

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

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# **VIOLENCE AGAINST OLDER WOMEN EDUCATION PROJECT**

## **Discretionary Grant Application Kit**



**Office for Victims of Crime**

**April 2005**

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## Program Solicitation Announcement

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### Violence Against Older Women Education Project Cooperative Agreement

**Award Amount.** FY 2005 – \$350,000.  
FY 2007 – \$350,000.

**Award Period.** 18 months; continuation funding, up to an additional 18 months, is contingent upon satisfactory performance and the availability of funds.

**Goal.** The goal is to build the capacity of a wide range of professionals to respond to and work with older victims of domestic violence and/or sexual assault.

**Purpose.** The purpose of this solicitation is to support the planning, development, and dissemination of a series of videotapes about domestic violence and/or sexual assault against older women for use by various professionals who work with or encounter victims of these crimes.

**Background.** Two types of elder abuse often do not receive adequate attention—domestic violence in later life and sexual assault against older women. The dynamics involved in both crimes are unique and require a specialized response that has not yet been integrated into existing approaches and programs. The wide range of professionals who come into contact with these victims need education in this area. Resources are needed to build the capacity of the various professional groups who work with older victims of sexual assault and domestic violence. These professionals include victim advocates, law enforcement officers, prosecutors, judges, health care providers, adult protective services workers, and faith community leaders.

**Program Strategy.** The Office for Victims of Crime (OVC) invites applications for the development of a series of videotapes on domestic violence and/or sexual assault against older women. These videotapes will be distributed to a range of professionals who work with or encounter victims of these crimes. It will be left to the applicant to propose whether the videotapes should cover one or both of the topics. OVC expects that the videotape series will include the development of one general video for all audiences that highlights an overall community response to one or both of these crimes. Each additional video in the series must be targeted toward a particular professional group, such as victim advocates/service providers, adult protective services workers, health care providers, faith community leaders, law enforcement officers, prosecutors, judges, or other disciplines identified by the applicant. The applicant should indicate the minimum number of videos to be produced and identify the particular professional target audiences proposed to be reached. Final decisions about the identification of target audiences for the videos will be made in consultation with OVC and the project advisory group, as discussed below.

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Each video must be accompanied by a comprehensive discussion guide that includes a list of available resources. The grantee will develop a detailed, coherent, comprehensive marketing plan to ensure that each video is available to the appropriate professional groups.

Applicants may propose expanding the videos' focus to include domestic violence and/or sexual assault perpetrated against older men, but at this time it is not a requirement of this solicitation.

Funding for the first phase of this project will support the planning, development, and production of the videos. Continuation funding for up to an additional 18 months may be awarded to pilot test the videos with the relevant professional groups and develop and implement the marketing plan. Continuation funding is contingent upon the grantee's satisfactory performance and the availability of funds.

In the first phase of the project, the grantee will establish a multidisciplinary advisory group that will guide and direct the planning and development of the video series and discussion guides, including recommendations regarding selection of target audiences, content, format, individuals to interview, and marketing. This advisory group must meet twice in person in the first phase of the project—once at the beginning of the project to inform the planning and development of the videos and once at the end of the first phase to screen the videos and provide feedback.

Applicants awarded funding under this cooperative agreement will work in close coordination and consultation with OVC in all aspects of the planning, development, and production of the video series. OVC will be closely involved in the selection of the advisory group and in decisions about issues such as content, format, topics, direction, and selection of individuals to appear in the video. OVC will review and approve materials that are developed throughout the video production, including the production plan, scripts, outlines, discussion guides, and the videos in progress.

The applicant must demonstrate the capability to produce high-quality, professional videos. A partnership between a nonprofit organization or public agency and a video production company is welcome, and either entity may apply for the grant, as long as the applicant is a nonprofit organization or public agency. OVC expects that a substantial portion of the funding will be allocated for the production of the video series, including the design of graphics for the packaging of the videos and discussion guides. If the strategy involves a contract for more than \$100,000, the contract must be competitively selected and the strategy should clearly reflect the process for selection of the contractor. OVC will have final approval of any contract selection made under a competition.

