



---

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 2010 National Crime Victims' Rights Week (NCVRW) Resource Guide. This project furthers the Department's mission by producing a comprehensive kit that will serve as a resource for the victims' field in its efforts to heighten the public's awareness of crime victims' issues nationwide during NCVRW in April 2010, and throughout the year.

# **OVC FY09**

## **2010 National Crime Victims' Rights Week Resource Guide**

### **Deadline**

Registration with Grants.gov/GMS is required prior to application submission.  
(See "Deadline: Registration," page 3)

All applications are due by 8:00 p.m. Eastern Time on Monday, January 12, 2009.  
(See "Deadline: Application," page 3)

### **Eligibility**

Applicants are limited to private nonprofit organizations, including faith and community-based organizations, federally recognized tribes, and nonprofit tribal organizations or public agencies.  
(See "Eligibility," page 4)

### **Contact Information**

For assistance with the requirements of this solicitation, contact Kimberly Kelberg, Victim Justice Program Specialist at 202-305-2903 or [kimberly.kelberg@usdoj.gov](mailto:kimberly.kelberg@usdoj.gov).

This application must be submitted through *Grants.gov/OJP's Grants Management System (GMS)*. For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1-800-518-4726 or send an email to [support@grants.gov](mailto:support@grants.gov). Additionally, the Grants Management System Support Hotline at 1-888-549-9901, option 3. **Note:** The *Grants.gov/GMS* Support Hotline hours of operation are Monday-Friday from 7:00 a.m. to 9:00 p.m. Eastern Time.

**Grants.Gov number assigned to announcement: OVC-2009-1996**

# CONTENTS

|   |    |
|---|----|
| Overview .....  | 3  |
| Deadline: Registration .....  | 3  |
| Deadline: Application.....  | 3  |
| Eligibility .....   | 4  |
| General Statement of Eligibility.....   | 4  |
| Faith-Based And Other Community Organizations .....                               | 4  |
| American Indian Tribes and Alaska Native Tribes and/or Tribal Organizations ..... | 5  |
| Project Specific Information .....  | 5  |
| Performance Measures .....  | 9  |
| How to Apply .....  | 10 |
| What an Application Must Include .....  | 11 |
| Application for Federal Assistance (Standard Form 424) .....                      | 11 |
| Program Narrative .....   | 11 |
| Budget Narrative Attachment Form.....   | 13 |
| Budget Detail Worksheet .....   | 13 |
| Indirect Cost Rate Agreement.....   | 14 |
| Financial Capability Questionnaire .....  | 14 |
| Other Program Attachments .....   | 14 |
| Selection Criteria.....   | 14 |
| Review Process.....   | 16 |
| Additional Requirements .....   | 17 |

# 2010 National Crime Victims' Rights Week Resource Guide (C DFA #16.582)

## Overview

This cooperative agreement will support the development of a comprehensive resource guide for use by the victims' field when planning for local National Crime Victims' Rights Week (NCV RW) events across the nation in 2010, and throughout the year. Funding for this award is authorized under 42 U.S.C. § 10603 (c) (1) (A).

## Deadline: Registration

Registering with Grants.gov is a one-time process; however, processing delays may occur and **it can take up to several weeks for first-time registrants to receive confirmations/user passwords**. OJP highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package to our agency by the application deadline specified. The registration process for organizations involves these steps: (1) Obtain a Data Universal Numbering System (DUNS) number; (2) Register your organization with the Central Contractor Registration (CCR) database; (3) Register with Grants.gov's Credential Provider and obtain a username and password; (4) Register with Grants.gov to establish yourself as an Authorized Organization Representative (AOR); and (5) The E-Business Point of Contact (POC) assigns the "Authorized Applicant Role" to you. For more information about the registration process, go to [www.grants.gov](http://www.grants.gov). **Note: Your CCR must be renewed once a year. Failure to renew the 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 **Monday, January 12, 2009**.

Within 24–48 hours after submitting your electronic application, you should receive an email validation message from Grants.gov. The validation message will tell you if the application has been received and validated or if it has been rejected, and why.

You are urged to apply at least 72 hours prior to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused the rejection notification.

