



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 for funding under the fiscal year (FY) 2012 Victim Assistance Professional Development Fellowship Program. This program furthers the Department's mission by supporting a fellowship position to assist OVC in its mission to advance victims' rights and services through training, technical assistance, and public awareness activities.

## OVC FY 12 Victim Assistance Professional Development Fellowship Program— Financial Fraud and Abuse Fellowship

### Eligibility

Applicants must be individuals (organizations are not eligible to apply) who demonstrate the financial and administrative capacity to manage the cooperative agreement; as well as the desire, knowledge, and ability to successfully execute the development of training, technical assistance, public awareness, and other informational resources to meet the needs of victim service providers and allied practitioners who serve crime victims. The applicant agrees to abstain from any outside employment, either compensated or uncompensated, for the duration of the fellowship, unless approved in writing by the Director of OVC. Applicants should read the OVC Fellowship Guidelines that are available at [www.ojp.usdoj.gov/ovc/pdf/OVC\\_Fellowship\\_Guidelines.pdf](http://www.ojp.usdoj.gov/ovc/pdf/OVC_Fellowship_Guidelines.pdf).

### Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. (See "How To Apply," page 11.) All applications are due by 11:59 p.m. eastern time on May 1, 2012. (See "Deadlines: Registration and Application," page 4.)

### Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 1-800-518-4726 (606-545-5035 for applicants that reside outside the U.S.), 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 requirements of this solicitation, contact Meg Morrow, Attorney Advisor, by telephone at 202-353-0591 or by e-mail at [Meg.Morrow@usdoj.gov](mailto:Meg.Morrow@usdoj.gov).

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# **OVC FY 12 Victim Assistance Professional Development Fellowship Program— Financial Fraud and Abuse Fellowship (CFDA #16.582)**

## **Overview**

The mission of the Office for Victims of Crime (OVC) is to enhance the Nation's capacity to assist crime victims and to provide leadership in changing attitudes, policies, and practices to promote justice and healing for crime victims. OVC fulfills its mission, in part, through improving the skills, knowledge, and abilities of crime victim service providers and allied professionals who provide services and support for victims or help to ensure that victims are aware of their rights and are able to exercise those rights. The individual awarded funding under this solicitation will undertake activities related to financial fraud and abuse, with a specific focus on elder financial exploitation and the relationship between financial abuse and other types of victimization. The cooperative agreement for this fellowship is awarded under 42 U.S.C. 10603 (c)(1)(A) and (c)(3)(E), which authorizes funding for training, technical assistance, demonstration projects, and fellowships.

## **Deadlines: Registration and Application**

Applicants must register with Grants.gov prior to submitting an application. The Office of Justice Programs (OJP) encourages applicants to register several weeks before the application submission deadline. The deadline to apply for funding under this announcement is 11:59 pm eastern time on May 1, 2012. See the "How To Apply" section on page 11 for details.

## **Eligibility**

Refer to the title page for eligibility under this program.

## **Project-Specific Information**

### **Background and Purpose**

OVC is responsible for implementing several pieces of federal legislation that are intended to advance victims' rights and services; and improving the skills, knowledge, and abilities of crime victim advocates, service providers, and allied professionals who are responsible for intervening on behalf of victims and witnesses. In addition, OVC is dedicated to helping organizations promote awareness of crime victims' rights and issues and providing appropriate and sensitive services to victims. However, gaps occur in services for crime victims, in the promotion of awareness of crime victims' rights and services, and in other areas where there is potential to help victims of crime. Sometimes these gaps are created because practitioners that serve victims may lack the training to fully appreciate the impact of crime on victims or an understanding of crime victims' rights. Sometimes these gaps occur when policy decisions are made based on outdated data. As a result, the victim services field needs more education about the impact of crime on underserved victims, and support for these victims needs to be increased.

OVC has statutory authority under 42 U.S.C. §10603(c)(3)(E) to fund fellowships that further its mission. While OVC's mission continues to expand and become more complex, its staffing

levels have decreased. OVC fellows are an appropriate means of extending OVC's ongoing and expanding efforts to provide leadership and support to the crime victims' field. Financial abuse is an area of victimization where OVC seeks to continue to expand its work. In particular, OVC is interested in examining financial exploitation and abuse (including identity theft) of older individuals, as well as other victims of financial abuse who may be experiencing other types of abuse simultaneously. This competitive solicitation will fund the Financial Fraud and Abuse Fellowship for 1 year with the possibility of continuation funding for 2 additional years, contingent on funding availability and grantee performance.

