



The U.S. Department of Justice, Office of Justice Programs, [Office for Victims of Crime](#), is pleased to announce that it is seeking applications to fund new State Victim Assistance Academies. 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.

FY 09 State Victim Assistance Academy Initiative (New)

Eligibility

Applicants are limited to the remaining states that do not currently have a State Victim Assistance Academy. For more information on where State Victim Assistance Academies are located, visit www.ovc.gov/assist/existingsvaa.html. Two states may jointly apply for funding (not to exceed \$35,000) to develop a regional State Victim Assistance Academy. 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

Registration with [Grants.gov/GMS](#) is required prior to application submission.

(See "Registration," page 3)

All applications are due by 11:59 p.m. e.t. on Wednesday, April 1, 2009.

(See "Deadline: Applications," page 3)

Contact Information

For assistance with the requirements of this solicitation, contact Richard Greenough, Program Manager, at 202-616-8715 or Richard.Greenough2@usdoj.gov.

This application must be submitted through www.grants.gov. For technical assistance with submitting the application, call Grants.gov Customer Support Hotline at 1-800-518-4726 or send an email to support@grants.gov. **Note:** The Grants.gov Support Hotline hours of operation are Monday-Friday from 7:00 a.m. to 9:00 p.m. e.t.

Grants.Gov number assigned to announcement: OVC-2009-2063

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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 six (6) new 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 this funding for 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, 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. **Note: Your CCR must be renewed once a year. Failure to renew the CCR may prohibit submission of a grant application through Grants.gov.**

Deadline: Application

The due date for applying for funding under this announcement is Wednesday, April 1, 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.

Important: You are urged to submit your application 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.

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. At that time, OJP staff will require you to email the complete grant application, your DUNS number, and provide a Grants.gov Help Desk tracking number(s). After OJP reviews all of the information submitted as well as contacts Grants.gov to validate the technical issues reported by the applicant, 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 website; (3) failure to follow all of the instructions in the OJP solicitation; and (4) technical issues experienced with the applicant's computer or information technology (IT) environment.

Notifications regarding known technical problems with Grants.gov are posted on the OJP funding web page, www.ojp.gov/funding/solicitations.htm.

Eligibility

General Statement of Eligibility: Applicants are limited to the remaining states that do not currently have a State Victim Assistance Academy. For more information on where State Victim Assistance Academies are located, visit <http://www.ovc.gov/assist/existingsvaa.html>. Two states may jointly apply for funding (not to exceed \$35,000) to develop a regional State Victim Assistance Academy. 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.

Faith-Based And Other Community Organizations: Consistent with Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, 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., remove 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 in the "Other Requirements", included under "Additional Requirements" in this announcement.

American Indian Tribes and Alaska Native Tribes and/or Tribal Organizations: Applicants are limited to for-profit (commercial) organizations, non-profit 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 counsel or comparable government body. If the grant will benefit more than one tribal entity, a current authorizing resolution or other enactment of the tribal counsel 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.

Program-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:

Funding FY09: \$35,000 for up to six (6) new State Victim Assistance Academies.

A 25 percent in-kind or cash match to support sustainability and investment in the project is required. See page 10 for more information on how match is calculated per guidance from the Office of Justice Program's Office of the Chief Financial Officer.

Award Period: 12 months

It is anticipated that the total project period will be for 3 years. The initial budget period will be for 12 months. Pending selection and funding availability, it is anticipated that this project would begin on October 1, 2009.

The SF-424 should indicate funding only for the initial project year. Second- and third-year funding is contingent upon grantee performance and availability of funds.

Detailed information on the purpose of the grant program

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 37 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
- 2008 Alabama, Alaska, and Oklahoma

* 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; however, two states may jointly apply to develop a regional State Victim Assistance Academy.

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).

General guidance on funding information of the expected awards:

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

Year 1 Funding—Up to \$35,000 contingent on funding availability

- 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—Up to \$100,000 contingent on funding availability

- 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—Up to \$60,000 contingent on funding availability

- 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.

Goals, objectives and deliverables

Since the FY 2009 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, including provision of academic credit through an accredited college or university, establishment of a college/university as a potential host site, help with the training needs assessment and evaluation process, and use of expert faculty to help develop state-specific curricula and 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.

