



The [U.S. Department of Justice's Office of Justice Programs' Office for Victims of Crime](#) is pleased to announce that it is seeking applications for funding under the FY2007 National Program to Directly Assist Victims of Identity Theft and Financial Fraud. This program furthers the Department's mission by "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."

## **FY2007 NATIONAL PROGRAM TO DIRECTLY ASSIST VICTIMS OF IDENTITY THEFT AND FINANCIAL FRAUD**

### **Eligibility**

Applicants are limited to private nonprofit organizations, including faith-based and community-based organizations, and public agencies that can demonstrate: (1) knowledge and understanding of needs of financial fraud/identity theft victims, (2) experience in the provision of victim services and advocacy, and (3) staff resources and capability to carry out all activities required by the funded project.

(See "Eligibility," page 5.)

### **Deadline**

All applications are due by 8:00 p.m. eastern time on September 11, 2007.  
Legal inquiries must be made no later than 5:00 p.m. on September 7, 2007.

(See "Deadline For Applications," page 5).

### **Contact Information**

For assistance with the requirements of this solicitation, contact Laura Ivkovich at 202-616-3576 or [laura.ivkovich@usdoj.gov](mailto:laura.ivkovich@usdoj.gov).

This application must be submitted through [Grants.gov](http://Grants.gov). For technical assistance with submitting the application, call the [Grants.gov](http://Grants.gov) Customer Support Hotline at 1-800-518-4726.

Grants.Gov number assigned to announcement: OVC-2007-1678

# CONTENTS

Overview .....	3
Deadline: Registration.....	4
Deadline: Application .....	4
Eligibility .....	4
• Faith-Based And Other Community Organizations ( <i>if applicable</i> ) .....	4
Program Specific Information.....	5
Performance Measures.....	6
How to Apply.....	7
What an Application Must Include.....	8
Standard Form 424 .....	8
Program Narrative .....	8
Budget and Budget Narrative .....	10
Selection Criteria.....	12
Review Process .....	12
Additional Requirements .....	12

# **FY2007 National Program to Directly Assist Victims of Identity Theft and Financial Fraud (CFDA # 16.582)**

## **Overview**

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], that 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], that establishes the Crime Victims Fund and authorizes programs to support grants for victim compensation, victim assistance services, improvement of Tribal 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], that is intended to combat trafficking of persons through prevention, prosecution, enforcement, protection, and assistance to victims of trafficking; and, most recently, the Crime Victims' Rights Act of 2004, that 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.

Data from the Office of Justice Programs' (OJP's) Bureau of Justice Statistics tells us that some 3.6 million American households experienced identity theft during a single 6-month period in 2004. Moreover, the most recent national survey from the Federal Trade Commission found that almost 10 million people were victims of identity theft during the course of a year. Victims reported losing \$5 billion in out-of-pocket expenses, while losses to businesses and financial institutions totaled almost \$48 billion. The victims of identity theft are citizens who have had bank accounts wiped out, credit histories ruined, and jobs and valuable possessions taken away. In some cases, they have even been arrested for crimes they did not commit. The financial toll exacted by identity theft can be crippling, and the emotional trauma can be as devastating as many of the most violent offenses. Far from being a victimless crime, identity theft has profound and often tragic consequences for those affected by it.

In May 2006, President Bush established a [federal interagency task force](#) to tackle this serious and widespread problem. Chaired by Attorney General Gonzales, the task force

in April 2007 released a [strategic plan](#) that outlines a comprehensive and fully coordinated federal plan to address identity theft, including efforts to raise awareness of identity theft and to improve recovery and assistance for victims. The direct victim assistance services provided to victims are a critical component of any plan to strategically address this widespread problem.

The purpose of the FY2007 National Program to Directly Assist Victims of Identity Theft and Financial Fraud is to provide support to programs that provide assistance to victims of identity theft and financial fraud nationwide, to encourage expansion of existing services to reach this often underserved population, and to strengthen the ability of local law enforcement agencies and victim service providers to assist these victims.

Funding for this project is authorized under 42 U.S.C. section 10603(c)(1)(A).

## **Deadline: Registration**

Registering with [Grants.gov](#) is a one-time process; however, if you are a first time registrant it could take up to several weeks to have your registration validated, confirmed and to receive your user password. It is highly recommended you start the registration process as early as possible to prevent delays in submitting your application package to our agency by the deadline specified. There are three steps that you must complete before you are able to register: (1) Register with the Central Contractor Registry (CCR); (2) Register yourself as an Authorized Organization Representative (AOR); and (3) Be authorized as an AOR by your organization. For more information, go to [Grants.gov](#).

