The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Office for Victims of Crime (OVC) is seeking applications for the OVC Fiscal Year (FY) 2014 Vision 21 Victim Services Mobile Application solicitation. This solicitation seeks to enhance public awareness, outreach, and education by developing two distinct mobile applications (app)—one with a national focus and another with a specific state, tribal, or local jurisdictional focus—to serve crime victims, their families, victim service providers, and allied professionals. These mobile apps will assist the target audience(s) by using technology to efficiently navigate the criminal justice system and to connect end users with victim-centered resources and services.

OVC FY 2014 Vision 21 Victim Services Mobile Application

Eligibility

The lead applicant for the national focus mobile app must be a nonprofit victim-serving organization with the capacity to manage a national-scope project. The lead applicant for the specific state or local jurisdiction mobile app must be a state or local public agency, tribal government, or nonprofit organization serving crime victims in a specific jurisdiction. Lead applicants for both types of projects must either partner with a technology partner (e.g., professional software developer, university, or mobile applications startup) with experience in mobile solution design and development, or have a staff member with the demonstrated experience and appropriate technological qualifications (supported by a resume), to be eligible for funding. If the applicant does not demonstrate a partnership with a technology partner, the applicant will be deemed ineligible to submit an application for purposes of this solicitation. Applicants must also demonstrate knowledge and understanding of the criminal justice system and how crime victims interact with that system; and knowledge, skills, abilities, and technical understanding to plan, design, develop, market, and assess mobile solutions. Eligibility is a critical factor to the success of this initiative. Memorandums of Understanding (MOU), contracts, or other documentation must be included in this application to document eligibility. A private nonprofit organization does not have to have 501(c)3 status to apply for funding under this solicitation.

OVC may elect to make continuation awards for applications submitted under this solicitation in future fiscal years, dependent on the merit of the applications, the success of the grantee, and on the availability of appropriations.

Deadline

Applicants must register with Grants.gov prior to submitting an application. (See "How to Apply," page 21.) All applications are due by 11:59 p.m. eastern time on May 21, 2014. (See "Deadlines: Registration and Application," page 4.)

All applicants are encouraged to read this **Important Notice: Applying for Grants in Grants.gov**.

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.

For assistance with any other requirements of this solicitation, contact Maria Acker, Communications Specialist, by telephone at 202–616–1729, or by e-mail at maria.acker@usdoj.gov.

Grants.gov number assigned to this announcement: OVC-2014-3871

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Contents

OVC FY 2014 Vision 21 Victim Services Mobile Application
(CFDA # 16.582)

Overview

The statutory authority for this project is 42 U.S.C. § 10603 (c) (1) (A). This project seeks to enhance public awareness, outreach, and education by developing two distinct mobile applications (app)—one with a national focus and another with a specific state, tribal, or local jurisdictional focus—that serve crime victims, their families, victim service providers, and allied professionals. These two distinct mobile apps will assist the target audience(s) by using technology to efficiently navigate the criminal justice system and to connect end users with victim-centered resources and services.

Deadlines: Registration and Application

Applicants must register with Grants.gov prior to submitting an application. 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. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on May 21, 2014. See "How to Apply" on page 21 for details.

Eligibility

Refer to the title page for eligibility under this program.

Project-Specific Information

Background
In 2013, OVC released *Vision 21: Transforming Victim Services Final Report* (Vision 21), the first comprehensive assessment of the victim services field in nearly 15 years. Vision 21 addresses ways to overcome political, policy, and philosophical challenges in the field and provides a cohesive and comprehensive framework to permanently alter the way we treat victims of crime in America. OVC anticipates this report will catalyze important steps that will change how we meet victims' needs and how we address those who perpetrate crime in a rapidly advancing society.

Technology continues to transform nearly every aspect of daily life. Americans enthusiastically accept a host of technological innovations—and eagerly embrace the promise of more—in the name of efficiency and ease. Today's communication technologies offer new ways to access information, reach out to friends and family, pursue business interests, provide entertainment, and engage in social networking, regardless of location.

The following statistics underscore the degree to which Americans rely on communication technologies:
- Eighty-five percent of men and women in America now use the Internet.