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During the first 18 months, grant project tasks and deliverables, at a minimum, must include the following:

- Establish and convene an advisory group that will guide and direct the planning and development of the video series. Advisors should include elder abuse experts, crime victims, state and local victim service providers and advocates, adult protective services workers, law enforcement officers, prosecutors, judges, faith community leaders, and health care professionals. Selection of members of the advisory group will be subject to OVC review and approval. Two in-person meetings of the advisory group must be convened. The first meeting of the advisory group must be held at the beginning of the project, and the second meeting must be held at the end of the first phase, when the group will review a rough cut of the videos and provide feedback.
- Design a detailed production plan for the video series and a plan for the development of the accompanying discussion guides based on the advisory group discussions and consultations with OVC. The plan should include the topics, themes, and framework for each of the videos, the target audiences, projected shooting dates, projected writing and editing timeframes, names of individuals who are proposed for appearance in the videos, background descriptions of those individuals, and points to address during the interviews.
- Develop a detailed outline of the discussion guides to accompany each video.
- Develop the discussion guides based on the outlines.
- Produce a rough cut of the video series.
- Develop a plan to pilot-test the videos and discussion guides during the second phase with the participation of relevant professional groups.

*Applicants are not expected to provide a detailed strategy for the subsequent phase of the project in their application, but should outline a projected plan for the continuation 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 a subsequent phase of the project. To qualify for continued funding, grantees will have to design valid performance measures to measure whether the goals and objectives are being accomplished.*

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During the second 18 months, grant project tasks and deliverables, at a minimum, must include the following:

- Pilot-test all videos and discussion guides with the participation of relevant professional groups. Obtain detailed feedback from these groups on the video and assess the input on the integration of the videos into the ongoing training efforts of the respective professions.
- Revise the videos based on the feedback from the advisory group and the results of the pilot tests. Finalize the videos.
- Evaluate the effectiveness of the videos based on the pilot tests.
- Design a detailed, coherent, comprehensive plan for marketing and disseminating the video series and discussion guides to various professional groups and for the integration of the videos into ongoing training efforts.

**Evaluation.** The applicant must include a plan to perform a basic evaluation of the project that incorporates the identified performance measures (see below) and any other appropriate performance measures identified by the applicant.

**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. The Office of Justice Programs (OJP) is responsible for ensuring the accountability of this project's data. The performance measures for the first year of the project follow:

Program Objective	Performance Measures
<p>The objective of this solicitation is to support the planning, development, and dissemination of a series of videotapes on domestic violence in later life and/or sexual assault against older women for use by a broad spectrum of professionals who work with or encounter victims of these crimes.</p>	<p><b>Outputs:</b></p> <p>Establish a multidisciplinary advisory group that will guide the planning and development of the video series and discussion guides.</p> <p>Convene two (2) meetings of the advisory group.</p> <p>Provide a detailed production plan for the video series and outlines for the accompanying discussion guides.</p> <p>Provide a rough cut of the video series.</p> <p>Provide the discussion guides.</p> <p>Provide a plan for pilot-testing the videos and discussion guides in the second phase of the project if funding is continued.</p>

**Eligibility Requirements.** Eligible applicants are nonprofit organizations or public agencies, including units of state, local, and tribal government, and colleges and universities that can demonstrate knowledge and understanding of the domestic violence and/or sexual assault field(s), particularly issues related to victimization of older women. Applicants must demonstrate they have the resources and capability to conduct a project of national scope. Favorable consideration will be given to applications that propose a partnership between an agency or organization with substantive knowledge of the issues and a video production company (particularly one that also shows understanding of the issues to be addressed). Applicants must demonstrate their organizational capacity to successfully complete all phases of the project. Stronger consideration will be given to organizations that propose to hire a project director/program manager specifically for this project rather than giving existing personnel the adjunct duties and responsibilities of project director.

**GMS Registration Deadline.** Applicants must register in GMS to apply under this solicitation by 8 p.m. ET on May 17, 2005.

**Application Deadline.** Applications under this solicitation must be submitted to GMS by 8 p.m. ET on May 31, 2005.

**Contact Person.** Meg Morrow  
 Tel: 202-305-2986  
 E-mail: Meg.Morrow@usdoj.gov.

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## Application Guidelines and Instructions

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### How To Apply

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

To learn how to begin the online application process, please see the **Quick Start Guide to Using OJP's Online GMS** on page 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 OJP's Grants Management System (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 are applying for a personal grant or cooperative agreement from the federal government are exempt from this requirement.