**Note: Your CCR registration must be renewed once a year. Failure to renew your CCR registration may prohibit submission of a grant application through [Grants.gov](#).**

## **Deadline: Application**

The due date for applying for funding under this announcement is September 11, 2007. The due date for legal inquiries is September 7, 2007.

## **Eligibility**

Eligible applicants are private nonprofit organizations, including faith-based and community-based organizations, and public agencies that can demonstrate the following: (1) knowledge and understanding of needs of crime victims, (2) experience in the provision of victim services and advocacy, and (3) staff resources and capability to carry out all activities required by the funded project. A private nonprofit organization does not need to have 501(c)(3) status to apply for grant funding under this solicitation.

**Faith-Based And Other Community Organizations:** Consistent with President George W. Bush's Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, it is DOJ policy that faith-based and other community organizations that statutorily qualify as eligible applicants under DOJ programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and other 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

all other 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.

Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. DOJ grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

Applicants are encouraged to review the Civil Rights Compliance section under "Additional Requirements" in this announcement.

## **Program-Specific Information**

The purpose of the FY2007 National Program to Directly Assist Victims of Identity Theft and Financial Fraud solicitation is to provide support to or develop programs that provide assistance to victims of identity theft and financial fraud nationwide, to encourage expansion of existing services to reach this often underserved population, and to strengthen the ability of local law enforcement agencies and victim service providers to assist these victims. OVC funds should be used to implement a program strategy and develop a sustainability plan for continuing project activities when the award period ends. OVC will offer funding to organizations with capacity to provide program activities in support of OVC's mission to enhance "the Nation's capacity to assist crime victims and to provide leadership in changing attitudes, policies, and practices to promote justice and healing for all victims of crime."

These activities include the following:

- Provide appropriate responses to victim contacts, including phone calls, e-mails, mail contacts and Web visitors, as well as in-person contacts.
- Provide victims with services to help deal with the legal, emotional, and financial consequences of the crime, as well as the practical problems associated with identity theft and fraud (e.g., helping victims understand their legal rights, helping assist victims in self-advocacy, creditor intercession and employer intervention services, restitution recovery services, mental health and victim peer support services, assistance with participating in criminal justice proceedings, assistance with victim impact statements, victims' rights notification services, victim "passport" program services and other allowable victim assistance services under the [VOCA Victim Assistance Program](#)).
- Provide information and referral services to local or regional service agencies that can address specific legal and financial service needs of individual victims as necessary.
- Use volunteers/pro bono attorneys as necessary to support increased organizational ability to respond to crime victim contacts.

- Use the Internet to create an effective public information resource on identity theft and financial fraud victimization.
- Produce informational materials focused on crime victimization topics for use by victims and local criminal justice agencies and victim service providers so they can better serve victims of identity theft and financial fraud.
- Engage partners and the public to help expand and enhance services for victims of identity theft and financial fraud.
- Identify, develop, and offer training to service providers and criminal justice officials on topics that advance their capacity to respond to victims of identity theft and financial fraud at the local level.

### **Goals, Objectives, and Deliverables**

The goal of this program is to provide direct victim assistance services for identity theft and financial fraud victims. Through this cooperative agreement, organizations will improve the Nation's response to these victims by providing direct victim assistance services and strengthening the ability of criminal justice agencies and local service providers to respond effectively to victims of identity theft and financial fraud in their local community.

Applicants are encouraged to use the most appropriate and rigorous methodologies feasible for demonstrating promising advancements and innovative approaches in framing their projects' goals and objectives.

Proposals should contain a description of all products that will be derived from the project. In addition to the required semiannual progress reports in the Grants Management System (GMS), each grantee will be required to produce a final report, suitable for publication. Applicants are also encouraged to identify additional deliverables, such as articles in refereed journals.

### **Award Information**

OVC anticipates that it will make up to four or more awards for a combined total of \$ 2 million, for a period of up to 24 months.

### **Match Requirement**

No match is required under this solicitation.

