The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Office for Victims of Crime (OVC) is seeking applications for the Service, Support & Justice: A Strategy to Enhance Law Enforcement Response to Victims Demonstration Project. This project furthers the Department's mission by supporting the implementation and evaluation of an enhanced law enforcement approach to assisting victims of crime.

OVC FY 2014 Service, Support & Justice: A Strategy to Enhance Law Enforcement Response to Victims Demonstration Project

Eligibility

Eligible applicants are limited to state, local, and tribal (federally recognized Indian tribal governments as determined by the Secretary of the Interior) law enforcement agencies serving populations of 50,000 to 500,000. Law enforcement agencies that participated in the initial piloting or validation of the Enhancing Law Enforcement Response to Victims Strategy developed by the International Association of Chiefs of Police are not eligible to apply.

Deadline

Applicants must register with Grants.gov prior to submitting an application. (See "How To Apply," page 19.) All applications are due by 11:59 p.m. eastern time on June 9, 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 Meg Morrow, Attorney Advisor, at 202–353–0591, or via e-mail to Meg.Morrow@usdoj.gov.

Grants.gov number assigned to this announcement: OVC-2014-3902

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Contents

Service, Support & Justice:
A Strategy to Enhance Law Enforcement
Response to Victims Demonstration Project
(CFDA #16.582)

Overview

In 2009, the International Association of Chiefs of Police (IACP) released a national strategy and toolkit of implementation resources to support the enhancement of law enforcement's response to victims of crime. Under the Enhancing Law Enforcement Response to Victims (ELERV) initiative, funded by the Office for Victims of Crime (OVC), the strategy and resources were developed, pilot-tested, and validated over the course of several years. In Fiscal Year (FY) 2014, OVC is undertaking a comprehensive initiative to support the implementation and evaluation of the ELERV Strategy and toolkit—the Service, Support & Justice: A Strategy to Enhance Law Enforcement Response to Victims Initiative. The Initiative has three components. The demonstration project funded under this solicitation is one of the components. Under the demonstration project, OVC will competitively select three law enforcement agencies to implement the ELERV Strategy. IACP will provide intensive technical assistance to the sites, and the strategy and its implementation will be independently evaluated. This project is funded through 42 U.S.C. § 10603(c)(1)(A).

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 June 9, 2014. See "How To Apply" on page 19 for details.

Eligibility

Refer to the title page for eligibility under this program.

Project-Specific Information

In 2003, building on their prior collaborative work to improve law enforcement response to crime victims, IACP and OVC established a new partnership to create a national strategy to move law enforcement toward a philosophy and practice of enhanced victim response. Over the next several years, with OVC funding, IACP developed, pilot-tested, released, and promoted a strategy for changing the culture of law enforcement with respect to its response to victims—the Enhancing Law Enforcement Response to Victims Strategy (Strategy). The Strategy was accompanied by three additional resources: an implementation guide, a resource toolkit (templates to aid agencies in implementation), and a training supplement (customizable training content). The Strategy was based on the notion that transformation can happen only with the

strong support of the leadership at the top, as well as all those who work in the agency at all levels, both sworn and civilian.

The final Strategy and toolkit are a strong set of resources that had the support of the agencies around the country that helped to develop, pilot-test, and validate it. However, the Strategy was never formally evaluated and cannot be marketed and promoted as an evidence-based practice because the only "evidence" of effectiveness is anecdotal.

Findings from OVC's major, ongoing, strategic-planning initiative, Vision 21: Transforming Victim Services, strongly indicated there is a critical need for evidence-based practices for assisting victims. The *Vision 21: Transforming Victim Services Final Report* (Report), released in May 2013, states that the "basic premise" of evidence-based practices, "regardless of the field, is to provide transparency, thus assuring the public that the techniques and procedures will provide the best possible outcomes." The Report goes on to state, "Increasingly, consumers and funders expect and demand that a treatment, intervention, or service is known to be effective and based on empirical evidence, not offered simply because a practitioner thinks it will work or it has garnered testimonials. In this deficit-reduction environment, it is even more critical that funding support programs that work." (*Vision 21 Final Report,* page 5)

In the interest of establishing an evidence base for the ELERV Strategy and resources, in FY 2014, OVC is undertaking the Service, Support & Justice: A Strategy to Enhance Law Enforcement Response to Victims Initiative to support the implementation of the Strategy, with concurrent evaluation of the Strategy and the supporting resources. The initiative has three components: a demonstration project, intensive technical assistance to the demonstration sites, and an evaluation. This solicitation seeks applicants for the demonstration project component.

