

**Action Partnerships with Membership
and Professional Organizations**

Discretionary Cooperative Agreement Solicitation



Office for Victims of Crime

FY 2005

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Action Partnerships with Membership and Professional Organizations (Cooperative Agreement)

Award Amount. \$250,000 total. Up to five awards will be given for up to \$50,000 each.

Award Period. 12-18 months.

Goal. The goal of this cooperative agreement is to develop or improve the capacity of members of national professional and membership organizations to advance victims' rights and improve victims' services.

Purpose. The purpose of the cooperative agreement is to create partnerships among OVC, the victim services field, and national scope professional and membership organizations to advance victims' rights and services through training, public awareness, and education efforts.

Background. The Office for Victims of Crime (OVC) is committed to enhancing the Nation's capacity to assist crime victims and to provide leadership in changing attitudes, policies, and practices to promote justice and healing for all victims of crime. True to its mission, OVC is responsible for implementing several important pieces of federal legislation that are intended to advance victim rights and services, as well as improving the skills, knowledge, and abilities of crime victim advocates, service providers, and allied professionals who are responsible for intervening on behalf of victim and witnesses. The four key pieces of federal legislation that guide and direct OVC funding activities are the 1982 Victim and Witness Protection Act [18 U.S.C. 1501], which promotes rights and services for victims of crime within the federal system and serves as the foundation of the Attorney General Guidelines for Victim and Witness Assistance; the 1984 Victims of Crime Act, as amended [42 U.S.C. 10601], which establishes the Crime Victims Fund and authorizes programs to support grants for victim compensation, victim assistance services, improvement of child abuse investigation and prosecution, as well as discretionary grants for training, technical assistance, demonstration projects, and program evaluation; the Victims of Trafficking and Violence Protection Act of 2000 [22 U.S.C. 7101], which is intended to combat trafficking of persons through prevention, prosecution, enforcement, protection, and assistance to victims of trafficking; and, most recently, the Justice for All Act of 2004, which is intended to protect federal crime victims' rights, including the following: the right to be protected from the accused; the right to be heard at any public proceeding involving the release, plea, or sentencing of the accused; the right to be treated with fairness and respect; the right to timely notice of any public proceeding involving the crime or any release or escape of the accused; the right to proceedings free from unreasonable delay; the right to confer with a government attorney; and, the right to full and timely restitution.

OVC is dedicated to helping organizations promote awareness of crime victims' rights and issues and to providing appropriate and sensitive services to victims. Unfortunately, gaps occur in services for crime victims, in the promotion of awareness of crime victims' rights and services, and in other areas where there is great potential to help victims of crime. Sometimes, these gaps are created because

well-intentioned efforts by professionals to serve victims may actually be insensitive or inappropriate if they do not truly understand the impact of violent crime on victims. To aid organizations in developing and improving these areas, OVC has previously funded a series of innovative, collaborative, national-scope projects with membership and professional organizations that have appropriate national communications networks. This allowed OVC to capitalize on the organization's understanding of the information and training needs of its members, to expand the members' knowledge and understanding of issues related to serving crime victims, and to encourage members who work with crime victims to integrate this information into their daily practices. OVC previously targeted these initiatives toward medical, mental health, legal, criminal justice, media, and other allied professional organizations having appropriate national communication networks. In the spirit of continuing to promote awareness and advocacy for the rights and needs of crime victims, this solicitation is open to any membership or professional affiliation group that has the capacity to conduct a national scope project and the interest to extend and enhance OVC's ongoing national outreach efforts to serve all victims of crime. In particular, OVC welcomes applications from membership or professional organizations with faith-based and/or community-organization affiliations and the ability to conduct a national scope project.

Program Strategy. OVC seeks to ensure that all crime victims, including those from underserved populations, receive comprehensive, quality services and are afforded fundamental rights. In support of this goal, OVC invites proposals from organizations, including faith-based and community organizations, that wish to expand, enhance, or develop services for crime victims, or to infuse enhanced awareness and understanding of crime victims' issues into their organizational activities. Organizations that have not traditionally addressed issues of crime victimization may consider sponsoring a project in collaboration with an experienced victim assistance or victim advocacy group. Organizations whose members frequently work with crime victims should consider enhancing their existing outreach efforts to crime victims or developing and disseminating advanced training or information to increase their members' ability to respond to victims of crime. The program should focus on victims' rights and services, not crime prevention efforts.

