



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) is seeking applications for the OVC FY 2015 Victim Assistance Professional Development Fellowship Program—Elder Abuse and Financial Exploitation. 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 2015 Victim Assistance Professional Development Fellowship Program—Elder Abuse and Financial Exploitation

Eligibility

Eligible applicants are individuals (organizations are not eligible to apply) with expertise in elder abuse and financial exploitation who demonstrate the financial and administrative capacity to manage the cooperative agreement, along with 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 OVC Director. Applicants should read the OVC Fellowship Guidelines that are available at http://ojp.gov/ovc/pdfxt/OVC_Fellowship_Guidelines.pdf.

For additional eligibility information, see Section [C. Eligibility Information](#).

Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 11:59 p.m. eastern time on July 2, 2015.

All applicants are encouraged to read this [Important Notice: Applying for Grants in Grants.gov](#).

For additional information, see [How to Apply](#) in section D. Application and Submission Information.

Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, or via e-mail to support@grants.gov.

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

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the OVC contact identified below **within 24 hours after the application deadline** and request approval to submit their application. Additional information on reporting technical issues is found under “Experiencing Unforeseen Grants.gov Technical Issues” in the [How to Apply](#) section.

For assistance with any other requirements of this solicitation, contact Kathrina Peterson, Attorney Advisor, by telephone at 202–305–1508, or by e-mail at kathrina.peterson@ojp.usdoj.gov.

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OVC FY 2015 Victim Assistance Professional Development Fellowship Program—Elder Abuse and Financial Exploitation (CFDA #16.582)

A. Program Description

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 elder abuse and financial exploitation. The cooperative agreement for this fellowship is awarded under 42 U.S.C. §10603(c)(1)(A) and (c)(3)(E), which authorize funding for training, technical assistance, demonstration projects, and fellowships.

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 improve the skills, knowledge, and abilities of crime victim advocates, service providers, and allied professionals who are responsible for working on behalf of victims. In addition, OVC is dedicated to helping organizations promote awareness of crime victims' rights and issues and to 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 who work with 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, law enforcement organizations, and government agencies need 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 benefit the field, and thus further its mission. As victim needs become more complex, the need for OVC fellows to provide expert training and technical assistance to support the crime victims' field has increased as well. Elder abuse and financial exploitation, in particular, are complex areas of victimization where OVC seeks to expand its training and technical assistance work. Specifically, OVC is interested in placing a fellow in the Elder Justice Initiative (EJI) of the Department of Justice (Department) Civil Division, which provides resources to: victims of elder abuse and financial exploitation and their families, practitioners who serve those victims, law enforcement agencies and prosecutors who respond to victims of elder abuse and financial exploitation, and researchers seeking to understand and address elder abuse and financial exploitation.

In particular, OVC anticipates that the fellow will—

- develop trainings for national prosecutors and law enforcement organizations on victims of elder abuse and financial exploitation;
- work with national medical organizations to enhance trainings for medical staff on victims of elder abuse and financial exploitation;
- work with the National Association of Pretrial Services Agencies (NAPSA) to improve support to state Adult Protective Service (APS) programs to better assist victims of elder abuse and financial exploitation;
- collaborate with federal law enforcement offices to expand and improve information sharing and coordination efforts among those offices to enhance responses to elder victims of abuse and financial exploitation;
- collaborate with Department components to improve information sharing and coordination with federal law enforcement agencies to enhance responses to victims of elder abuse and financial exploitation; and
- expand EJI's Web site to develop further resources for practitioners, lawyers, and victims of elder abuse and financial exploitation and their families.

This competitive solicitation will fund the Elder Abuse and Financial Exploitation 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 elder abuse and financial exploitation. This fellowship topic area (Elder Abuse and Financial Exploitation 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. The OVC Fellow will be funded through this cooperative agreement and will be monitored by OVC. The OVC Fellow will be located at EJI, which is housed in the Department's Civil Division in Main Justice, and will work under EJI's direction. 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 in EJI, in the Department's Civil Division, 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 80 hours per each 2-week pay period throughout the fellowship period, to facilitate fellow and

staff interaction. Specific schedules can be discussed on a case-by-case basis. 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, and overall performance, will be monitored by a victim justice program specialist within OVC, 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.