**Important:** If you experience unforeseen Grants.gov technical issues beyond your control, you must contact OJP staff **within 24 hours after the due date** and request approval to submit your application. OJP staff will require you to email the complete grant application and provide a Grants.gov Help Desk tracking number within 24 hours after the due date. After OJP reviews all of the information submitted as well as contacts

Grants.gov to validate the technical issues reported by the grantee, OJP will contact you to either approve or deny the request.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time; (2) failure to follow Grants.gov instructions on how to register and apply as posted on its Web site; and (3) failure to follow all of the instructions in the OJP solicitation.

## Eligibility

**General Statement of Eligibility:** Eligible applicants are private nonprofit organizations, including faith- and community-based organizations, or public agencies that can demonstrate the ability to develop a resource guide to be disseminated nationally to victim service providers, victim advocates, national victim organizations, and allied professionals. Applicants must demonstrate their organizational capacity to successfully complete all phases of this project within the timeframes as described in the Program Strategy section of this solicitation.

**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.

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 see the OCR link referenced at the "OJP Other" pages, included herein.

**American Indian Tribes and Alaska Native Tribes and/or Tribal Organizations:**

Applicants are limited to for-profit (commercial) organizations, nonprofit organizations, faith-based and community organization, institutions of higher learning, and consortiums with demonstrated organization and community-based experience working with American Indian and Alaska Native communities, including tribal commercial and nonprofit organizations, tribal colleges and universities, and tribal consortiums.

All tribal applications must be accompanied by a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable government body. If the grant will benefit more than one tribal entity, a current authorizing resolution or other enactment of the tribal council or comparable government body from each tribal entity must be included. If the grant application is being submitted on behalf of a tribal entity, a letter or similar document authorizing the inclusion of the tribal entity named in the application must be included.

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

**Project Specific Information**

***All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.***

**Award Amount:** In FY2009, one cooperative agreement in the amount of \$225,000 will be awarded to either a private nonprofit organization, including faith- and community-based organizations, or a public agency, for the purposes of producing a Resource Guide for the victims' field for use during NCVRW in April 2010, and throughout the year. FY 2010 continuation funding in the amount of \$225,000 may be available but is subject to the availability of appropriated funds and meeting preceding year project objectives.

**Award Period:** Up to 12 months; second year funding is contingent upon meeting preceding year objectives and availability of appropriated funds.

**Match Requirement:** There is no match required for this program.

**Goal.** The goal is to produce a comprehensive kit that will serve as a resource for the victims' field to support efforts to heighten the public's awareness of crime victim issues nationwide during NCVRW in April, 2010, and throughout the year.

**Purpose.** The purpose of the 2010 NCVRW Resource Guide is to serve as a ready-made, adaptable resource guide containing materials such as posters, model speeches, press releases, public service announcements, camera-ready artwork, and crime victimization statistical overviews for use by the victims' field when planning for local NCVRW events across the Nation.

**Background.** Each April since 1981, NCVRW has been formally designated and commemorated at the federal level. The federal observance coincides with rallies, vigils, and public education campaigns staged in communities across the nation. The widespread observance of the event presents a unique opportunity to articulate a consistent and unified message about the plight of our Nation's crime victims and to

draw attention to the work of advocates and activists who work to assist our Nation's crime victims.

Since 1986, the NCVRW Resource Guide has been developed to assist local victims, survivors, advocates, and communities plan and prepare for their own annual commemoration of NCVRW. OVC has strived each year to enhance the products in the Resource Guide to accommodate the changing needs of the field. For example, beginning in 2004, OVC has included in the Resource Guide a NCVRW theme DVD with introductory footage that illustrates the year's theme. The NCVRW theme is selected with input from OVC, national victim organizations around the country, and the victims' field as a whole. The theme becomes the impetus for the look and feel of the Resource Guide that is developed. Ultimately, artwork is developed to graphically depict the theme for NCVRW each year. OVC has worked to improve access to the artwork by providing camera-ready artwork in the Guide, which had been available only in hard copy. The Resource Guide now includes camera-ready artwork on CD-ROM in black and white and in color for use when developing bumper stickers, buttons, and posters. The camera-ready artwork also includes public awareness posters translated in Spanish. Each year OVC has updated, as well as expanded, the statistical overviews to include statistics on new and emerging issues such as human trafficking, identity theft and financial crime, and Internet victimization. In FY 2009, OVC funded the development of an NCVRW logo, a readily recognizable symbol representing the observance of NCVRW throughout the nation. This logo will be present on all printed materials as well as Web-based material to serve as a branding and marketing tool for NCVRW. Beginning in 2009, this logo was incorporated into the Resource Guide artwork and will continue to be used in all NCVRW materials developed in the future. The Resource Guide is released each December so that the victims' field can begin planning for local NCVRW events during the month of April.