Examples of activities that OVC has funded in the past or may fund under this cooperative agreement proposal include, but are not limited to, the following:

- Development of tracks of training or intensive, individualized seminars at national conferences sponsored by organizations that provide training or continuing education to their members. Objectives of this training might be to increase members' understanding of the impact of crime victimization and related issues and to develop or enhance their members' ability to serve crime victims. Followup support and consultation to reinforces the objectives of the training should be an integral activity of any training initiative.
- Replication of successful training or awareness programs that reflect best practices in serving crime victims for distribution to membership or professionally affiliated pilot sites nationwide.
- Development of discipline-specific seminars, with participation from stakeholders nationwide, designed to increase collaboration and awareness of crime victims rights and issues to

facilitate development of protocols and/or strategic plans to better address serving and responding to crime victims on an industry-wide basis, such as treatment of crime victims in the media.

- Development and dissemination of collaborative products or materials, such as videotapes, DVDs, interactive DVD-ROM or CD-ROM software, newsletters, periodicals, handbooks, policy and procedure manuals, and training curricula that provide members of an organization a better understanding of crime victimization issues and help them to appropriately address victims' issues and needs.
- Development of a forum, event, or media piece designed to increase understanding and awareness of the organization's national membership about issues related to criminal victimization and the impact of crime on victims, their families, and the community, with followup activities that provide members of the organization the opportunity to appropriately address victims' issues and needs.

Performance Measurement. To ensure compliance with the Government Performance and Results Act (GPRA), Public Law 103-62, this solicitation notifies applicants that they are required to collect and report data that measure the results of the programs implemented with this grant.

OVC proposes that its performance for the **FY 2005 Action Partnerships with Membership and Professional Organizations Discretionary Cooperative Agreement**, under the Government Performance and Results Act, will be determined by the following two measures.

- Percent increase in professional groups that participate in OVC's efforts to serve victims of crime through OVC's Action Partnerships Cooperative Agreement solicitation.
- Percent increase in professional groups with faith-based and/or community-organization affiliations that participate in OVC's efforts to serve victims of crime through OVC's Action Partnerships Cooperative Agreement solicitation.

OVC will determine performance regarding these two measures and ensure accountability of GPRA data, for which the Office of Justice Programs (OJP) is responsible, by collecting one or more of the following output performance measures, to be provided by the grantee, which should be included in the applicant's proposal:

- Number of training sessions provided.
- Number of professionals trained.
- Number of educational materials distributed.
- Number of publicized events/activities to promote awareness of crime victimization issues supported by this project.
- Number of programs reporting an increase in collaborative partners.

Eligibility Requirements. Applicants must represent a national membership, professional, or affiliation group, and must demonstrate the financial and organizational capacity to manage this project. Applicants must demonstrate a unique capability and strong desire to reach and serve victims of crime through a project that is national in scope. Local or state chapters of such groups based on membership, professional, or affiliation may apply, but must document a close partnership with their national office to achieve national capacity for the dissemination of this project. **A private nonprofit organization does not have to have 501(c)3 status to apply for grant funding under this solicitation.**

GMS Registration Due Date. Applicants must register to apply under this solicitation in GMS by 8 p.m. ET on Wednesday, April 13th, 2005.

Application Due Date. Complete applications under this solicitation must be submitted in GMS by 8 p.m. ET on Thursday, April 21st, 2005.

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Application Guidelines and Instructions

Introduction and How To Apply

OJP now requires that funding applications be submitted through the OJP Grants Management System (GMS). Access through the Internet to this online application system will expedite and streamline the receipt, review, and processing of requests for funding. Applications will only be accepted through the GMS online application system. **Applications submitted via GMS must be in the following word processing formats: Microsoft Word (*.doc*), PDF files (*.pdf*), or Text documents (*.txt*).** All applications must be submitted electronically through GMS which can be accessed at www.ojp.usdoj.gov/fundopps.htm.

To learn how to begin the online application process, please see the **Quick Start Guide to Using OJP's Online GMS** on page 8. A toll free telephone number (1-888-549-9901) has been established to provide applicants with technical assistance as they work through the online process.

DUNS Number is Required. A Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included in every application for a new award or renewal of an award. The DUNS number will be required whether an applicant is submitting an application through OJP's Grants Management System (GMS) or is using the government-wide electronic portal. An application will not be considered complete until the applicant has provided a valid DUNS number. Individuals who are applying for a personal grant or cooperative agreement from the federal government are exempt from this requirement.

