. 101-104; Pub. L. No. 109-108, 119 Stat. 2290, 2299.

Registration

Registering with [Grants.gov](http://www.grants.gov) is a one-time process; however, if you are a first time registrant, it could take up to several weeks to validate and confirm your registration and for you to receive your user password. OJJDP highly recommends that you register as early as possible to prevent delays in submitting your application package by the specified deadline. There are three steps that you must complete before you may register: (1) Register with the Central Contractor Registry (CCR); (2) Register yourself as an authorized organization representative (AOR); and (3) Be authorized as an AOR by your organization. For more Information, go to www.grants.gov. **Note: You must renew your CCR registration once a year. If you fail to renew your CCR registration, you may be prohibited from submitting a grant application through [Grants.gov](http://www.grants.gov).**

Deadline: Application

The due date for applying for funding under this announcement is July 30, 2007.

Eligibility

Applicants are limited to public agencies, colleges and universities, state governments, and private, nonprofit organizations, including faith-based organizations, that can demonstrate capability to carry out all activities required by the funded project (see below).

Faith-Based And Other Community Organizations: Consistent with President George W. Bush's Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, it is DOJ policy that faith-based and other community organizations that statutorily qualify as eligible applicants under DOJ programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and other community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or against on the basis of its religious character or

affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. DOJ grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

Applicants are encouraged to review the Civil Rights Compliance section under "Additional Requirements" in this announcement.

Project Specific Information

Award Information: Up to ten cooperative agreements will be awarded for up to \$200,000 each, with an award period of 12-18 months. Organizations proposing to provide subgrants to several legal clinics may apply for an amount exceeding \$200,000.

Program Strategy: There have been several advances in the area of crime victims' rights in recent years, including enactment of the Justice for All Act of 2004 (Public Law 108-405), or JFAA. The JFAA was signed into law by President George W. Bush on October 30, 2004. The Act contains four major sections related to crime victims and the criminal justice process. A key component of the JFAA is the Crime Victims' Rights Act (CVRA), which applies certain, specific courses of action to help enforce victims' rights. CVRA authorizes the Director for the Office for Victims of Crime (OVC) to provide grants for "the enforcement of crime victims' rights." This can include the provision of legal counsel and support services for victims in criminal cases for the enforcement of crime victims' rights in Federal jurisdictions and in States and tribal governments that have laws substantially equivalent to the provisions of chapter 37 of title 18, United States Code.

OVC will use funding in Fiscal Year 2007 to support clinics that provide legal counsel and support services for victims in criminal cases for the enforcement of crime victims' rights in federal, state, and tribal jurisdictions; or organizations that provide training and technical assistance to such clinics. Organizations may use the funding to provide legal representation to victims of crime in an effort to enforce victims' rights under the CVRA; technical assistance, training, and support to legal clinics that provide victim services; and education and training on the CVRA. To accomplish these goals, specific activities will include:

- Providing pro bono legal representation to victims of crime
- Representing crime victims in criminal court proceedings at the trial and appellate levels
- Educating and training criminal justice professionals, law students, attorneys, the local bar, and others on victims' rights
- Engaging law students to expose them to and train them in the area of crime victims' rights law

- Providing intensive legal technical assistance and training to the clinics as the clinics undertake their efforts to ensure that victims' rights are enforced.

Should OVC choose to fund one organization, that organization must have the capacity to award subgrants to individual legal clinics, in addition to supporting all of the requirements listed in the bullet points above. This grantee must be able to provide programmatic, financial, and administrative oversight and support to multiple legal clinics. Additionally, the grantee will be expected to provide intensive legal technical assistance and training to multiple clinics as the clinics undertake their efforts to ensure that victims' rights are enforced. The grantee must also provide education and training to criminal justice professionals across the country on victims' rights issues.

Match requirement: There is no match requirement for this project.

Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Performance measures for this solicitation are as follows:

Objective	Performance Measures	Data Grantee Provides
1. Enhance/establish crime victim legal clinics to ensure enforcement of victims' rights.	Percent increase in the number of crime victims represented in federal or state criminal court	Total number of crime victims represented in federal or state criminal court at beginning and conclusion of reporting period
2. Place a social worker/community liaison in victim legal clinic for outreach to victims and other participants in the criminal justice system.	Percent increase in the number of legal clinic attorneys Percent increase in number of collaborative partners in clinic's geographic area	Total number of legal clinic attorneys at beginning and conclusion of reporting period Total number of collaborative partners in the clinic areas at beginning and conclusion of reporting period
3. Establish and implement cohesive education strategies for participants in the criminal justice system.	Percent increase in number of social workers/ community liaisons in the clinics Number of technical assistance request responses Number of professionals trained	Number of social workers/community liaisons in clinic sites at beginning and conclusion of reporting period Number of technical assistance responses during reporting period Number of professionals trained during reporting period

	Number of training sessions provided	Number of training sessions during reporting period
--	--------------------------------------	---

How to Apply

DOJ is participating in the e-Government initiative, one of 25 initiatives included in the President’s Management Agenda. Part of this initiative -- Grants.gov -- is a “one-stop storefront” that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding.

Grants.Gov Instructions. You can find complete instructions at www.grants.gov. If you experience difficulties at any point during this process, call the Grants.gov Customer Support Hotline at 1–800–518–4726.

CFDA Number: The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.747, titled “Crime Victims’ Rights Act,” and the funding opportunity number is OVC-2007-1661.

A DUNS number is required: The Office of Management and Budget requires that all businesses and nonprofit applicants for Federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at <http://www.dunandbradstreet.com>. Individuals are exempt from this requirement.

What An Application Must Include

Application for Federal Assistance (Standard Form SF-424)

Program Narrative

The program narrative should not exceed 25 double-spaced pages in 12-point font with 1-inch margins and must include six separate sections: Project Abstract, Problem Statement, Project Goals and Objectives, Project Design/Implementation Plan, Organizational Capability and Project Management, and Plans for Measuring Progress and Outcomes. Each section is described below.

- **Project Abstract:** The application should include a one-page summary that describes the project's purpose, goals, and objectives, as well as the activities that will be implemented to achieve these goals and objectives, methods, and outcomes.
- **Problem Statement:** The problem statement must describe the need for the project and provide a clear statement of how funding will support the project's value to the victims' field by meeting a stated goal.
- **Project Goals and Objectives:** The applicant must specify the goals and objectives of the project. The objectives should be measurable and relate directly to the issues described in the problem statement. The goals should state the overall purpose of what is to be accomplished. The objectives should describe the steps necessary to reach the goals or how the goals will be accomplished. The application should clearly describe how funding will support the overall success of the project.
- **Project Design/Implementation Plan:** The project design and implementation plan must describe the project strategy and discuss how the strategy will address the identified problems and support the goals and objectives. The applicant's strategy or design must include a description of project phases, tasks, activities, staff responsibilities, and clear descriptions of interim deliverables and final products. It must include a time-task plan that clearly identifies objectives, major activities, and products.

The applicant must describe the strategy, tasks, and time-task plan for the planning year effort. Applicants must develop a time-task plan that clearly identifies major activities and products. This plan must include the designation of organizational responsibility, a schedule for the completion of the activities, and the submission of finished products. In preparing the time-task plan, applicants should make certain that all project activities will occur within the proposed project period. The plan also must provide for the submission of financial and progress reports. All recipients are required to submit semiannual progress reports and quarterly financial reports. **Applicants should keep in mind the OVC requirement that final drafts of all publications, including videos, are to be submitted 120 days before the end of the grant period. In most instances, the draft publication will undergo an external review by subject matter experts retained by OVC to provide written comments on the publication's accuracy, relevance, and readability, and to provide suggestions to enhance the publication. In all instances, the publication will be reviewed internally by OVC and other DOJ agencies.** For further guidance on the publication process, visit the OVC's Publishing Guidelines for Print and Web Media online at <http://www.ojp.usdoj.gov/ovc/publications/infores/pubguidelines/welcome.html>.

- **Organizational Capability and Project Management:** Applications must include a clear description of the applicant's management structure. Applications must include a description of the proposed professional staff members' unique qualifications that will enable them to fulfill their grant responsibilities. Applicants must describe how the program will be managed and include an organizational

chart or information describing the roles and responsibilities of key organizational and functional components and personnel. Applicants must also include a list of personnel responsible for managing and implementing the major stages of the project. The project director must have both the substantive expertise and experience to perform crucial leadership functions and sufficient time to devote to the project to provide the needed guidance and supervision. Job descriptions should be attached.

