

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



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 applicants for OVC's 2012 National Crime Victims' Rights Week (NCVRW) Resource Guide. This program furthers the Department's mission by producing a comprehensive kit that will serve as a resource for the victims' field in their efforts to heighten the public's awareness of crime victims' issues nationwide during NCVRW in April 2012, and throughout the year.

2012 National Crime Victims' Rights Week Resource Guide

Eligibility

Applicants are limited to nonprofit organizations (including tribal nonprofit organizations), faith and community-based organizations, or public agencies.

Deadline

Registration with [Grants.gov](#) is required prior to application submission. (See "How To Apply," page 9). All applications are due by 11:59 p.m. eastern time on February 14, 2011. (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 by e-mail to 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 Kimberly Kelberg, Program Specialist, at 202-305-2903 or by e-mail to Kimberly.Kelberg@usdoj.gov.

Grants.gov number assigned to announcement: OVC-2011-2879

CONTENTS

Overview	3
Deadlines: Registration and Application	3
Eligibility	3
2012 National Crime Victims' Rights Week Resource Guide Information	3
Performance Measures.....	7
Notice of New Post-Award Reporting Requirements	8
How To Apply.....	9
What an Application Should Include	11
Information to Complete the Application for Federal Assistance, Standard Form (SF) 424	
Program Narrative	
Plan for Collecting the Data Required for this Solicitation's Performance Measures	
Budget Detail Worksheet and Budget Narrative	
Indirect Cost Rate Agreement (if applicable)	
Additional Attachments	
Other Standard Forms	
Selection Criteria.....	15
Review Process	16
Additional Requirements.....	17
Application Checklist.....	18

2012 National Crime Victims' Rights Week Resource Guide (CFDA #16.582)

Overview

This cooperative agreement will support the development of a comprehensive Resource Guide for use by the victims' field when planning for local National Crime Victims' Rights Week (NCVRW) events across the Nation in 2012, and throughout the year. Funding for this award is authorized under 42 U.S.C. §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 11:59 p.m. eastern time on February 14, 2011. See "How To Apply," page 9, for more details.

Eligibility

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

2012 National Crime Victims' Rights Week Resource Guide Information

Each April since 1981, NCVRW has been formally designated and commemorated at the federal level. The federal observance coincides with rallies, vigils, and public education campaigns staged in communities across the Nation. The widespread observance of the event presents a unique opportunity to articulate a consistent and unified message about the plight of our Nation's crime victims and to draw attention to the work of advocates and activists who work to assist our Nation's crime victims. Since 1986, the NCVRW Resource Guide has been developed to help local victims, survivors, advocates, and communities plan and prepare for their own annual commemoration of NCVRW. The Resource Guide is released each winter so that the victims' field can begin planning for local NCVRW events to be held during the month of April. OVC has strived each year to enhance the products in the Resource Guide to accommodate the changing needs of the field. For example, beginning in 2004, OVC has included in the Resource Guide an NCVRW theme DVD with introductory footage that illustrates the year's theme. The NCVRW theme is selected with input from OVC, national victim organizations throughout the country, and the victims' field as a whole. The theme becomes the impetus for the look and feel of the Resource Guide that is developed. Ultimately, artwork is developed to graphically depict the theme for NCVRW each year. The camera-ready artwork includes buttons, bookmarks, and other campaign materials, as well as public awareness posters in both English and Spanish. In FY 2010, in an effort to reduce the Resource Guide's

environmental impact, minimize printing expenses, and speed up distribution, the Resource Guide's printed contents were scaled back significantly and its entire contents, including all of the camera-ready artwork, were mailed in CD-ROM format. The entire Resource Guide is also now available to view or download online. Additionally, OVC has updated and expanded the statistical overviews to include statistics on new and emerging issues such as youth exposure to crime, human trafficking, identity theft, financial crime, and cyber crime. The FY 2012 Resource Guide will follow a similar format.

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

Goals, Objectives, and Deliverables

The goal is to produce a comprehensive kit that will serve as a resource for the victims' field to support efforts to heighten the public's awareness of crime victim issues nationwide during NCVRW in April 2012 and throughout the year. The Resource Guide will serve as a ready-made, adaptable resource containing materials such as posters, sample speeches, press releases, public service announcements, camera-ready artwork, and crime victimization statistical overviews for use by the victims' field when planning for local NCVRW events across the country.