An Environmental Assessment May be Required. All award recipients must comply with the National Environmental Policy Act (NEPA). To ensure NEPA compliance, OVC may require some award recipients to submit additional information.

OVC is creating a listserv for organizations considering applying for funding. This listserv will be used to notify members when competitive solicitations are posted on our Web site and will provide further information on changes to GMS. If you would like to add your organization to this Discretionary Grants Listserv for GMS, please forward your name, telephone number, and e-mail address to:

William Sherman
OVC Listserv Administrator
E-mail: William.Sherman@usdoj.gov.

Application Review Checklist

All applications must be submitted electronically through OJP's GMS, which can be accessed at www.ojp.usdoj.gov/fundopps.htm. **Applications submitted via GMS must be in the following word processing formats: Microsoft Word (*.doc*), PDF files (*.pdf*), or Text documents (*.txt*).** Organizations should verify that they have a DUNS number or take the steps necessary to obtain one as soon as possible. Applicants can receive a DUNS number at no cost by calling the dedicated toll free DUNS number request line at 1-800-333-0505.

Please use this checklist to make sure your application is complete. Your GMS application must include the following:

Online Forms

- _____ **Application for Federal Assistance (Standard Form 424).** This form is generated by completing the Overview, Applicant Information, and Project Information screens in GMS.
- _____ **Assurances and Certifications.** The Assurances and Certifications must be reviewed and accepted electronically by the authorizing official or the designated authorizing official.

Attachments

GMS no longer requires a minimum of three (3) files to be uploaded before an application can be submitted in the system. The system will now only require one (1) file to be attached to the application before it can be submitted. The user is still required to follow all programmatic guidelines outlined in the solicitation on the required files to be attached to the online application in GMS.

- _____ **Budget Detail Worksheet (Attachment 1).** The Budget Detail Worksheet must present a detailed budget that itemizes all proposed costs and must include a budget narrative that provides justification for all proposed costs. Applicants do not have to use the Budget Detail Worksheet Form, but they must adhere to the categories and provide all information requested on this Worksheet.

***Note:** The name of the file uploaded in the system should include the words "Budget Detail Worksheet."*

- _____ **Program Narrative (Attachment 2).** The Program Narrative must include the following:
 - _____ Project Abstract.
 - _____ Problem Statement.
 - _____ Project Goals and Objectives.

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- _____ Project Design/Implementation Plan.
 - _____ Organizational Capability and Project Management.
 - _____ Plans for Measuring Progress and Outcomes.

Note: *The name of the file uploaded in the system should include the words “Program Narrative.”*

_____ **All Remaining Attachments.** These files may be combined or uploaded individually. Each file that is uploaded in the system should be clearly named to identify the information it contains.

- _____ Resumes of key personnel/position descriptions (required).
- _____ Letters of support (where appropriate).
- _____ Memoranda of understanding (where appropriate).
- _____ Letters of support (where appropriate).
- _____ Memoranda of understanding (where appropriate).

Please refer to corresponding sections in this announcement to determine the specific contents of each of these attachments.

Quick Start Guide to Using OJP's Online Grants Management System

Step 1. Using an established Internet account, go to www.ojp.usdoj.gov/fundopps.htm. An online Applicant Procedures handbook is available on this page; applicants may link directly to OJP's Grants Management System (GMS) to see online help screens.

***Note:** Applicants without an Internet account, call the GMS Hotline, 1-888-549-9901, for assistance.*

Step 2. Click on "Logon to the Grants Management System (GMS)."

Step 3. Follow the onscreen instructions. First-time GMS users click on "New User? Register Here." Applicants who already have a GMS password click on "GMS Sign-In." Go to the appropriate OVC Discretionary Grant Solicitation for your project and begin work on it (**you must do this to complete the registration process!**). **Within 7 days, applicants will receive e-mail confirmation that they are eligible to submit an application.** Plan ahead. Applicants can register at any time and are encouraged to do so as soon as possible. Applicants must create a separate GMS account for each application submitted. Applicants with questions or problems may refer to the online handbook or access applicable help screens. If the questions are not answered by the online GMS reference tools, call the GMS Hotline, 1-888-549-9901. Previous users may contact the GMS Hotline if they're having difficulty with their user ID and password.

***Please Note:** Applicants must ensure that correct information is provided about the authorizing official (signing authority) and the alternate contact. The authorizing official (signing authority) is the individual in your organization authorized to accept grant funds. If the individual applying online is not the signing authority, then the individual applying must provide the authorizing official's name and contact information, where appropriate.*

Step 4. Complete the online Application for Federal Assistance (SF-424) by providing the required information in the Overview, Applicant Information, and Project Information screens.