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



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## Application Review Checklist

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All applications must be submitted electronically through OJP's GMS, which can be accessed at [www.ojp.usdoj.gov/fundopps.htm](http://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, 1-800-333-0505.

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

### Online Forms

\_\_\_\_\_ **Application for Federal Assistance (Standard Form 424).** Generate this form by completing the Overview, Applicant Information, and Project Information screens in GMS.

\_\_\_\_\_ **Assurances and Certifications.** Must be reviewed and accepted electronically by the authorizing official or the designated authorizing official.

### Attachments

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

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

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

\_\_\_\_\_ **Program Narrative (Attachment 2).** The Program Narrative must include—

\_\_Project Abstract.

\_\_Problem Statement.

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- \_Project Goals and Objectives.
  - \_Project Design/Implementation Plan.
  - \_Organizational Capability and Project Management.
  - \_Plans for Measuring Progress and Outcomes.

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

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

- \_Resumes of key personnel/position descriptions (required).
- \_Letters of support (where appropriate).
- \_Memoranda of understanding (where appropriate).

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

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

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**Step 1.** Using an established Internet account, go to [www.ojp.usdoj.gov/fundopps.htm](http://www.ojp.usdoj.gov/fundopps.htm). An online Applicant Procedures handbook is available on this page and applicants may link directly to OJP's GMS, which provides online help screens.

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

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

**Step 3.** Follow the onscreen instructions. First-time GMS users click on "New User? Register Here." Applicants who already have a GMS password click on "GMS Sign-In." Go to the "Violence Against Older Women Education Project" Discretionary Grant Solicitation and begin work on it. **You must do this to complete the registration process! Within 7 days, applicants will receive e-mail confirmation that they are eligible to submit an application.** Plan ahead. Applicants can register at any time and are encouraged to do so as soon as possible. Applicants must create a separate GMS account for each application submitted.

**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 with questions or problems may refer to the online handbook or access applicable help screens. If the questions are not answered by the online GMS reference tools, call the GMS Hotline, 1-888-549-9901. Previous users may contact the GMS Hotline if they are having difficulty with their user ID or 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 (or more) required file attachments: Budget Detail Worksheet, Program Narrative, and Other Program Attachments. (See the Application Review Checklist on page 7 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 (1) file per attachment; only the most current file

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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. Be sure to clearly name each attachment file.

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

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## Application Requirements

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**Required Submissions.** Applicants for the OVC “Violence Against Older Women Education Project” Discretionary Grant must submit the following information online through the Office of Justice’s Program’s (OJP’s) Grants Management System (GMS):

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

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

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

Detailed instructions about and descriptions of each required element are provided below. An Application Review Checklist has been provided for your convenience (see page 7).

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

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

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## Assurances and Certifications

Applicants are required to review and accept the Assurances and Certifications. Please verify that the name, address, telephone 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 the box on the certification form included in the online application process. This form commits the applicant to comply with the certification requirements under 28 CFR Part 69, “New Restrictions on Lobbying,” and 28 CFR Part 67, “A Government-Wide Debarment and Suspension (Nonprocurement) and Government-Wide Requirements for Drug-Free Workplace (Grants).”

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

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

The Office of Management and Budget (OMB) is currently in the process of amending the OMB cost circulars and the common rule (codified at 28 C.F.R. part 69 for DOJ grantees) to reflect these modifications. However, in the interest of full disclosure, all applicants must understand that no federally appropriated funding made available under this grant program may be used, either directly or indirectly, to support the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government, without 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.

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## Other Required Assurances

- **Faith-Based Organizations.** Consistent with President Bush’s Executive Order 13279, signed December 12, 2002, and DOJ regulation, 28 CFR Part 39, 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 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. It should also be noted that any organization that receives financial assistance from the Department may use space in its facilities, without removing religious art, icons, scriptures, or other religious symbols.
  
- **Civil Rights Compliance.** All recipients of federal grant funds are required to comply with nondiscrimination requirements contained in various federal laws, including Title VI of the Civil Rights Act of 1964 (“Title VI”) and section 809 of the Omnibus Crime Control and Safe Streets Act of 1968 (“Safe Streets Act”), as amended. In the event that a court of an administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, 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 (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. The U.S. Department of Justice

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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](http://www.lep.gov), by contacting the Office of Justice Program's Office for Civil Rights at 202-307-0690 or writing to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, 810 7th Street, NW., 8th Floor, Washington, DC 20531.