- Eighty-eight percent of Americans have a cell phone, 57 percent have a laptop, 19 percent own an e-book reader, and 19 percent have a tablet computer.
- Nearly half (46 percent) of American adults own smartphones—more than those who own basic mobile/cell phones (41 percent).
- By the end of 2012, the number of mobile devices was expected to exceed the number of people on the planet.[1]

The remarkable popularity of online and mobile technology represents an unparalleled opportunity for any industry or profession that wants to harness its power and maximize its reach, and victim services is no exception. The increased use of online technologies has the potential to greatly expand victim services through personalized and user-friendly applications that facilitate interaction among users and allow for broader and faster access to information.

Victim service organizations and providers understand the importance of ongoing public awareness, outreach, and education. Victims need to be aware of the existence of support services, and the range of services provided, so they know where to turn in times of need. Effective public awareness, outreach, and education can also help victims and their families navigate the criminal justice system effectively and reduce the anxiety of participating in that system.

Despite impressive pockets of progress in fully integrating technology into the victim services field today, many victim service provider organizations lack the experience and infrastructure to fully embrace the potential that technology offers. Complex issues, such as victims' safety, privacy, confidentiality, security, the evolving nature of technology, and the subsequent need for new and better tools, need to be considered.[2]

In response to the findings and recommendations in the Vision 21 Final Report, this solicitation seeks to enhance public awareness, outreach, and education by developing two distinct mobile apps—one with a national focus and another with a specific state, tribal and/or local jurisdictional focus—for crime victims, their families, victim service providers, and allied professionals. These two distinct mobile apps will assist the target audience(s) by using technology to efficiently navigate the criminal justice system and connect end users with victim-centered resources and services.

OVC plans to fund two awards, as outlined below. Please review eligibility requirements regarding what organizations may apply for which awards.

1. **National Focus Victim Service Mobile App**
   OVC plans to make one award to an eligible organization (see Eligibility section) to develop a mobile app with a national focus. Mobile app content must be accessible on the national level to the target audience(s) in all states and U.S. territories. Applicants may propose a specific victimization area as the focus of the mobile app and provide general information about the criminal justice system, how crime victims interact with and navigate that system, and how and where victims can access resources and support services.

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[1] Office for Victims of Crime. May 2013. *Vision 21: Transforming Victim Services Final Report*, Washington, DC: U.S. Department of Justice, 25.
[2] Office for Victims of Crime. May 2013. *Vision 21: Transforming Victim Services Final Report*, Washington, DC: U.S. Department of Justice, 25-31.

2. **State/Tribal/Local Focus Victim Service Mobile App**
   OVC plans to make one award to an eligible entity (see Eligibility section) to develop a mobile app with a specific state, tribal, and/or local jurisdictional focus. Mobile app content must be accessible and specifically relevant to the target audience(s) in the proposed state, tribal, and/or local jurisdiction. The state, tribal, and/or local app must address a broad range of crime victimization types and provide information regarding how crime victims can navigate the state, tribal, and/or local-specific criminal justice system and find resources and support services.

Applicants must have the capacity to demonstrate (1) knowledge and understanding of the criminal justice system and how crime victims interact with that system; and (2) knowledge, skills, abilities, and technical understanding to plan, design, develop, market, and assess mobile solutions.

Definition
For the purposes of this solicitation, the following definition is provided to assist applicants: Mobile application may also be referred to as a "mobile app" or "app." A mobile app is a tool that helps accomplish a task or find information and has application software designed to run on mobile devices such as smartphones and tablet computers. For the purposes of this project, the mobile app must be made available at no cost to the target audience in a mobile application marketplace(s) relevant to the targeted mobile devices (e.g., iTunes, Google Play, Amazon Play Store).

Goals, Objectives, and Deliverables

The goals of this solicitation are to:
- Enhance public awareness, outreach, and education about resources and services for crime victims to crime victims, their families, victim service providers, and allied professionals.
- Assist crime victims, their families, victim service providers, and allied professionals in navigating the criminal justice system and understanding victims' rights within that system.