Step 5. Complete the application by electronically "accepting" the Assurances and Certifications and submitting the three (3) required file attachments: Budget Detail Worksheet, Program Narrative, and Other Program Attachments. (See the Application Review Checklist on page 6 and the Application Requirements on page 9 for detailed instructions about the information to include in each attachment.) Please note that applicants must upload one (1) file per attachment; only the most current file uploaded to the appropriate attachment will be saved as part of the application. All sections of each attachment must be completed for your application to be considered for funding.

Submit your completed application online. The GMS system will notify the applicant that the application has been received and sent to OVC and provide an application identification number for future reference. Applicants who have questions about GMS or need technical assistance with their online application should contact the **GMS Hotline at 1-888-549-9901, Monday through Friday, 7 a.m. to 9 p.m. (except federal holidays).**

Application Requirements

Required Submissions. Applicants for Office for Victims of Crime Discretionary Grants must submit the following information online through the Office of Justice Programs (OJP's) Grants Management System (GMS):

1. Application for Federal Assistance, Standard Form 424.
2. Assurances and Certifications.
3. Program Attachments.

GMS no longer requires a minimum of three (3) files to be uploaded before an application can be submitted in the system. The system will now only require one (1) file to be attached to the application before it can be submitted. The user is still required to follow all programmatic guidelines outlined in the solicitation on the required files to be attached to the online application in GMS.

- **Attachment 1. Budget Detail Worksheet** (including budget worksheet and budget narrative). The name of the file uploaded in the system should include the words "Budget Detail Worksheet."
- **Attachment 2. Program Narrative** (including project abstract, problem statement, project goals and objectives, project design/implementation plan and time-task line, project management and organizational capability statement, and plans for measuring progress and outcomes). The name of the file uploaded in the system should include the words "Program Narrative."
- **All Remaining Attachments.** These may include resumes of key personnel, position descriptions, letters of support, memoranda of understanding, information about the author of the proposal, and other attachments as needed. These files may be combined or uploaded individually. Each file that is uploaded in the system should be clearly named to identify the information it contains.

Detailed instructions about and descriptions of each required element are provided below. An Application Review Checklist has been provided for your convenience (see page 6).

Note: Applications that do not include all required elements will not be considered for funding.

Application for Federal Assistance (SF-424). The Application for Federal Assistance is a standard form used by most federal agencies. It contains 18 items that must be completed online in the Overview, Applicant Information, and Project Information sections of OJP’s GMS.

Assurances and Certifications

Applicants are required to review and accept the Assurances and Certifications. Please verify that the name, address, phone number, fax number, and e-mail address of the authorizing official have been entered correctly on these online forms.

- **Assurances.** The applicant must comply with the assurances to receive federal funds under this program. It is the responsibility of the recipient of the federal funds to fully understand and comply with these requirements. Failure to comply may result in the withholding of funds, termination of the award, or other sanctions.
- **Certifications Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters, and the Drug-Free Workplace Requirement.** Applicants are required to review and check off the box on the certification form included in the online application process. This form commits the applicant to comply with the certification requirements under 28 CFR Part 69, “New Restrictions on Lobbying,” and 28 CFR Part 67, “A Government-Wide Debarment and Suspension (Nonprocurement) and Government-Wide Requirements for Drug-Free Workplace (Grants).”

The authorizing official must review the Assurances and Certifications forms in their entirety. To accept the Assurances and Certifications in GMS, click on the Assurances and Certifications link and click the “Accept” button at the bottom of the screen.

***Note:** Before signing the certifications applicants should be aware that the Anti-Lobbying Act (18 U.S.C. §1913) was recently amended to expand significantly the restriction on use of appropriated funding for lobbying. This expansion makes anti-lobbying restrictions enforceable via large civil penalties with civil fines between \$10,000 and \$100,000 per each individual occurrence of lobbying activity. These restrictions are in addition to the anti-lobbying and lobbying disclosure restrictions imposed by 31 U.S.C. §1352.*

The Office of Management and Budget (OMB) is currently in the process of amending the OMB cost circulars and the common rule (codified at 28 C.F.R. part 69 for DOJ grantees) to reflect these modifications. However, in the interest of full disclosure, all applicants must understand that no federally appropriated funding made available under this grant program may be used, either directly or indirectly, to support the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government, without express approval by OJP. Any violation of this prohibition is subject to a minimum \$10,000 fine for each occurrence. This prohibition applies to all activity, even if currently allowed within the parameters of the existing OMB circulars.