Under this solicitation, three medium-sized law enforcement agencies serving populations of 50,000 to 500,000 will be competitively selected to participate in a demonstration project to implement the Strategy discussed above to enhance law enforcement response to crime victims.[1] OVC will select demonstration sites that serve populations of similar size in order to conduct a more rigorous evaluation.

IACP, which developed the Strategy under an OVC grant, will provide intensive technical assistance to the three demonstration sites. In the first 15-month phase of the demonstration project, the three sites will conduct a needs assessment and develop a plan for implementing the Strategy. The National Institute of Justice (NIJ) will support a simultaneous, comprehensive, and independent evaluation of the Strategy, its implementation by the demonstration sites, and the technical assistance provided by IACP.

Goals, Objectives, and Deliverables
The overarching goal of OVC's Service, Support & Justice Initiative is to evaluate the ELERV Strategy. The goal for each law enforcement agency participating in the demonstration project is to improve the agency's response to victims of crime, with a strong focus on reaching and serving underserved and unserved victims identified in the community, including (but not limited to) immigrant victims; lesbian, gay, bisexual, transgender, and questioning/queer (LGBTQ)

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[1] Agencies that piloted or validated the ELERV Strategy as part of the original initiative are not eligible to apply for funding.

victims; sexual assault victims; victims of human trafficking; and many victims who often do not identify themselves as crime victims, such as young men and boys of color. In support of that goal, the objective under this demonstration project is to implement the Strategy. The activities of the three law enforcement agencies in the first phase of the demonstration project are: (1) to conduct a comprehensive needs assessment in their jurisdiction; and (2) develop a plan for implementation in the subsequent three phases that is based on the needs assessment. The implementation plan should include policies, protocols, and procedures, as well as a revision of the logic model required as part of the application (see page 12 for a description).

OVC will select medium-sized law enforcement agencies (defined as agencies serving populations of 50,000 to 500,000) in three jurisdictions as demonstration sites. Each site will receive up to $100,000 to implement the Strategy. This proposed project is expected to span a 5-year period, in four 15-month phases. Continuation funding will be awarded to the sites for the additional three phases, depending on funding availability and grantee performance.

The first phase will be a planning phase, during which the three law enforcement agencies will conduct a comprehensive needs assessment to identify needs, resources, and gaps, and to develop a plan for implementation in the later phases. In the second phase, the three agencies will begin implementation of the plan developed in the first phase. In the third and fourth phases, the agencies will continue implementation and will work to refine and improve the implementation of the approach. The sites will be required to document all activities for all phases of the project. Sites must demonstrate the capacity to track electronically all activities conducted under the ELERV initiative.

If a grantee completes the needs assessment and development of the implementation plan, submits the implementation plan to OVC and IACP, and receives approval of the plan from OVC, the grantee may begin implementation prior to the end of the first 15-month phase.

The three agencies will be required to work in close coordination with IACP, which will receive OVC funding to provide intensive technical assistance throughout the four-phase project. In the first phase, IACP will provide intensive support to the agencies in designing and conducting the needs assessment and developing their plans for implementation. IACP's Institutional Review Board will review all planned needs assessment activities. In the later phases, IACP will support the agencies' implementation of the plans developed in the first 15 months.

OVC will transfer funding to NIJ for a comprehensive evaluation of the strategy implementation under the demonstration project. As a condition of funding, the three demonstration sites also will be required to work closely with the independent evaluator selected by NIJ to conduct the evaluation. This will include, but is not limited to, providing data and access to all programmatic-related activities.

