



The U.S. Department of Justice, Office of Justice Programs, [Office for Victims of Crime](#), is pleased to announce that it is seeking applications for funding under the “National Field-Generated Training, Technical Assistance, and Demonstration Projects” cooperative agreement solicitation. This program furthers the Department’s mission by supporting the development of national-scope training, technical assistance, and demonstration project initiatives that strengthen the capacity of victim service and ancillary service providers to serve victims or enhance providers’ ability to support victims in accessing needed services and rights to which they are entitled.

OVC FY 2008 National Field-Generated Training, Technical Assistance, and Demonstration Projects

Eligibility

Applicants are limited to private nonprofit organizations, including faith-based and community-based organizations, colleges or universities, or public agencies that can demonstrate (1) knowledge and understanding of one or more of the victimization areas described in this solicitation; and (2) staff resources and capability to develop or enhance national-scope resources for the crime victims’ field in one or more of the victimization areas described in this solicitation. A private nonprofit organization does not have to have 501(c)(3) status to apply for grant funding under this solicitation.

(See “Eligibility,” page 4)

Deadline

All applications under “National Day of Remembrance for Murder Victims” are due February 21, 2008. All other applications are due by 8 p.m. e.t. on May 29, 2008.

(See “Deadline: Application,” page 3)

Contact Information

For assistance with the requirements of this solicitation, contact Joye Frost, Director, Program Development and Dissemination Division, at 202-305-1715 or joye.frost@usdoj.gov.

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

Grants.Gov number assigned to announcement: OVC-2008-1781

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OVC FY 2008 National Field-Generated Training, Technical Assistance, and Demonstration Projects (CFDA # 16.582)

Overview

This competitive solicitation would allow the field to submit applications for funding during an extended release period for training, technical assistance, and demonstration projects that are (1) national in scope (defined as relevant and useful to many or most communities and states across the Nation); and (2) address gaps in the field in the areas of training and technical assistance; or (3) develop promising practices, models, or programs through demonstration projects. All initiatives, whether related to training, technical assistance, or development of promising practices, models, and programs, must be focused on improving the capacity of victim service providers and allied practitioners in advancing rights and services for crime victims in the following areas: elder abuse, sexual assault, victim restitution, child abuse, youth victimization, capacity building for victim service providers/organizations, victim services in corrections settings, domestic violence, stalking, the implications of DNA evidence for victims, training and technical assistance on crime victims' rights, and observance of the National Day of Remembrance for Murder Victims. This project is funded through 42 U.S.C. 10603(c)(1)(A) and (c)(3)(E)(ii) of the Victim Compensation and Assistance Act, as amended, which provides funding for demonstration projects, training and technical assistance services for eligible victim assistance programs, and for training and special workshops designed to present and disseminate crime victim-relevant information.

Deadline: Registration

Registering with Grants.gov is a one-time process; however, if you are a first-time registrant it may take up to 5 business days to have your registration validated and 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. **Note: Your Central Contractor Registry (CCR) registration must be renewed once a year. Failure to renew your CCR registration will prohibit submission of a grant application through Grants.gov.**

Deadline: Application

For all program areas, with the exception of the National Day of Remembrance for Murder Victims, applicants may submit their application anytime between the time the solicitation is announced and the deadline date of May 29, 2008. OVC will review applications as they are received, but funding decisions will not be made until after all applications are received after the solicitation deadline date. Due to the nature of the program, applicants applying under the National Day of Remembrance for Murder Victims program area must submit their application by February 21, 2008, in order to be considered for funding. This is to ensure that a grant award can be made in time to sufficiently plan for a national observance to take place on September 25, 2008.

Eligibility

Applicants are limited to private nonprofit organizations, including faith-based and community-based organizations, colleges or universities, or public agencies that can demonstrate (1) knowledge and understanding of one or more of the victimization areas described in this solicitation; and (2) staff resources and capability to develop or enhance national-scope resources for the crime victims' field in one or more of the victimization areas described in this solicitation. A private nonprofit organization does not have 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 Department of Justice (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.