Other Required Assurances

- **Faith-Based Organizations.** Consistent with President George W. Bush’s Executive Order 13279, dated December 12, 2002, and DOJ regulation, 28 CFR Part 39, faith-based and community organizations that qualify as eligible applicants under OVC programs are invited and encouraged to apply for assistance awards. Faith-based and community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, they will be treated on an equal basis with nonfaith-based and community organization grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization. Organizations that receive direct financial assistance from the Department of Justice may not engage in inherently religious activities, such as worship, religious instruction, or proselytization, as part of the programs or services funded with direct financial assistance from the Department of Justice. If an organization conducts such activities, they must be offered separately, in time or location, from the programs or services funded by the Department of Justice, and participation must be voluntary for beneficiaries of the programs or services funded with such assistance. In addition, an organization that participates in programs funded by the Department of Justice shall not, in providing services, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief. It should also be noted that any organization that receives financial assistance from the Department of Justice may use space in its facilities, without removing religious art, icons, scriptures, or other religious symbols.

- **Civil Rights Compliance.** All recipients of Federal grant funds are required to comply with nondiscrimination requirements contained in various Federal laws, including Title VI of the Civil Rights Act of 1964 (“Title VI”) and section 809 of the Omnibus Crime Control and Safe Streets Act of 1968 (“Safe Streets Act”), as amended. In the event that a court of an administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the findings to the Office for Civil Rights of the Office of Justice Programs. All applicants should consult the Assurances required with the application funds to understand the applicable legal and administrative requirements.

- **Services to Limited-English-Proficient (LEP) Persons.** National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. The U.S. Department of Justice has issued guidance for grantees to assist them in complying with Title VI requirements. The guidance document can be accessed on the Internet at www.lep.gov or by contacting the Office of Justice Program’s

Office for Civil Rights at 202–307–0690, or by writing to the following address: Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, 810 7th Street, NW., 8th Floor, Washington, D.C. 20531.

- **Protection of Human Research Subjects.** Applicants should be aware that some of their proposed activities, especially those related to conducting needs assessments or evaluation, may be covered and governed by the Department of Justice’s regulations applicable to the protection of human research subjects and data confidentiality. The Department of Justice’s regulations on the protection of human subjects of research (28 CFR Part 46) require, in brief, that before Federal funds are expended on research involving human subjects, the research activity must be submitted to an independent review board for approval and that subject informed consent procedures be followed. In addition, the Department’s regulations in 28 FR Part 22 require that if OVC funds are used to collect, analyze, or otherwise use information identifiable to a private person as part of a research activity paid for out of OVC funds, a fund recipient must maintain the confidentiality of the identifiable information throughout the data collection process and thereafter. Part 22 also requires that such identifiable information may only be disclosed as authorized by 42 USC §3789g and 28 CFR Part 22, i.e., for research purposes. In this connection, applicants for OVC support are required to submit a Privacy Certificate as a condition of approval of a grant application or contract proposal that contains a research or statistical component under which information identifiable to a private person will be collected. The Privacy Certificate is the applicant's assurance that he/she understands his/her responsibilities to protect the confidentiality of research and statistical information and has developed specific procedures to ensure that this information is only used or revealed in accordance with the requirements of 42 USC §3789g and 28 CFR Part 22.
- The authorizing official must review the Assurances and Certifications forms in their entirety. To accept the Assurances and Certifications in GMS, click on the Assurances and Certifications link, then click the “Accept” button at the bottom of the screen.

Budget Detail Worksheet (Attachment 1)

The applicant must provide a detailed budget that (1) is complete, allowable, cost-effective in relation to the proposed activities, and accurately reflects how grant funds will be used to accomplish the goals and objectives of the proposal; (2) shows the cost calculations, demonstrating how the applicant arrived at the total amount requested; and (3) provides a supporting budget narrative to link costs with project implementation (see below for more about the budget narrative). These federal grant funds must not be used to supplant state or local funds. The federal funds must be used to supplement existing funds for program activities and not to replace funds already appropriated for the same purpose. The total amount of the federal share of the budget must not exceed the amount approved by OVC.

Applicants must submit both a budget worksheet and a budget narrative in one (1) file. The worksheet provides the detailed computations for each budget item, and the narrative justifies or explains each budget item and relates it to project activities.