The objectives of this solicitation are to:
- Develop two distinct mobile apps—one that is national in focus and another that has a specific state, tribal, and/or local jurisdictional focus—that use technology to efficiently navigate the criminal justice system and connect users to available resources and services.
- Provide, at minimal or no cost, a set of templates, designs, source code, objects, libraries, and governance that will serve as a model that can be used or adapted by anyone serving victims; national, state, tribal, and/or local jurisdictions; or allied professionals trying to build their own mobile apps.

The objectives should align with the activities outlined in the program phases listed below.

Program Phases
Activities, at a minimum, should address the following:

Year 1
- Planning (e.g., identify target audience(s); identify technological, legal, ethical, and regulatory considerations.)
- Needs assessment (e.g., assess what the target audience(s) wants in a mobile app without duplicating other apps, identify needs and gaps in content and resource information.)
- Resource mapping (e.g., gather information on types of resources and priority content areas relevant to the target audience(s); develop content management structure and support system.)
- App development (e.g., type of app; content support functions; look and user interactions; platform selections)
- Partner and service registrations management
- Security plan
- Security accreditation, assessment, and validation review
- IT quality assurance testing
- Systems governance
- Beta release to app markets (user testing).
- Measurements (e.g., create tracking and performance measures that will define the apps' downloads, use, relevance, and usefulness to the target audience.)

Year 2
- Marketing
- Updated releases to app markets
- Evaluation
- Revisions and software updates
- Sustainability planning

Deliverables
Interim and final deliverables will be required under this solicitation.

Interim Deliverables must include, at a minimum:

Year 1
- Identification of baseline measurements within 3 months of start date.
- Business rules (governance)
- Security plan
- Security assessment, accreditation, and validation
- Plan and method for distributing the model (e.g., open source, git hub, source forge)
- Wireframe of the proposed mobile solution
- Technical requirements
- Design compositions for the proposed mobile app
- Plan for IT quality assurance testing
- Plan for beta testing with a sample of the target audience(s) to ensure that the mobile app meets the needs of the end user
- Report of testing results and actions taken to improve or enhance the app

Year 2
- Marketing plan (Branding the mobile app(s) should be attached to existing services, where appropriate, to take advantage of name recognition and facilitate marketing these

resources. This project must include a detailed plan for outreach and marketing the mobile app(s) to the target audience(s) and the field.)
- Evaluation and assessment measures for continued revisions and updates, including software enhancements, to the mobile app.
- Updated technical requirements
- Sustainability plan
- Updated release(s) to app market(s)

Final Deliverables must include, at a minimum:
- Executable mobile app in appropriate marketplaces.
- Evaluation report, including user metrics and analytics.
- Publish all templates, designs, source code, objects, libraries, and governance to be used or adapted by national, state, or local jurisdictions or other allied professionals, or anyone serving victims, trying to build their own mobile apps.
- Technical assistance product (e.g., report, publication, toolkit) to share lessons learned and guidance to assist in replicating mobile apps and solutions to serve crime victims.

Projects under this solicitation have collaboration, assessment, and implementation components. Applicants developing new mobile solutions should expect to work closely with OVC and OJP's Office of the Chief Information Officer at each stage of project planning and development.

Note: OVC will require any recipient of funding under this solicitation to agree (at the time of award acceptance) to the following conditions regarding rights in intellectual property developed as a result of a project under this solicitation:

> The recipient acknowledges that the Office of Justice Programs (OJP) reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use (in whole or in part, including in connection with derivative works), for Federal purposes: (1) any work subject to copyright developed under an award or subaward; and (2) any rights of copyright to which a recipient or subrecipient purchases ownership with Federal support. The recipient acknowledges that OJP has the right to (1) obtain, reproduce, publish, or otherwise use the data first produced under an award or subaward; and (2) authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes. "Data" includes data as defined in Federal Acquisition Regulation (FAR) provision 52.227-14 (Rights in Data - General). It is the responsibility of the recipient (and of each subrecipient, if applicable) to ensure that this condition is included in any subaward under this award. The recipient has the responsibility to obtain from subrecipients, contractors, and subcontractors (if any) all rights and data necessary to fulfill the recipient's obligations to the Government under this award. If a proposed subrecipient, contractor, or subcontractor refuses to accept terms affording the Government such rights, the recipient shall promptly bring such refusal to the attention of the OJP program manager for the award and not proceed with the agreement in question without further authorization from the OJP program office.

