

U.S. Department of Justice  
Office of Justice Programs  
*Office for Victims of Crime*



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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC), 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 crime victims.

## FY 2011 State Victim Assistance Academy Initiative (New)

### Eligibility

Applicants are limited to the remaining states that do not currently have a State Victim Assistance Academy funded by OVC. For more information on where OVC-funded or recognized State Victim Assistance Academies are located, visit <https://www.ovcttac.gov/lc/svaa.cfm>. 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 nonprofit organizations, including faith-based organizations, that can demonstrate capability to carry out all statewide planning activities required by the funded project.

### Deadline

Registration with [Grants.gov](#) is required prior to application submission. (See "How To Apply," page 12.) All applications are due by 8:00 p.m. eastern time on December 21, 2010. (See "Deadlines: Registration and Application," page 3.)

### Contact Information

For technical assistance with submitting the application, contact the Grants.gov Customer Support Hotline at 1-800-518-4726 or via e-mail to [support@grants.gov](mailto:support@grants.gov).

**Note:** The [Grants.gov](#) Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

For assistance with any other requirement of this solicitation, contact Richard Greenough, Program Manager, at 202-616-8715 or by e-mail at [Richard.Greenough2@usdoj.gov](mailto:Richard.Greenough2@usdoj.gov).

Grants.gov number assigned to announcement: **OVC-2011-2837**

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# **STATE VICTIM ASSISTANCE ACADEMY INITIATIVE (NEW) (CFDA # 16.582)**

## **Overview**

It is a goal of the Office for Victims of Crime (OVC) to assist states in developing effective strategies for establishing State Victim Assistance Academies (SVAA) and to help create a network of SVAAAs 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 new SVAAAs 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 for each new SVAA (for implementation of the SVAA and evaluation), and third-year funding at \$60,000 for each new SVAA (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 of this continuation project is Title 42 U.S.C. Section 10603 (c) (1) (A).

## **Deadlines: Registration and Application**

Registration is required prior to submission. OJP strongly encourages registering with Grants.gov several weeks before the deadline for application submission. The deadline for applying for funding under this announcement is 8:00 p.m. eastern time on December 21, 2010. Please see the "How To Apply" section, page 12, for more details.

## **Eligibility**

Please refer to the title page for eligibility under this program.

## **Program-Specific Information**

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. To meet this training need, in 1995, OVC funded the development of a National Victim Assistance

Academy (NVAA) to deliver a blend of education and skills-based training through a state-of-the-art, intensive, 40-hour curriculum delivered to victim service providers and allied professionals at university campuses 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. In 1998, OVC cosponsored a state-level victim assistance academy at Michigan State University as part of OVC's effort 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

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, applicants from two states may jointly apply to develop a regional State Victim Assistance Academy.

Applicants must demonstrate the following:

- 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/training 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. The

college/university academic partner would generally host and promote the SVAA; 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. These methods include grantee meetings, onsite visits where applicable, quarterly SVAA grantee conferences by phone and via the SVAA Online Learning Community. The SVAA Online Learning Community provides the means through which grantees at all stages of their grant cycles and SVAA institutionalization beyond the OVC grant period can share with one another planning strategies, lessons learned, goals and implementation challenges, and successes.

### **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 ensure academy offerings represent the training and educational needs of the respective state while avoiding duplication of existing training efforts (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 (OVC 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 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 such topics as 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 OVC TTAC Curriculum Design/Ultimate Trainer course.
- Attendance at SVAA 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 Fiscal Year (FY) 2011 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 an SVAA 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. This partnership 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. Establishing an SVAA is likely to require a determination regarding how existing training initiatives and resources will combine with or complement an SVAA.
4. **Curriculum design.** OVC TTAC offers curriculum design training. The training was developed for individuals who design and deliver curricula and for those who are involved in planning, developing, and delivering training. OVC TTAC training offers SVAA grantees the ability to learn and apply adult learning principles in creating training modules for their SVAA. In sum, OVC TTAC will provide the necessary course work to allow SVAA grantees 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 how to facilitate training and work effectively with challenging participants; and identify 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. For example, some SVAA have 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 letters of recommendation sent in support of the student's application to that state's SVAA. 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, as well as 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 by: clearly stating the goals and objectives; establishing links between program activities and objectives; and, identifying performance measures. 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 [www.ovc.gov/fund/forms.htm](http://www.ovc.gov/fund/forms.htm) and view the two model privacy certificates available for adaptation.