Program Strategy

OVC will fund one grantee to conceptualize, develop, and produce a user-friendly Resource Guide for use by victim service providers, victim advocates, allied professionals, and the general public. The applicant awarded funding under this cooperative agreement will work in close coordination and consultation with OVC on all aspects of the development of the Resource Guide. The applicant must ensure that the budget includes a line item to compensate a consultant to develop specific sections of the Resource Guide that are designed for a Spanish-speaking audience, are culturally appropriate, and are written in neutral language that can be easily understood by all Spanish-speaking communities. The applicant must consider the following tasks and deliverables when developing their project design and implementation plan for this project:

- Attend regular meetings with OVC project staff to review and discuss Resource Guide components and draft materials.
- Develop a detailed time-task plan with steps for program development, implementation, and evaluation, as well as designating staff responsible for the implementation of each task.
- Develop an outline of the proposed Resource Guide's components and a description of its unifying theme or themes.
- Working closely with OVC staff, develop artistic concepts that graphically depict the 2012 NCVRW theme as identified by OVC, to be used for posters, Resource Guide cover art, and camera-ready artwork that will be included in hard copy and on CD-ROM. The applicant

should plan to submit a minimum of three distinct and original comprehensive illustrations and/or photographs that graphically depict the NCVRW theme. Photographs can be the applicant's original photography, photographs that are in the public domain, or photographs that are available for purchase. The applicant should plan for additional rounds of designs and/or revisions to the original illustrations or photo concepts as requested by OVC. In addition, the applicant will work closely with OVC staff to develop a 22" x 28" poster that will reflect the 2012 NCVRW theme for the field.

- Develop content/written material to be included in the Resource Guide. This may include items such as sample speeches, proclamations, press releases, and victimization statistics. Coordination with the Bureau of Justice Statistics (BJS) is required for the review and verification of statistical information provided in the Resource Guide. All final written materials must be professionally edited prior to their submission and must be submitted to OVC at least 30 days prior to the established date for delivery to the printer.
- Contract with a consultant to develop specific sections of the Resource Guide that are designed for a Spanish-speaking audience and that are culturally appropriate and written in neutral language that can be easily understood by all Spanish-speaking communities. These sections include: "Maximizing Communication and Awareness," which includes a sample proclamation, a sample speech, famous quotations, and instructions on how to partner with agencies to expand public awareness efforts; and "Working with the Media," which includes a sample news release, public service announcements, and sample op-eds. These selected pieces should be written with a Spanish-speaking audience in mind and will become part of the online Spanish-language version of the 2012 NCVRW Resource Guide.
- Develop a plan for incorporating materials from national victim advocacy organizations into the Resource Guide, as needed.
- Provide examples of how the field can use the contents of the Resource Guide throughout the year for other purposes. Specifically, develop materials for inclusion in the Resource Guide that can be used by the field throughout the year for the observance of other victim-related proclaimed weeks or months (e.g., Domestic Violence Month in October).
- Obtain an NCJ number and bar code and corresponding graphic artwork from OVC's Resource Center, to be incorporated into the design of the final printed Resource Guide and theme poster.
- Deliver camera-ready files of the Resource Guide to OVC so that the OVC webmaster can produce the necessary files for posting on OVC's Web site for download by the field. The camera-ready files delivered to OVC must be in a format that allows for the seamless conversion to 508-compliant PDF files. The content developer must also provide alternative text descriptions for any images, charts, or other graphics that appear throughout the Resource Guide. Close coordination with OVC's webmaster is required for this task.
- Develop a comprehensive plan for enhancing the current dissemination of the Resource Guide to the victims' field. Currently, OVC maintains a mailing list of those who have received the Resource Guide in the past and who would like to continue to receive it in the future. The applicant shall provide suggestions for improving the dissemination process and

for expanding the mailing list to ensure that all organizations and individuals interested in receiving the Resource Guide can be added to the master mailing list. The applicant is encouraged to identify which national victims' organizations should be receiving the Resource Guide and include in their plan a way to coordinate with OVC's Resource Center to ensure that happens.

- Design an evaluation to measure Resource Guide user-satisfaction that includes a plan for soliciting feedback. The evaluation should also capture ways in which both the Resource Guide and the theme DVD were used throughout the country to heighten the public's awareness of crime victims' issues. The grantee is encouraged to consider developing an online form to capture the evaluation data. The reportable data must be analyzed and summarized prior to submission to OVC.
- The applicant will assume responsibility for the printing, collating, and assembly of the Resource Guide, as well as the duplication/replication of all Resource Guide components, including the assembled Resource Guide, CD-ROM, DVD, and 22" x 28" NCVRW theme posters. All associated costs should be reflected in the Budget Detail Worksheet and Budget Narrative. The applicant will also be responsible for ensuring the proper shipment of all final Resource Guide products to OVC's warehouse, where they will then be disseminated to the field.