If your organization is a faith-based organization that makes hiring decisions on the basis of religious belief, it may be entitled, under the Religious Freedom Restoration Act, 42 U.S.C. § 2000bb, to receive federal funds and yet maintain that hiring practice, even if the law creating the funding program contains a general ban on religious discrimination in employment. For the circumstances under which this may occur, and the certifications that may be required, please refer to the following link at www.usdoj.gov/fbci/effect-rfra.pdf.

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

American Indian tribes and Alaska Native tribes and/or tribal organizations: All tribal applications must be accompanied by a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable government body. If the grant will benefit more than one tribal entity, a current authorizing resolution or other enactment of the tribal council or comparable government body from each tribal entity must be included. If the grant application is being submitted on behalf of a tribal entity, a letter or similar document authorizing the inclusion of the tribal entity named in the application must be included.

Program-Specific Information

Award Amount: Awards will be made ranging from \$50,000 to \$500,000, depending on the nature, scope, and complexity of the project. Funding requests must be reasonable in relation to the proposed project and supported by a strong strategy that is tied to a detailed budget. Most awards will be in the \$100,000 to \$150,000 range. Applicants may propose multi-year projects that require supplemental funding in subsequent years, but should be aware that all funding under this program solicitation is contingent on the availability and amount of FY 2008 and subsequent fiscal year funding. In addition, OVC will consider grantee performance in meeting project goals as an important factor in providing any continuation funding.

Award Period: 12-36 months

Funding under this announcement is contingent on grantee performance. All OVC awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

Background. The Office for Victims of Crime (OVC) is committed to enhancing the Nation's capacity to assist crime victims and to providing 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 victims' 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 victims 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, as amended, which promotes rights and services for victims of crime within the federal system and serves as the foundation of the Attorney General Guidelines for Victim and Witness Assistance; the 1984 Victims of Crime Act, as amended at 42 U.S.C. 10601, which establishes the Crime Victims Fund and authorizes programs to support grants for victim compensation, victim assistance services, improvement of child abuse investigation and prosecution, as well as discretionary grants for training, technical assistance, demonstration projects, and program evaluation; the Victims of Trafficking and Violence Protection Act of 2000 at 22 U.S.C. 7101, as amended, which 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 at 42 U.S.C. 10603d, as amended, which is intended to protect federal crime victims' rights, including the following: the right to be protected from the accused; the right to be heard at any public proceeding involving the release, plea, or sentencing of the accused; the right to be treated with fairness and respect; the right to timely notice of any public proceeding involving the crime or any release or escape of the accused; the right to proceedings free from unreasonable delay; the right to confer with a government attorney; and, the right to full and timely restitution.

Program Strategy. The National Field-Generated Training, Technical Assistance, and Demonstration Projects solicitation asks applicants to submit applications to develop or enhance training, technical assistance, and promising practices, models, and programs that build the capacity of victim service and other ancillary providers to provide services and support to crime victims or to ensure that victims are afforded the rights to which they are due. Projects should focus on one of the following focus areas: elder abuse, sexual assault, victim restitution, child abuse, youth victimization, capacity building for victim service providers/organizations, victim services in corrections settings, domestic violence, stalking, the implications of DNA evidence for victims, and training and technical assistance on crime victims' rights (not direct compliance

or enforcement efforts). Additionally, OVC also invites applicants to submit proposals for a public awareness campaign or initiative for the 2008 National Day of Remembrance for Murder Victims.

NOTE: OVC cannot fund projects that ask for funding to support the ongoing operation of existing programs or for prevention or research-related initiatives.

Goals, Objectives, and Deliverables: OVC seeks to ensure that all crime victims, including those from underserved populations, receive comprehensive, quality services and are afforded fundamental rights. In support of this goal, OVC invites proposals from organizations that wish to expand, enhance, or develop training, technical assistance, or demonstration projects on a specific emerging or enduring challenge in the victim service field.