EJI will provide workspace and equipment, including telephone, computer, office supplies, and Internet access. Fellows must successfully complete an OJP and/or Civil Division security clearance before beginning the OVC Fellowship based in EJI.

Definitions of Victims of Elder Abuse and Elder Victims of Financial Exploitation

For the purposes of this solicitation only, the term "elder abuse" refers to a single or repeated act or lack of appropriate action, occurring within any relationship where there is an expectation of trust, which causes harm or distress to an older person as defined on EJI's Web site, <http://www.justice.gov/elderjustice/support/faq.html>. Types of elder abuse include, but are not limited to, financial exploitation (see definition below), physical abuse, domestic violence, neglect, emotional abuse, sexual abuse, and abandonment. For more information, please see EJI's Web site, <http://www.justice.gov/elderjustice/support/faq.html>.

For the purposes of this solicitation only, the term "financial exploitation" of elder victims refers to the illegal or improper exploitation or use of funds or resources of an older person, as defined on EJI's Web site, <http://www.justice.gov/elderjustice/financial/faq.html>. Financial exploitation of elder victims includes, but is not limited to, theft, fraud, identity appropriation, extortion, misuse of power of attorney, breach of fiduciary duty, and denial of access to funds. For more information, please see EJI's Web site, <http://www.justice.gov/elderjustice/financial/faq.html>.

Goals, Objectives, and Deliverables

The overarching goal of the fellowship program is to enhance OVC efforts to facilitate the understanding, development, or enhancement of innovative programs, models, practices, and protocols that serve crime victims and, in particular, serves victims of elder abuse and elder victims of financial exploitation. 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 issues of victims of elder abuse and elder victims of financial exploitation.

The individual selected for this fellowship award will support the Department's work by developing evidence-based training, technical assistance, and models for programs and

practices that raise awareness of elder abuse and financial exploitation, and build organizational and service provider capacity in this area. The fellow will support OVC and EJI's staff through: design and development of innovative initiatives and training programs to raise awareness of elder abuse and financial exploitation; assessment and capacity-building efforts to improve responses to victims of elder abuse and financial exploitation; identification and implementation of an elder abuse research agenda; coordination with NAPSA to support state APS programs in their responses to elder victims of abuse and financial exploitation; and expansion of EJI's Web site. The fellow also may 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 prosecutors and law enforcement, Department components, medical associations, and NAPSA, regarding victims of elder abuse and financial exploitation.
- support efforts to design and administer EJI-funded and/or OVC-funded training, technical assistance, and information sharing initiatives to educate prosecutors, law enforcement, medical associations, and other government and nongovernment agencies about elder abuse and financial exploitation.
- identify and develop relevant subject matter content for EJI's Web site.
- develop reports, speeches, and articles, as needed, to support EJI's and OVC's training, technical assistance, and capacity-building initiatives to expand evidence-based resources and collaboration for prosecutors, law enforcement agencies, and medical associations.
- participate in internal and external stakeholder meetings, forums, and conferences for the purpose of providing information on EJI and OJP/OVC efforts to address and improve the awareness of, and responses to, elder victims of abuse and financial exploitation.
- participate in professional development and training activities relevant to the fellowship.

The fellow will work under the direction of EJI staff and management; the cooperative agreement supporting this Fellowship will be monitored by OVC staff. OVC anticipates that the activities described above will include a comprehensive examination of the needs of: prosecutor and law enforcement organizations to enhance responses to elder abuse and financial exploitation, medical associations to improve trainings on identifying and supporting victims of elder abuse and financial exploitation, NAPSA to improve support to state APS programs to provide enhanced responses to elder victims of abuse and financial exploitation, DOJ components to improve information sharing and coordination with federal law enforcement efforts in their responses to elder victims of abuse and financial exploitation, federal law enforcement offices to improve coordination in responding to elder victims of abuse and financial exploitation, and the Department to improve EJI's Web site. Additionally, OVC anticipates that the fellow will identify elder abuse and financial exploitation research needs and develop and implement an elder abuse and financial exploitation research agenda in collaboration with EJI staff. OVC seeks a fellow who possesses the knowledge, skills, and experience to make recommendations to EJI and OVC on activities and efforts that could be undertaken in these subject areas, develop and implement trainings and technical assistance for national organizations and government agencies, and work with Department components

and federal law enforcement agencies to improve information sharing and collaboration. While the fellowship program will work closely with EJI staff, applicants should propose a general course of action to guide the project.

