
U.S. DEPARTMENT OF JUSTICE

Office of Justice Programs

Office for Victims of Crime

**The Helping Outreach Programs to Expand II
Cooperative Agreement**



Office for Victims of Crime

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Solicitation Announcement

The Helping Outreach Programs to Expand II (Cooperative Agreement)

Award Amount: The Office for Victims of Crime (OVC) has allocated \$3.0 million to the HOPE II Grant Program and will make a single award not to exceed that amount. Applicants should carefully consider their needs and resources to undertake this program in the preparation of their budget. OVC will require that no less than 80 percent of the amount awarded to an organization under this program is subgranted to small faith-based and/or community-based organizations.

Award Period: The initial award period will be 12 months. OVC may make an additional award in fiscal year 2006 to continue this program for another 12-month period. Any additional funding to continue the program is dependent upon Congressional appropriation for fiscal year 2006.

Cooperative Agreement: This solicitation is for a cooperative agreement. Cooperative agreements are used when substantial collaboration is anticipated between OVC and the award recipient during performance of the proposed activities.

Goal: The HOPE II Grant Program will award one grant to an organization that will support the activities of small faith-based and/or community-based organizations in serving victims of crime during FY 2006 (October 1, 2005 through September 30, 2006), by granting competitive subawards. OVC is particularly interested in increasing the development and capacity of faith-based and/or community-based organizations to respond to underserved crime victims in high crime, urban areas.

Purpose: The purpose of this program is to support and improve the delivery of services to crime victims through subawards to small faith-based and/or community-based organizations, with an emphasis placed on supporting programs and organizations that have not received funding from the Department of Justice, Office of Justice Programs, prior to the date of this solicitation. Funding will be provided to one-pass through organization.

Eligibility Requirements: OVC will accept applications for this cooperative agreement only from private, not-for-profit organizations with (1) a demonstrable history of working with faith-based and community-based organizations; (2) expertise in services to crime victims; (3) the capacity to solicit applications for subawards; (4) the capacity to issue and manage subawards.

Background/Problem Statement: Faith-based and/or community-based organizations have a long history of helping crime victims. More often than not, crime victims seek the comfort, guidance, and assistance of faith-based and/or community-based organizations because these organizations are trusted members of the communities in which they live. The trust and

familiarity vested in these organizations by the communities they serve has translated into the ability to provide social services—counseling, shelter, emergency transportation, and other victim services – on a level not traditionally supported by the federal government. OVC recognizes the value of this history and is promoting the greater and equitable participation of faith-based and/or community-based organizations in criminal justice programs supported by the Department of Justice through the President’s Faith-Based and Community Initiative.

Program Strategy: In an effort to promote the greater participation of faith-based and/or community-based organizations in criminal justice programs supported by the Department of Justice, OVC will select an organization that will serve as a pass-through, or intermediary, for funding to small faith- and/or community-based organizations that provide services to victims of crime. The intermediary should help each of the sites develop a network of comprehensive services that link faith- and community-based organizations to the victim assistance communities. These model networks should identify critical gaps in services, build on existing resources, and develop collaborative, innovative solutions that improve the communities’ response to victims. The intermediary will help the subgrantees focus efforts on planning for sustainability of the project after OVC funding ends, including strengthening organizational capacity. In its application for this cooperative agreement, organizations must clearly demonstrate how they will accomplish financial and programmatic oversight of the subgrantee organizations.

Subawards: The grantee will issue and manage subgrants of up to \$50,000 to small faith-based and community-based organizations that provide services to victims of crime. Subgrantees will be selected from a pool of eligible applicants by the Director of the Office for Victims Crime, with priority accorded to organizations that have not received prior funding from the Department of Justice, Office of Justice Programs. The grantee will work closely with the OVC grant monitor to establish eligibility criteria for subgrantees, and develop and disseminate a solicitation to appropriate organizations.

The grantee will be required to make 80 percent of the total amount awarded under this solicitation available for subawards. The grantee will be programmatically and fiscally responsible for the performance of all subawards made under the grant.

As mentioned above, OVC is particularly interested in increasing the local capacity of communities to respond to underserved crime victims in high crime, urban areas. Applicants, therefore, must demonstrate the expertise to build the capacity of its subaward recipients to serve such underserved groups.

Once subgrantees have been selected, the grantee will:

- Develop and maintain a pool of eligible applicants who have not received prior funding from the Department of Justice, Office of Justice Programs. The grantee will work closely with OVC to identify eligible applicants.