### **Amount and Length of Awards**

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

**Award Amount:**

FY 2011 Funding: \$35,000 for up to six 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 3 years. The initial budget period will be 12 months. Pending selection and funding availability, it is anticipated that this project would begin on October 1, 2011.

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.

**Budget Information**

**Limitation on Use of Award Funds for Employee Compensation; Waiver:** With respect to any award of more than \$250,000 made under this solicitation, federal funds may not be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that 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 2010 salary table for SES employees is available at [www.opm.gov/oca/10tables/indexSES.asp](http://www.opm.gov/oca/10tables/indexSES.asp).) Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with nonfederal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Assistant Attorney General for OJP. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit its budget.

The justification should include: the particular qualifications and expertise of the individual, the uniqueness of the service being provided, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work that is to be done.

**Reporting Requirements**

- The **Financial Status Report** (SF 425) is due quarterly, no later than the 30th 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 reports should be submitted online in the Grants Management System (GMS).

- The **Single Audit Report** is an organization-wide financial and compliance audit report that must be filed by recipients that expend \$500,000 or more federal funds during the fiscal year. The audit must be performed in accordance with the U.S. General Accounting Office Government Auditing Standards. All completed audit reports for state and local governments, institutions of higher education, and nonprofit institutions should be mailed to the Federal Audit Clearinghouse, Bureau of the Census, 1201 East 10th Street, Jeffersonville, IN 47132.
- 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 Help Desk at 1-888-549-9901.

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

Federal funds awarded 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 total project costs and how match funds will be used. Match is restricted to the same uses of funds as allowed for the federal funds. Applicants may satisfy this match requirement with either cash or in-kind services. The formula for calculating the match is:

$$\frac{\text{Federal Award Amount}}{\text{Federal Share Percentage}} = \text{Adjusted (Total) Project Costs}$$

$$\text{Required Recipient's Share Percentage} \times \text{Adjusted Project Cost} = \text{Required Match}$$

**Example:** 75%/25% match requirement: for a federal award amount of \$350,000, match would be calculated as follows:

$$\frac{\$350,000}{75\%} = \$466,667 \quad 25\% \times \$466,667 = \$116,667 \text{ match}$$

### **Performance Measures**

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), Public Law 103-62, applicants that receive funding under this solicitation must provide data that measure the results of their work. Any award recipient will be required, post award, to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides
Continue a diverse planning/steering committee to guide the strategy/ implementation of an SVAA.	Number of grantees that continue a diverse planning/steering committee.	List of steering committee members and dates when meeting held (meeting minutes, etc.).  Total number of grantees that continue a diverse planning/steering committee.
Establish/continue a viable partnership with an academic college/ university to help in the planning process for implementation of the state academy.	Number of grantees that establish partnerships with colleges/universities.	Total number of grantees that establish partnerships with colleges/universities.
Complete and analyze a statewide training needs assessment.	Number of grantees that have analyzed and utilized the results from the training needs assessment to direct curriculum development.	Training needs assessment tool/focus group questionnaires and analysis completed.
Obtain commitment of support from the state VOCA office for establishing a state academy.	Number of grantees that have obtained support from VOCA administrators.	Copy of support letters.
Develop a resource development plan for sustaining the program after OVC funding ends.	Number of grantees that have a sustainability plan.	Copy of sustainability plan.
Implement an SVAA.	Number of states that implement an SVAA.	Documentation of SVAA implementation.

Submission of performance measures data is not required for the application. Instead, applicants must discuss in their application their proposed methods for collecting data for performance measures. Please refer to the section “What an Application Should Include” (below) for additional information.

**Note on project evaluations:** Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute “research.” However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP’s performance measure data reporting requirements likely do not constitute “research.” Research is subject to applicable DOJ human subjects protections. Applicants should provide sufficient information for

OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of OJP-funded programs, is defined as, “a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge,” 28 C.F.R. § 46.102(d). For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the “Research and the Protection of Human Subjects” section of the OJP Web site ([www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm)).

## Notice of New Post-Award Reporting Requirements

Applicants should anticipate that all recipients (other than individuals) of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), will be required to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding.