- **Plans for Measuring Progress and Outcomes:** Evaluation is critical to ensure that each OVC project is operating as designed and achieving its goals and objectives. Accordingly, each application must provide a plan to assess the project's effectiveness and to evaluate accomplishment of project goals and objectives. Applicants should describe how they will assess performance in attaining the identified outcomes. Goals and objectives must be clearly stated, links established between program activities and objectives, and performance measures identified. Performance measures will address a mix of immediate and intermediate outcomes and, as appropriate and feasible, information on long-term impact. The evaluation plan should identify all resources that will be devoted to conducting the assessment including identification of staff members and staff time, use of outside consultants to assist with the assessment, and any other support costs associated with conducting an evaluation. Applicants must provide details on how the applicant will track and report, on a quarterly basis, information on services, including legal representation or assistance, provided to victims and service providers using a Victim Services Tracker report submission form. Further directions for reporting, as well as a template report form, will be provided at the time of grant award notification. Award recipients will also be required to submit assessment information as part of the semiannual progress report, as well as part of the final report due within 120 days of project completion.

OVC is required to report its programmatic results annually, in accordance with the Government Performance and Results Act (GPRA). OVC summarizes the individual results and outcomes of all discretionary grant programs, indicating whether the programs are successfully meeting their objectives. OVC depends on its grantees to provide accurate, timely, and relevant information on grant progress and impact.

Budget and Budget Narrative

The applicant is required to complete the budget narrative and budget detail worksheet (see description below). The budget narrative justifies or explains each budget item and relates it to project activities. The budget narrative provides a justification for all proposed costs and should closely follow the content of the budget detail worksheet. For example, the narrative should explain how fringe benefits were calculated, how travel costs were estimated, why particular items of equipment or supplies must be purchased, and how overhead or indirect costs were calculated. The budget narrative should justify the specific items listed in the budget detail worksheet in all cost categories and demonstrate that all costs are reasonable.

Budget Detail Worksheet

The completion of this form is required in support of the budget narrative form described above. The budget detail worksheet must list the cost of each budget item and show how the costs were calculated. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee to be paid through grant funds. The budget detail worksheet should present a complete and detailed itemization of all proposed costs. A sample budget detail worksheet form, which can be used as a guide to assist you in preparation of the budget detail worksheet and narrative, can be downloaded by visiting <http://www.ojp.usdoj.gov/oc> and clicking on Standard Forms. (Completion of this form is required).

Note: Total costs specified in the Budget Detail Worksheet must match the total amount on line 15.g of the SF 424.

When completing both the budget narrative attachment form and the budget detail worksheet, applicants must also consider the following:

- 1) Training: Applicants should plan to attend an annual OVC discretionary grantee meeting in Washington, D.C., and with the exception of local grantees, should include line items detailing all estimated travel expenses associated with attending this meeting. Applicants that receive annual funding of more than \$100,000 should also budget costs to attend one Financial Management Training Seminar sponsored by Office for Justice Programs' (OJP) Office of the Comptroller (OC), unless the grantee has previously attended this seminar. Specific information (such as dates and locations of upcoming OC events) can be found at <http://www.ojp.usdoj.gov/oc/fmts.htm>.
- 2) Program Match: A financial or in-kind match is not required for this grant.
- 3) Consultant Rates: Consultant rates may not exceed the maximum of \$450/day or, if paid by the hour, \$56.25/hour for a maximum 8-hour workday per award.
- 4) Travel: Travel costs associated with project staff who are not directly employed by the grantee organization must be listed under the Consultant Budget category on the budget information sheet.
- 5) OJP *Financial Guide*: All grantees are required to comply with the regulations and requirements outlined in the OJP Financial Guide. The Financial Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. Copies are available from the Department of Justice Resource Center (1B800B421B6770) and also through the OJP Web site at <http://www.ojp.usdoj.gov/FinGuide/>. This document will govern the administration of funds by all successful applicants and their contractors.

Indirect Cost Rate Agreement

Indirect costs are allowed provided the applicant has a federal approved indirect cost rate agreement.

Applicants that do not have a federally negotiated indirect cost rate and wish to establish one can submit a proposal to their "cognizant" federal agency. Generally, the cognizant federal agency is the agency that provides the preponderance of direct federal funding. This can be determined by reviewing an organization's schedule of federal financial

assistance. If DOJ is your cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at <http://www.ojp.usdoj.gov/oc/indirectcosts.htm>.

Other Attachments

- Other attachments include the following materials:
- Résumés of key personnel must be provided (required).
- Letters of support and/or memoranda of understanding (MOU) must be provided from agencies and organizations whose support and collaboration is integral to the successful implementation of the project (required).
- Other attachments as needed (if applicable).

