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The U.S. Department of Justice, Office of Justice Programs, [Office for Victims of Crime](#), is pleased to announce that it is seeking applications for funding the State Victim Assistance Academy Initiative. This program furthers the Department's mission by enhancing the capability of victim service providers to better respond to the needs and rights of all victims of crime.

# State Victim Assistance Academy Initiative

## Eligibility

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

(See "Eligibility," page 4)

## Deadline

All applications are due by 11:59 p.m. e.t. on April 29, 2008.  
(See "Deadline: Applications," page 3)

## Contact Information

For assistance with the requirements of this solicitation, contact Laura Ivkovich, Programs Manager, at 202-616-3576 or [Laura.Ivkovich@usdoj.gov](mailto:Laura.Ivkovich@usdoj.gov), or Maria Acker at 202-305-8649 or [Maria.Acker@usdoj.gov](mailto:Maria.Acker@usdoj.gov).

This application must be submitted through [www.grants.gov](http://www.grants.gov). For technical assistance with submitting the application, call Grants.gov Customer Support Hotline at 1-800-518-4726.

**Grants.Gov number assigned to announcement: OVC-2008-1848**

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# STATE VICTIM ASSISTANCE ACADEMY INITIATIVE (CFDA # 16.582)

## Overview

It is the Office for Victims of Crime's (OVC's) goal to assist states in developing effective strategies for establishing State Victim Assistance Academies (SVAAs) and to help create a network of SVAAs that can meet the educational and training needs of victim service providers and allied professionals in each state in the Nation. The purpose of the SVAA is to provide comprehensive, academically based, fundamental education and training for victim assistance providers, victim advocates, criminal justice personnel, and allied professionals who routinely deal with crime victims.

OVC intends to make funding available for up to five (5) SVAAs under this solicitation at \$35,000 each for the planning year. Based on grantee performance and the availability of future funds, continuation funding will be available for 2 subsequent years. Second-year funding is projected at \$100,000 each (for implementation of the SVAA and evaluation), and third-year funding at \$60,000 each (for refinement and replication). A financial and/or in-kind match for 25 percent of the total federal grant each year will be required. OVC will also ensure that technical assistance is made available to grantees to assist in this multiyear effort.

The statutory authority for funding this continuation project is Title 42 U.S.C. Section 10603 (c)(1)(A).

## Deadline: Registration

Registering with Grants.gov is a one-time process; however, if you are a first-time registrant it could take up to several weeks to have your registration validated and confirmed and to receive your user password. It is highly recommended you start the registration process as early as possible to prevent delays in submitting your application package to our agency by the deadline specified. There are three steps that you must complete before you are able to register: 1) Register with 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](http://www.grants.gov). **Note: Your CCR registration must be renewed once a year. Failure to renew your CCR registration may prohibit submission of a grant application through Grants.gov.**

## Deadline: Application

The due date for applying for funding under this announcement is April 29, 2008.

## Eligibility

Applicants are limited to public agencies, colleges and universities, state governments, and private, state-based nonprofit organizations, including faith-based organizations that can demonstrate capability to carry out all statewide planning activities required by the funded project, from states that have not already received funding (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 Department of Justice (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.

If your organization is a faith-based organization that makes hiring decisions on the basis of religious belief, it may be entitled, under the Religious Freedom Restoration Act, 42 U.S.C. § 2000bb, to receive federal funds and yet maintain that hiring practice, even if the law creating the funding program contains a general ban on religious discrimination in employment. For the circumstances under which this may occur, and the certifications that may be required, please refer to the following link at [www.usdoj.gov/fbci/effect-rfra.pdf](http://www.usdoj.gov/fbci/effect-rfra.pdf).

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

## Program-Specific Information

Funding under this announcement is contingent on grantee performance. All OVC awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