> Patents and Inventions. The clauses at 37 C.F.R. section 401.14 (together, the "Patents Rights Clause") are incorporated by reference, with the following modifications. (1) Where italicized, the terms "contract," "contractor," and "contracting officer" are replaced, respectively, by the terms "award," "award recipient," and "OJP program manager"; (2)

Patent Rights Clause paragraph (f) is modified by adding the following at the end: "(5) The award recipient agrees to provide a report prior to the close out of the award listing all subject inventions or stating that there were none. (6) The award recipient agrees to provide, upon request, the filing date, patent application number and title; a copy of the patent application; and patent number and issue date for any subject invention in any country in which the award recipient has applied for a patent."; (3) Patent Rights Clause paragraph (g) is modified to read as follows: "(g) Subawards and Subcontracts "The award recipient will include this Patent Rights Clause, suitably modified to identify the parties, in all subawards and subcontracts, regardless of tier, for experimental, developmental, or research work. The subaward recipient or subcontractor will retain all rights provided for the award recipient in this clause, and the award recipient will not, as a part of the consideration for awarding the subaward or subcontract, obtain rights in the subaward recipient's or subcontractor's subject inventions."; and (4) Patent Rights Clause paragraph (l) is modified to read as follows: "(l) Communications "Communications on matters relating to this Patent Rights Clause should be directed to the General Counsel, Office of Justice Programs, United States Department of Justice.". With respect to any subject invention in which the award recipient, or a subaward recipient or subcontractor, retains title, the Federal government shall have a nonexclusive, nontransferable, irrevocable, paid-up license to practice or have practiced for or on behalf of the United States the subject invention throughout the world.

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. OJP's 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.

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

Funding FY 2014:   Up to $250,000 each for two awards. A total of $500,000 is available for funding under this solicitation.

Funding FY 2015:   Up to $250,000 each for two awards to support continuation funding contingent on grantee performance and future funding availability.

OVC anticipates that it will make up to two distinct and separate awards of up to $250,000 for each award for a 12-month project period. One award will support a national focus victim service mobile app and another award will support a specific state, tribal, and/or local jurisdictional-focus victim service mobile app. Pending selection and funding availability, it is anticipated that this project would begin on October 1, 2014. Funding requests must be reasonable in relation to the proposed project and be supported by a strong strategy that is tied to a detailed budget.

OVC anticipates that the total project period will be 2 years, but applicants must be aware that supplemental continuation funding is contingent on the availability of future funding. In addition, OVC will consider grantee performance in meeting project goals and submitting interim deliverables as an important factor in providing any continuation funding.

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, 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. The 2014 salary table for SES employees is available at www.opm.gov/salary-tables.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 www.ojp.gov/funding/confcost.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 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 of the OJP "Other Requirements for OJP Applications" Web page at 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, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

Performance Measures

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 develop a mobile application (app) to enhance public awareness, outreach, and education to crime victims, their families, victim service providers, and allied professionals about resources and services for crime victims.	Number of deliverables that meet expectations.	Number of deliverables that meet expectations as outlined in the solicitation.
	Number of hours spent developing the app.	Number of hours spent developing the app.
	Number of hours spent maintaining the app.	Number of hours spent maintaining the app (system updates, adding new content, etc.).
	Number of outreach efforts to stakeholders.	Number of outreach efforts to stakeholders to inform them about the app and its capabilities (by outreach type).
	Number of victim services represented in the app.	Number of victim services represented in the app (by service type).

OJP does not require applicants to submit performance measures data with their applications. 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 12 for additional information.

Note on Project Evaluations
Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute "research" for

purposes of applicable DOJ human subjects 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). Applicants whose proposals may involve a research or statistical component also should review the "Confidentiality" section on that Web page.

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 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, and Budget Narrative. 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.

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).