Through this cooperative agreement, OVC will continue its efforts to produce this valuable Resource Guide to the victims' field that will serve as the impetus for communities to generate greater awareness among crime victims, survivors, and allied professionals about victims' rights and services. Applicants can visit OVC's Web page at <http://www.ojp.usdoj.gov/ovc/ncvrw/welcome.html> for more information about NCVRW and to view past Resource Guides that have supported the field over the years.

**Program Strategy.** OVC will fund one grantee to conceptualize, develop, and produce a user-friendly Resource Guide for use by victim service providers, victim advocates, allied professionals, and the general public, during NCVRW in April 2010, and throughout the year. The applicant awarded funding under this cooperative agreement will work in close coordination and consultation with OVC in all aspects of the development of this Resource Guide.

The applicant must consider the following tasks and deliverables when developing their project design and implementation plan for this project:

- Attend regular meetings with OVC project staff to review and discuss Resource Guide components and draft materials;
- Develop a detailed time-task line with steps for program development, implementation, and evaluation, as well as designating staff responsible for the implementation of each task;
- Develop an outline of the proposed Resource Guide's components and a description of its unifying theme or themes;

- Working closely with OVC staff, develop artistic concepts that graphically depict the 2010 NCVRW theme as identified by OVC, to be utilized in the form of posters, Resource Guide cover art, and camera-ready artwork included in hard copy and on CD-ROM in the final Resource Guide. Each artistic concept must incorporate the NCVRW logo brand developed in 2009. The applicant should plan to submit a minimum of three distinct and original comprehensive illustrations and/or photographs that graphically depict the NCVRW theme. Please note that photographs can be the applicant's original photography, photographs that are in the public domain or photographs that are available for purchase. The applicant should plan for additional rounds of designs and/or revisions to the original illustrations or photo concepts as requested by OVC. In addition, the applicant will work closely with OVC staff to develop a 22" x 28" poster that will reflect the 2010 NCVRW theme for the field;
- Develop content/written material included in the Resource Guide. This may include items such as sample speeches, proclamations, press releases, and victimization statistics. Coordination with the Bureau of Justice Statistics (BJS) is required for the review and verification of statistical information provided in the Resource Guide. All final written materials submitted to OVC must be professionally edited prior to their submission at least 30 days prior to the established date for delivery to the printer;
- Develop a plan for incorporating materials from national victim advocacy organizations into the Resource Guide, as needed;
- Provide examples in the Resource Guide of how the field can use the contents of the Resource Guide throughout the year for other purposes. Specifically, develop materials for inclusion in the Resource Guide that can be used by the field throughout the year for the observance of other victim-related proclaimed weeks or months (e.g., Domestic Violence Month is each October);
- Work in close coordination with OVC and OJP's Office of Administration, to ensure that the final products will be available for submission to the Government Printing Office (GPO) no later than November 1, 2009. Final products include: Resource Guide; CD-ROM containing the camera-ready artwork; and a 22" x 28" poster that will reflect the 2010 NCVRW theme, as identified by OVC. The Resource Guide should consist of six graduated inserts containing camera-ready art, tips for working with the media, maximizing communication and awareness, landmarks in victims' rights, and statistical overviews;
- Obtain an NCJ number and bar code and corresponding graphic artwork from OVC's Resource Center, to be incorporated into the design of the final printed Resource Guide and theme poster;
- Deliver camera-ready files of the Resource Guide to OVC so that the OVC Webmaster can produce the necessary files for posting on OVC Web site for download by the field. The camera-ready files delivered to OVC must be delivered in a format that allows for the seamless conversion to 508 compliant PDF files. The content developer must also provide alternative text descriptions for any images, charts, or other graphics that appear throughout the Resource Guide. Close coordination with OVC's Webmaster is required for this task;
- Develop a comprehensive plan for enhancing the current dissemination of the Resource Guide to the victims' field. Currently, OVC maintains a mailing list of those who have received the Resource Guide in the past and who would like to continue to receive it in the future. The applicant shall provide suggestions for improving the dissemination process and for expanding the mailing list to ensure that all organizations and individuals interested in receiving the Resource Guide

can be added to the master mailing list. The applicant is encouraged to identify what national victims' organizations should be receiving the Guide and include in their plan a way to coordinate with OVC's Resource Center to ensure they receive the Resource Guide;

