

U.S. Department of Justice
Office of Justice Programs
Office for Victims of Crime

VICTIMS' RIGHTS COMPLIANCE PROJECT DISCRETIONARY GRANT APPLICATION KIT



Office for Victims of Crime
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Victims' Rights Compliance Project (Cooperative Agreements)

Award Amount. Funding FY 2004: Up to four awards for \$75,000 each.

Award Period. 12 months; continuation funding (up to 36 months) is contingent upon satisfactory performance and availability of funds.

Goal. The goal is to promote compliance with existing state victims' rights laws.

Purpose. The purpose is to support the planning, development, and implementation of four statewide programs to facilitate compliance with state victims' rights laws.

Background. Although more than 27,000 state victims' rights laws have been enacted, victims' bills of rights have been passed in every state, and 33 states have adopted constitutional amendments protecting victims' rights, crime victims still struggle to assert basic rights to be notified, present, and heard. Crime victims and victim advocates who attended a series of roundtable meetings convened by OVC in 2001 to 2003 consistently remarked that criminal justice professionals and even in some cases victim advocates failed to explain the legal process. Consequently, they were unaware of rights available to them and did not know what to expect from the justice system. Some victims felt they were given erroneous information about victims' rights and were not told of available services or opportunities for participation in the criminal justice system. Information gleaned through other OVC-funded projects tells similar stories—victims often feel that they have not been notified about their rights or allowed to assert them. A few states have addressed the need for an enforcement mechanism by establishing victims' rights compliance programs that provide assistance to victims who believe their rights have been violated under state laws. Wisconsin, Minnesota, South Carolina, and Colorado are among the states that have created programs within state agencies with the goal of facilitating the implementation of victims' rights. The efforts undertaken by these and other states vary widely in structure, scope, and approach.

Program Strategy. This solicitation invites applications from state government agencies to undertake efforts to plan, develop, and implement statewide programs to ensure compliance with existing victims' rights laws. First year funding will support planning. Continuation funding of up to a total of 36 months may be awarded to develop and implement the plan, contingent upon satisfactory performance and availability of funds.

The first year of the project will be devoted to conducting a needs assessment, obtaining the necessary support from stakeholders for the initiative, and planning a strategy to implement a compliance program. In the first year, it is expected that grantees will review and assess the current status of victims' rights implementation in their states. It is also expected that projects will involve and engage victims, victim service providers, advocacy groups, and victim-sensitive justice professionals in the program planning and design processes. An advisory group should be

established at the outset of the project to provide guidance and direction, not only as the initial planning takes place but over the life of the initiative. The strategy for implementation of a compliance initiative must involve coordination and collaboration with victim service organizations, the state attorney general's office, and other state and local criminal justice agencies. As the program is being developed in the first year, applicants must design a tool that will be used to assess the success of the implementation of the strategy in the second and third years if continuation funding is awarded.

OVC will give priority consideration to applications that show promise for developing compliance projects with the potential for replication in other states and that will yield positive outcomes for victims in their quest to assert state constitutional and statutory rights.

If continuation funding is awarded for a second year, it would support implementation of the program and initial evaluation efforts and third-year funding (if awarded) would support refinement, continued evaluation, and documentation of the effort. To qualify for second- and third-year funding, grantees will have to design valid performance measures for measuring whether the response to victims is actually improving. The implementation of the compliance programs in the second and third years must include a mechanism for providing Web-based information for other states that want to replicate the efforts.

Applicants awarded funding under this cooperative agreement will work in close coordination with OVC as they are developing their strategy for implementation in order to ensure that planned efforts would not be in violation of 18 U.S.C. § 1913:

§ 1913. Lobbying with appropriated moneys

No part of the money appropriated by any enactment of Congress shall, in the absence of express authorization by Congress, be used directly or indirectly to pay for any personal service, advertisement, telegram, telephone, letter, printed or written matter, or other device, intended or designed to influence in any manner a Member of Congress, a jurisdiction, or an official of any government, to favor, adopt, or oppose, by vote or otherwise, any legislation, law, ratification, policy or appropriation, whether before or after the introduction of any bill, measure, or resolution proposing such legislation, law ratification, policy or appropriation; but this shall not prevent officers or employees of the United States or of its departments or agencies from communicating to any such Member or official, at his request, or to Congress or such official, through the proper official channels, requests for any legislation, law, ratification, policy or appropriations which they deem necessary for the efficient conduct of the public business, or from making any communication whose prohibition by this section might, in the opinion of the Attorney General, violate the Constitution or interfere with the conduct of foreign policy, counter-intelligence, intelligence, or national security activities. Violations

of this section shall constitute violations of section 1352(a) of title 31. (June 25, 1948, c. 645, 62 Stat.792; Sept. 13, 1994, Pub.L. 103-322, Title XXXIII, § 330016(1)(G), 108 Stat. 2147; Nov. 2, 2002, Pub.L. 107-273, Div. A, Title II, § 205(b), 116 Stat. 1778).