**Background:** Victim service providers, advocates, and allied professionals with practical experience, training, and education are now working in a variety of settings, including law enforcement agencies, district attorneys' offices, correctional institutions, battered women's shelters, rape crisis centers, and other community and faith-based

organizations. The increasingly complex needs of crime victims have resulted in a demand for more coordinated and multidisciplinary approaches to training victim service providers and allied professionals in the victim services field. In response to this training need, OVC funded the development of a National Victim Assistance Academy (NVAA) in 1995 to deliver a blend of education and skills-based training through a state-of-the art, intense 40-hour curriculum delivered to victim service providers and allied professionals at university campus sites across the country. When the NVAA was launched, one of OVC's long-range goals was to encourage a victim assistance course of study in colleges and universities nationwide. A few years later in 1998, OVC cosponsored a state-level victim assistance academy at Michigan State University in its efforts to provide comprehensive, fundamental education for victim service providers, victim advocates, criminal justice personnel, and allied professionals who routinely interact with victims of crime. Based on the success of the Michigan Academy, in 1999 OVC funded five pilot sites to begin the establishment of a nationwide network of state academies able to meet the foundation-level education and training needs of a broad range of victim service providers and allied professionals. Using the NVAA as a framework, OVC envisioned that the SVAAAs would operate in partnership with academic institutions to develop a comprehensive, fundamental, and academically based state-specific course of study in victims' rights and services to meet the entry-level educational and training needs of victim service providers, victim advocates, and allied personnel working with victims of crime. Since that time, OVC has funded the following 34 SVAAAs nationwide:

- 1998 Michigan
- 1999 Colorado, Connecticut, Pennsylvania, Texas, and Utah
- 2000 Vermont\*
- 2002 Arizona, Maine/New Hampshire, Maryland, Missouri, and Oregon
- 2003 Georgia, Illinois, and New York
- 2004 California, Minnesota, South Carolina, and Tennessee
- 2005 Florida, Idaho, Louisiana, Massachusetts, Puerto Rico, and Washington
- 2006 Arkansas, District of Columbia, Iowa, and Virginia
- 2007 New Jersey, North Dakota, Rhode Island, and West Virginia

\* Vermont was funded using OVC discretionary grant funds through the Victim Services 2000 program to establish an SVAA for Vermont.

This solicitation is intended to encourage similar initiatives in other states with the ultimate goal of establishing a network of state academies capable of meeting the entry-level educational/training needs of a broad range of victim assistance providers and allied professionals.

**Requirements:** Only one application per state will be funded.

Applicants must demonstrate:

- Commitment from the state Victims of Crime Act (VOCA) victim assistance and compensation program offices to help develop the academy, including the provision of financial support after completion of the 3-year federal grant. (Note: This financial support may be in the form of a percentage of VOCA administrative funds, as well as other appropriate state training funds available to build capacity of victim service providers to assist victims of crime in that state.)

- Commitment from an accredited college/university with departments in related subjects such as criminal justice, victim services, social work, counseling, human services, curriculum design, etc., or, at a minimum, faculty with expertise in these subjects to potentially host and promote the state academy; provide academic credit; accommodate and provide meals to students, as necessary; provide classrooms and accommodate breakout sessions with rooms, as necessary; and, with assistance from a diverse, statewide steering committee, help oversee the planning, implementation, and evaluation of the project.
- Commitment to meet with OVC and other SVAA grantees at the beginning of the grant period to share planning strategies, clarify implementation issues, and receive additional programmatic and grant-related financial management training to help ensure successful grant implementation.
- Commitment of the SVAA project director and/or the SVAA coordinator to be available as necessary to share SVAA information and provide technical assistance and mentoring to other state academy grantees through various methods, including grantee meetings, onsite visits where applicable, quarterly SVAA grantee phone conferences, and via the SVAA Online Learning Community (where grantees at all stages of their grant cycles and Academy leadership beyond the OVC grant period can share planning strategies, lessons learned, goals and implementation challenges and successes from one another).

**Project Components:** The overall 3-year project has the following core components:

#### Year 1 Funding

- Formation of a diverse planning/steering committee of victim assistance, criminal justice, and social service professionals to strategically plan the development of the SVAA (Year 1).
- University/community planning and implementation of an SVAA with a combination of federal, state, and local funding (Year 1).
- Distribution and analysis of a statewide training needs assessment to assure academy offerings do not represent a duplication of existing training efforts and do represent the training and educational needs of the field (Year 1).
- Curriculum review, adaptation, and/or design (Years 1 and 2).
- State academy staff availability for technical assistance and mentoring to other state academy grantees through the OVC Training and Technical Center (TTAC) (Years 1, 2, and 3).

#### Year 2 Funding

- Curriculum review, adaptation, and/or design (Years 1 and 2).
- Academy presentation and project evaluation (Year 2).

- State academy staff availability for technical assistance and mentoring to other state academy grantees through the OVC (TTAC) (Years 1, 2, and 3).