- Design an evaluation to measure Resource Guide user-satisfaction that includes a plan for soliciting feedback. The evaluation should also capture ways in which both the Resource Guide and the Theme DVD were used throughout the country to heighten the public's awareness of crime victims' issues. The grantee is encouraged to consider developing an online form to capture the evaluation data. The reportable data must be analyzed and summarized prior to submission to OVC.

*\* OVC will assume responsibility for the printing, duplicating, and dissemination of all products, including the Resource Guide, CD-ROM, DVD, and posters; therefore, do not include postage costs associated with the mailing of these items to the field in the Budget Narrative.*

**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 percent 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 [www.opm.gov](http://www.opm.gov).)

*The 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.*

**Privacy Certificate:** OVC and recipients of OVC funding are subject to confidentiality requirements protecting research and statistical information collected that is identifiable to a private person under the Code of Federal Regulations 28 CFR. Identifying characteristics include, but are not limited to, identifiers such as name, address, social security number or other identifying number, fingerprints, voiceprints, photographs, genetic information, or any other item or combination of data about a person that could reasonably lead, directly or indirectly, by reference to other information, or to identification of that individual(s). OVC requires recipients of OVC funding to submit a Privacy Certificate in projects involving data collection on individuals through observations, interviews, reports, administrative records or is likely to result in such activities. OVC funded activities that require a Privacy Certificate prior to conducting the activity include a needs assessment, program evaluation, survey, or focus group interviews. If the applicant's project includes any activity listed above, the applicant must include a privacy certificate. For sample privacy certificates, visit <http://www.ovc.gov/fund/forms.htm> and view two model privacy certificates available for adaptation.

**Evaluation:** The applicant must include a plan to perform a basic evaluation of the project. This plan should evaluate user satisfaction of the Resource Guide by the victims' field and capture ways in which the Resource Guide was used throughout the country to heighten the public's awareness of crime victims' issues. In addition, the applicant will be expected to develop an evaluation to be completed by prospective users of the



Resource Guide to determine the number of users rating the Resource Guide as useful. The grantee is encouraged to consider developing a Web form on their own Web site to capture the evaluation data. The reportable data must be analyzed and summarized prior to submission to OVC.

## 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. Additionally, applicants must discuss their data collection methods in the application. Performance measures for this solicitation are as follows:

| Program Objective  | Performance Measures  | Data To Be Reported   |
|--|---|---|
| <p>The objective of this solicitation is to support the development of an NCVRW Resource Guide that will serve as a resource for the victims’ field in their efforts to heighten public awareness of crime victim issues nationwide during NCVRW in April 2010, and throughout the year.</p> | <p>Number of Resource Guides disseminated to the field.</p> <p>Percentage increase of new requests for the Resource Guide through the OVC Resource Center.</p> <p>Number of evaluations of the Guide received rating it as useful.</p> <p>Number of “hits” on the OVC Web site for the Resource Guide.</p> <p>Number of downloads from the OVC Web site for the Resource Guide.</p> | <p>Number of Resource Guides disseminated to the field.</p> <p>Number of requests for the 2010 Resource Guide, compared to the number of requests for the 2009 Resource Guide.</p> <p>Number of evaluations of the Guide received rating it as useful.</p> <p>Number of “hits” on the OVC Web site for the Resource Guide.</p> <p>Number of downloads from the OVC Web site for the Resource Guide.</p> |

The grantee must document the accomplishment of these measures in the semiannual progress report submitted to OVC. The applicant should coordinate with the OVC project monitor to determine which measures it is responsible for collecting and what data OVC will collect and provide to the applicant for the purposes of semiannual progress reporting. The progress reports must include information on all of the above performance measures and any other appropriate performance indicators identified by the applicant.