Deliverables:

- Reports, articles, speeches, and other materials or resources that provide training, technical assistance, or capacity-building to help prosecutors, law enforcement agencies, DOJ components, medical associations, or NAPSA better meet victim needs in the areas of financial exploitation and abuse.
- Quarterly financial and semiannual 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.

Evidence-Based Programs or Practices

OJP strongly emphasizes the use of data and evidence in policy making and program development in criminal justice, juvenile justice, and crime victim services. OJP is committed to:

- Improving the quantity and quality of evidence OJP generates
- Integrating evidence into program, practice, and policy decisions within OJP and the field
- Improving the translation of evidence into practice

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. The [OJP CrimeSolutions.gov](http://OJP.CrimeSolutions.gov) Web site is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

B. Federal Award Information

OVC estimates that it will make one award of up to \$150,000 for an estimated total of \$150,000 for a 12-month project period, beginning on September 1, 2015.

OVC may, in certain cases, provide supplemental funding for an additional two years to awards under this solicitation. Important considerations in decisions regarding supplemental funding include, among other factors, the availability of funding, strategic priorities, assessment of the quality of the management of the award (for example, timeliness and quality of progress reports), and assessment of the progress of the work funded under the award.

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

Type of Award¹

OVC expects that it will make any award from this solicitation in the form of a cooperative agreement.

OVC expects that it will make any award from this solicitation in the form of a cooperative agreement, which is a particular type of grant used if OVC expects to have ongoing substantial involvement in award activities. Substantial involvement includes direct oversight and involvement with the grantee organization in implementation of the grant, but does not involve day-to-day project management. See [Administrative, National Policy, and other Legal Requirements](#), under Section [F. Federal Award Administration Information](#), for details regarding the federal involvement anticipated under an award from this solicitation.

Financial Management and System of Internal Controls

If selected for funding, the award recipient must:

(a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

(b) Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards.

(c) Evaluate and monitor the non-Federal entity's compliance with statute, regulations and the terms and conditions of Federal awards.

(d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.

(e) Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive or the non-Federal entity considers sensitive consistent with applicable Federal, state and local laws regarding privacy and obligations of confidentiality.

In order to better understand administrative requirements and cost principles, award applicants are encouraged to enroll, at no charge, in the Department of Justice Grants Financial Management Online Training available [here](#).

Budget Information

Cost Sharing or Match Requirement

¹ See generally 31 U.S.C. §§ 6301-6305 (defines and describes various forms of federal assistance relationships, including grants and cooperative agreements (a type of grant)).

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

Pre-Agreement Cost Approvals

OJP does not typically approve pre-agreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. If approved, pre-agreement costs could be paid from grant funds consistent with a grantee's approved budget, and under applicable cost standards. However, all such costs prior to award and prior to approval of the costs are incurred at the sole risk of an applicant. Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs. Should there be extenuating circumstances that appear to be appropriate for OJP's consideration as pre-agreement costs, the applicant should contact the point of contact listed on the title page of this announcement for details on the requirements for submitting a written request for approval. See the section on Costs Requiring Prior Approval in the [Financial Guide](#), for more 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, recipients may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year.² The 2015 salary table for SES employees is available at the Office of Personnel Management [Web site](#). Note: A recipient may compensate an employee at a greater 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 Assistant Attorney General for OJP may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. An applicant requesting a waiver should include a detailed justification in the budget narrative of the 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 the budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service the individual will provide, 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.

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs

OJP strongly encourages applicants that propose to use award funds for any conference-, meeting-, or training-related activity to review carefully – before submitting an application – the OJP policy and guidance on conference approval, planning, and reporting available at <http://www.ojp.gov/financialguide/PostawardRequirements/chapter15page1.htm>. OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most such costs for cooperative

² This limitation on use of award funds does not apply to the non-profit organizations specifically named at Appendix VIII to 2 C.F.R. part 200.

agreement recipients and of some such costs for grant recipients; and (3) set cost limits, including a general prohibition of all food and beverage costs.

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 for individuals with limited English proficiency may be allowable. 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 under "Solicitation Requirements" in the [OJP Funding Resource Center](#).