One of the recommendations in the Report is to "[g]enerate, collect, and analyze quantitative and qualitative data at the local and national levels on the incidence and prevalence of all forms of criminal victimization…." Specifically, the Report indicates one means of accomplishing this recommendation is:

> Expanding the use of the FBI's NIBRS [National Incident Based Reporting System] to complete a nationally representative system of police administrative records describing crimes, victims, and police responses to victimization. This information will generate a

greater understanding of specific types of victimization and subgroups of victims not currently captured by victim surveys. The data will also allow comparison between victims known to law enforcement with those served by victim service agencies to more readily identify underserved groups. (*Vision 21 Final Report,* page 38)

As a condition of funding, the selected agencies will be expected to participate in NIBRS if they are not already reporting to this system. Doing so can only serve to enhance the efforts of the agency under this demonstration project. IACP will provide support and technical assistance in NIBRS participation and reporting. Applicants should indicate a commitment to NIBRS participation in the application. It is not expected that compliance would be accomplished in the first phase of the project. Funds under the grant can be allocated for this purpose.

Applicants must seek to build partnerships in the jurisdiction that will be critical to the success of any effort to enhance law enforcement's response to victims. Proposals must include letters of support from organizations and agencies in the community (e.g., victim service/advocacy organizations, other criminal justice agencies, community organizations). Applicants must demonstrate in the proposal at least one partnership with a victim service organization in the jurisdiction.

Applicants are expected to be familiar with *Enhancing Law Enforcement Response to Victims: A 21st Century Strategy* and *Enhancing Law Enforcement Response to Victims: Implementation Guide*. Proposals should reflect an understanding of the specific concepts and ideas set forth in these resources.

An application that proposes to limit efforts to a specific area of the jurisdiction or parts of the agency or to addressing victims of a particular type of crime or of one population of victims will not be considered responsive to the solicitation. Projects must seek to enhance assistance to all victims of crime throughout the particular jurisdiction.

Deliverables in the first phase include:
- A needs assessment and needs assessment report.
- An implementation plan (including policies, procedures, protocols, and a revision of the logic model required as part of the application [see page 12]).
- Data requested by the NIJ independent evaluator.
- Reports requested by the NIJ independent evaluator, including status of implementation of ELERV initiative.
- A report documenting the first-phase efforts.

The Strategy is premised on the idea that "every law enforcement agency…can significantly advance its response to victims without expending an enormous amount of resources" (*Enhancing Law Enforcement Response to Victims: A 21st Century Strategy*, p.6). While OVC and IACP strongly believe this should be the case, the awards being made under this solicitation will support the additional effort required of agencies participating in a demonstration project that is being evaluated. While a needs assessment and development of an implementation plan are critical elements in any effort to implement the Strategy, the three demonstration sites will be required to be in regular contact with OVC, IACP, and the NIJ independent evaluator; submit documentation of the efforts to OVC and the independent evaluator; and obtain approvals from OVC for various project activities.

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.

OVC anticipates that it will make up to three awards of up to $100,000 each for a 15-month project period. The Service, Support & Justice initiative is designed to span 5 years, with OVC potentially awarding three continuation grants to recipients, each for an additional 15 months, contingent upon funding availability and grantee performance in the prior phases, including participation with the evaluation.

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 encourage minimization of conference, meeting, and training costs; 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 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 implement the ELERV Strategy.	Number of stakeholders participating in needs assessment activities.	Number of stakeholders participating in needs assessment activities (e.g., surveys, focus groups, forums), by type (i.e., community member, agencies, and organizations, etc.).
	Number of needs and gaps identified during needs assessment.	Number of needs and gaps identified during needs assessment.
	Number of deliverables completed.	Number of deliverables completed that meet expectations for depth, breath, scope, quality of study, and pertinence, as outlined in the solicitation.
	Percent of new policies, procedures, strategies, or interventions implemented.	Number of new policies, procedures, strategies, or interventions, need or gap developed.

		Number of new policies, procedures, strategies, or inventions implemented.
	Number of partner agencies and organizations engaged in the effort to enhance law enforcement response to victims.	Number of partner agencies and organizations engaged in the effort to enhance law enforcement response to victims.