It is expected that reports regarding subawards will be made through the FFATA Subaward Reporting System (FSRS), found at <https://www.fsr.gov>. Additional guidance on reporting will be provided in the near future by OJP and/or the Office of Management and Budget (OMB).

Please note also that applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

## How To Apply

Applications will be submitted through Grants.gov. Grants.gov is a “one-stop storefront” that provides a unified process for all customers of federal awards to find funding opportunities and apply for funding. Complete instructions on how to register and submit an application can be found at [www.Grants.gov](http://www.Grants.gov). If the applicant experiences technical difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **1-800-518-4726**, 24 hours a day, 7 days a week, except federal holidays. 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 confirmation and a user password. OJP highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the specified application deadline.

All applicants are required to complete the following steps:

1. **Acquire a DUNS number.** A DUNS number is required for [Grants.gov](http://Grants.gov) registration. In general, OMB requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or renewal of an existing award. 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, one-time activity. Obtain a DUNS number by calling Dun and Bradstreet at 1–866–705–5711 or by applying online at [www.dnb.com](http://www.dnb.com). Individuals are exempt from this requirement.

2. **Acquire or renew registration with the Central Contractor Registration database.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. An applicant must be registered with CCR to successfully register in Grants.gov. 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 annually** to maintain an active status. Information about CCR registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).
3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS number must be used to complete this step. For more information about the registration process, go to [www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp).
4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. Please note that there can be more than one AOR for the organization.
5. **Search for the funding opportunity on Grants.gov.** Please use the following identifying information when searching for the funding opportunity on Grants.gov. 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-2011-2837.
6. **Submit an application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The validation message will state whether the application has been received and validated, or rejected, with an explanation. **Important:** Applicants are urged to submit applications **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 a rejection notification.

**Note: Grants.gov will forward the application to OJP's Grants Management System. 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."

## Experiencing Unforeseen Grants.gov Technical Issues

If an applicant experiences unforeseen Grants.gov technical issues beyond the applicant's control that prevent submission of its application by the deadline, the applicant must contact OVC staff **within 24 hours after the deadline** and request approval to submit its application. At that time, OVC staff will instruct the applicant to submit specific information detailing the technical difficulties. The applicant must e-mail a description of the technical difficulties, a timeline of submission efforts, the complete grant application, the applicant DUNS number, and Grants.gov Help Desk tracking number(s) received. After the program office reviews all of the information submitted, and contacts the Grants.gov Help Desk to validate the technical issues reported, OJP will contact the applicant to either approve or deny the request to submit a late application. If the technical issues reported cannot be validated, the application will be rejected as untimely.

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; (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 environment.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding Web page, [www.ojp.usdoj.gov/funding/solicitations.htm](http://www.ojp.usdoj.gov/funding/solicitations.htm).

## What an Application Should Include

This section describes what an application should include and sets out a number of elements. Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that some application elements are so critical that applications unresponsive to the scope of the solicitation or that do not include a program narrative, a budget detail worksheet including a budget narrative, résumés of key personnel, and letters of support and/or memoranda of understanding will neither proceed to peer review nor receive further consideration.

OJP strongly recommends use of appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all attachments. OJP recommends that resumes be included in a single file.

### 1. Information to complete the Application for Federal Assistance (SF-424)

The SF-424 is a standard form required for use as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and GMS take information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, please select "For-Profit Organization" or "Small Business" (as applicable).

## 2. Program Narrative

The program narrative should not exceed 25 double-spaced pages in 12-point font with 1-inch margins.

If the program narrative fails to comply with these length-related restrictions, noncompliance may be considered in peer review and in final award decisions.

The following sections should be included as part of the program narrative.

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

The time-task plan presented in chart form will not be included as part of the 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 9 for more information on privacy certificate requirements.

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

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

- f. **Plans for Collecting the Data required for the Solicitation's Performance Measures:** 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.

**Note:** Submission of performance measures data is not required for the application. Performance measures are included as an alert that successful applicants will be required to submit specific data to OVC as part of their reporting requirements. For the application, the applicant should indicate an understanding of these requirements and discuss how the applicant will gather the required data, should the applicant receive funding.