C. Eligibility Information

For additional eligibility information, see Title page.

Cost Sharing or Match Requirement

For additional information on cost sharing and match requirement, see Section [B. Federal Award Information](#).

Limit on Number of Application Submissions

If an applicant submits multiple versions of the same application, OVC will review only the most recent system-validated version submitted. For more information on system-validated versions, see [How to Apply](#).

D. Application and Submission Information

What an Application Should Include

Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are determined to be nonresponsive to the scope of the solicitation, or that do not include the application elements that OVC has designated 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, Budget Narrative, and resume/curriculum vitae of key personnel. Applicants may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one budget document, it must contain **both** narrative and detail information. Please review the "Note on File Names and File Types" under [How to Apply](#) to be sure applications are submitted in permitted formats.

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

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

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and OJP's Grants Management System (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, select "For-Profit Organization" or "Small Business" (as applicable).

Intergovernmental Review: This funding opportunity (program) **is not** subject to [Executive Order 12372](#). (In completing the SF-424, applicants are to make the appropriate selection in response to question 19 to indicate that the "Program is not covered by E.O. 12372.")

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 and 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.

- a. **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.
- b. **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.
- c. **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.
- d. **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.
- e. **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, and 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.

f. 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 they will gather the required data should the applicant receive funding.

To assist the Department with 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. OJP will require any award recipient, 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 and EJI to facilitate the development or enhancement of innovative programs that serve crime victims and to foster the professional development of practitioners by working with OVC and onsite within EJI.	Number of materials developed.	Number of educational and training materials 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 material disseminated, by type.	Number of educational and 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 attended (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 education initiatives developed or enhanced.	Number of public awareness and education initiatives developed or enhanced.
	Number of program policies changed, improved, or rescinded.	Number of recommendations provided to OVC/EJI 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.

OVC does not require applicants to submit performance measures data with their application. Performance measures are included as an alert that OVC will require successful applicants to submit specific data as part of their reporting requirements. For the application, applicants should indicate an understanding of these requirements and discuss how they will gather the required data, should they receive funding.

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 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 Funding Resource Center](http://www.ojp.gov/funding/Explore/SolicitationRequirements/EvidenceResearchEvaluationRequirements.htm) Web page (www.ojp.gov/funding/Explore/SolicitationRequirements/EvidenceResearchEvaluationRequirements.htm). Applicants whose proposals may involve a research or statistical component also should review the “Data Privacy and Confidentiality Requirements” section on that Web page.

3. Budget Detail Worksheet and Budget Narrative

a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/Apply/Resources/BudgetDetailWorksheet.pdf. Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet.

For questions pertaining to budget and examples of allowable and unallowable costs, see the Financial Guide at www.ojp.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. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

Applicants should demonstrate in their budget narratives how they will maximize cost effectiveness of grant expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs, 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.

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

- **Allowable expenses** 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 \$130.00 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, EJI or Department staff, attendance of conferences and meetings (both local to 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 or smartphone to maintain communication with EJI and OVC staff. (Fellows may choose instead to use a DOJ-issued smartphone at no cost, in which case personal cell phone costs may not be included in the budget).
 - (6) Also allowable in the category are 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.

- **Unallowable expenses** 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 EJI.
- (2) International travel.
- (3) Moving expenses.

c. Non-Competitive Procurement Contracts In Excess of Simplified Acquisition Threshold

If an applicant proposes to make one or more non-competitive procurements of products or services, where the non-competitive procurement will exceed the simplified acquisition threshold (also known as the small purchase threshold), which is currently set at \$150,000, the application should address the considerations outlined in the [Financial Guide](#).

d. Pre-Agreement Cost Approvals

For information on pre-agreement costs, see Section [B. Federal Award Information](#).

4. Applicant Disclosure of High Risk Status

Applicants are to disclose whether they are currently designated high risk by another federal grant making agency. This includes any status requiring additional oversight by the federal agency due to past programmatic or financial concerns. If an applicant is designated high risk by another federal grant making agency, you must email the following information to OJPComplianceReporting@usdoj.gov at the time of application submission:

- The federal agency that currently designated the applicant as high risk
- Date the applicant was designated high risk
- The high risk point of contact name, phone number, and email address, from that federal agency
- Reasons for the high risk status

OJP seeks this information to ensure appropriate federal oversight of any grant award. Unlike the Excluded Parties List, this high risk information does not disqualify any organization from receiving an OJP award. However, additional grant oversight may be included, if necessary, in award documentation.