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" below for additional 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, 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 webpage 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 doubled-spaced pages in 12-point font with 1-inch margins, and must include five separate sections: Statement of the Problem, Project Goals and Objectives, Project Design/Implementation Plan, Organizational Capability and Project Management, and Plans for Collecting Data Required for This Solicitation's Performance Measures. 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 and objectives identified in the previous section.

   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.

   - **Statement of the Problem:** The problem statement must provide strong rationale for the project and provide a clear statement of how funding will support the project's value to the victims field by meeting a stated goal. 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. The problem statement must make a convincing case that the project addresses a gap in existing resources and does not duplicate existing resources.

- **Project Goals and Objectives:** The goals should state the overall purpose of what is to be accomplished. The objectives should be measurable, relate directly to the issues described in the statement of the problem, and describe the steps necessary to reach the goals or how the goals will be accomplished.

- **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 must convincingly demonstrate that the proposed project will contribute to a national initiative seeking to show the effectiveness of the ELERV Strategy. The applicant should show the deliverables will contribute to the refinement of resources to benefit many communities throughout the Nation, as opposed to being useful only to the particular jurisdiction. The applicant's strategy or design must include a description of project phases, tasks, activities, staff responsibilities, interim deliverables, and final products. The applicant must specify the goals and objectives of the project. A time-task plan must include the designation of organizational responsibility, a schedule for the completion of the activities, and the submission of finished products. In preparing the time-task plan, Gant chart, or schedule, applicants should make certain that all project activities will occur within the proposed project period. **Applicants are not expected to provide a detailed strategy or budget for the subsequent phases of the project; however, in the program narrative, applicants should outline a projected plan for carrying out the continuation phases of the project.**

  If the applicant organization is receiving funding from any other sources to provide assistance to crime victims, the project strategy must demonstrate how OVC funding would be leveraged with the other funding to enhance assistance to victims.

  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 15. Please note that logic models submitted as part of the application must be updated and included as part of the implementation plan designed based on the needs assessment.

  The Project Design and Implementation Plan section of the program narrative must indicate the applicant's current participation in NIBRS or commitment to begin participation in the system.

- **Organizational Capability and Project Management:** Organizational capability will be assessed on the basis of the applicant's described management structure and financial capability, results of current grant efforts (if applicable), and the applicant's project management plan and documentation of the professional staff members' unique

qualifications to perform their assigned tasks. 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. 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 that key staff on the project possess the requisite subject matter expertise.

In this section, the applicant should describe the population of the jurisdiction, the size of the agency (number of sworn and nonsworn personnel), and the authorized strength ratio per 1000 residents.

- **Plan for Collecting the Data Required for This Solicitation's Performance Measures:** Submission of performance measure data is not required for the application. Performance measures are included as an alert that successful applicants will be required to submit specific data to OVC as part of their reporting requirements. For the application, the applicant should indicate an understanding of these requirements and discuss how the applicant will gather the required data should the applicant receive funding.

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.

    - **Personnel:** It is permissible for applicants to allocate the cost of a portion of an agency employee (or employees) who will be responsible for certain tasks required under the grant, such as the management of grant activities, documentation of efforts, contact with OVC, development of semiannual progress reports, or record collection for evaluation purposes.

    - **Travel:** Applicants should plan to attend one meeting in the Washington, D.C., area, convened by IACP. With the exception of those from local applicants, budgets should include line items detailing all estimated travel expenses associated with attending this meeting. Applicants should budget for a 2-day meeting attended by up to two representatives of the agency.

    Note: Costs associated with participation in NIBRS can be allocated in the budget.

    Successful applicants will be expected to take the online Financial Management Training for grantees (http://gfm.webfirst.com/).

b. **Budget Narrative**
The budget narrative should thoroughly and clearly describe <u>every</u> 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 <u>all</u> 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. **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 e-mail 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.