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- Develop a streamlined, competitive process to award up to \$50,000 to small faith-based and/or community-based organizations. The grantee will work closely with the OVC monitor to establish criteria for selection of the subgrantees and disseminate a solicitation to appropriate faith-based and/or community-based organizations across the country, using a variety of advertising media, including written and electronic newsletters, clearinghouses, listservs, and Web sites. The selection criteria developed by the grantee in coordination with OVC will outline documentation to meet the definition of a “high crime, urban area.”
 - Submit recommendations for funding of each eligible applicant to OVC for approval. The grantee must provide each subgrantee applicant written notification of the final resolution of its application, and forward a copy to OVC.
 - Work with the selected subgrantees to ensure that only allowable activities are funded.
 - Manage subawards.
 - As needed, provide technical assistance. The grantee will coordinate with the OVC monitor on each request for technical assistance.
 - Complete a progress report that summarizes the following: number of victims served, by type of crime; number of advocates trained; number of volunteers trained; number of service providers trained; and types of services provided. The report will be submitted to the grantee.
 - Compile and submit a report that summarizes the progress and outcomes of the project.
 - Complete a final progress report that summarizes the progress and outcomes of the project.

The grantee will ensure that the following activities are supported by funds to subgrantees:

- The recruitment and use of volunteers to provide services to victims of crime (*e.g.*, the training of crime victim advocates), and management of volunteers and non-governmental support.
- The provision of services to crime victims (*e.g.*, transportation to and from criminal justice proceedings, and advocacy before the criminal justice system).
- Promotion, within the community served, of a coordinated public and private sector effort to aid victims of crime (*e.g.*, program literature, newsletters, and victim outreach efforts).
- Assisting crime victims to obtain available crime victim compensation benefits through state or local government agencies.

Technical Assistance: The applicant must have the experience and capacity to provide technical assistance to faith-based and/or community-based organizations receiving subawards. OVC expects the grantee to serve as a conduit that, through capacity building and technical assistance activities, will increase the participation of faith-based and/or community-based organizations in state and local governmental programs to address crime victim needs. OVC is interested in applications that will create new avenues of partnership and collaboration between small faith-based and/or community-based organizations and law enforcement officers, prosecutors, and groups advocating on behalf of victims of crime.

Technical assistance activities funded under this solicitation will be conducted at no cost to the faith-based and/or community-based organization receiving awards. Applicants should take technical assistance costs into account when preparing their budgets. OVC may also require grantees to collaborate with third-party technical assistance providers to provide the following types of technical assistance:

- Needs assessments to identify a subaward recipient’s needs, areas of improvement, or the needs of the community it serves.
- Incorporation of “best practices” in providing services to victims of crime, including practices that ensure a victim’s safety, their participation in criminal justice proceedings, and community coordination.
- Development of mechanisms to ensure timely and accurate reporting on activities undertaken through this program.
- Outreach, recruitment, and management of volunteers and non-governmental support.

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.

To ensure accountability of the data, for which the Office of Justice Programs is responsible, the following performance measures are provided and should be reported in the semiannual Categorical Assistance Progress Reports. The grantee must continue to document the completion of these tasks in the semiannual progress reports provided to OVC. The data should be collected using the data collection method or mechanism specified in the grant application.

HOPE II Program Objectives: HOPE II Program will award one grant to an organization that will support the activities of small faith-based and/or community-based organizations serving victims of crime during FY 2006.

HOPE II Performance Measures: Outcome Measure 1: Percent increase in victims served.

Outcome Measure 2: Percent increase in advocates, volunteers, and service providers trained.

Output Measure 1: Percent increase in types of services provided.

Data To Be Provided By Grantees: (1) number of victims served, by type of crime; (2) number of advocates trained; (3) number of volunteers trained; (4) number of service providers trained; and (5) types of services provided.

Evaluation: OVC, through the U.S. Department of Justice, National Institute of Justice (NIJ), will undertake an evaluation of this program, by developing performance and output measures of subgrant funding recipients. The grantee and subaward recipients must agree to fully participate in an evaluation of this program as a condition of funding by OVC. The agreement will further require the grantee to ensure that the evaluation team has access to:

- Sources of data, including but not limited to, program records and documents, crime data, etc.
- Contact information for individuals who would be willing to be interviewed about the program.
- Program staff for participation in interviews.
- Program participants who would be willing to be interviewed (Staff from both the intermediary organizations and the subgrantee organizations).
- Space for evaluation team members to conduct interviews, and do other necessary work on-site, if necessary, during the course of the evaluation.