5. Additional Attachments

a. Applicant Disclosure of Pending Applications

Applicants are to disclose whether they have pending applications for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to State agencies that will subaward federal funds).

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement

comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

- The Federal or State funding agency
- The solicitation name/project name
- The point of contact information at the applicable funding agency

Federal or State Funding Agency	Solicitation Name/Project Name	Name/Phone/E-mail for Point of Contact at Funding Agency
DOJ/COPS	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov
HHS/ Substance Abuse & Mental Health Services Administration	Drug Free Communities Mentoring Program/ North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

Applicants should include the table as a separate attachment, with the file name “Disclosure of Pending Applications,” to their application. Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page (e.g., “[Applicant Name on SF-424] does not have pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.”).

b. Research and Evaluation Independence and Integrity

If a proposal involves research and/or evaluation, regardless of the proposal’s other merits, in order to receive funds, the applicant must demonstrate research/evaluation independence, including appropriate safeguards to ensure research/evaluation objectivity and integrity, both in this proposal and as it may relate to the applicant’s other current or prior related projects. This documentation may be included as an attachment to the application which addresses BOTH i. and ii. below.

- i. For purposes of this solicitation, applicants must document research and evaluation independence and integrity by including, at a minimum, one of the following two items:
 - a. A specific assurance that the applicant has reviewed its proposal to identify any research integrity issues (including all principal investigators and sub-

recipients) and it has concluded that the design, conduct, or reporting of research and evaluation funded by OVC grants, cooperative agreements, or contracts will not be biased by any personal or financial conflict of interest on the part of part of its staff, consultants, and/or sub-recipients responsible for the research and evaluation or on the part of the applicant organization;

OR

- b. A specific listing of actual or perceived conflicts of interest that the applicant has identified in relation to this proposal. These conflicts could be either personal (related to specific staff, consultants, and/or sub-recipients) or organizational (related to the applicant or any subgrantee organization). Examples of potential investigator (or other personal) conflict situations may include, but are not limited to, those in which an investigator would be in a position to evaluate a spouse's work product (actual conflict), or an investigator would be in a position to evaluate the work of a former or current colleague (potential apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization could not be given a grant to evaluate a project if that organization had itself provided substantial prior technical assistance to that specific project or a location implementing the project (whether funded by OJP or other sources), as the organization in such an instance would appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research or evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability of an evaluation or research product is a problem and must be disclosed.
- ii. In addition, for purposes of this solicitation applicants must address the issue of possible mitigation of research integrity concerns by including, at a minimum, one of the following two items:
 - a. If an applicant reasonably believes that no potential personal or organizational conflicts of interest exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion. Applicants **MUST** also include an explanation of the specific processes and procedures that the applicant will put in place to identify and eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or sub-recipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest.

OR

- b. If the applicant has identified specific personal or organizational conflicts of interest in its proposal during this review, the applicant must propose a specific and robust mitigation plan to address conflicts noted above. At a

minimum, the plan must include specific processes and procedures that the applicant will put in place to eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or sub-recipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan, if any, will be accepted as proposed.

Considerations in assessing research and evaluation independence and integrity will include, but are not be limited to, the adequacy of the applicant's efforts to identify factors that could affect the objectivity or integrity of the proposed staff and/or the organization in carrying out the research, development, or evaluation activity; and the adequacy of the applicant's existing or proposed remedies to control any such factors.

c. Financial Management and System of Internal Controls Questionnaire

In accordance with [2 CFR 200.205](#), Federal agencies must have in place a framework for evaluating the risks posed by applicants before they receive a Federal award. To facilitate part of this risk evaluation, **all** applicants (other than an individual) are to download, complete, and submit this [form](#).

d. Disclosure of Lobbying Activities

All applicants must complete this information. Applicants that expend any funds for lobbying activities are to provide the detailed information requested on the form Disclosure of Lobbying Activities (SF-LLL). Applicants that do not expend any funds for lobbying activities are to enter "N/A" in the text boxes for item 10 ("a. Name and Address of Lobbying Registrant" and "b. Individuals Performing Services").

e. References

Provide a minimum of three, but no more than five, professional and academic references.

f. List of Financial and Professional Affiliations

g. Academic Transcripts to document level of post-secondary education.

h. Letters of Support

i. Other Attachments: Optional; may include items such as certifications of key training or writing samples.