### **Program Strategy**

OVC will support a fellowship in the area of financial fraud and abuse with a specific focus on financial abuse and exploitation of older individuals and others whose abuse may be co-occurring with other types of victimization. This fellowship topic area (Financial Fraud and Abuse Fellowship) should be listed in box number 11 of the Application for Federal Assistance (SF-424), in the project abstract, and in the project narrative. Applicants are advised that the overarching goal of this fellowship is to assist OVC in meeting the larger field's need for evidence-based training, technical assistance, and other resources to support the expansion and effectiveness of services to underserved crime victims. Enhancing the professional development of successful applicants is an important objective of the fellowship program, but activities and deliverables must conform to the solicitation parameters. Applicants who propose more narrowly focused fellowships that focus on their specific interests or a specific type of financial victimization or victim demographic other than those defined in this solicitation will not be considered responsive to the solicitation and will not be forwarded for peer review.

**Additionally, please note that fellowship awards are not intended to support research or other academic work being pursued by an individual.**

The fellowship recipient will work onsite in Washington, D.C. Because the fellowship is intended to provide professional development opportunities for the fellow and technical expertise that supports OVC's efforts, it is expected that the fellow will work a standard 40-hour work week, during normal business hours, throughout the fellowship period, to facilitate fellow/staff interaction. Fellows are not expected to work onsite on days that the federal government or OVC is closed. Fellowship recipients are allowed up to 13 days of absences for illness/medical reasons, and 15 days of absences for vacation, with advance notice, during the 12-month fellowship period. Individual schedules can be discussed on a case-by-case basis.

Fellows will be required to maintain time records and submit progress reports documenting their work to help ensure a continuous level of effort. Progress reports will also be used to ensure that the fellow's activities support the stated purpose of the award and that the fellowship's deliverables are being met as established by the approved schedule for that reporting period. The fellow's financial, administrative, and programmatic compliance, as well as overall performance, will be monitored by a victim justice program specialist within the assigned division, with ultimate oversight by the OVC Deputy Director or Associate Director. Because the salary of an OVC fellow is intended to compensate for an expected level of work during the funding period, any adjustment to a fellow's level of effort during the funding period (e.g., changes to the number of days worked beyond that set out above) may require an adjustment of the fellow's drawdown schedule or award budget.

OJP will provide workspace and equipment, including telephone, computer, office supplies, and Internet access. Fellows must successfully complete an OJP security clearance before beginning the fellowship at OVC.

### **Definition of Underserved Crime Victims**

For the purposes of this solicitation only, OVC defines underserved crime victims in very broad terms, including, but not limited to, victims of federal crimes, including those on tribal lands; survivors of homicide victims; and victims of assault, robbery, gang violence, hate and bias crimes, intoxicated drivers, bank robbery, economic exploitation and fraud, and elder abuse. Underserved crime victims are also identified by demographic characteristics, which include non-English speaking victims, persons with disabilities, members of racial or ethnic minorities, sexual orientation and gender identity, socioeconomic status, or by virtue of the fact that they are residents of rural or remote areas or inner cities. Victims may be underserved simply because knowledge of and access to culturally competent victim assistance and compensation services may be lacking in a community. In some instances, services are available but not accessible, or are complicated by overlapping or complicated jurisdictional issues. Increasingly, the type of victimization may be so newly identified that few resources exist to provide adequate services and support, such as immigration assistance for foreign national victims of human trafficking.

### **Goals, Objectives, and Deliverables**

The overarching goal of the fellowship program is to enhance the efforts of OVC to facilitate the understanding, development, or enhancement of innovative programs, models, practices, and protocols that serve crime victims. A secondary goal is to foster the professional development of practitioners in the victim assistance field by providing them an opportunity to work closely with career and political federal staff, contractors, grantees, and a myriad of public and private organizations in Washington, D.C., and throughout the Nation. This fellowship will focus on the issue of financial fraud and abuse, with a major focus on elder financial exploitation. Additionally, it will address financial abuse, including identity theft, which is closely connected to other types of victimization, such as domestic violence and child abuse.