7. **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. **Résumés of key personnel** must be provided. For positions that are vacant, provide job descriptions outlining roles and responsibilities and provide the selection criteria for the proposed new positions (required).

c. **Logic Model.**

d. **Privacy Certificate.** OVC and recipients of OVC funding are subject to confidentiality requirements protecting research and statistical information collected that is identifiable to a private person under the DOJ regulations found at 28 CFR Part 22. Identifying characteristics include, but are not limited to, identifiers such as name, address, Social Security number or other identifying number, fingerprints, voiceprints, photographs, genetic information, or any other item or combination of data about a person that could reasonably lead, directly or indirectly, by reference to other information, or to identification of that individual(s). OVC requires recipients of OVC funding to submit a Privacy Certificate prior to engaging in any project activities that involve data collection on individuals through observations, interviews, reports, review of administrative records, or any project tasks likely to result in the gathering or development of information identifiable to individuals. OVC-funded activities that require a Privacy Certificate prior to conducting the activity include, but may not be limited to, a needs assessment, program evaluation, survey, or focus group interviews. **If the applicant's project includes any activity listed above, the applicant must include a privacy certificate with the application materials submitted.** For sample privacy certificates, visit www.ojp.usdoj.gov/ovc/grants/help.html#forms and view the two model privacy certificates available for adaptation.

e. **Letters of support and/or memorandums of understanding (MOU)** should be provided from agencies and organizations whose support and collaboration is integral to the successful implementation of the project (if applicable).

f. **List of other funding sources for victim assistance efforts.** If the applicant organization is receiving funding from other sources for programs or projects to provide assistance to crime victims, include a separate list of those sources. As discussed above, the proposal must demonstrate (in the Project Design and Implementation Section) how the OVC funding would be leveraged with the other funding to enhance assistance to victims.

g. **A detailed time-task plan** must be provided (required).

h. **Disclosure of Lobbying Activities** (Form SF-LLL). All applicants must complete this information and submit the form with the application. 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.

8. **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

The Program Narrative elements (see pages 11–13) will be weighted as follows:
1. Abstract (5%)
2. Statement of the Problem (10%)
3. Project Goals and Objectives (10%)
4. Project Design and Implementation Plan (35%)
5. Organizational Capability and Project Management (25%)
6. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%)
7. Budget Detail Worksheet and Budget Narrative (10%)

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.

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 e-mail 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 "Crime Victim Assistance/Discretionary Grants," and the funding opportunity number is OVC-2014-3902.

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 1 **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
Service, Support & Justice: A Strategy to Enhance Law Enforcement Response to Victims Demonstration Project

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 20)
_____ Acquire or renew registration with SAM   (see page 20)
To Register with Grants.gov:
_____ Acquire AOR and Grants.gov username/password   (see page 20)
_____ Acquire AOR confirmation from the E-Biz POC   (see page 20)
To Find Funding Opportunity:
_____ Search for the funding opportunity on Grants.gov   (see page 20)
_____ Download Funding Opportunity and Application Package   (see page 20)
_____ Sign up for Grants.gov e-mail notifications (optional)   (see page 19)
_____ 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 $100,000.

Eligibility Requirement: Eligible applicants are limited to state, local, and tribal (federally recognized Indian tribal governments as determined by the Secretary of the Interior) law enforcement agencies serving populations of 50,000 to 500,000.

What an Application Should Include:

_____ Application for Federal Assistance (SF-424)   (see page 10)
_____ Project Abstract   (see page 11)
_____ Program Narrative   (see page 11)
_____ Budget Detail Worksheet   (see page 13)
_____ Budget Narrative   (see page 13)
_____ Employee Compensation Waiver request and justification (if applicable)(see page 8)
_____ Read OJP policy and guidance on "conference" approval, planning, and reporting
          available at www.ojp.gov/funding/confcost.htm   (see page 8)
_____ Indirect Cost Rate Agreement (if applicable)   (see page 14)
_____ Applicant Disclosure of High Risk Status   (see page 14)
_____ Additional Attachments   (see page 15)
          _____ Applicant Disclosure of Pending Applications
          _____ Resumes
          _____ Logic Model
          _____ Privacy Certificate

_____ Letters of Support/MOUs
_____ Detailed Time Task Plan
_____ Disclosure of Lobbying Activities (SF-LLL)
_____ Accounting System and Financial Capability Questionnaire (if applicable)(see page 17)