## 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, Monday–Friday from 7:00 a.m. to 9:00 p.m. Eastern Time.

**Funding Opportunities with Multiple Purpose Areas:** Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If you are applying to a solicitation with multiple Competition IDs, you must select the appropriate Competition ID for the intended purpose area of your application. The application will be peer reviewed according to the requirements of the purpose area under which it is submitted.

**Note: OJP's Grants Management System (GMS) does not support Microsoft Vista or Microsoft 2007.** Therefore, OJP will not review any application whose attachments are in Microsoft Vista or Microsoft 2007 format. GMS downloads applications from Grants.gov and is the system in which OJP reviews applications and manages awarded grants. Applications submitted via GMS must be in the following word processing formats: Microsoft Word (\*.doc), WordPerfect (\*.wpd), PDF files (\*.pdf), or Text Documents (\*.txt) and may include Microsoft Excel (\*.xls) files. GMS is not yet compatible with Vista and cannot yet process Microsoft Word 2007 documents saved in the new default format with the extensions of “.docx.” Please ensure the documents you are submitting in Grants.gov are saved using “Word 97-2003 Document (\*.doc)” format. Additionally, GMS does not accept executable file types as application attachments. 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-2009-1996.

**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 Numbering 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 for federal assistance applicants, recipients, and subrecipients. 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.

**Central Contractor Registration (CCR) is required:** In addition to the DUNS number requirement, OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).

## What an Application Must Include

### Application for Federal Assistance (Standard Form 424)

#### Program Narrative

The program narrative should not exceed 25 doubled-spaced pages in 12-point font with 1-inch margins and must include six (6) 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 1-page summary that describes the purpose of the project, goals and objectives, progress to date if the application is for continuation funding, and activities that will be implemented to achieve the project's 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 and if the application is for continuation funding, must describe the accomplishments and document the progress of the existing 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.
- **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 developing the services and products. The applicant must develop a time-task plan that clearly identifies major activities and products for the duration of the project period. 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, the Gant chart, or schedule, 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. **The applicant should keep in mind the OVC requirement that final drafts of all publications, including videos, are to be submitted 120 days prior to 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.** OVC's Publishing Guidelines for Print and Web Media is online at [www.ojp.usdoj.gov/ovc/publications/infores/pubguidelines/welcome.html](http://www.ojp.usdoj.gov/ovc/publications/infores/pubguidelines/welcome.html) for further guidance on the publication process.

The applicant should also describe the dissemination plan for the product or services. Applicants should provide recommendations for dissemination of any products. If those recommendations include nontraditional groups, such as organizations or agencies not likely to be included in a victim assistance or criminal justice mailing list, then applicants should be prepared to provide specific names and contact information. In most instances, publications that have been reviewed, revised by the grantee, and subsequently approved for publication by OVC will be printed by OVC and disseminated through the OVC Resource Center at the expense of OVC. Most publications will also be uploaded to the OVC Web page.

- **Organizational Capability and Project Management:** The application must include a clear description of the applicant's management structure and if the application is for continuation funding, must document the organization's success in implementing previous phases of the project. Applicants must include a description of the current and proposed professional staff members' unique qualifications that will enable them to fulfill their grant responsibilities.

The applicant 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. The applicant must also include a list of personnel responsible for managing and implementing the major stages of the project. If additional staff will be hired to complete the project, the applicant should identify the selection criteria. Applicants should also provide detailed information about staff committed to working on the project contingent upon receipt of funding.

- **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. Goals and objectives must be clearly stated, links must be established between program activities and objectives, and performance measures must be identified. Data must be provided on the performance

measures established for this solicitation as outlined in the Performance Measures section of this solicitation.

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.

### **Budget Narrative Attachment Form**

The applicant is required to complete the budget narrative form and is required to complete the 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/funding/forms/budget\\_detail.pdf](http://www.ojp.usdoj.gov/funding/forms/budget_detail.pdf) and clicking on Standard Forms.

*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 events) can be found <http://www.tech-res-intl.com/doj-octraining/>.

2) 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 work day per award.

3) 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.

4) 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/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 an approved federal indirect cost rate. 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>.