#### Year 3 Funding

- Presentation of a second academy with decreased federal and increased state and local funding (Year 3).
- State academy staff availability for technical assistance and mentoring to other state academy grantees through OVC TTAC (Years 1, 2, and 3).

#### Beyond OVC Funding

- Independent state funding and continued availability of state academy staff for technical assistance and mentorship to other interested state academy grantees (Year 4 and beyond).

In addition to funding, OVC will support the grantees by providing access to the following throughout the course of the grant:

- Technical assistance (TA) from a dedicated TA provider via OVC TTAC with extensive expertise and experience in curriculum design, academy development, implementation, and evaluation, as well as access to an online resource community in which SVAA grantees (past and present) share information and program resources.
- Attendance at OVC TTAC-sponsored training including the SVAA Curriculum Design/Ultimate Trainer course.
- Attendance at Academy trainings, where training/mentoring opportunities can be provided on how to conduct academies.
- Instructional materials developed by OVC discretionary grantees.
- Informational material available through the OVC Resource Center.
- One or two training consultants for special topic areas provided through OVC TTAC.

#### **Deliverables**

Since the FY 2008 funding is intended to support Year 1 planning activities, the application should focus on describing Year 1 tasks and deliverables.

**1. Planning/Steering Committee.** A major task during phase one is to establish a diverse planning/steering committee to plan and manage the project. As the response to victimization increasingly requires partnerships among multiple providers, the composition of a planning/steering committee should mirror these partnerships. At a minimum, commitments of support for establishing a state academy will be needed from the state VOCA victim compensation and assistance administrators, an accredited college/university, the state attorney general's office, where applicable, and key

statewide victim advocacy coalitions and victim service groups. Coordination with the U.S. Attorney's Office is recommended. This broad-based, diverse support is critical to ensuring the success of the project in Year 1 and beyond.

**2. Partnership With Academia.** Establishing a partnership with the academic community is essential and involves several components that may include the provision of academic credit through an accredited college or university, establishment of a college/university as possible host site, use of expert faculty to develop state-specific curricula, use of expert faculty to assist in the evaluation of the academy, and/or help oversee the academy. A college/university also should be able to provide in-resident faculty, low-cost dormitory housing and dining facilities, large and small classroom/training spaces to accommodate both plenary and smaller breakout groups, and a library with Internet access and sufficient computers to allow students access to onsite educational materials.

**3. State Training Assessment.** Some states have recognized the diversity of the victim assistance workforce and have established minimum training requirements for the victim assistance providers, while other states have already sponsored educational programs. The steering committee should oversee an assessment of existing state-sponsored educational initiatives and victim assistance training resources. A determination will need to be made regarding how existing training initiatives and resources will combine with or complement an SVAA.

**4. Curriculum Design.** OVC TTAC offers curriculum design training specifically for SVAA grantees. The training was developed for individuals who design and deliver curricula and for those who are involved in the planning, development, and delivery of training. The unique training offers SVAA grantees the ability to apply adult learning principles in the creation of an actual training module for their SVAAAs. OVC will provide the necessary course work to allow SVAA grantees to learn to apply effective training techniques that appeal to different adult learning styles; develop a simple training needs assessment plan; prepare a brief presentation that illustrates the five core components of effective communication; learn to facilitate training and work effectively with challenging participants; and to identify four levels of training evaluation.

**5. Student Selection.** In Year 1 of the grant, the steering committee should begin to formulate the student selection criteria, including a method for screening students, and finalize the process in Year 2. The Michigan Academy encouraged attendance by community "teams" of providers to help promote a coordinated community response to crime victimization. Other methods include use of a selection committee to choose students after reviewing students' applications and two letters of recommendation. Grantees are encouraged to emphasize student diversity based on geographic location, demographics, and professional agency affiliation in their selection criteria.

**6. Staffing Issues.** The steering committee should address staffing, including the type and number of staff needed to plan, organize, and manage the state academy. In addition to choosing staff to direct the project and provide administrative support, the committee should address the selection of teaching faculty and the determination of which modules will be taught by college/university faculty and which will be presented by local agency and advocacy group representatives, and which modules may be co-presented by both practitioners and academicians. OVC encourages a blend of practitioners and academicians. Finally, the committee must identify a method for

assisting teaching faculty to develop presentations with an interactive format. The OVC TTAC Ultimate Trainer (training of trainers) course incorporates state-of-the-art adult learning principles into a universal training format that is available as a resource in this effort.