The individual selected for this fellowship award will support OVC's work with discretionary grantees to develop evidence-based training, technical assistance, and models for programs and practices that build organizational and service provider capacity in this area. The fellow will support OVC staff through the provision of direct operational assistance to crime victim service organizations and agencies; the design and development of innovative initiatives and training programs; and assessment and capacity-building efforts. The fellow also will be responsible for developing articles and speeches on specific topics covered in the fellowship category area.

During the fellowship period, the fellow will—

- Assist in the assessment of the technical assistance, training, and capacity-building needs of victim service providers and allied practitioners.
- Support efforts to design and administer OVC-funded training and technical assistance initiatives.
- Work with OVC staff and the other fellows to develop and execute an OVC discretionary grantees' meeting.
- Contribute to the development of a quarterly electronic newsletter for OVC discretionary grantees.

- Develop reports, speeches, and articles to support OVC's training, technical assistance, and capacity-building initiatives to expand evidence-based resources for the crime victims' field.
- Assist in the collection and analysis of performance measures and other programmatic information provided by OVC grantees or subgrantees that develop training, technical assistance, and other resources that enhance crime victims' access to rights and services.
- Participate in internal and external stakeholder meetings, forums, and conferences for the purpose of providing information on OJP/OVC efforts to address elder financial abuse, the relationship between financial abuse and other types of abuse, and the corresponding gaps in provider resources and capacity to reach victims.
- Participate in professional development and training activities relevant to the fellowship.

The fellow will work under the direction and guidance of, and in close consultation with, OVC staff and management in executing the above activities. OVC anticipates that the activities described above will include a comprehensive examination of the issues that exist for victims of financial fraud and abuse, in particular victims of elder financial abuse and exploitation. OVC is particularly interested in the relationship between elder financial exploitation and other types of elder abuse, as well as the connection between financial abuse and other types of abuse such as domestic violence and child abuse. Additionally, OVC expects that the work of the fellow awarded funding under this fellowship also will encompass an examination of issues related to the abuse of guardianship involving older individuals and vulnerable adults. OVC seeks a fellow who possesses the knowledge, skills, and experience to make recommendations to OVC on activities and efforts that could be undertaken in this subject area. While the fellowship program will involve the close guidance of OVC management and staff, applicants should propose a general course of action to guide the project.

#### **Deliverables:**

- Reports, articles, speeches, and other materials and resources related to training, technical assistance, and capacity-building needs of the crime victims field in the area of financial fraud and abuse and the OJP/OVC initiatives that address these needs.
- Quarterly financial and semi-annual progress reports.
- Reports on all site visits/trips made in connection with executing the fellowship project.
- Final report to OJP/OVC on the fellowship project, including accomplishments, challenges, and recommendations for improving the fellowship program.

#### **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. OJP's CrimeSolutions.gov Web site is one resource that applicants can use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

### **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 Period:** The award period is 12 months. The program is designed to span 3 years, with OVC awarding continuation funding for 2 additional years contingent upon grantee performance and availability.

**Award Amount:** Up to \$135,000 is available for this fellowship, with no more than \$95,000 to be allocated for salary. Salary will depend on experience and salary history.

### **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 2012 salary table for SES employees is available at [www.opm.gov/oca/12tables/indexSES.asp](http://www.opm.gov/oca/12tables/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 non-federal 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 (AAG) for OJP. An applicant requesting a waiver should 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 to be done.

#### **Minimization of Conference Costs**

No OJP funding can be used to purchase food and/or beverages for any meeting, conference, training, or other event. Exceptions to this restriction may be made only in cases where such sustenance is not otherwise available (i.e., extremely remote areas), or where a special presentation at a conference requires a plenary address where there is no other time for sustenance to be obtained. Such an exception would require prior approval from OJP. This restriction does not apply to water provided at no cost, but does apply to any and all other



refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

Updated DOJ and OJP guidance on conference planning, minimization of costs, and conference cost reporting will be forthcoming and will be accessible on the OJP Web site at [www.ojp.usdoj.gov/funding/funding.htm](http://www.ojp.usdoj.gov/funding/funding.htm).