- **Budget Worksheet.** The budget worksheet must list the cost of each budget item and show how the costs were calculated. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee to be paid through grant funds. The budget worksheet should present a complete and detailed itemization of all proposed costs.
- **Budget Narrative.** The budget narrative should closely follow the content of the budget worksheet and provide justification for all proposed costs. For example, the narrative should explain how fringe benefits were calculated, how travel costs were estimated, why particular items of equipment or supplies must be purchased, and how overhead or indirect costs were calculated. The budget narrative should justify the specific items listed in the budget worksheet, particularly supplies, travel, and equipment, and demonstrate that all costs are reasonable.

Applicants may refer to the sample Budget Detail Worksheet form at OVC's Web site at www.ojp.usdoj.gov/ovc/fund/forms.htm#1 and use it as a guide in preparing the budget worksheet and budget narrative. OJP's Financial Guide contains information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records and is available on OJP's Web site at <http://www.ojp.usdoj.gov/oc>. This document will govern the administration of funds by all successful applicants and their contractors.

Match is not required.

Applicants should plan to attend an annual OVC discretionary grantee meeting in Washington, D.C., and with the exception of local grantees, should include line items detailing all estimated travel expenses associated with attending this meeting. Applicants that receive annual funding of more than \$100,000 should also budget costs to attend one Financial Management Training Seminar sponsored by OJP's Office of the Comptroller (OC), unless the grantee has previously attended this seminar. Specific information, such as dates and locations of upcoming OC events, can be found at <http://www.tech-res-intl.com/doj-octraining/>.

***Note:** Total costs specified in the Budget Detail Worksheet must match the total amount on line 15.g of the SF 424.*

Program Narrative (Attachment 2)

The program narrative should not exceed 25 doubled-spaced pages in 12-point font with 1-inch margins and must include 6 separate sections—Project Abstract, Problem Statement, Project Goals and Objectives, Project Design/Implementation Plan, Organizational Capability and Project Management, and Plans for Measuring Progress and Outcomes. Each section is described below.

2a. Project Abstract. The application should include a 1-page summary that describes the purpose of the project, goals and objectives, and activities that will be implemented to achieve the project's goals and objectives, methods, and outcomes.

2b. Problem Statement. The problem statement must describe the need for the project and provide a clear statement of how funding will support the project's value to the victims' field by meeting a stated goal.

2c. Project Goals and Objectives. The applicant must specify the goals and objectives of the project. The objectives should be measurable and relate directly to the issues described in the problem statement. The goals should state the overall purpose of what is to be accomplished. The objectives should describe the steps necessary to reach the goals or how the goals will be accomplished. The application should clearly describe how funding will support the overall success of the project.

2d. Project Design/Implementation Plan. The project design and implementation plan must describe the project strategy and discuss how the strategy will address the identified problems and support the goals and objectives. The applicant's strategy or design must include a description of project phases, tasks, activities, staff responsibilities, and clear descriptions of interim deliverables and final products. It must include a time-task plan that clearly identifies objectives, major activities, and products. The time-task plan presented in chart form will not be included as part of the 25-page narrative limitation. The applicant must describe the following:

- The strategy, tasks, and time-task plan for developing the services and products. Applicants must develop a time-task plan that clearly identifies major activities and products for the duration of the project period. This plan must include the designation of organizational responsibility, a schedule for completion of activities, and submission of 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. The plan also must provide for the submission of financial and progress reports. All recipients are required to submit semiannual progress reports and quarterly financial reports. **Applicants should keep in mind the OVC requirement that final drafts of all publications, including videos, are to be submitted 120 days prior to the end of the grant period. In most instances, the draft publication will undergo an external review by subject matter experts retained by OVC to provide written comments on the publication's accuracy, relevance, and readability, and to provide suggestions to enhance the publication. In all instances, the publication will be reviewed internally by OVC and other DOJ agencies.** For further guidance on the publication process, please refer to OVC's *Publishing Guidelines for Print and Web Media*, available online at www.ojp.usdoj.gov/ovc/publications/infores/pubguidelines/welcome.html.
- The project's intended services and deliverables or products, such as training and technical assistance, training curricula, promising practices compendia, symposia, and videotapes.