Evaluation: Evaluation is critical to ensure that each OVC project is operating as designed and achieving its goals and objectives. The applicant must include a plan to perform basic evaluation of the project, incorporating the performance measures identified below and any other performance indicators identified by the applicant. 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 the 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.

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 DOJ regulations found at 28 CFR Part 22. 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 prior to engaging in any project activities that involve data collection on individuals through observations, interviews, reports, or review of administrative records, or any project tasks likely to result in the gathering or development of information identifiable to individuals. OVC-funded activities that require a Privacy Certificate prior to conducting the activity include, but may not be limited to, 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 with the application materials submitted.** For sample privacy certificates, visit <http://www.ovc.gov/fund/forms.htm> and view the two model privacy certificates available for adaptation.

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:

Award amount = Adjusted project costs X Recipient's share = Required match federal share

Example: 75/25% match requirement

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

\$35,000 = \$46,667 X 25% = \$11,667 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.

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 <http://www.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. The justification should include: the particular qualification and expertise of the individual, the uniqueness of the service being provided, the individual's specific knowledge of the program or project undertaken with the grant

funds and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with her/his qualifications and expertise, and for the work that is to be done.

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. **Additionally, applicants must discuss their data collection methods in the application. Please refer to the Selection Criteria Section (p. 19) in this solicitation, which outlines applicant responsibilities for collecting and reporting data.** Performance measures for this solicitation are as follows and must be addressed in the application:

| Objective | Performance Measures | Data Grantee Provides |
|--|---|--|
| <ol style="list-style-type: none"> 1. Continue a diverse planning/steering committee to guide the strategy/implementation of a state victim assistance academy. 2. Establish/continue a viable partnership with an academic college/university to help in the planning process for implementation of the state academy. 3. Complete and analyze a statewide training needs assessment. 4. Obtain commitment of support from the state Victims of Crime Act (VOCA) Office for establishing a state academy. 5. Develop a resource development plan for sustaining the program after OVC funding ends. 6. Implement an SVAA. | <ol style="list-style-type: none"> 1. Percent of grantees that continue a diverse planning/steering committee. 2. Percent of grantees that establish partnerships with colleges/universities. 3. Percent of grantees that have analyzed and utilized the results from the training needs assessment to direct curriculum development. 4. Percent of grantees that have obtained support from VOCA administrators. 5. Percent of grantees that have a sustainability plan. 6. Percentage of states that implement an SVAA. | <ol style="list-style-type: none"> 1. List of steering committee members and dates when meeting held (meeting minutes, etc.). 2. Memorandum of understanding outlining the role and involvement of the college/university. 3. Training needs assessment tool/focus group questionnaires and analysis completed. 4. Copy of support letters. 5. Copy of sustainability plan. 6. Documentation of SVAA implementation. |

NOTE: OVC will calculate the percentages for the performance measures. Grantees will provide OVC with data listed under the **Data Grantee Provides** column in the above table.

How to Apply

DOJ participates in Grants.gov—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. 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. e.t.

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 formats: Microsoft Word (*.doc), Word Perfect (*.wpd), Microsoft Excel (*.xml), PDF files (*.pdf), or Text Documents (*.txt). 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-2009-2063.

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.

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

at least once per year to maintain an active status. Information about registration procedures can be accessed at www.ccr.gov.

What an Application Must Include

Application for Federal Assistance (Standard Form SF-424)

Program Narrative

The program narrative should detail the applicant's strategy to address the purpose of the solicitation as outlined in the Program-Specific Information section (p. 5) of this solicitation. The program narrative should not exceed 25 double-spaced pages in 12-point font with 1-inch margins and must include six separate sections: Project Abstract, Problem Statement, Project Goals and Objectives, Project Design/Implementation Plan, Organizational Capability and Project Management, and Plans for Measuring Progress and Outcomes. Each section is described below. The relative worth of each criterion is specified in the Selection Criteria Section (page 17) of this solicitation.