For the first year, planning grant project tasks and deliverables, at a minimum, must include the following:

- □ Establish and convene an advisory group that will guide and direct the development of the strategy for implementing a victims' rights compliance program. Advisors should include crime victims, state and local victim service providers and advocates, and representatives of criminal justice agencies, including prosecutors, who have demonstrated an interest in and sensitivity to victims in carrying out their responsibilities. Members of the advisory group will be subject to OVC review and approval. The first meeting of the advisory group must be "in person," although subsequent meetings and communication may be conducted through other means.
- □ Conduct an assessment of the current status of the implementation of victims' rights in the state, identifying the relevant gaps and resources that exist, and submit a report of the assessment finding and an analysis of those findings. **(Please review the requirements regarding the protection of human research subjects and data confidentiality on page 15 and 16.)**
- □ Based on the assessment and input of the advisory group, develop a strategy for the implementation of a statewide victims' rights compliance program and a resource development plan for sustaining the program after OVC funding ends.
- □ Develop an evaluation plan to assess the impact of efforts under the compliance program.

Applicants are not expected to provide a detailed strategy for subsequent years of the project in their application, but should outline a projected plan for carrying out the continuation phases of the project in their application narrative. Depending on grantee performance during the project's first phase and funding availability, OVC will provide additional funding to support tasks and deliverables for subsequent phases of the project. To qualify for second- and third-year funding, grantees will have to design valid performance measures for measuring whether the response to victims is actually improving.

In the second and third years:

- □ Implement the plan for a victims' rights compliance program developed in the first year.
- □ Evaluate the effectiveness of the compliance program.

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- □ Refine the program based on the findings of the evaluation efforts.
 - □ Produce a report documenting the development of the victims' rights compliance program that can be incorporated by OVC into a bulletin on the replication of such programs.

Evaluation. The applicant must include a plan to perform a basic evaluation of the project, incorporating the performance measures identified below and other appropriate performance indicators. The evaluation of the three-year project overall should include the collection of data on the impact of victims' rights compliance efforts.

Performance Measures. 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. To ensure accountability of this data, for which OJP is responsible, the performance measures for the first year follow:

- Increase in collaborative partners. Expanding and strengthening partnerships across a wide range of stakeholder agencies and organizations throughout a particular state will build the capacity in the state to ensure compliance with victims' rights laws. Collaboration will garner broad participation of stakeholders, increase buy-in, facilitate an effective exchange of information, and improve communication. Collaboration will foster heightened awareness of existing state statutes and policies on crime victims' rights. In turn, this will help to ensure a more standardized and comprehensive focus on compliance with these existing victims' rights laws.

Eligibility Requirements. Eligible applicants are state agencies seeking to plan and design a victims' rights compliance program. These agencies must be located in states that do not have an existing victims' rights compliance program. Applicants must demonstrate a knowledge and understanding of victims' rights issues. Favorable consideration will be given to agencies in states that have enacted authorizing legislation related to victims' rights compliance, but which have not implemented a program due to lack of funding. Applicants must demonstrate their organizational capacity to successfully complete all phases of this project. Stronger consideration will be given to organizations that propose to hire a program manager specifically for this project rather than giving existing personnel the adjunct duty of project director responsibilities.

Application Due Date. Applications under this solicitation must be submitted to GMS by 8 p.m. EST on July 6, 2004. The GMS registration deadline for this solicitation is 8 p.m. EST on June 29, 2004.

Contact Person. Meg Morrow, 202-305-2986, or e-mail meg@ojp.usdoj.gov.

Application Guidelines and Instructions

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*).

To learn how to begin the online application process, please see the **Quick Start Guide to Using OJP's Online GMS** on page 9. 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 GMS or using the government-wide electronic portal. An application will not be considered complete until the applicant has provided a valid DUNS number. Individuals who would personally receive a 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.

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:

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 designated authorizing official.

Attachments (3)

- ___ **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.

- ___ **Program Narrative (Attachment #2).** The Program Narrative must include:
 - ___ Project Abstract
 - ___ Problem Statement
 - ___ Project Goals and Objectives
 - ___ Project Design/Implementation Plan
 - ___ Organizational Capability and Project Management
 - ___ Plans for Measuring Progress and Outcomes

- ___ **Other Program Attachments (Attachment #3).** The Other Program Attachments must include the following elements. **Note:** All of the materials must be attached in one file.
 - ___ Resumes of key personnel/position descriptions (required)
 - ___ Letters of support (where appropriate)
 - ___ Memoranda of understanding (where appropriate)

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 and applicants may link directly to OJP's Grants Management System (GMS), which provides online help. **Note:** Applicants without an Internet account should call the GMS Hotline at 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 should click on "New User? Register Here." Applicants who already have a GMS password should click on "GMS Sign-In." Proceed to the Victims' Rights Compliance Project Discretionary Grant Solicitation and begin working on it. **You must do this to complete the registration process!** Applicants will receive e-mail confirmation from OVC that they are eligible to submit an application within 7 days. 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 to be submitted. **Please note:** Applicants must ensure that the information for the authorizing official and alternate contact is entered correctly. The authorizing official is the individual authorized to accept grant funds in your organization. If the individual applying online is not the signing authority, that individual must list the authorizing official's name and contact information where appropriate.