**7. Financial Plan.** Another first-year activity must include the development of a viable financial plan for the continued match of OVC federal funds in Years 2 and 3 and for continuation of the SVAA in Year 4 and beyond. Although VOCA funds cannot be used as a match for this grant, OVC has issued guidance to state VOCA administrators authorizing them to make available a percentage of their administrative funds to supplement OVC funding for the development and implementation of state academies. However, these VOCA funds may not be counted as part of the matching requirement.

**Match Requirement (cash or in-kind)**

A grant made under this program may not cover more than 75 percent of the total costs of the project being funded. The applicant must identify the source of the 25 percent nonfederal portion of the budget and how match funds will be used. Applicants may satisfy this match requirement with either cash or in-kind services. The formula for calculating match is:

$$\frac{\text{Award amount}}{\text{federal share}} = \text{Adjusted project costs} \times \text{Recipient's share} = \text{Required match}$$

**Example:** 75/25% match requirement

For federal award amount of \$35,000, match would be calculated as follows:

$$\frac{\$35,000}{75\%} = \$46,667 \times 25\% = \$11,667 \text{ match}$$

**Reporting Requirements:**

- The **Financial Status Report** (SF 269-A) is due quarterly, no later than the 45th day following the end of each calendar quarter. A report must be submitted every quarter in which the award is active, even if there has been no financial activity during the reporting period. The final report is due 90 days after the end date of the award. Future awards and fund drawdowns will be withheld if the financial status reports are delinquent. Financial Status Reports must be submitted directly into the GMS system. Address questions concerning GMS to the GMS Helpdesk, 1-888-549-9901.
- The **Semiannual Progress Report** describes activities during the reporting period and the status or accomplishment of objectives as set forth in the approved application for funding. Progress reports must be submitted within 30 days after the end of the reporting periods, which are January 1 through June 30 and July 1 through December 31 for the life of the award. Due 90 days after the end date of the award, the final report summarizes the progress toward achieving the award's goals and objectives, describes the significant results, and identifies any products developed under the award. Report format will be provided to the recipient by OJP. Future awards and fund drawdowns may be withheld if the

progress reports are delinquent. Progress reports must be submitted directly into the GMS system. Address questions concerning GMS to the GMS Helpdesk, 1-888-549-9901.

## Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants that 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  |
|--|--|--|
| <ol style="list-style-type: none"> <li>1. Establish a diverse planning/steering committee to guide the strategy/ implementation of a state victim assistance academy.</li> <li>2. Establish a viable partnership with an academic college/university to help in the planning process for implementation of the state academy.</li> <li>3. Complete and analyze a statewide training needs assessment.</li> <li>4. Obtain commitment of support from the state Victims of Crime Act (VOCA) Office for establishing a state academy.</li> <li>5. Develop a resource development plan for sustaining the program after OVC funding ends.</li> </ol> | <ol style="list-style-type: none"> <li>1. Total number of grantees that establish a diverse planning/steering committee.</li> <li>2. Total number of grantees that establish partnerships with colleges/universities.</li> <li>3. Total number of grantees that have analyzed and utilized the results from the training needs assessment to direct curriculum development.</li> <li>4. Total number of grantees that have obtained support from VOCA administrators.</li> <li>5. Total number of grantees that have a sustainability plan.</li> <li>6. Percentage of SVAAs fiscally viable after cessation of OVC funding.</li> </ol> | <ol style="list-style-type: none"> <li>1. List of steering committee members and dates when meeting held (meeting minutes, etc.).</li> <li>2. Memorandum of understanding outlining the role and involvement of the college/university.</li> <li>3. Training needs assessment tool/focus group questionnaires and analysis completed.</li> <li>4. Copy of support letters.</li> <li>5. Copy of sustainability plan.</li> </ol> |

## 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:** Complete instructions can be found at [www.grants.gov](http://www.grants.gov). If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at 1-800-518-4726.

**Note: Grants.gov does not support the Microsoft Vista Operating system.** The PureEdge software used by Grants.gov for forms is not compatible with Vista. Also, Grants.gov cannot yet process Microsoft Word 2007 documents saved in the new default format with the extension ".DOCX." Please ensure the document is saved using "Word 97-2003 Document (\*.doc)" format.