OVC invites applicants to address one of the identified focus areas in their proposal. Below are some identified training and technical assistance needs for each issue area. Conversely, please note that this is not an exhaustive list of the potential needs for each issue area and OVC anticipates that some applicants will submit proposals beyond the descriptive parameters but still focused on the victimization-specific topic.

Areas of Focus:

Victim Restitution: Crime victims deserve restitution from their offenders. However, in many situations victims do not receive the restitution they deserve due to a number of reasons, including the numerous methods an offender may use to avoid paying restitution or key stakeholders' limited knowledge regarding victim restitution. OVC is interested in proposals that will develop or enhance innovative training and technical assistance resources or promising practices and programs that focus on victim restitution for key stakeholders, such as law enforcement, court personnel, and correction officers.

Elder Abuse: Elder abuse increasingly is emerging as a critical issue area for victim service providers, criminal justice practitioners, and community response systems. There is a great need for specialized training and technical assistance and promising practices and models on identifying and addressing the needs of elder abuse victims. OVC invites proposals to develop or enhance training and technical assistance or demonstration projects that develop collaborative models or promising practices for victim service providers and other allied practitioners that work to address elder abuse in their communities.

Youth Victimization: Issues such as teen dating violence, stalking, and lack of shelter options for teenage victims have created a need for more specialized training and technical assistance for victim service providers, as well as innovative and promising practices, models, and programs that serve youth victims. OVC seeks innovative proposals that address these emerging issues, as well as proposals that will strengthen service providers' knowledge and skills, resulting in more effective and efficient services to youth victims of violence. OVC is particularly interested in projects that propose new and innovative uses of existing resources to serve this population of victims.

Stalking: The specific strategies stalkers use to track their victims have become more creative and dangerous. In particular, cyberstalking and the use of other forms of technology to stalk victims have become a growing concern for service providers and victims. OVC seeks proposals that will address the needs of victim service providers to better serve victims of these latest forms of stalking. Additionally, OVC seeks proposals focusing on underserved

populations, including, but not limited to, expanding training and technical assistance to include male victims of stalking and victims with disabilities.

Capacity building for victim service providers/organizations: Victim service providers across the United States struggle to adapt their service programs and outreach strategies to the changing needs of their communities. Services and outreach strategies need to be culturally and linguistically appropriate, accessible to individuals with disabilities, trauma informed, and comprehensive enough to address the varied needs that victims present. Jurisdictional and geographical challenges, such as within rural or isolated communities, tribal communities, and urban, high-crime communities, must also be considered when developing programs and services. Often, building the capacity of a victim service agency involves training and technical assistance to direct service providers; it might also include assisting the victim service agency in finding innovative solutions to address problems and forging collaborative partnerships with other agencies to fill gaps in needed services. OVC invites applicants to submit innovative proposals for training, technical assistance, or demonstration projects that focus on helping agencies address programmatic and administrative barriers related to overcoming jurisdictional and geographical challenges, and making services culturally and linguistically appropriate, accessible, trauma informed, comprehensive, and more coordinated.

Sexual Assault: Sexual assault is one of the most underreported crimes in this country. All victims of sexual assault should have access to quality care and services so they can begin the healing process and feel supported in reporting what happened to them to hold offenders accountable and prevent future victimization. OVC invites proposals that address emerging issues, promising practices, and training and technical assistance needs of victim service providers and other practitioners that serve victims of sexual assault. OVC is interested in proposals that address the needs of underserved populations of sexual assault victims, including, but not limited to, victims of drug-facilitated sexual assault, male victims of sexual assault, victims of child sexual abuse, and sexual assault victims living in poverty. OVC also wishes to extend its ongoing work in enhancing the medical forensic response to victims of sexual assault, especially in the area of building capacity and providing information and resources for Sexual Assault Nurse Examiner (SANE) and Sexual Assault Response Team (SART) programs.