Evidence-Based Programs or Practices

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence (generally obtained through one or more outcome evaluations). Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based.

Amount and Length of Awards

One cooperative agreement of up to \$360,000 will be awarded to an organization for up to 12 months for the purpose of producing a resource guide for the victims' field for use during NCVRW in April 2012 and throughout the year. Supplemental FY 2012 funding may be available in the amount of up to \$360,000 for the purpose of producing a resource guide for the victims' field for use during NCVRW in April 2013 and throughout the year. All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

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 percent of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES

Performance Appraisal System for that year. (The 2011 salary table for SES employees is available at www.opm.gov/oca/11tables/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.

Match Requirement: This solicitation does not require a 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
The objective of this solicitation is to support the development of an NCVRW Resource Guide that will serve as a resource for the victims' field in its efforts to heighten the public's awareness of crime victim issues nationwide during NCVRW in April 2012 and throughout the year.	Number of Resource Guides disseminated to the field.	Number of Resource Guides disseminated to the field.
	Percentage increase of new requests for the Resource Guide through the OVC Resource Center.	Percentage increase of new requests for the Resource Guide through the OVC Resource Center.
	Number of evaluations of the Resource Guide rating it as useful.	Number of evaluations of the Resource Guide rating it as useful.

	Number of hits on the OVC Web site for the Resource Guide.	Number of hits on the OVC Web site for the Resource Guide.
	Number of downloads from the OVC Web site for the Resource Guide.	Number of downloads from the OVC Web site for the Resource Guide.

Submission of performance measure data is not required for the application. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Please refer to “What an Application Should Include” on page 10 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” for purposes of applicable DOJ human subjects protections. 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.” 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 human subjects protections for 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 “Other Requirements for OJP Applications” Web page (www.ojp.usdoj.gov/funding/other_requirements.htm). Applicants whose proposals may involve a research or statistical component also should review the “Confidentiality” section on that Web page.

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. Reports regarding subawards will be made through the FFATA Subaward Reporting System (FSRS), found at www.fsrs.gov.

Please note 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. 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 registration. In general, the Office of Management and Budget (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. Individuals are exempt from this requirement.
- 2. Acquire or renew registration with the Central Contractor Registration (CCR) database.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the 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.
- 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.

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-2011-2879.
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). 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.

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 or a budget detail worksheet that includes a budget narrative 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 doubled-spaced pages in 12-point font with 1-inch margin. 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 program narrative must include six separate sections: Project Abstract; Problem Statement; Project Goals and Objectives; Project Design/Implementation Plan; Organizational Capability and Project Management; and Plans for Measuring Progress and Outcomes. Each section is described below.

- **Project Abstract:** The application should include a 1-page summary that describes the purpose of the project, goals and objectives, progress to date if the application is for continuation funding, and activities that will be implemented to achieve the project's goals and objectives, methods, and outcomes.
- **Problem Statement:** The problem statement must describe the need for the project and provide a clear statement of how funding will support the project's value to the victims' field by meeting a stated goal.
- **Project Goals and Objectives:** The applicant must specify the goals and objectives of the project, and, if the application is for continuation funding, must describe the accomplishments and document the progress of the existing project. The objectives should be measurable and relate directly to the issues described in the problem statement. The goals should state the overall purpose of what is to be accomplished.

The objectives should describe the steps necessary to reach the goals or how the goals will be accomplished.

- **Project Design/Implementation Plan:** The project design and implementation plan must describe the project strategy and discuss how the strategy will address the identified problems and support the goals and objectives. The applicant's strategy or design must include a description of project phases, tasks, activities, staff responsibilities, and clear descriptions of interim deliverables and final products. It must include a time-task plan that clearly identifies objectives, major activities, and products.

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

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

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

The applicant should describe how the program will be managed and include an organizational chart or information describing the roles and responsibilities of key

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

- **Plans for Measuring Progress and Outcomes:** Evaluation is critical to ensure that each OVC project is operating as designed and achieving its goals and objectives. Accordingly, each application must provide a plan to assess the project's effectiveness and to evaluate accomplishment of project goals and objectives. Goals and objectives must be clearly stated, links must be established between program activities and objectives, and performance measures must be identified. Data must be provided on the performance measures established for this solicitation as outlined in the "Performance Measures" section of this solicitation.

The evaluation plan should identify all resources that will be devoted to conducting the assessment, including identification of staff members and staff time, use of outside consultants to assist with the assessment, and any other support costs associated with conducting an evaluation. Assessment information will be submitted as part of the semiannual progress report, as well as part of the final report due within 90 days of project completion.