**Costs Associated With Language Assistance (if applicable)**

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits by individuals with limited English proficiency may be allowable costs. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

For additional information, see the "Civil Rights Compliance" section of the OJP "Other Requirements for OJP Applications" Web page ([www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm)).

**Match Requirement:** This solicitation does not require a match. However, if a successful application proposes a voluntary match amount, the match amount incorporated into the OJP-approved budget becomes mandatory and subject to audit.

**Performance Measures**

To assist the Department in fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. 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
To enhance the efforts of OVC to facilitate the development or enhancement of innovative programs that serve crime victims and to foster the professional development of practitioners by working onsite within OVC.	Number of materials developed.	Number of educational/training material developed, by type.  Number of speeches, articles, reports, Web-based products, and public awareness and education activities developed on specific areas of crime victimization.
	Number of materials disseminated, by type.	Number of educational/training materials disseminated, by type.  Number of speeches, articles, reports, Web-based products, and public awareness and education

		activities disseminated on specific areas of crime victimization.
	Number of conferences or forums attended.	Number of internal and external stakeholder meetings, conferences, or forums (to include working groups, forums, conferences, and training and technical assistance initiatives) to provide information on OVC initiatives on crime victimization and/or to assess training, technical assistance, and capacity-building needs of the crime victims field.
	Number of public awareness and/or education initiatives developed or enhanced.	Number of public awareness and/or education initiatives developed or enhanced.
	Number of program policies changed, improved, or rescinded.	Number of recommendations provided to OVC management on potential areas of expansion and improvement that enhance the OVC Fellowship Program.
	Number of deliverables completed on time.	Quarterly financial reports and semi-annual progress reports.  Final report that provides a comprehensive overview of the OVC Fellowship Program with recommendations to address expanding and improving the program.

Submission of performance measures data is not required for the application. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section “What an Application Should Include” on page 13 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 subject’s protection regulations. 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](http://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 Post-Award FFATA Reporting Requirement


Applicants should anticipate that OJP will require 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), 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.fsr.gov](http://www.fsr.gov).

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, call the Grants.gov Customer Support Hotline at **1-800-518-4726** (606-545-5035 for applicants that reside outside the U.S.), 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.**  In general, the Office of Management and Budget 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). A DUNS number is usually received within 1–2 business days.

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 in the CCR database 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. 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. Note that there can be more than one AOR for the organization.
5. **Search for the funding opportunity on Grants.gov.** 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-2012-3218.
6. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. An applicant that expends any funds for lobbying activities must provide the detailed information requested on the *Disclosure of Lobbying Activities* form, (SF-LLL). An applicant that does not expend any funds for lobbying activities should enter “N/A” in the required highlighted fields.
7. **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.”

### **Note: Duplicate Applications**

If an applicant submits multiple versions of an application, OVC will review the most recent version submitted.

### **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 e-mail the OVC contact identified in the Contact Information section on the title page of this solicitation **within 24 hours after the application deadline** and request approval to submit its application. The applicant must include in the 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) the applicant has received. **Note: Requests are not automatically approved by OVC.** 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.

The following conditions are not valid reasons to permit late submissions: failure to begin the registration process in sufficient time, failure to follow Grants.gov instructions on how to register and apply as posted on its Web site, failure to follow all of the instructions in the OJP solicitation, and technical issues experienced with the applicant's computer or information technology environment, including firewalls.

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

### **What an Application Should Include**

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 applications that are unresponsive to the scope of the solicitation, or that do not include application elements designated by OVC to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, OVC has designated the following application elements as critical: program narrative, budget detail worksheet, and budget narrative. The budget narrative and the budget detail worksheet may be combined in one document; however, if only one document is submitted, it must contain **both** narrative and detail information.

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. Please list the name of the topical Fellowship on SF-424.

## 2. Program Narrative

The program narrative should not exceed 20 doubled-spaced pages in 12-point font with 1-inch margins, and must include 6 separate sections: Project Abstract, Problem Statement, Project Goals and Objectives, Project Design/Implementation Plan, Organizational Capability and Project Management, and Plans for Measuring Progress and Outcomes. Each section is described below. If the program narrative fails to comply with these length-related restrictions, noncompliance may be considered in peer review and in final award decisions.