Domestic Violence: Domestic violence can take many forms, including physical, emotional, psychological, and sexual abuse. This crime tends to be hidden from those outside of the family, but various professionals can be trained to detect and intervene in cases of domestic violence. Although there is a considerable amount of training and technical assistance addressing domestic violence at the national level, there are still areas of resistant and emerging need that can be addressed by innovative training, technical assistance, and new programs or models of improving services and supports for victims of domestic violence. OVC is particularly interested in projects that focus on enhancing services and supports for victims from underserved populations.

Child Abuse: Child abuse can have dire consequences, during childhood and continuing into adulthood. The long-term effects of child abuse may vary according to the severity and chronicity of the abuse, as well as the kinds of interventions and services that child victims receive in the aftermath of victimization. OVC invites applicants to submit innovative proposals for training, technical assistance, or demonstration projects that focus on the provision of effective, comprehensive, coordinated responses and support to child victims to ensure their safety and well-being. Responses may also focus on effective ways to intervene in the cycle of

child abuse that are followed by services and support that allow the child an opportunity to regain trust and a sense of security in his or her world. OVC is particularly interested in projects that address the role that victim assistance providers and other allied practitioners can play in assisting Child Protective Services professionals in meeting their mission of ensuring child safety and well-being within the community.

Child abuse affects all types of children, but children with disabilities may be at even greater risk of being maltreated than children without disabilities. The majority of abuse is at the hands of an adult that the child knows or with whom the child is familiar. The physical, emotional, and financial costs of abuse are great. If abuse does occur, it is important to respond by reporting it, investigating it, and treating the victim. OVC invites proposals to develop or enhance training and technical assistance resources or promising practices and programs for victim service providers and other allied professionals to address child abuse in their communities, particularly in the areas of child abuse of children with disabilities. Such training or technical resources may focus on increasing knowledge and understanding about a child's stages of development and medical needs and improving awareness of and access to resources for children with disabilities and their parents or caretakers.

In addition to projects that develop promising programs or models for working with Child Protective Services professionals, OVC invites applicants to submit projects that highlight promising programs, models, practices, training or technical assistance that address the role of allied professionals who do not specialize in victim service provision. These projects may focus on helping allied professionals play an active part in the seamless delivery of multidisciplinary services to child victims in environments where an allied professional has contact with or responsibility for the care of a child. These allied professionals can include, but are not limited to, school-based care programs, pre- and after-school programs, camps, libraries with children's programming, daycares, etc. Although many allied professionals are aware of their responsibilities to identify and report child abuse, including possible requirements regarding mandatory reporting, many allied professionals are not aware of how they can augment service provision and provide much needed support to a child victim while the child is in their care. Trainings or model programs that focus on how services may be provided to a child victim by nontraditional service providers beyond making the report and working with Child Protective Services—to the extent possible, are encouraged. Proposals for such projects or trainings should include detailed information on partnerships established to ensure subject matter expertise with established victim service organizations.

Victim Services in Corrections Settings: Correctional settings by nature focus on the management of offenders. Over the years, correctional settings have made great strides in expanding their focus to include programs and services for victims of crime. These programs are vital to ensure that each crime victim's rights are addressed and that crime victims receive the support needed in the aftermath of their victimization. Rights such as victim notification, restitution, and the right to be heard at sentencing exist in every state across the country and corrections-based settings play a key role in affording these rights for victims of crime. However, crime victims continue to be unaware and uninformed of their rights, may not fully understand them, or they are not enforced on their behalf. While much progress has been made over the years to provide services and support to crime victims in corrections, there is more work to be done. OVC invites applicants to submit proposals to continue building upon the progress that has been made in the area of victim services in correctional settings to further improve the quality of services and enforcement of victims' rights in correctional settings. Applicants may consider national-scope training and technical assistance projects, the replication of new or existing best practices, demonstration projects, or corrections-based information and awareness

campaigns geared toward educating and supporting victims of crime who are thrust into the criminal justice system. Applicants may propose the development of a curriculum, but proposals must provide a detailed plan for its publication and national dissemination, as well as identify the target audience who will benefit from receiving the curriculum and how the training will occur.