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- Coordination of the project with other organizations, including victim services, criminal and juvenile justice systems, and any joint or cooperative efforts.
 - Any unusual features of the project such as design; technological innovations; reductions in cost or time; or involvement of an extraordinary community, volunteers, or the private sector.
 - Procedures for testing and evaluating the service or product or its method for obtaining feedback about its worth to the field.
 - How will the project collect and report data on performance measures established for the project?
 - The dissemination plan for the product or service. Applicants should provide recommendations for dissemination of products. If those recommendations include nontraditional groups, such as organizations or agencies not likely to be included in a victim assistance or criminal justice mailing list, then applicants should be prepared to provide specific names and contact information. In most instances, publications that have been reviewed, revised by the grantee, and subsequently approved for publication by OVC will be printed by OVC and disseminated through the OVC Resource Center at OVC expense. Most publications also will be uploaded to the OVC Web page. However, product and/or publication dissemination may be limited to the organization alone. In this case, both a plan and line item for funding organization-wide dissemination should be included in the application.

2e. Organizational Capability and Project Management. Applications must include a clear description of the applicant's management structure and the current and proposed professional staff members' unique qualifications enabling them to fulfill their grant responsibilities.

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. If additional staff will be hired to complete the project, the applicant should identify the selection criteria. Applicants should also provide detailed information about staff who have committed to work on the project contingent upon receipt of continuation funding.

The project director must have both the substantive expertise and experience to perform crucial leadership functions and sufficient time to devote to the project to provide the needed guidance and supervision. Job descriptions and copies of resumes for proposed key staff positions should be included in attachment 3.

2f. Plans for Measuring Progress and Outcomes. Evaluation is critical to ensure that each OVC project operates as designed and achieves its goals and objectives. Each application must provide a plan to assess the project's effectiveness and to evaluate accomplishment of project goals and objectives. Applicants should describe how they will assess performance in attaining the outcomes

identified for the project. Goals and objectives must be clearly stated, links must be established between program activities and objectives, and performance measures must be identified. Performance measures will address a mix of immediate and intermediate outcomes and, as appropriate and feasible, information on long-term impact.

The evaluation plan should identify all resources that will be devoted to conducting the assessment, including identification of staff members and staff time, use of outside consultants to assist with the assessment, and other support costs associated with conducting an evaluation. Assessment information will be submitted as part of the semiannual progress report as well as part of the final report due within 120 days of project completion.

OVC is required to report its programmatic results annually, in accordance with the Government Performance and Results Act (GPRA). OVC summarizes the individual results and outcomes of all discretionary grant programs, indicating whether the programs are successfully meeting their objectives. OVC depends on its grantees to provide accurate, timely, and relevant information on grant progress and impact. Increasingly, these findings will provide justification for continuing OVC's discretionary grant program. Performance measures identified by the applicant from the solicitation should be included in the application.

Other Program Attachments (Attachment 3)

The Other Program Attachments file must include the following materials:

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

Review Procedure. OVC staff will review applications for completeness and responsiveness to this application guidance. Responsive applications will be forwarded to peer review and then, upon recommendation, to award processing subject to final approval by OVC's Director and OJP's Assistant Attorney General. Funding may not be awarded to applicants with overdue financial and/or progress reports for existing OJP grants.

Selection Criteria

Applications will be reviewed by a peer review panel for the project, using the following criteria:

- **Problem(s) To Be Addressed and Goals and Objectives.** The problem statement must provide a strong rationale for the project and clearly describe how the proposed project will be of value to the victims' field by meeting a stated goal. The goals and objectives must be clearly specified and related directly to the problem statement. The goal(s) should state the overall purpose of what is to be accomplished, within the context of what the project has already accomplished. The objectives should describe the steps necessary to accomplish the goal(s), within the context of what the project has already accomplished.
- **Project Design/Implementation Plan.** The program strategy/methodology must include sufficient detail so that the OVC grant monitor and peer reviewers can understand what will be accomplished, how it will be accomplished, and who will accomplish it. All proposed tasks should be presented in a way that allows a reviewer to see the logical progression of tasks and to be able to relate the tasks directly to the accomplishment of the project goals(s) and objectives. Projected activities should be realistic and reflect the project's allocated time, staff, and funding. A clear picture of the contents or components of the product or training is important as well as a detailed plan for packaging and disseminating the product to user groups. Detailed procedures for pilot testing and refining the products should be included, where applicable.
- **Organizational Capability.** Applicants must demonstrate how their resources, capabilities, and experience will enable them to achieve the goals and objectives. The applicant must document its capability to undertake and complete a national-scope, federally funded project, including evidence that the applicant possesses the requisite staff and expertise. Organizational capability will be assessed on the basis of (1) the applicant's described management structure, results of the current grant efforts, and financial capability; and (2) the applicant's project management plan and documentation of the professional staff members' unique qualifications to perform their assigned tasks. Applicants must clearly establish that their experience and resources enable them to achieve the goals and objectives that they propose to accomplish with the funding.
- **Plans for Measuring Progress and Outcomes.** Applicants must describe their plan for measuring project progress and success. All applications must contain a plan for evaluating the accomplishment of project goal(s) and objectives. All applications must include a minimum of one of the standardized performance measures established for this project as listed in the solicitation. Applicants must describe how the evaluation data will be gathered and analyzed and the resources that are being committed for this purpose. In determining the quality of the evaluation plan, the following factors will be considered:
 - Extent to which the evaluation plan provides detailed information for increasing the effectiveness of the project's management and administration, documentation that