Submission of performance measure 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.

3. Budget Detail Worksheet and Budget Narrative

- **Budget Detail Worksheet:** A sample Budget Detail Worksheet can be found at 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 should 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.

- **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 should 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 should 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.

5. Additional Attachments

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

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. For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Please note in particular the following forms.

- [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.)
- [Disclosure of Lobbying Activities](#) (Required for any applicant that expends any funds for lobbying activities; this form must be downloaded, completed, and then uploaded.)
- [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.)
- [Standard Assurances](#) (Required to be submitted in GMS prior to the receipt of any award funds.)

Selection Criteria

Applications will be reviewed by the OVC point of contact for the project using the following criteria:

- **Statement of the Problem/Program Narrative (20%):** The problem statement must provide a strong rationale for the project and clearly describe how the proposed project will be of value to the victims' field. The goals and objectives must be clearly specified and related directly to the problem statement. The goals should state the overall purpose of what is to be accomplished and the objectives should describe the steps necessary to accomplish the goals.
- **Project Design and Implementation (25%):** The program strategy must include sufficient detail so the reviewers can understand what will be accomplished, how it will be accomplished, and who will accomplish it. All proposed tasks should be presented in a way that allows the reviewer to see the logical progression of tasks and how they relate to the accomplishment of project's goals and objectives. Project activities should be realistic and reflect the project's allocated time, staff, and funding. The project design should provide a clear understanding of the Resource Guide's complete contents and describe a detailed plan for packaging and disseminating the Resource Guide to the field.
- **Capabilities and Competencies (20%):** Applicants must demonstrate how their resources, capabilities, and experience will enable them to achieve the goals and objectives of the proposed project. The applicant must document its capability to undertake and complete a national-scope, federally funded project on this topic, including evidence that the applicant possesses the requisite staff and expertise. Organizational capability will be assessed on the basis of the applicant's described management structure and financial capability; and the applicant's project management plan and documentation of the professional staff members' unique qualifications to perform their assigned tasks. Resumes of key personnel must be provided. For positions that are vacant, job descriptions outlining roles and responsibilities and the selection criteria for the proposed new positions also must be provided.
- **Plan for Collecting the Data Required for this Solicitation's Performance Measures (15%):** Applicants must describe their plan for collecting the standardized performance measure data established for this solicitation (see "Performance Measures" on page 7). Applicants must describe how the performance measure data will be gathered and analyzed, as well as the resources being committed for this purpose. In determining the quality of the applicant's evaluation plan, the following factors will be considered:
 - Extent to which the evaluation plan provides detailed information for increasing the effectiveness of the management and administration of the project, documents that project goals and objectives have been met, and determines the overall effectiveness of the project.

- Extent to which the proposed methods of evaluation are thorough, feasible, and appropriate to the goals, objectives, and outcomes of the project.
- Adequacy of the identified performance measures to demonstrate whether, and to what extent, the proposed strategy is meeting its short-term, intermediate, and long-term objectives.
- **Budget Worksheet and Budget Narrative (20%):** Applications will be examined in terms of the identified project tasks, milestones, and assignment of staff resources within the framework of the proposed budget. The applicant must demonstrate that there is sufficient staff and time to accomplish the proposed tasks in a cost-effective manner. Applicants must show cost effective and efficient use of grant resources, demonstrating that all grant-related expenses are necessary for the successful completion of the project. Tasks and activities in the budget narrative should be described in detail and should parallel the budget worksheet. All identified costs should accurately reflect the project tasks, staff time, supplies, and travel necessary to accomplish the project. Budget computations should be clear and accurate.

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 DOJ employee. An internal reviewer is a current DOJ 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.

- [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 the [OJP 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

Application Checklist

2012 National Crime Victims' Rights Week Resource Guide

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

Eligibility Requirement: Applicants are limited to nonprofit organizations (including tribal nonprofit organizations), faith- and community-based organizations, or public agencies.

_____ The federal amount requested is within the allowable limit(s) of \$360,000.

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 11)
- _____ Program Narrative (see page 11)
- _____ Budget Detail Worksheet (see page 13)
- _____ Budget Narrative (see page 13)
- _____ Indirect Cost Rate Agreement (if applicable) (see page 14)
- _____ Additional Attachments (see page 14)
- _____ Other Standard Forms as applicable (see page 14)
 - _____ Disclosure of Lobbying Activities (if applicable) (see page 14)
 - _____ Accounting System and Financial Capability Questionnaire (if applicable) (see page 14)