- **Project Abstract:** The application should include a one-page summary that describes the project's purpose, goals, and objectives, and activities.
- **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.
- **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.
- **Organizational Capability and Project Management:** Applications must include a clear description of the applicant's management structure.
- **Plans for Measuring Progress and Outcomes:** Each application must provide a plan to assess the project's effectiveness and to evaluate accomplishment of project goals and objectives.

Budget

- **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.

- **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

Indirect Cost Rate Agreement

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

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 evaluated and rated based on the extent to which the program meets the following selection criteria, which was briefly described in the section of this solicitation titled, "What an Application Must Include p.14)."

Application for Federal Assistance (Standard Form SF-424)

- **Program Narrative Format:** The program narrative should not exceed 25 double-spaced pages in 12-point font with 1-inch margins and must include six separate sections: Project Abstract; Problem Statement; Project Goals and Objectives; Project Design/Implementation Plan; Organizational Capability and Project Management; and Plans for Measuring Progress and Outcomes. The sections and their relative weight are described below.
- **Project Abstract (5 points):** 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 (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.
- **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 should clearly describe how funding will support the overall success of the project.

- **Project Design/Implementation Plan (25 points):** 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 25-page narrative limitation. This time-task plan must include:

- the designation of organizations responsible to complete each activity;
- a schedule for the completion of the activities;
- the submission date to OVC of finished products; and
- the submission of semiannual progress reports and quarterly financial reports

If your project requires a privacy certificate, the privacy certificate must be approved by the OVC grant monitor prior to commencing any activity covered by the privacy certificate (e.g., focus groups, surveys, interviews, evaluations, and needs assessments). See page 10 for more information on privacy certificate requirements.

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 (20 points):** 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 (15 points):** 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.

Budget and Budget Narrative/Detail Worksheet/Match (20 points)

The SF-424 should indicate funding only for the initial project year. Second- and third-year funding is contingent upon grantee performance and availability of funds. The budget narrative and budget worksheet should reflect first year funding only (\$35,000 federal share plus \$11,667 match). As a separate attachment the applicant should provide an overview of the budget for second and third year funding.

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

Budget Detail Worksheet

The completion of this form is required in support of the budget narrative form described above. The budget detail worksheet must list the cost of each budget item and show how the costs were calculated. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee to be paid through grant funds. The budget detail worksheet should present a complete and detailed itemization of all proposed costs. A sample budget detail worksheet form, which can be used as a guide to assist you in preparation of the budget detail worksheet and narrative, can be downloaded by visiting http://www.ojp.usdoj.gov/funding/forms/budget_detail.pdf 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 must attend one Financial Management Training Seminar sponsored by OJP's Office of the Chief Financial Officer (OCFO), and budget for costs to attend this training, unless the grantee has previously attended this seminar within the past 24 months. Specific information (such as dates and locations of upcoming OCFO events) can be found at <http://www.ojp.usdoj.gov/training/fmts.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/financialguide/index.htm>. This document will govern the administration of funds by all successful applicants and their contractors.

Indirect Cost Rate Agreement

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

Applicants that do not have a federally negotiated indirect cost rate and wish to establish one can submit a proposal to their "cognizant" federal agency. Generally, the cognizant federal agency is the agency that provides the preponderance of direct federal funding. This can be determined by reviewing an organization's schedule of federal financial assistance. If DOJ is your cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at http://www.ojp.usdoj.gov/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).

Review Process

OJP is committed to ensuring a standardized process for awarding grants. The Office for Victims of Crime 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. Responsive applications will be forwarded for peer review.

Peer Reviewers will be reviewing the applications submitted under this solicitation as well. The Office for Victims of Crime reviews 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.

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. All funding decisions are final, and reviewer comments expressed in the summary are those of the individual reviewers and do not necessarily represent the official position or policies of the U.S. Department of Justice.

After the peer review is finalized, the Office of the Chief Financial Officer (OCFO), in consultation with The Office for Victims of Crime reviews, 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. Funding will not be awarded to applicants with overdue financial and/or progress reports for existing OJP grants.

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/financialguide/index.htm>.

- Civil Rights Compliance

- Funding to Faith-Based Organizations
- Confidentiality and Human Subjects Protections Regulations
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) Compliance
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of the Chief Financial Officer [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

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.