Questions or problems? Applicants who have questions should refer to the online handbook or access applicable help screens. If the questions cannot be addressed by accessing the online GMS reference tools, call the GMS Hotline at 1-888-549-9901. Previous users should contact the GMS Hotline if they are having difficulty with their user ID and password.

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 8 and the Application Requirements on page 10 for detailed instructions about the information to include in each attachment. **Please note:** 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 it will provide an application identification number for future reference. Applicants who have questions about GMS or need technical assistance with applying online 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 OJP's GMS:

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

- **Attachment 1. Budget Detail Worksheet**, including budget work sheet and budget narrative.
- **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.
- **Attachment 3. Other Program Attachments**, including resumes of key personnel, position descriptions, letters of support, memoranda of understanding, information about the author of the proposal, and other attachments as needed.

Detailed instructions about and descriptions of each required element are provided below. An Application Review Checklist has been provided for your convenience (see page 8). **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 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 also makes the 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 CFR. 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 the 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 Bush’s Executive Order 13279, December 12, 2002, it is now OVC policy that faith-based and community organizations that statutorily 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, will be treated on an equal basis with non-faith-based and community organization grantees in the administration of such awards. No eligible applicant or grantee will be discriminated 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.

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 § 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, genders,

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. 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 OJP'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, DC 20531.

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.

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 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.

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- **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 on 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, containing information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records, is also available on OJP's Web site at www.ojp.usdoj.gov/oc/. This document will govern the administration of funds by all successful applicants and their contractors.

Applicants should plan to attend an annual OVC discretionary grantee meeting in Washington, DC. Except for local grantees, applicants 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 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 double-spaced pages in 12-point font with 1-inch margins, and it 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 project's purpose, 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, must describe project accomplishments, and must document the progress of the existing

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 also 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 the completion of the activities, and submission of finished products. In preparing the time-task plan, the GANNT 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, refer to the current edition of OVC's *Publishing Guidelines Handbook* online at www.ojp.usdoj.gov/ovc/publications/infores/pubguidehndbk/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.
- Coordination of the project with other organizations, including victim services, criminal and juvenile justice systems, and any joint or cooperative efforts.

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- ☐ Any unusual features of the project such as design; technological innovations; reductions in cost or time; and extraordinary community, volunteer, or private sector involvement.
 - ☐ Procedures for testing and evaluating the service or product, or its method for obtaining feedback about its worth to the field.
 - ☐ The dissemination plan for the product or services. Applicants should provide recommendations for dissemination of any 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 the expense of OVC. Most publications also will be uploaded to the OVC Web site.

2e. Organizational Capability and Project Management. Applications must include a clear description of the applicant's management structure. Applicants must include a description of the current and proposed professional staff members' unique qualifications that will enable 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.

The project director must have both the substantive expertise/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 is operating as designed and achieving its goals and objectives. Accordingly, each application must provide a plan to assess the project's effectiveness and to evaluate the accomplishment of project goals and objectives. Goals and objectives must be clearly stated, links established between program activities and objectives, and performance measures identified. Performance measures will address a mix of immediate and intermediate outcomes and information on long-term impact, as appropriate and feasible.

The evaluation plan should address the measurement of how the program has impacted compliance with victims' rights laws in the state. The evaluation plan should also identify all resources that will be devoted to conducting the assessment of the program's effectiveness, and

any other 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.

Applicants should be aware that some of their proposed activities related to conducting needs assessment 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 informed consent procedures must be followed. In addition, the Department's regulations in 28 CFR 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 U.S.C. § 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 U.S.C. § 3789g and 28 CFR Part 22.

Other Program Attachments (Attachment #3)

The Other Program Attachments file must include the following:

- **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).

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- **Other attachments** as needed (if applicable).

Selection Procedure. OVC staff will review applications for completeness and responsiveness to this application guidance. To assess the applications, responsive applications will be forwarded to review panels with expertise in training and technical assistance related to crime victimization. Final selection will incorporate findings from the OVC review, the review panels, as well as prior performance on federal grants, if applicable. All awards are subject to final approval by OVC's Director and OJP's Assistant Attorney General.

Selection Criteria. Applications will be reviewed using the following criteria:

Problem(s) To Be Addressed, 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 goals.

Project Design/Implementation Plan. The program strategy/methodology must include sufficient detail so that 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, 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. Stronger consideration will be given to those applicants who propose to hire a program manager for the day-to-day management of project activities rather than giving project director responsibilities to existing organizational staff as an adjunct duty.

Plan 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 the standardized

performance measure established for this 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 management and administration of the project, documents that objectives have been met, and determines 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. OVC 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

Financial Status Report (SF 269-A). Due quarterly, no later than the 45th day after 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.

Single Audit Report. An organization-wide financial and compliance audit report that must be filed by recipients who expend \$300,000 or more of federal funds during their fiscal year. The audit must be performed in accordance with the U.S. General Accounting Office Government Auditing Standards.

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 for awards must be submitted directly into the GMS system. Questions concerning GMS may be addressed to the GMS Helpdesk at 1-888-549-9901.

Grants Versus 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 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 or budget and to design data collection instruments. In executing this responsibility, OVC requires that its program specialist meet 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.