How to Apply

Applicants must register in, and submit applications through Grants.gov, a "one-stop storefront" to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at www.Grants.gov. Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, 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 several weeks** for first-time registrants to receive confirmation and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due

date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

OVC strongly encourages all prospective applicants to sign up for Grants.gov email notifications regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for updates will be automatically notified.

Note on File Names and File Types: Grants.gov only permits the use of certain specific characters in names of attachment files. Valid file names may include only the characters shown in the table below. Grants.gov is designed to reject any application that includes an attachment(s) with a file name that contains any characters not shown in the table below.

Characters	Special Characters		
Upper case (A – Z)	Parenthesis ()	Curly braces { }	Square brackets []
Lower case (a – z)	Ampersand (&)	Tilde (~)	Exclamation point (!)
Underscore (_)	Comma (,)	Semicolon (;)	Apostrophe (‘)
Hyphen (-)	At sign (@)	Number sign (#)	Dollar sign (\$)
Space	Percent sign (%)	Plus sign (+)	Equal sign (=)
Period (.)	When using the ampersand (&) in XML, applicants must use the “&#amp;” format.		

Grants.gov is designed to forward successfully submitted applications 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.” GMS may reject applications with files that use these extensions. It is important to allow time to change the type of file(s) if the application is rejected.

All applicants are required to complete the following steps:

OJP may not make a federal award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with the requirements by the time the federal awarding agency is ready to make a federal award, the federal awarding agency may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

- 1. Acquire a Data Universal Numbering System (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 a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating 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. Call Dun and Bradstreet at 866–705–5711 to obtain a DUNS number or apply online at www.dnb.com. A DUNS number is usually received within 1-2 business days.

- 2. Acquire registration with the System for Award Management (SAM).** SAM is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. Applicants must **update or renew their SAM registration annually** to maintain an active status.

Applications cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. **The information transfer from SAM to Grants.gov can take up to 48 hours.** OJP recommends that the applicant register or renew registration with SAM as early as possible.

Information about SAM registration procedures can be accessed at www.sam.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. Note that an organization can have more than one AOR.
- 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 number for this solicitation is 16.582, titled "OVC FY 2015 Victim Assistance Professional Development Fellowship Program—Elder Abuse and Financial Exploitation" and the funding opportunity number is OVC-2015-4273.
- 6. Submit a valid 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 two notifications from Grants.gov. The first will confirm the receipt of the application and the second will state whether the application has been successfully validated, or rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received and then receive a rejection notice a few minutes or hours later. Submitting well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges applicants to submit applications **at least 72 hours prior** to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

Click [here](#) for further details on DUNS, SAM, and Grants.gov registration steps and timeframes.

Note: Duplicate Applications

If an applicant submits multiple versions of the same application, OVC will review only the most recent system-validated version submitted. See Note on File Names and File Types under [How to Apply](#).

Experiencing Unforeseen Grants.gov Technical Issues

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must contact the Grants.gov [Customer Support Hotline](#) or the [SAM Help Desk](#) to report the technical issue and receive a tracking number. Then applicant must e-mail the OVC contact identified in the Contact Information section on page 2 **within 24 hours after the application deadline** and request approval to submit their application. The e-mail must describe the technical difficulties, and include a timeline of the applicant's submission efforts, the complete grant application, the applicant's DUNS number, and any Grants.gov Help Desk or SAM tracking number(s). **Note: OVC does not automatically approve requests.** After the program office reviews the submission, and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the applicant failed to follow all required procedures, which resulted in an untimely application submission, OJP will deny the applicant's request to submit their application.

The following conditions are generally insufficient to justify late submissions:

- Failure to register in SAM or Grants.gov in sufficient time
- Failure to follow Grants.gov instructions on how to register and apply as posted on its Web site
- Failure to follow each instruction in the OJP solicitation
- Technical issues 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.gov/funding/Explore/CurrentFundingOpportunities.htm.