objectives have been met, and assessment and evaluation of information measuring the overall effectiveness of the project.

- Extent to which the proposed methods of evaluation are thorough, feasible, and appropriate to the goals, objectives, and outcomes of the proposed continuation project.
 - Adequacy of the identified performance measures to demonstrate whether, and to what extent, the proposed strategy is meeting its short-term, intermediate, and long-term objectives.
- **Budget and Budget Narrative.** The OVC grant monitor and peer reviewers will examine the identified project tasks, milestones, and assignment of staff resources within the framework of the proposed budget. The applicant must demonstrate that there is sufficient staff and time to accomplish the proposed tasks in a cost-effective manner. Applicants must show cost effective and efficient use of grant resources, demonstrating that all grant-related expenses are necessary for project completion. Tasks and activities described in the narrative should parallel the budget. All identified costs should accurately reflect the tasks, staff time, supplies, and travel necessary to accomplish the grant-related work, if applicable.

Reporting Requirements

Reports

- **The Financial Status Report (SF 269-A)** is due quarterly, no later than the 45th day following the end of each calendar quarter. A report must be submitted every quarter in which the award is active, even if there has been no financial activity during the reporting period. The final report is due 120 days after the end date of the award. Future awards and fund drawdowns will be withheld if the financial status reports are delinquent. Financial reports should be submitted online at <https://grants.ojp.usdoj.gov>.
- **The Single Audit Report** is an organization-wide financial and compliance audit report that must be filed by recipients who expend \$500,000 or more federal funds during their fiscal year. The audit must be performed in accordance with the U.S. General Accounting Office Government Auditing Standards. All completed audit reports for State and local governments, institutions of higher education, and nonprofit institutions should be mailed to the Federal Audit Clearinghouse, Bureau of the Census, 1201 East 10th Street, Jeffersonville, Indiana 47132.
- **The Semiannual Progress Report** must be submitted by funding recipients. The progress report describes activities during the reporting period and the status or accomplishment of objectives as set forth in the approved application for funding. Progress reports must be submitted within 30 days after the end of the reporting periods, which are January 1 through June 30 and July 1 through December 31 for the life of the award. Due 120 days after the end

date of the award, the final report summarizes the progress toward achieving the award's goals and objectives, describes the significant results, and identifies any products developed under the award. Report format will be provided to the recipient by OJP. Future awards and fund drawdowns may be withheld if the progress reports are delinquent. Progress reports must be submitted directly into the GMS system. Address questions concerning GMS to the GMS Helpdesk, 1-888-549-9901.

Grants Versus Cooperative Agreements

This solicitation will fund Cooperative Agreements. Cooperative agreements are used when substantial collaboration is anticipated between OVC and the award recipient during performance of the proposed activities.

Responsibility for general oversight and redirection of the project, if necessary, rests with OVC. OVC will review and approve all activities in the requirements under the various stages, as enumerated in the solicitation. This includes review and approval in a timely manner of all key personnel selections, consultants, assessments, plans, instruments, manuals, and documents developed or identified for use during the project, with suggestions for modifications. Responsibility for the coordination of topics addressed or services rendered will be shared by OVC and the recipient. Where appropriate, the recipient will act jointly with OVC to determine modifications to the program plan, budget, and design data collection instruments. In executing this responsibility, OVC requires that its program specialist meets periodically with the recipient (as determined by OVC) throughout the life of the project to discuss project activities, plans, problems, and solutions. Responsibility for the day-to-day conduct of the project rests with the recipient. This specifically includes operations, data collection, analysis, and interpretation.