- **Protection of Human Research Subjects.** Applicants should be aware that some of their proposed activities, especially those related to conducting needs assessments or evaluations, 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 institutional review board for approval and that subject-informed consent procedures 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 be disclosed only as authorized by 42 USC §3789g and 28 CFR Part 22, i.e., for research purposes. In this connection, applicants for OVC support are required to submit a Privacy Certificate as a condition of approval of a grant application or contract proposal that contains a research or statistical component under which information identifiable to a private person will be collected. The Privacy Certificate is the applicant's assurance that he/she understands his/her responsibilities to protect the confidentiality of research and statistical information and has developed specific procedures to ensure that this information is used only or revealed in accordance with the requirements of 42 USC §3789g and 28 CFR Part 22.

The authorizing official must review the Assurances and Certifications forms in their entirety. To accept the Assurances and Certifications in GMS, click on the Assurances and Certifications link 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



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not be used to supplant state or local funds. The federal funds must be used to supplement existing funds for program activities and not to replace funds already appropriated for the same purpose. The total amount of the federal share of the budget must not exceed the amount approved by OVC.

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

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

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

A financial or in-kind match is not required for this grant.

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 the costs to attend one Financial Management Training Seminar sponsored by OJP's Office of the Comptroller (OC), unless the grantee has previously attended this seminar. Specific information, such as dates and locations of upcoming OC events, can be found at <http://www.tech-res-intl.com/doj-octraining/>.

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

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## Program Narrative (Attachment 2)

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

- **2a. Project Abstract.** The application should include a one-page summary that describes the purpose of the project, goals and objectives, and activities that will be implemented to achieve the project’s goals and objectives, methods, and outcomes.
- **2b. Problem Statement.** The problem statement must describe the need for the project and provide a clear statement of how funding will support the project’s value to the victims’ field by meeting a stated goal.
- **2c. Project Goals and Objectives.** The applicant must specify the goals and objectives of the project. The objectives should be measurable and relate directly to the issues described in the problem statement. The goals should state the overall purpose of what is to be accomplished. The objectives should describe the steps necessary to reach the goals or how the goals will be accomplished. The application should clearly describe how funding will support the overall success of the project.
- **2d. Project Design/Implementation Plan.** The project design and implementation plan must describe the project strategy and discuss how the strategy will address the identified problems and support the goals and objectives. The applicant’s strategy or design must include a description of project phases, tasks, activities, staff responsibilities, and clear descriptions of interim deliverables and final products. It must include a time-task plan that clearly identifies objectives, major activities, and products. The time-task plan presented in chart form will not be included as part of the 25-page narrative limitation.

The applicant must describe the following:

- The strategy, tasks, and time-task plan for developing the services and products. Applicants must develop a time-task plan that clearly identifies major activities and products for the duration of the project period. This plan must include the designation of organizational responsibility, a schedule for completion of activities, and submission of finished products. In preparing the time-task plan, the Gant chart, or schedule, applicants should make certain that all project activities will occur within the proposed project period. The plan also must provide for submission of financial and progress reports. All recipients are required to submit semiannual

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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 more guidance on the publication process, see OVC's *Publishing Guidelines for Print and Web Media* online at [www.ojp.usdoj.gov/ovc/publications/infores/pubguidelines/welcome.html](http://www.ojp.usdoj.gov/ovc/publications/infores/pubguidelines/welcome.html).

- The project's intended services and deliverables or products, such as training and technical assistance, training curricula, promising practices compendia, symposia, and videotapes.
- Coordination of the project with other organizations, including victim services, criminal and juvenile justice systems, and any joint or cooperative efforts.
- Any unusual features of the project such as design; technological innovations; reductions in cost or time; or 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.
- How the project will collect and report data on performance measures established for the project.
- The dissemination plan for the product or services. Applicants should provide recommendations for dissemination of products. If those recommendations include nontraditional groups, such as organizations or agencies not likely to be included in a victim assistance or criminal justice mailing list, then applicants should be prepared to provide specific names and contact information. In most instances, publications that have been reviewed, revised by the grantee, and subsequently approved for publication by OVC will be printed by OVC and disseminated through the OVC Resource Center at the expense of OVC. Most publications also will be uploaded to the OVC Web page.