## **Performance Measures**

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measure the results of their work. Performance measures for this solicitation are as follows:

<b>Objective</b>	<b>Performance Measures</b>	<b>Data Grantee Provides</b>
<p>Provide direct victim assistance services to victims of identity theft and financial fraud.</p>	<p>Number of self generated victim contacts.</p> <p>Percent of victims requesting services who receive assistance.</p> <p>Number of Web page hits and other statistics on Web site traffic.</p> <p>Number of publications produced to assist crime victims and the organizations that serve them.</p> <p>Number of volunteers/pro bono attorneys enlisted to support the program.</p> <p>Number of case referrals made to local or regional victim service agencies.</p> <p>Number of partners enlisted to expand and enhance services for victims.</p> <p>Number of training sessions held (or number of people trained) to equip criminal justice agencies and service providers to assist ID theft and financial fraud victims.</p>	<p>Number of victim contacts that were self generated by the victim.</p> <p>Number of victims requesting services.</p> <p>Number of victims assisted.</p> <p>Number of Web page hits and other statistics on Web site traffic during reporting period.</p> <p>Number of publications produced to assist crime victims and the organizations that serve them during reporting period.</p> <p>Number of volunteers/pro bono attorneys enlisted to support the program during reporting period.</p> <p>Number of case referrals made to local or regional victim service agencies during reporting period.</p> <p>List of partners enlisted to expand and enhance services for victims.</p> <p>Number of individuals trained to equip criminal justice agencies and service providers to assist ID theft and financial fraud victims.</p>

## How to Apply

DOJ is participating in the e-Government initiative, one of 25 initiatives included in the President's Management Agenda. Part of this initiative—Grants.gov—is a “one-stop storefront” that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding.

**Grants.Gov Instructions.** You can find complete instructions at [www.grants.gov](http://www.grants.gov). If you experience difficulties at any point during this process, call the Grants.gov Customer Support Hotline at 1-800-518-4726.

**CFDA Number:** The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.582, titled "Crime Victim Assistance/Discretionary Grants" and the funding opportunity number is OVC-2007-1678.

**A DUNS number is required:** The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at <http://www.dnb.com>. Individuals are exempt from this requirement.

## What an Application Must Include

### Standard Form 424

Applicants must complete the Application for Federal Assistance (SF-424), a standard form that most federal agencies use, following the instructions it provides.

### Program Narrative

Applicants must submit a program narrative that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed program. The program narrative must be double spaced, use a standard 12-point font (Times New Roman is preferred), have 1-inch margins, and not exceed 25 pages. (Please number pages "1 of 25," "2 of 25," and so forth.) Applications that do not adhere to the required format may be deemed ineligible.

The program narrative must address the following selection criteria: (1) statement of the problem/program narrative, (2) impact/outcomes and evaluation, (3) project/program design and implementation, and (4) capabilities/competencies. The connections between and among each of these sections should be clearly delineated. For example, the goals and objectives should derive directly from the problems to be addressed. Similarly, the project design section should clearly explain how the program's structure and activities will accomplish the goals and objectives identified in the previous section.

- **Statement of the Problem/Program Narrative**

Applicants must clearly describe the need for their project and how funding would directly assist victims of crime. In this section, applicants must clearly state whether their intent is to use an innovative approach or advance their present practice.



- **Impact/Outcomes and Evaluation**

Applicants must describe the goals of the proposed project and identify its objectives. When formulating the project's goals and objectives, applicants should be cognizant of the performance measures that will be required of successful applicants.

**Goals.** Applicants should provide a broad statement, written in general terms, that conveys the program's intent to change, reduce, or eliminate the problem described. This section of the program narrative must outline the specific goals of the project.

**Program Objectives.** Applicants should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the desired results of the program, and they should be clearly connected to the problems identified in the preceding section. The objectives should be measurable.

**Performance Measures.** Award recipients are required to collect and report data in support of performance measures. Recipients' assistance in obtaining this information will facilitate future program planning and will allow OJP to provide Congress with measurable results associated with federally funded programs. Performance measures must reflect the specific problems, goals and objectives, and design (see "Project/Program Design and Implementation" below) associated with this grant.

- **Project/Program Design and Implementation**

Applicants must describe the specific strategies that will be used to implement the proposed program. Applicants should develop a program design that will facilitate the gathering of data on the required performance measures.

This section of the program narrative should describe what applicants propose to do and how they intend to do it. Applicants should identify the program's target population and explain how the strategy will achieve the goals and objectives identified in the previous section.

This section should be detailed and describe how the project will operate throughout the duration of the funding period. Applicants are encouraged to select evidence-based practices for their programs. This section must also discuss plans for sustainability, i.e., how the program will continue to operate beyond the period of the OVC grant award.

Applicants should include a logic model that graphically illustrates how the chosen performance measures are related to the specific problems, goals, and program activities.

Applicants must describe the specific strategies that will be used to implement the proposed program. Applicants should develop a project design that will facilitate the gathering of data on the required performance measures.

Design elements should follow directly from the project's goals and objectives, and the data to be collected should clearly support these ends. The applicant should describe the program components and the program implementation strategy in detail and demonstrate how research and evaluation studies validate the approach.