E. Application Review Information

Selection Criteria

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: complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should generally demonstrate how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.³ (15%)

³ Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

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. For purposes of assessing whether applicants have met basic minimum requirements, OJP screens applications for compliance with specified program requirements to help determine which applications should proceed to further consideration for award. Although program requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP grant programs:

- Applications must be submitted by an eligible type of applicant
- Applications must request funding within programmatic funding constraints (if applicable)
- Applications must be responsive to the scope of the solicitation
- Applications must include all items designated as “critical elements”
- Applicants will be checked against the General Services Administration’s Excluded Parties List

For a list of critical elements, see “What an Application Should Include” under [Section D. Application and Submission Information](#).

OVC may use internal peer reviewers, external peer reviewers, or a combination, to assess applications meeting basic minimum requirements on technical merit using the solicitation’s selection criteria. 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. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. Peer reviewers’ ratings and any resulting recommendations are advisory only, although their views are considered carefully. 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 under prior OVC and OJP awards, and available funding.

OJP reviews applications for potential discretionary awards to evaluate the risks posed by applicants before they receive an award. This review may include but is not limited to the following:

1. Financial stability and fiscal integrity
2. Quality of management systems and ability to meet the management standards prescribed in the Financial Guide
3. History of performance
4. Reports and findings from audits
5. The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities

6. Proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and whether those 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 may consider factors including, but not limited to, peer review ratings, underserved populations, geographic diversity, strategic priorities, past performance under prior OVC and OJP awards, and available funding when making awards.

F. Federal Award Administration Information

Federal Award Notices

OJP award notification will be sent from GMS. Recipients will be required to log in; accept any outstanding assurances and certifications on the award; designate a financial point of contact; and review, sign, and accept the award. The award acceptance process involves physical signature of the award document by the authorized representative and the scanning of the fully-executed award document to OJP.

Administrative, National Policy, and other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the agency-approved project proposal and budget, the recipient must comply with award terms and conditions, and other legal requirements, including but not limited to OMB, DOJ or other federal regulations which will be included in the award, incorporated into the award by reference, or are otherwise applicable to the award. OJP strongly encourages prospective applicants to review the information pertaining to these requirements **prior** to submitting an application. To assist applicants and recipients in accessing and reviewing this information, OJP has placed pertinent information on its [Solicitation Requirements](#) page of the [OJP Funding Resource Center](#).

Please note in particular the following two forms, which applicants must accept in GMS prior to the receipt of any award funds, as each details legal requirements with which applicants must provide specific assurances and certifications of compliance. Applicants may view these forms in the Apply section of the [OJP Funding Resource Center](#) and are strongly encouraged to review and consider them carefully prior to making an application for OJP grant funds.

- [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)
- [Standard Assurances](#)

Upon grant approval, OJP electronically transmits (via GMS) the award document to the prospective award recipient. In addition to other award information, the award document contains award terms and conditions that specify national policy requirements⁴ with which recipients of federal funding must comply; uniform administrative requirements, cost principles, and audit requirements; and program-specific terms and conditions required based on

⁴ See generally 2 C.F.R. 200.300 (provides a general description of national policy requirements typically applicable to recipients of Federal awards, including the Federal Funding Accountability and Transparency Act of 2006 (FFATA)).

applicable program (statutory) authority or requirements set forth in OJP solicitations and program announcements, and other requirements which may be attached to appropriated funding. For example, certain efforts may call for special requirements, terms, or conditions relating to intellectual property, data/information-sharing or -access, or information security; or audit requirements, expenditures and milestones, or publications and/or press releases. OJP also may place additional terms and conditions on an award based on its risk assessment of the applicant, or for other reasons it determines necessary to fulfill the goals and objectives of the program.

Prospective applicants may access and review the text of mandatory conditions OJP includes in all OJP awards, as well as the text of certain other conditions, such as administrative conditions, via [Mandatory Award Terms and Conditions](#) page of the [OJP Funding Resource Center](#).

As stated above, OVC anticipates that it will make any award from this solicitation in the form of a cooperative agreement. Cooperative agreement awards include standard “federal involvement” conditions that describe the general allocation of responsibility for execution of the funded program. Generally-stated, under cooperative agreement awards, responsibility for the day-to-day conduct of the funded project rests with the recipient in implementing the funded and approved proposal and budget, and the award terms and conditions. Responsibility for oversight and redirection of the project, if necessary, rests with OVC.