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 at [www.ojp.usdoj.gov/ovc/publications/infores/pubguidelines/welcome.html](http://www.ojp.usdoj.gov/ovc/publications/infores/pubguidelines/welcome.html).

### 3. Budget Detail Worksheet and Budget Narrative

#### a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at [www.ojp.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.gov/funding/forms/budget_detail.pdf). If the budget is submitted in a different format, the budget categories listed in the sample budget worksheet must be included.

For questions pertaining to budget and examples of allowable and unallowable costs, please see the OJP Financial Guide at [www.ojp.usdoj.gov/financialguide/index.htm](http://www.ojp.usdoj.gov/financialguide/index.htm).

b. **Budget Narrative**

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how all costs were estimated and calculated and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative must be broken down by year.

4. **Indirect Cost Rate Agreement** (if applicable)

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) A copy of the rate approval must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant federal agency, which will review all documentation and approve a rate for the applicant organization or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. If DOJ is the cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at [www.ojp.usdoj.gov/financialguide/part3/part3chap17.htm](http://www.ojp.usdoj.gov/financialguide/part3/part3chap17.htm).

5. **Additional 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 must be provided from agencies and organizations, including academic partners, whose support and collaboration are integral to the successful implementation of the project (required).

6. **Other Standard Forms**

Additional forms that may be required in connection with an award are available on OJP's funding page at [www.ojp.usdoj.gov/funding/forms.htm](http://www.ojp.usdoj.gov/funding/forms.htm). For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Please note in particular the following forms.

- a. [Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements](#) (required to be submitted in GMS prior to the receipt of any award funds)
- b. [Disclosure of Lobbying Activities](#) (required for any applicant that expends any funds for lobbying activities; this form must be downloaded, completed, and then uploaded)
- c. [Accounting System and Financial Capability Questionnaire](#) (required for any applicant other than an individual that is a nongovernmental entity and that has not received any award from OJP within the past 3 years; this form must be downloaded, completed, and then uploaded)

- d. [Standard Assurances](#) (required to be submitted in GMS prior to the receipt of any award funds)

## Selection Criteria

Applications will be evaluated and rated based on the extent to which the program meets the following selection criteria, which were described in the section of this solicitation titled “What an Application Must Include” on page 14.

1. Project Abstract (5%)
2. Problem Statement (5%)
3. Project Goals and Objectives Capabilities and Competencies (10%)
4. Project Design/Implementation Plan (25%)
5. Organizational Capability and Project Management (20%)
6. Plan for Collecting the Data Required for the Solicitation’s Performance Measures (15%)
7. Budget and Narrative/Detail Worksheet/Match (20%)

## Review Process

OJP is committed to ensuring a fair and open process for awarding grants. OVC reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. OVC may use either internal peer reviewers, external peer reviewers, or a combination 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 a current U.S. Department of Justice employee who is well-versed or has expertise in the subject matter of this solicitation. Eligible applications 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 for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer, in consultation with OVC, conducts a financial review of applications for potential discretionary awards to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

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

## Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- [Civil Rights Compliance](#)
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Nonsupplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in Excess of \$5,000,000—Federal Taxes Certification Requirement
- Active CCR Registration

## FY 2011 State Victim Assistance Academy Initiative (New) Application Checklist

This application checklist has been created to assist in developing an application.

**Eligibility Requirement:** 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/training/svaa.html](http://www.ovc.gov/training/svaa.html). Two states may jointly apply for funding 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.

\_\_\_\_\_ The federal amount requested is within the allowable limit(s) of \$35,000.

### What an Application Should Include:

- \_\_\_\_\_ Application for Federal Assistance (SF-424) (see page 15)
- \_\_\_\_\_ Program Narrative (see page 15)
- \_\_\_\_\_ Budget Detail Worksheet (see page 17)
- \_\_\_\_\_ Budget Narrative (see page 17)
- \_\_\_\_\_ Indirect Cost Rate Agreement (if applicable) (see page 17)
- \_\_\_\_\_ Additional Attachments (see page 17)
- \_\_\_\_\_ Other Standard Forms as applicable (see page 17), including:
  - \_\_\_\_\_ Disclosure of Lobbying Activities (if applicable)
  - \_\_\_\_\_ Accounting System and Financial Capability Questionnaire (if applicable)