In addressing project design, applicants should consider the following questions:

- What is the problem?
- What does the applicant propose and does he or she intend to do it?
- What other agencies and resources will the applicant involve?
- How will the applicant know if its approach works?
- What are the costs and cost benefits of implementing the strategy?
- What are the applicant's plans for sustaining the program or strategy past the ending of this funding?

- **Capabilities/Competencies**

Applicants should also demonstrate the organizational capacity to complete the work described in the preceding section. The applicant should include a description of any similar projects it has undertaken previously.

Applicants must describe the roles and responsibilities of project staff and explain the program's organizational structure and operations. Applicants must demonstrate the existence of a management structure that will support the achievement of the project's goals and objectives in an efficient and cost-effective manner. In particular, applicants must ensure that the tasks delineated in the project timeline are adequately staffed. If additional staff will be hired to complete the project, the applicant should identify the selection criteria.

In addition, applicants should include the following information in this section:

- Organizational mission statement of the organization or agency.
- Background information about the organization or agency (e.g., date founded, names and titles of principals, etc.).
- Funding sources over the past 12 months.
- Description of planning activities carried out for the proposed program.

### **Budget and Budget Narrative**

Applicants must provide a budget that is complete and allowable. Applicants must submit a budget worksheet and budget narrative in one file. A fillable budget detail worksheet form is available on OJP's Web site at [www.ojp.usdoj.gov/Forms/budget\\_fillable.pdf](http://www.ojp.usdoj.gov/Forms/budget_fillable.pdf). Applicants may contact the Office of the Comptroller's Customer Service Center at 1-800-458-0786 with any questions.

## **Budget Detail Worksheet**

The completion of this form is required in support of the budget narrative form described above. The budget detail 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 detail worksheet should present a complete and detailed itemization of all proposed costs. A sample budget detail worksheet form, which can be used as a guide to assist you in preparation of the budget detail worksheet and narrative, can be downloaded by visiting <http://www.ojp.usdoj.gov/oc> and clicking on Standard Forms. (Completion of this form is required).

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

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

1. **Training:** 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 Office for Justice Programs' (OJP) 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.ojp.usdoj.gov/oc>.
2. **Program Match:** A financial or in-kind match is not required for this grant.
3. **Consultant Rates:** Consultant rates may not exceed the maximum of \$450/day or, if paid by the hour, \$56.25/hour for a maximum 8-hour workday per award.
4. **Travel:** Travel costs associated with project staff who are not directly employed by the grantee organization must be listed under the Consultant Budget category on the budget information sheet.
5. **OJP Financial Guide:** All grantees are required to comply with the regulations and requirements outlined in the OJP Financial Guide. The Financial Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. Copies are available from the Department of Justice Resource Center (1B800B421B6770) and also through the OJP Web site at <http://www.ojp.usdoj.gov/FinGuide/>. This document will govern the administration of funds by all successful applicants and their contractors.

## **Indirect Cost Rate Agreement**

Indirect costs are allowed provided the applicant has a federal approved indirect cost rate agreement.

Applicants that do not have a federally negotiated indirect cost rate and wish to establish one can submit a proposal to their "cognizant" federal agency. Generally, the cognizant federal agency is the agency that provides the preponderance of direct federal funding. This can be determined by reviewing an organization's schedule of federal financial assistance. If DOJ is your cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at <http://www.ojp.usdoj.gov/oc/indirectcosts.htm>.

### **Other Attachments**

- Other attachments include the following materials:
- Résumés of key personnel must be provided (required).
- Letters of support and/or memoranda of understanding (MOU) must 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).

### **Selection Criteria**

Applications that proceed to peer review will be rated as highly responsive, responsive, or non responsive, based on the following selection criteria:

- Statement of the Problem/Program Narrative
- Impact/Outcomes and Evaluation
- Project/Program Design and Implementation
- Capabilities/Competencies
- Budget

See "Program Narrative" Section for detailed descriptions of the above criteria.

### **Review Process**

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 or progress reports for existing OJP grants.

### **Additional Requirements**

Successful applicants must agree to comply with additional requirements prior to receiving grant funding, including the following:

- Civil Rights Compliance

- Confidentiality and Human Subjects Protections regulations
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) compliance
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- [Compliance with Office of the Comptroller Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- Government Performance and Results Act (GRPA)
- Rights in Intellectual Property

OVC strongly encourages you to review the information pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at [www.ojp.usdoj.gov/funding/otherrequirements.htm](http://www.ojp.usdoj.gov/funding/otherrequirements.htm).