2. **Project Abstract**
   Applications should include a high-quality project abstract that summarizes the proposed project in 400 words or less. Project abstracts should be—

- written for a general public audience.
- submitted as a separate attachment with "Project Abstract" as part of its file name.
- single-spaced, using a standard 12-point font (Times New Roman) with 1-inch margins.

As a separate attachment, the project abstract will **not** count against the page limit for the program narrative.

All project abstracts should follow the detailed template available at
www.ojp.usdoj.gov/funding/Project_Abstract_Template.pdf.

Permission to Share Project Abstract with the Public: It is unlikely that OVC will be able to fund all promising applications submitted under this solicitation, but it may have the opportunity to share information with the public regarding promising but unfunded applications, for example, through a listing on a Web page available to the public. The intent of this public posting would be to allow other possible funders to become aware of such proposals.

In the project abstract template, applicants are asked to indicate whether they give OJP permission to share their project abstract (including contact information) with the public. Granting (or failing to grant) this permission will not affect OJP's funding decisions, and, if the application is not funded, granting permission will not guarantee that abstract information will be shared, nor will it guarantee funding from any other source.

Note: OJP may choose not to list a project that otherwise would have been included in a listing of promising but unfunded applications, should the abstract fail to meet the format and content requirements noted above and outlined in the project abstract template.

3. **Program Narrative**
   The program narrative should not exceed 25 double-spaced pages in 12-point font with 1-inch margins, and must include six separate sections: Project Abstract, Problem Statement, Project Goals and Objectives, Project Design/Implementation Plan, Organizational Capability and Project Management, and Plans for Measuring Progress and Outcomes. The connections between and among each of these sections must be clearly delineated. For example, the goals and objectives must derive directly from the problems to be addressed. Similarly, the project design section must clearly explain how the program's structure and activities will accomplish the goals, objectives, and interim deliverables identified in the previous section. If the program narrative fails to comply with these length-related restrictions, OVC may consider such noncompliance in peer review and in final award decisions.

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

   a. **Statement of the Problem**
      Applicants must briefly describe the nature and scope of the problem that the program will address. The applicant should use data to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the larger community. Applicants should describe any previous or current attempts to address the problem. Applicants should describe any research or evaluation studies that relate to the problem and contribute to the applicant's understanding of its causes and potential solutions.

b. Goals and Objectives

The applicant(s) must specify the goals and objectives of the project. The objectives should be measurable and relate directly to the issues described in the statement of the problem. The goals should state the overall purpose of what is to be accomplished.

c. Project Design and Implementation Plan

The project design and implementation plan must describe the project strategy and discuss how the strategy will address the identified problems and support the goals and objectives. The applicant(s) must convincingly document that the proposed project will result in the development of a national focus or state, tribal, and/ or local jurisdictional focus mobile application to support crime victims, their loved ones, victim service providers, and allied professionals. The applicant's strategy or design must include a description of the project phases, tasks, activities, and staff responsibilities, and clear descriptions of interim deliverables and final products. The objectives should describe the necessary steps to reach the goals and how the goals will be accomplished.

Time-Task Plan: Applicants must include a time-task plan that includes the designation of organizational responsibility, a schedule for the completion of activities, and the submission of interim deliverables and finished products. In preparing the time-task plan, the GANT chart, or schedule, applicants should make certain that all project activities will occur within the proposed project period. Applicants proposing a multiyear project that must be supplemented with funding in subsequent years are not expected to provide a detailed strategy or budget for the subsequent years of the project; however, in the application narrative, applicants should outline a projected plan for carrying out the continuation phases of the project. The applicant must submit the time-task plan as a separate attachment, as stipulated in "Additional Attachments," page 16.

Applicants should also discuss a plan to design the mobile app in such a manner that upon completion of the project a set of templates, designs, source code, objects, libraries, and governance could serve as a model and that can be used or adapted by anyone serving victims, national, state, or local jurisdictions or other allied professionals trying to build their own mobile apps at minimal or no cost.