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- **2e. Organizational Capability and Project Management.** Applications must include a clear description of the applicant’s management structure and 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. Applicants should also provide detailed information about staff who have committed to work on the project contingent upon receipt of funding.

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

- **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. Applicants should describe how they will assess performance in attaining the identified outcomes. 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, as appropriate and feasible, information on long-term impact.

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

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

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## Other Program Attachments (Attachment 3)

Remaining attachments include the following materials:

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

## Selection Procedure

OVC staff will review applications for completeness and responsiveness to this application guidance. Responsive applications will be forwarded for peer review. Upon approval by the OVC Director, the application selected for funding will be forwarded for award processing, subject to the final approval of the Assistant Attorney General for OJP. Funding may not be awarded to applicants with overdue financial and/or progress reports for existing OJP grants.

## Selection Criteria

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

- **Goals, Objectives, and Problem(s) To Be Addressed.** The problem statement must provide a strong rationale for the video education project and clearly describe how the video series will be of value to the victims' field by meeting a stated goal. The goals and objectives must be clearly specified and relate directly to the problem statement. The goal(s) should state the overall purpose of what is to be 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 peer reviewers can understand what will be accomplished, how it will be accomplished, and who will accomplish it. All proposed tasks should be presented in a way that allows a reviewer to see the logical progression of tasks and to be able to relate the tasks directly to the accomplishment of the project goals(s) and objectives. Projected activities should be realistic and reflect the project's allocated time, staff, and funding.

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The strategy should indicate the minimum number of videos that would be produced. One general video for all audiences would highlight an overall community response to domestic violence in later life and/or sexual assault against older women. The strategy should propose an appropriate target audience for each of the other videos in the series. This would reflect an understanding that final decisions about target audiences will be made in consultation with OVC and the advisory group.

The strategy should address the establishment of the advisory group, propose its makeup (subject to OVC approval), and provide details for two in-person meetings of the advisory group. The applicant must present a clear picture of the following: components of the video production, development of discussion guides, and graphic design for the packaging of both. The application must contemplate the development of a detailed plan for pilot-testing the video series.

- **Organizational Capability.** Applicants must demonstrate how their resources, capabilities, and experience will enable them to achieve the goals and objectives of the project to develop a series of educational videos for use by practitioners who respond to violence against older women. The applicant must document its capability to undertake and complete all phases of a national-scope, federally funded project on this topic, including evidence that the applicant has the requisite staff and expertise. Organizational capability will be assessed on the basis of the applicant’s described management structure and financial capability. The applicant must submit a project management plan and document the unique qualifications of the professional staff to perform their assigned tasks. Favorable consideration will be given to those applications that propose a partnership between an agency or organization with substantive knowledge of the issues and a video production company, particularly if there is understanding of the issues to be addressed. Additionally, stronger consideration will be given to those applicants who propose to hire a project director/program manager for the day-to-day management of project activities rather than assigning existing organizational staff the responsibilities of the project director 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 accomplishment of project goal(s) and objectives. All applications must include the standardized performance measures established for this solicitation (see page 4). Applicants must describe how the evaluation data will be gathered and analyzed, and identify the resources being committed for this purpose. To determine the quality of the evaluation plan, the following factors will be considered:

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- Extent to which the evaluation plan provides detailed information for increasing the effectiveness of the project's management and administration, documents the objectives that 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 project outcomes.
  - 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.** Reviewers will examine the identified project tasks, milestones, and assignment of staff resources within the framework of the proposed budget. The applicant must demonstrate that there is sufficient staff and time to accomplish the proposed tasks in a cost-effective manner. Applicants must show cost-effective and efficient use of grant resources and demonstrate 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

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

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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 award goals and objectives, describes significant results, and identifies products developed under the award. OJP will provide a report format to the recipient. Future awards and fund drawdowns may be withheld if the progress reports are delinquent. Progress reports must be submitted directly into the GMS system. Address questions about GMS to the GMS Helpdesk, 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 the coordination of topics addressed or services rendered will be shared by OVC and the recipient. When 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 day-to-day conduct of the project rests with the recipient. This specifically includes operations, data collection, analysis, and interpretation.