In addition to any “federal involvement” condition(s), OJP cooperative agreement awards include a special condition specifying certain reporting requirements required in connection with conferences, meetings, retreats, seminars, symposium, training activities, or similar events funded under the award, consistent with OJP policy and guidance on conference approval, planning, and reporting.

General Information about Post-Federal Award Reporting Requirements

Recipients must submit quarterly financial reports, semi-annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with 2 CFR Part 200. Future awards and fund drawdowns may be withheld if reports are delinquent.

Special Reporting requirements may be required by OJP depending on the statutory, legislative or administrative obligations of the recipient or the program.

G. Federal Awarding Agency Contact(s)

For additional Federal Awarding Agency Contact(s), see the Title page.

For additional contact information for Grants.gov, see the Title page.

H. Other Information

Provide Feedback to OJP

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, the application submission process, and/or the application review/peer review process. Provide feedback to OJPSolicitationFeedback@usdoj.gov.

IMPORTANT: This e-mail is for feedback and suggestions only. Replies are **not** sent from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, **you must** directly contact the appropriate number or e-mail listed on the front of this solicitation document. These contacts are provided to help ensure that you can directly reach an individual who can address your specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please e-mail your resume to ojpeerreview@lmbps.com. The OJP Solicitation Feedback email account will not forward your resume. **Note:** Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.

Application Checklist

OVC FY 2015 Victim Assistance Professional Development Fellowship Program—Elder Abuse and Financial Exploitation

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

What an Applicant Should Do:

Prior to Registering in Grants.gov:

- _____ Acquire a DUNS Number (see page 21)
- _____ Acquire or renew registration with SAM (see page 22)

To Register with Grants.gov:

- _____ Acquire AOR and Grants.gov username/password (see page 22)
- _____ Acquire AOR confirmation from the E-Biz POC (see page 22)

To Find Funding Opportunity:

- _____ Search for the Funding Opportunity on Grants.gov (see page 22)
- _____ Download Funding Opportunity and Application Package (see page 22)
- _____ Sign up for Grants.gov email notifications (optional) (see page 21)
- _____ Read [Important Notice: Applying for Grants in Grants.gov](#)

After application submission, receive Grants.gov email notifications that:

- _____ (1) application has been received,
- _____ (2) application has either been successfully validated or rejected with errors (see page 22)

If no Grants.gov receipt, and validation or error notifications are received:

- _____ Contact OVC regarding experiencing technical difficulties (see page 2)

General Requirements:

- _____ Review the [Solicitation Requirements](#) in the OJP Funding Resource Center.

Scope Requirement:

- _____ The federal amount requested is within the allowable limit(s) of \$150,000. Salary allocation is no more than \$95,000.

Eligibility Requirement:

Eligible applicants are practitioners or researchers in the victim service field with extensive knowledge and experience related to elder abuse and financial exploitation. Organizations are not eligible to apply. (For additional information see page 1.)

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 12)
- _____ Project Abstract (see page 12)
- _____ Program Narrative (see page 12)
- _____ Budget Detail Worksheet (see page 15)
- _____ Budget Narrative (see page 15)
- _____ Employee Compensation Waiver request and justification (if applicable) (see page 10)

_____	Read OJP policy and guidance on conference approval, planning, and reporting available at ojp.gov/financialguide/PostawardRequirements/chapter15page1.htm	(see page 10)
_____	Disclosure of Lobbying Activities (SF-LLL)	(see page 20)
_____	Applicant Disclosure of High Risk Status	(see page 17)
_____	Additional Attachments	
_____	Applicant Disclosure of Pending Applications	(see page 17)
_____	Time-Task Plan	(see page 12)
_____	Resume/Curriculum Vitae	(see page 11)
_____	References	(see page 20)
_____	Financial and Professional Affiliations	(see page 20)
_____	Academic Transcripts	(see page 20)
_____	Letters of Support	(see page 20)
_____	Optional Attachments: Writing Samples, Key Trainings	(see page 20)
_____	Research and Evaluation Independence and Integrity	(see page 18)
_____	Financial Management and System of Internal Controls Questionnaire (if applicable)	(see page 20)