**Please also note: OJP's Grants Management System (GMS) does not accept executable file types as application attachments.** OJP's Grants Management System (GMS) downloads applications from Grants.gov and is the system in which OJP reviews applications and manages awarded grants. These disallowed file types include, but are not limited to, the following extensions: ".com", ".bat", ".exe", ".vbs", ".cfg", ".dat", ".db", ".dbf", ".dll", ".ini", ".log", ".ora", ".sys", and ".zip".

**CFDA Number:** The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.582, titled "Crime Victim Assistance/Discretionary Grants," and the funding opportunity number is OVC-2008-1848.

**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.dnb.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 20 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 time-task plan presented in chart form will not be included as part of the 20-page narrative limitation.

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. Assessment information will be submitted as part of the semiannual progress report, as well as part of the final report due within 90 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.

#### **Protection of Human Research Subjects and Confidentiality**

Applicants should be aware that some of their proposed activities, especially those related to conducting needs assessments, program evaluation, survey, or focus group interviews, may be covered and governed by the Department of Justice's regulations applicable to the protection of human research subjects and data confidentiality. The Department of Justice's regulations on the protection of human subjects of research (28 CFR Part 46) require, in brief, that, before Federal funds are expended on research involving human subjects, the research activity must be submitted to an institutional review board for approval and that subject informed consent procedures be followed. In addition, the Department's regulations in 28 CFR Part 22 require that, if OVC funds are used to collect, analyze, or otherwise use information identifiable to a private person as part of a research activity paid for out of OVC funds, a fund recipient must maintain the confidentiality of the identifiable information throughout the data collection process and thereafter. Part 22 also requires that such identifiable information may only be disclosed as authorized by 42 U.S.C. Sec. 3789g and 28 CFR Part 22, i.e., for research purposes. In this connection, applicants for OVC support are required to submit a Privacy Certificate as a condition of approval of a grant application or contract proposal that contains a research or statistical component under which information identifiable to a private person will be collected. The Privacy Certificate is the applicant's assurance that he/she understands his/her responsibilities to protect the confidentiality of research and statistical information and has developed specific procedures to ensure that this information is only used or revealed in accordance with the requirements of 42 U.S.C. Sec. 3789g and 28 CFR Part 22. For sample privacy certificates, visit

<http://www.ovc.gov/fund/forms.htm> and view the two model privacy certificates available for adaptation.

## **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 [www.ojp.usdoj.gov/ovc](http://www.ojp.usdoj.gov/ovc) 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 OJP's Office of the Chief Financial Officer (OCFO), unless the grantee has previously attended this seminar. Specific information (such as dates and locations of upcoming OCFO events) can be found at <http://www.ojp.usdoj.gov/training/financial.htm>.

2) Program Match: A financial or in-kind match is 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 through the OJP Web site at <http://www.ojp.usdoj.gov/finguide06/index.htm>. This document will govern the administration of funds by all successful applicants and their contractors.

***Limitation on use of award funds for employee compensation; waiver:*** No portion of any award of more than \$250,000 made under this solicitation may be used to pay any portion of the total cash compensation (salary plus bonuses) of any employee of the award recipient whose total cash compensation exceeds 110% of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The salary table for SES employees is available at [opm.gov](http://opm.gov).)

*This prohibition may be waived at the discretion of the Assistant Attorney General for the Office of Justice Programs. An applicant that wishes to request a waiver should include a detailed justification in the budget narrative for the application.*

### **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/funding/pdfs/indirect\\_costs.pdf](http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf).

### **Other Attachments**

- Other attachments include the following materials:
- Résumés of key personnel must be provided (required). For positions that are vacant provide job descriptions outlining roles and responsibilities, and provide the selection criteria for the proposed new positions.
- Letters of support and/or memoranda of understanding (MOU) must be provided from agencies and organizations, including academic partners, whose support and collaboration are 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. (10 Points)** 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/Budget. (40 Points)** 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. The applicant must explain how budget items are computed and why they are vital to the project, clearly relating the items to identified tasks described in the narrative. For example, if the applicant has planned an extensive survey, the budget should reflect the staff time necessary to identify the sample, make followup calls, and conduct other activities to collect information. If an applicant proposes distributing a large number of training manuals, the budget should allocate sufficient funds for printing the documents needed for pilot testing and postage. Applicants should not include items that are not fully necessary to the project such as a computer for developing a small, printed product like brochures.
- **Organizational Capability. (30 points)** 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. (20 points)** 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 the OJP Financial Guide
- Suspension or Termination of Funding
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property

- Federal Funding Accountability and Transparency Act (FFATA) of 2006

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/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.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.