Crime Victims' Rights: Within the past thirty years, state legislatures have enacted over 27,000 laws that enhance victims' rights and services. Most states have enacted victims' bills of rights and/or amended their constitutions to protect victims' rights. Legislation has been enacted at the federal level to protect the rights of crime victims in federal jurisdictions. Many Indian tribes have adopted code provisions related to victims' rights. Due to the efforts of practitioners working diligently in the field, those statutory rights increasingly are being recognized and enforced. In the past few years, there have been numerous positive developments in the area of victims' rights, such as precedential case law, innovative legislation, and promising practices. OVC is interested in proposals for the development of innovative technical assistance efforts to capture, document, and disseminate information about those developments and their practical implications—at the state, federal, and/or tribal level—to a range of practitioners, including criminal justice professionals, attorneys representing victims in criminal and civil cases, and victim service providers. Proposals must include a detailed plan for reaching this wide-ranging field. OVC will give favorable consideration to applications proposing cutting-edge partnerships between organizations that would maximize their collective expertise and reach. OVC is particularly interested in supporting partnerships that engage and capitalize on the existing strengths and resources of the respective partner organizations.

Forensic Technology & Victims: The use of DNA evidence and other forensic technology is not just an issue for the criminal justice system, but also is a critical issue for victims of crime. As advances are made in DNA and other forensic technologies, the criminal justice system must recognize and manage the residual implications that impact those victims whose cases involve this technology. The implications are present across the criminal justice system continuum—from the initial investigation of the crime through prosecution and postconviction. Relevant issues for victims include collection and preservation of evidence, uses and limitations of DNA and other evidence, victim notification at points along the criminal justice process, and victim involvement and participation in the process. In the context of this range of issues, OVC is interested in projects that enhance the capacity of those who work with victims to most effectively support victims whose cases involve DNA and other forensic technologies, provide them with critical information, and fully address their needs, including long-term needs when cases remain unsolved or are solved years after the crime was committed through the use of DNA evidence or other forensic technologies. OVC is not seeking to fund training initiatives designed to address the technical aspects of the use of forensic technologies or techniques by forensic practitioners. Applications that address only these technical aspects (i.e., the application and use of forensic technologies and techniques for the purposes of identification or investigation) will not be reviewed for potential funding. Training and technical assistance content touching on these aspects, however, may be considered relevant and responsive to this solicitation only if it is conveyed within the context of how victim service providers and allied professionals can employ victim-sensitive approaches to keep victims informed and involved during any relevant and appropriate stages of investigative and criminal justice processes.

National Day of Remembrance for Murder Victims: September 25 was established as a National Day of Remembrance for Murder Victims as a result of unanimously passed resolutions by the U.S. Senate on October 16, 2007 (S. Res. 326), and the U.S. House of Representatives on May 14, 2007 (H. Res. 223). OVC will award one proposal to sponsor a public awareness event or initiative in Washington, D.C., to commemorate the 2008 National Day of Remembrance for

Murder Victims. This event should involve a broad base of victim constituency groups, but should particularly focus on organizations for family members and loved ones of homicide victims. OVC believes that honoring the memory of victims lost to homicide and acknowledging the resulting long-term trauma for families, communities, and the Nation is an important way of promoting public awareness of the impact of violent crime.

Evaluation. The applicant must include a plan to perform basic evaluation of the project, incorporating the performance measures identified below and any other performance indicators identified by the applicant.