- **Project Abstract:** The application should include a one-page summary that identifies the purpose of the fellowship project, the project's goals and objectives, activities that will be implemented, and materials that will be developed to achieve the project's goals and objectives, methods, and outcomes.
- **Statement of the Problem:** The problem statement must provide strong rationale for the fellowship 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 this fellowship. 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 fellowship project.
- **Project Design and Implementation:** The project design and implementation plan must describe the fellowship strategy and discuss how the strategy will address the identified problems and support the goals and objectives. It must include a **time-task plan** that clearly identifies objectives, major activities, and deliverables. The time-task plan presented in chart or table form will not be included as part of the 20-page narrative limitation. The time-task plan also must provide for the submission of required quarterly financial status reports and semi-annual progress reports.
- **Capabilities and Competencies:** Applications must include a clear description of the applicant's academic and professional expertise in the subject matter areas of specialization of the fellowship, as well as the applicant's unique qualifications to fulfill the grant responsibilities. Applicants should demonstrate that they possess the flexibility, skills, and temperament to operate in a fast-moving environment on multiple activities, sometimes with very short turnaround time. Applicants should document their ability to work collegially and collaboratively as a member of a team or teams across divisions, offices, agencies, and practitioners in the field. The applicant must demonstrate sufficient subject matter and project management expertise and other necessary skills, such as technical writing and technological proficiency with specific software programs, to perform crucial functions of the specific fellowship. Resumes should be attached to the narrative to support this section and should include all employment and volunteer experience. Resumes

should provide contact information for previous supervisors and indicate whether or not the supervisor can be contacted. All required attachments (see below) must be included to document experience and capability; optional attachments may be used to document specific skills that will assist in the successful completion of the fellowship project.

- **Plan for Collecting the Data Required for this Solicitation's Performance Measures:** 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

#### 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 should be included.

For questions pertaining to budget and examples of allowable and unallowable costs, 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. Proposed budgets are expected to be complete, reasonable and allowable, cost effective, and necessary for project activities. 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.

All expenses must be necessary for the completion of the fellowship and comport with the requirements of the OJP Financial Guide. Applications that exceed the \$135,000 limitation for this solicitation will be considered nonresponsive and will not be reviewed.

When completing both the budget detail worksheet and budget narrative, applicants must consider the following:

- Expenses that are **allowable** under this solicitation include the following:
  - (1) Personnel salary (located in section A of the Budget Detail Worksheet). If the applicant is selected for an award, the applicant will be required to provide a copy of their last two federal tax returns as documentation of salary or consulting income history as part of the initial financial review. OVC will pay salaries ranging from \$40,000 to \$95,000 depending on education, experience, and salary history.



No exceptions to the salary ceiling of \$95,000 will be granted. Benefits are not included as part of salary.

- (2) Fringe benefits (located in section B of the Budget Detail Worksheet) may include life, health, and disability insurance; state workers' compensation; retirement plan; FICA (the employer match of 7.65% of salary only); and a public transportation stipend that does not exceed \$125.00 monthly (based on actual expenses). Applicants must clearly identify which benefits they are requesting and the actual calculations. For example, if the individual is requesting health insurance, the applicant should indicate the amount paid monthly and multiply by 12 to get the annual expense.
  - (3) Travel (list expenses in section C of the Budget Detail Worksheet) will involve site visits with other OVC or OJP staff, attendance of conferences and meetings (both local and outside of the Washington, D.C., metropolitan area), and participation in training and professional development training. Applicants should budget for eight trips at \$1,500 each, totaling \$12,000, with the notation that date, location, and nature of travel will be determined in consultation with OVC management after the award is made. The applicant should include in the budget narrative a notation that travel costs such as per diem and lodging will not exceed the federal guidelines.
  - (4) Supplies (located in section E of the Budget Detail Worksheet) may include expenses to cover professional reference materials and resources relating to the fellowship activities (not to exceed \$500) and business cards (not to exceed \$30).
  - (5) Other costs (section H of the Budget Detail Worksheet) may include a cell phone and Blackberry to maintain communication with OVC staff, and expenses associated with professional development and training relating to the OVC fellowship project. Fees for up to four trainings at up to \$1,000 each should be included. Note: Most training opportunities will be in the Washington, D.C., metropolitan area; however, final decisions will be made in consultation with OVC management. Applicants should identify the type of training that they believe would be most helpful to them in carrying out fellowship activities.
- Expenses that are **not allowable** under this solicitation are the following:
    - (1) Equipment (section D of the Budget Detail Worksheet), such as costs for laptops or other equipment that will be supplied by OVC.
    - (2) International travel.
    - (3) Moving expenses.