Selection Criteria

Applications will be reviewed by a peer review panel using the following criteria:

- **Statement of the Problem(s) to Be Addressed and Goals and Objectives.** The problem statement must provide a strong rationale for the project and clearly describe how the proposed program will be of value to the victims' field by meeting a stated goal. The goals and objectives must be clearly specified, relate directly to the problem statement, and should focus on victim assistance rather than prevention activities. The goal(s) should state the overall purpose of what is to be accomplished, within the context of what the project has already accomplished. The objectives should describe the steps necessary to accomplish the goal(s), within the context of what the project has already accomplished.
- **Program Design/Implementation Plan.** The program strategy/methodology must include sufficient detail so that the OVC grant monitor and peer reviewers can understand what will be accomplished, how it will be accomplished, and who will accomplish it. All proposed tasks should be presented in a way that allows a reviewer to see the logical progression of tasks and to be able to relate the tasks directly to the accomplishment of the project goal(s) and objectives. Projected activities should be realistic and reflect the project's allocated time, staff, and funding. Applicants who propose use of donated resources (air time, print space, etc.) as well as innovative strategies for outreach will be more favorably considered. A clear picture of the contents or components of the public awareness campaign is important as well as a detailed plan for disseminating related information to the targeted audience. In addition, the implementation plan should include a strategy for involving and coordinating with other organizations in the community that provide relevant services and resources.
- **Organizational Capability.** Applicants must demonstrate how their resources, capabilities, and experience will enable them to achieve the goals and objectives. The applicant must document its capability to undertake and complete a federally funded project, including evidence that the applicant possesses the requisite staff and expertise. Organizational capability will be assessed on the basis of (1) the applicant's described management structure, results of the current grant efforts,

and financial capability; and (2) the applicant's project management plan and documentation of the professional staff members' unique qualifications to perform their assigned tasks. Applicants must clearly establish that their experience and resources enable them to achieve the goals and objectives that they propose to accomplish with the funding.

- **Plans for Measuring Progress and Outcomes. Applicants** must describe their plan for measuring project progress and success. All applications must contain a plan for evaluating the accomplishment of project goal(s) and objectives. All applications must include all of the standardized performance measures established for this project as listed in the solicitation. Applicants must describe how the evaluation data will be gathered and analyzed and the resources that are being committed for this purpose. In determining the quality of the evaluation plan, the following factors will be considered:
 - Extent to which the evaluation plan provides detailed information for increasing the effectiveness of the project's management and administration, documentation that objectives have been met, and assessment and evaluation of information measuring the overall effectiveness of the project.
 - Extent to which the proposed methods of evaluation are thorough, feasible, and appropriate to the goals, objectives, and outcomes of the proposed project.

Review Process

OVC staff will review applications for completeness and responsiveness to this application guidance. Responsive applications will be forwarded for peer review. On approval by the OVC Director, the application selected for funding will be forwarded for award processing, subject to the final approval of the Assistant Attorney General for OJP. Funding will not be awarded to applicants with overdue financial and/or progress reports for existing OJP grants.

Additional Requirements

- Civil Rights Compliance
- Confidentiality and Human Subjects Protections regulations
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) compliance
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of the Comptroller Financial Guide *[hyperlink]*
- Suspension or Termination of Funding

We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at www.ojp.usdoj.gov/funding/otherrequirements.htm.

Grants versus Cooperative Agreements

Cooperative agreements are used when substantial collaboration is anticipated between OVC and the award recipient during performance of the proposed activities.

Responsibility for general oversight and redirection of the project, if necessary, rests with OVC. OVC will review and approve all activities in the requirements under the various stages, as enumerated in the solicitation. This includes review and approval in a timely manner of all key personnel selections, consultants, assessments, plans, instruments, manuals, and documents developed or identified for use during the project, with suggestions for modifications. Responsibility for the coordination of topics addressed or services rendered will be shared by OVC and the recipient. Where appropriate, the recipient will act jointly with OVC to determine modifications to the program plan or budget, and design data collection instruments. In executing this responsibility, OVC requires that its program specialist meet periodically with the recipient (as determined by OVC) throughout the life of the project to discuss project activities, plans, problems, and solutions. Responsibility for the day-to-day conduct of the project rests with the recipient. This specifically includes operations, data collection, analysis, and interpretation.