The grantee will be required to report the following output data:

- Number of subgrants funded to eligible subgrantees.
- Timely and accurate reporting of subgrantee activities.
- The number of victims served by subgrantees and the type of services provided to those victims by the subgrantee.
- Number of advocates, volunteers, and service providers trained.

Financial Standards: 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 Response Center (1-800-421-6770) and also through the OJP Web page: <http://www.ojp.usdoj.gov/FinGuide>.

Financial Capability Questionnaire: All nonprofit, nongovernmental organizations that apply for funding with OVC that have not previously (or within the last 3 years) received funding from OVC must complete a Financial Capability Questionnaire. The form can be found at www.ojp.usdoj.gov/oc. Please fax this form to 202-354-4147 and include the application number predominantly on the cover page and on each page of the form.

Grants Management System Registration Deadline: Applicants should register online with GMS no later than April 18, 2005. It may take up to 1 week for you to receive confirmation that

you are eligible to apply.

Application Due Date: Applications by intermediary organizations are due by 5:30 p.m. May 11, 2005, and will be accepted only through the U.S. Department of Justice's Office of Justice Programs (OJP) Online Grant Management System (GMS).

Contact Person: Celestine Baldwin
Tel. 202-616-3565
E-mail: celestine.baldwin@usdoj.gov

Application Guidelines and Instructions

How To Apply

GMS. OJP now requires that funding applications be submitted electronically through the OJP Grants Management System (GMS), which can be accessed at www.ojp.usdoj.gov/fundopps.htm. 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. Note: Individuals submitting applications for funding who, if successful, will 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

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.

- **Ensuring Equal Opportunity Survey.** Since FY 2003, the Department of Justice has invited applicants to complete a survey entitled *Ensuring Equal Opportunity*. Applicants are prompted to complete this survey online while completing the SF 424. The survey helps the Department to better understand the types of nonprofit organizations applying for funding. Private, nonprofit applicants are strongly encouraged to complete this survey. Whether an applicant completes this survey, or the responses contained therein, is not a factor for consideration by OVC in the awarding of funds under this solicitation or any other solicitation.

- **Assurances and Certifications.** The Assurances and Certifications must be reviewed and accepted electronically by the authorizing official or the designated authorizing official.

Attachments (2)

- **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 Overview and Goals
 - Organizational Mission Statement and Expertise in Services to Victims of Crime
 - Project Activities and Deliverables

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 screens.

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 OVC Faith-Based or Community Organizations and Victim Services Discretionary Mini-Grant Program Solicitation for your project 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. Please 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 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 11 for detailed instructions about the information to include in each attachment). Please note that applicants must upload one 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 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

Application Requirements. Applicants for OVC discretionary grant funding must submit the following information online through GMS:

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

Attachment 1: Budget Detail Worksheet (including budget worksheet and budget narrative).

Attachment 2: Program Narrative.

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 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 authorizing official must review the Assurances and Certifications forms in their entirety, and the applicant must comply with these assurances to receive federal funds under this program. Failure to comply may result in the withholding of funds, termination of the award, or other sanctions. 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.

Prohibition of Supplanting

Federal funds must be used to supplement existing funds for program activities and may not replace (supplant) nonfederal funds that have been appropriated for the same purpose. Potential supplanting will be the subject of monitoring and auditing. Violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from Federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

Human Subject Research and Confidentiality Compliance

Generally, OVC does not fund projects that conduct research. DOJ is a signatory to the Federal policy on protection of human subjects of research, the “Common Rule.” DOJ’s incorporation of

the Common Rule is set forth in 28 Code of Federal Regulations (CFR) Part 46, Protection of Human Subjects, which requires that research involving human subjects be submitted to an independent review board for approval and that informed consent procedures be followed. The policies set forth in 28 CFR Part 46 apply to all research involving human subjects conducted, supported, or otherwise subject to regulation by any Federal department or agency that has adopted the Common Rule. Federal Funds may not be expended for research involving human subjects unless the requirements of this policy have been satisfied, if the research is not covered by an exemption set forth in 28 CFR section 46.101(b)(1).

The applicant must indicate in the application whether the project or activity includes research that may involve human subjects, as defined in 28 CFR Part 46.