### **Financial Capability Questionnaire**

Applicants who are nonprofit or commercial organizations and have never received any grants from OJP are required to complete the Financial Capability Questionnaire form. The form must be submitted along with a copy of the organization’s most recent audited Financial Statements (review if audited Financial Statements are not available). This form is available at <http://www.ojp.usdoj.gov/forms.htm> under “Accounting System and Financial Capability Questionnaire.”

### **Other Program Attachments**

Remaining attachments include the following materials:

- **Resumes of key personnel** must be provided. For positions that are vacant, provide job descriptions outlining roles and responsibilities and provide the selection criteria for the proposed new positions (required).
- **Letters of support and/or memoranda of understanding (MOU)** should be provided from agencies and organizations whose support and collaboration is integral to the successful implementation of the project (if applicable).
- **Other attachments as needed** (if applicable).

### **Selection Criteria**

Applications will be reviewed by a peer review panel using the assignments of percentage weight for each of the following criteria. Applicants should also refer to “What

an Application Must Include” on pages 11–14 for more detailed information on what should be included in the application.

- **Project Abstract (5 points):** The application should include a one-page summary that describes the purpose of the project, goals and objectives, and activities that will be implemented to achieve the project’s goals and objectives, methods, and outcomes.
- **Problem Statement (5 points):** 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. The problem statement should convincingly document that the project is needed to address resource gaps in the field or to address emerging issues for which there are few or no resources to assist providers. The goals and objectives must be clearly specified and related directly to the problem statement. The goal(s) should state the overall purpose of what is to be accomplished. If the application is for continuation funding, these new goals and objectives should be addressed 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.
- **Project Goals and Objectives (10 points):** 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 must describe the public awareness and educational components of the project that will be of utility to many communities across the nation.
- **Project Design/Implementation Plan (25 points):** The program strategy/methodology must include sufficient detail so that the OVC Point-of-Contact or other 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 goals(s) and objectives. Projected activities should be realistic and reflect the time, staff, and funding allocated to the project. The applicant must demonstrate a clear understanding of the contents of the Resource Guide and provide a detailed plan for packaging and disseminating the Resource Guide to the field.
- **Organizational Capability and Project Management (20 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 national-scope, 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, financial capability and, if the application is for continuation funding, the results of current grant efforts; 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 (15 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 describe how data will be collected to report on the performance measures established for this solicitation. Applicants must describe how the evaluation data will be gathered and analyzed and the resources that are being committed for this purpose.
- **Budget and Budget Narrative (20 points):** Applicants must show cost-effective and efficient use of grant resources, demonstrating that all grant-related expenses are necessary for project completion. Tasks and activities described in the budget narrative should parallel the budget. All identified costs should accurately reflect the tasks, staff time, supplies, and travel necessary to accomplish the grant-related work, if applicable. The applicant must demonstrate that there is sufficient staff and time to accomplish the proposed tasks in a cost-effective manner. The applicant is required to complete the budget narrative form and the budget detail worksheet. 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. 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.

## Review Process

OJP is committed to ensuring a standardized process for awarding grants. The Office for Victims of Crime (OVC) reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with program or legislative requirements as stated in the solicitation.

Peer Reviewers will be reviewing the applications submitted under this solicitation as well. OVC may use either internal peer reviewers, external peer reviewers or a combination of both to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current U.S. Department of Justice employee. An internal reviewer is an expert in the field of the subject matter of a given solicitation who is a current U.S. Department of Justice employee. Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all other requirements will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

After the peer review is finalized, the Office of the Chief Financial Officer (OCFO), in consultation with OVC, conducts a financial review of all potential discretionary awards



and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget and budget narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations. OCFO also reviews the award document and verifies the OJP Vendor Number.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final grant award decisions will be made by the Assistant Attorney General (AAG), who may also give consideration to factors including, but not limited to, underserved populations, strategic priorities, past performance, and available funding when making awards.

## **Additional Requirements**

Successful applicants selected for award must agree to comply with additional applicable requirements prior to receiving grant funding. We strongly encourage you to review the list below pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at [http://www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- Civil Rights Compliance
- Funding to Faith-Based Organizations
- Confidentiality and Human Subjects Protection
- 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 and Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of the Justice Programs [Financial Guide](#)
- Suspension or Termination of Funding
- Non-Profit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006