Logic Model: Applicants must include a logic model that graphically illustrates how the project's problems, goals, objectives, and design are interrelated, leading to anticipated outputs, performance measures, and outcomes. Sample Logic models are available at www.ojjdp.gov/grantees/pm/logic_models.html. The applicant must submit the logic model as a separate attachment, as stipulated in "Additional Attachments," page 16.

d. Capabilities and Competencies

Organizational capability will be assessed on the basis of (1) the applicant's described management structure and financial capability; (2) the applicant's project management plan and documentation of the professional staff members' unique qualifications to perform their assigned tasks; and (3) background information for the technology partner (e.g., professional software developer, university, or mobile applications startup) and their experience in mobile solution design and development, including their knowledge, skills, abilities, and technical understanding to plan, design, develop, market, and assess mobile solutions. Applicants must describe how the program will be managed and include an organizational chart or information describing the roles and responsibilities of key organizational and functional components and personnel. Applicants must also include a list of personnel responsible for managing and implementing the major stages

of the project, including key staff from the technology partner. If the technology partner is a qualified member of the applicant's staff, a resume demonstrating experience and appropriate qualifications to support mobile solution design and development must be included. Resumes of all key project staff should be attached. If additional staff will be hired to complete the project, the applicant should provide a job description and identify the selection criteria. Applicants should also provide detailed information about staff committed to work on the project contingent upon receipt of funding. Applicants must state their administrative and financial capability to manage federal grants. Applicants must document the key staff on the project who possess the requisite subject matter and technical expertise.

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

4. **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. 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 OJP Financial Guide at 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. 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.

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 OJP Financial Guide.

5. **Indirect Cost Rate Agreement (if applicable)**
Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. For assistance with identifying your cognizant agency, please contact the Customer Service Center at 1–800–458–0786 or at ask.ocfo@usdoj.gov. If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf.

6. *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 <u>and</u> 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.

For purposes of this solicitation, research and evaluation independence and integrity pertains to ensuring 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 the investigators responsible for the research and evaluation or on the part of the applicant organization. Conflicts can be either actual or apparent. Examples of potential investigator (or other personal) conflict situations may include 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 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 project, 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 is a problem.

In the attachment dealing with research and evaluation independence and integrity, the applicant should explain the process and procedures that the applicant has 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 subrecipients. It should also identify any potential organizational conflicts of interest on the part of the applicant with regard to the proposed research/evaluation. If the 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. 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.

For situations in which potential personal or organizational conflicts of interest exist, in the attachment, the applicant should identify the safeguards the applicant has or will put in place to eliminate, mitigate, or otherwise address those conflicts of interest.

Considerations in assessing research and evaluation independence and integrity will include, but may 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. **Logic Model (Required)**
Applicants must include a logic model that graphically illustrates how the project's problems, goals, objectives, and design are interrelated, leading to anticipated outputs, performance measures, and outcomes. Sample logic models are available at www.ojjdp.gov/grantees/pm/logic_models.html. The applicant must submit the logic model as a separate attachment.

d. **Resumes of Key Personnel (Required)**
Applicants must also include a list of personnel responsible for managing and implementing the major stages of the project, including key staff from the technoglogy partner. If the technology partner is a qualified member of the applicant's staff, a resume demonstrating experience and appropriate qualifications to support mobile solution design and development must be included. Resumes of all key project staff should be attached. If additional staff will be hired to complete the project, the applicant should provide a job description and identify the selection criteria.

d. **MOUs/Contracts/Letters of Support (Required)**
Applicants must provided MOUs, contracts, and letters of support to document payment structures and partnerships with a technology partner (e.g., professional software developer, university, mobile applications startup) that will be supporting the development of a mobile app.