National Environmental Policy Act (NEPA) Compliance

All Federal grant funds recipients are required to assist the sponsoring Federal agency to comply with the National Environmental Policy Act (NEPA) and with other related Federal environmental impact analysis requirements. Victims of Crime funds may not be used for construction costs; however, grantees may be planning building construction or renovations with its funds or moneys from third parties that relate to the use of the requested funds from OVC. In submitting an application for funding, applicants understand and agree that the assistance they may have to provide includes submitting specific information about any site proposed for construction or renovation and any activities subject to an environmental impact review. OVC and OJP will work with an applicant to meet all assessment requirements. To accomplish this, the applicant is required to inform OVC if the applicant must perform for any of its proposed activities an environmental impact analysis under a state or local requirement, or if a Federal agency is conducting an environment impact analysis. Additionally, if the applicant is anticipating any related new construction, renovation, or remodeling of a property that (1) is listed on or eligible for listing on the National Register of Historic Places; (2) is located within a 100-year flood plain; or (3) would undergo a change in its basic prior use or a significant change in size, then the applicant should contact Diane Wells, OVC's NEPA Coordinator at 202-616-1860 or e-mail diane@ojp.usdoj.gov to determine what additional information OVC requires.

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 complying with the certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," and 28 CFR Part 67, "A Government-Wide Debarment and Suspension (Non-procurement) 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, and DOJ regulation, 28 CFR Part 38, faith-based and community-based organizations that qualify as eligible applicants under OVC programs are invited and encouraged to apply for assistance 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 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. If an organization conducts such activities, they must be offered separately, in time or location, from the programs or services funded by the Department, 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 shall not, in providing services, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion or religious belief.

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 § 1407 of the Victims of Crime Act (VOCA), as amended, § 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of

1990. In the event that a court or 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, Office of Justice Programs. All applicants should consult the Assurances required with the application 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.

Program Access. OVC is committed to ensuring the equal access of diverse and underserved populations to the criminal justice system and victim services. "Underserved" victims may be defined not just by the types of crimes committed, but by their age, gender, level of English proficiency, disability, sexual orientation, national origin or ethnicity, race, or residence in an inner city, rural, or remote area. OVC requires applicants for discretionary funding to consider victims' individual needs, and design project proposals that ensure that resulting products and services are appropriate, accessible, and respectful of victims' autonomy and dignity.

Budget Detail Worksheet (Attachment #1)

The applicant must provide a detailed budget that: (1) is complete, cost-effective in relation to the proposed activities, and accurately reflects how grant funds will be used to accomplish the goal 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).

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.

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 travel costs were estimated or why particular items of equipment or supplies must be purchased. The budget narrative should justify the specific items listed in the budget worksheet and demonstrate that all costs are reasonable. Applicants may refer to the sample Budget Detail Worksheet form at OVC's Web site www.ojp.usdoj.gov/ovc/fund/forms 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.

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 8 double-spaced pages in 12-point font with 1-inch margins and must include four separate sections: (1) project overview and goals (no more than ½ page); (2) organizational mission statement and expertise in services to victims of crime; (3) project activities and deliverables; and (4) performance measurement plan. Each section is described below.

2a. Project Overview and Goals: The application should include a one-half page summary that describes the goal of the project, activities that will be implemented to achieve the project's goal, and the partnership between the faith-based and/or community-based organizations and victim assistance communities that will be used to achieve the project goal.

2b. Organizational Mission Statement and Expertise in Services to Victims of Crime: Applicants must demonstrate how their resources, capabilities, and experience will enable them to achieve the project goal.

2c. Problem Statement: The problem statement must describe the need for the project and provide a clear statement of how the proposed activities will address the problem.

2d. Project Activities and Deliverables: The applicant should describe the role of the partnership between the faith-based and/or community-based organization and the victim assistance communities in achieving the project goal. OVC will work with the grantee to determine the specific activities that will assist the subawardees in addressing the stated problem and in achieving the project goal. The applicant should describe staff responsibilities and provide descriptions of any products that will be developed with this funding. The application should include a basic, clear time-task-line that outlines the major activities that will occur during each month of the project, the month that any proposed products will be made available, and designate the staff person(s) responsible for all proposed activities.

Criteria: Applications will be reviewed by the OVC grant monitor for the project, using the following criteria:

Budget and Budget Narrative. The OVC grant monitor 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 draw-downs will be withheld if the financial status reports are delinquent.

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 of federal funds during their fiscal year. The audit must be performed in accordance with the U.S. General Accounting Office Government Auditing Standards.

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 draw-downs may be withheld if the progress reports are delinquent. Progress reports for awards issued through the GMS must be submitted directly into the GMS system. Questions concerning GMS may be addressed to the GMS Helpdesk at 1-888-549-9901.