#### 4. **Certifications**

#### 5. **Required Attachments**

- Resume.



- Minimum of three, but no more than five, professional and/or academic references.
  - List of financial and/or professional affiliations.
  - Academic transcripts to document level of post-secondary education.
  - Letters of support.
6. **Other Attachments:** Optional; may include items such as certifications of key training or writing samples.
7. **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. Note in particular the following forms:
- [Standard Assurances](#)  
Applicants must read, certify, and submit this form in GMS prior to the receipt of any award funds.
  - [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)  
Applicants must read, certify, and submit in GMS prior to the receipt of any award funds.
  - [Accounting System and Financial Capability Questionnaire](#)  
Required for any applicant other than an individual that is a non-governmental entity and that has not received any award from OJP within the past 3 years; this form must be downloaded, completed, and submitted.

## Selection Criteria

The Program Narrative elements (see pages 14–15) will be weighted as follows:

1. Abstract (5%)
2. Statement of the Problem (10%)
3. Project Goals and Objectives (10%)
4. Project Design and Implementation (20%)
5. Capabilities and Competencies (30%)
6. Plan for Collecting the Data Required for this Solicitation's Performance Measures (10%)
7. Budget Detail Worksheet and Budget Narrative (complete; reasonable and allowable; cost effective; and necessary for project activities) (15%)

## 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 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. Applications that meet basic minimum requirements will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations 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 AAG, 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
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds

- Criminal Penalty for False Statements
- Compliance with the [OJP Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-profit Organizations
- Government Performance and Results Act
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act of 2006
- Awards in Excess of \$5,000,000—Federal Taxes Certification Requirement
- Active CCR Registration

### **Provide Feedback to OJP on This Solicitation**

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, application submission process, and/or the application review/peer review process. Feedback can be provided to: [OJPSolicitationFeedback@usdoj.gov](mailto:OJPSolicitationFeedback@usdoj.gov).

# Application Checklist

## OVC FY 2012 Victim Assistance Professional Development Fellowship Program-Financial Fraud and Abuse Fellowship

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

### Eligibility

\_\_\_\_\_ Applicants are limited to individuals; organizations are not eligible to apply.

\_\_\_\_\_ The federal amount requested is within the allowable limit(s) of \$135,000. Salary allocation is no more than \$95,000.

### What an Application Should Include:

- \_\_\_\_\_ Application for Federal Assistance (SF-424) lists the name of the topical fellowship (see page 14)
- \_\_\_\_\_ Program Narrative indicates application category (see page 14)
- \_\_\_\_\_ Time Task Plan (see page 15)
- \_\_\_\_\_ Budget Detail Worksheet (see page 15)
- \_\_\_\_\_ Budget Narrative (see page 15)
- \_\_\_\_\_ Disclosure of Lobbying Activities (SF-LLL) (see page 12)
- \_\_\_\_\_ Certifications (see page 17)
- \_\_\_\_\_ Required Attachments (see page 17)
  - \_\_\_\_\_ Resume, including salary history
  - \_\_\_\_\_ Minimum of three, but no more than five, professional and/or academic references.
  - \_\_\_\_\_ List of financial and/or professional affiliations.
  - \_\_\_\_\_ Academic transcripts to document level of post-secondary education.
  - \_\_\_\_\_ Letters of support
- \_\_\_\_\_ Other Attachments, optional (see page 17)
  - \_\_\_\_\_ Total number of pages for other (non-required) attachments does not exceed 20 pages.
- \_\_\_\_\_ Other Standard Forms, as applicable (see page 17)
  - \_\_\_\_\_ Accounting System and Financial Capability Questionnaire (if applicable)