f. **Detailed Time-Task Plan (Required)**

g. **Privacy Certificate (Required)**
OVC and recipients of OVC funding are subject to confidentiality requirements protecting research and statistical information collected that is identifiable to a private person under the DOJ regulations found at 28 CFR Part 22. Identifying characteristics include, but are not limited to, identifiers such as name, address, Social Security Number or other identifying number, fingerprints, voiceprints, photographs, generic information, or any other item or combination of data about a person that could reasonably lead, directly or indirectly, by reference to other information, or to identification of that individual(s). OVC requires recipients of OVC funding to submit a Privacy Certificate prior to engaging in any project activities that involve data collection of individuals through observations, interviews, reports, or review of administrative records, or any project tasks likely to result in the gathering or development of information identifiable to individuals. OVC-funded activities that require a privacy certificate prior to conducting the activity include, but may not be limited to, a needs assessment, program evaluation, survey, or focus

group interviews. If the applicant's project includes any activity listed above, the applicant must include a privacy certificate with the application materials submitted. For sample privacy certificates, visit http://ojp.gov/ovc/grants/help.html#forms and view the two model privacy certificates available for adaptation.

7. **Accounting System and Financial Capability Questionnaire**
   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 must download, complete, and submit this form.

Selection Criteria

1. Statement of the Problem (20%)
2. Goals and Objectives and Project Design and Implementation Plan, including Logic Model (40%)
3. Capabilities and Competencies (20%)
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%)
5. 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] (10%)
6. Privacy Certificate (5%)

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 internal peer reviewers, external peer reviewers, or a combination, to review the applications. 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. 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, reviews 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.

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[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.

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, 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 encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance

- Civil Rights Compliance Specific to State Administering Agencies

- Faith-Based and Other Community Organizations

- Confidentiality

- Research and the Protection of Human Subjects

- Anti-Lobbying Act

- Financial and Government Audit Requirements

- Reporting of Potential Fraud, Waste, and Abuse, and Similar Misconduct

- National Environmental Policy Act (NEPA)

- 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 Office of Justice Programs Financial Guide

- Suspension or Termination of Funding

- Nonprofit Organizations

- For-profit Organizations

- Government Performance and Results Act (GPRA)

- Rights in Intellectual Property

- Federal Funding Accountability and Transparency Act of 2006 (FFATA)

- Awards in Excess of $5,000,000 – Federal Taxes Certification Requirement

- Active SAM Registration

- Policy and Guidance for Approval, Planning, and Reporting of Conferences (including Meetings and Trainings)

- OJP Training Guiding Principles for Grantees and Subgrantees

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 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. Grants.gov is designed to forward successfully submitted applications to OJP's Grants Management System (GMS).

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 "&" format.**		

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:

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 "Victim Assistance/Discretionary Grants," and the funding opportunity number is OVC-2014-3871.

6. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. Applicants that expend any funds for lobbying activities must provide the detailed information requested on the form *Disclosure of Lobbying Activities* (SF-LLL). Applicants that do not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.

7. **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 an e-mail validation message from Grants.gov. The message will state whether the application has been received and 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 an application, OVC will review only the most recent valid version submitted.

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 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.usdoj.gov/funding/solicitations.htm.

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 ojppeerreview@lmbps.com. The OJP Solicitation Feedback e-mail 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 2014 Vision 21 Victim Services Mobile Application

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 22)
_____ 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 e-mail notifications (optional)   (see page 21)
_____ Read **Important Notice: Applying for Grants in Grants.gov**

General Requirements:

_____ Review "Other Requirements" Web page

Scope Requirement:

_____ The federal amount requested is within the allowable limit(s) of $250,000.

Eligibility Requirement:

What an Application Should Include:

_____ Application for Federal Assistance (SF-424)   (see page 12)
_____ Project Abstract   (see page 12)
_____ Program Narrative   (see page 13)
_____ 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 www.ojp.gov/funding/confcost.htm   (see page 10)
_____ Disclosure of Lobbying Activities (SF-LLL)   (see page 22)
_____ Indirect Cost Rate Agreement (if applicable)   (see page 16*)*
_____ Additional Attachments
        _____ Applicant Disclosure of Pending Applications   (see page 16)
        _____ Research and Evaluation Independence and Integrity (see page 17)
        _____ Logic Model (Required)
        _____ Resumes of Key Personnel (Required)
        _____ MOUs/Contracts/Letters of Support (Required)
        _____ Detailed Time-Task Plan must be provided. (Required)
        _____ Privacy Certificate (Required)
        _____ Accounting System and Financial Capability Questionnaire (if applicable)
                                                                   (see page 19)