Privacy Certificate. OVC and recipients of OVC funding are subject to confidentiality requirements protecting research and statistical information collected that is identifiable to a private person under the DOJ regulations found at 28 CFR Part 22. Identifying characteristics include, but are not limited to, identifiers such as name, address, Social Security number or other identifying number, fingerprints, voiceprints, photographs, genetic information, or any other item or combination of data about a person that could reasonably lead, directly or indirectly, by reference to other information, or to identification of that individual(s). OVC requires recipients of OVC funding to submit a Privacy Certificate prior to engaging in any project activities that involve data collection on individuals through observations, interviews, reports, or review of administrative records, or any project tasks likely to result in the gathering or development of information identifiable to individuals. OVC-funded activities that require a Privacy Certificate prior to conducting the activity include, but may not be limited to, a needs assessment, program evaluation, survey, or focus group interviews. If the applicant's project includes any activity listed above, the applicant must include a privacy certificate with the application materials submitted. For sample privacy certificates, visit www.ovc.gov/fund/forms.htm and view the two model privacy certificates available for adaptation.

Match Requirement. There is no match required for this program.

Limitation on use of award funds for employee compensation; waiver. No portion of any award of more than \$250,000 made under this solicitation may be used to pay any portion of the total cash compensation (salary plus bonuses) of any employee of the award recipient whose total cash compensation exceeds 110% of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The salary table for SES employees is available at www.opm.gov.)

This prohibition may be waived at the discretion of the Assistant Attorney General for the Office of Justice Programs. An applicant that wishes to request a waiver should include a detailed justification in the budget narrative for the application.

Performance Measures

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

Objective	Performance Measures	Data Grantee Provides
<p>The purpose of the cooperative agreement is to advance victims' rights and services through training, technical assistance, and demonstration projects that focus on one of the specialized victimization areas outlined in this solicitation.</p>	<p>Number of products rated highly useful by participants in pilot trainings.</p> <p>Number of gaps identified in training and technical assistance resources for the victims' field that are addressed by projects funded under this solicitation.</p> <p>Number of promising practices, models, or programs developed that enhance the delivery of services to victims or strengthen the ability of victims to exercise their legal rights.</p>	<p>Evaluations results from participants of training and technical assistance events.</p> <p>Number of deliverables produced and distributed that address resource gaps in the victims' field on emerging or enduring issue areas.</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: Complete instructions can be found at www.grants.gov. If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **1-800-518-4726**.

Note: Grants.gov does not support the Microsoft Vista Operating system. The PureEdge software used by Grants.gov for forms is not compatible with Vista. Also, Grants.gov cannot yet process Microsoft Word 2007 documents saved in the new default format with the extension ".DOCX." Please ensure the document is saved using "Word 97-2003 Document (*.doc)" format.

Please also note: OJP's Grants Management System (GMS) does not accept executable file types as application attachments. OJP's Grants Management System (GMS) downloads applications from Grants.gov and is the system in which OJP reviews applications and manages awarded grants. These disallowed file types include, but are not limited to, the following extensions: ".com", ".bat", ".exe", ".vbs", ".cfg", ".dat", ".db", ".dbf", ".dll", ".ini", ".log", ".ora", ".sys", and ".zip".

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-2008-1781.

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 www.dnb.com/us/. Individuals are exempt from this requirement.

What an Application Must Include

Application for Federal Assistance (Standard Form 424)

Program Narrative

The program narrative should not exceed 25 doubled-spaced pages in 12-point font with 1-inch margins and must include six (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.

- **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.
- **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. The problem statement must make a convincing case that the project addresses a gap in existing resources and does not duplicate existing resources.
- **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 must convincingly document that the proposed project will be national in scope; that is, the deliverables will be of utility to many communities across the Nation as opposed to being of utility only to a specific state or jurisdiction.
- **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 applicant must describe the strategy, tasks, and time-task plan for developing the services and products. Applicants must develop a time-task plan that clearly identifies major activities and products for the duration of the project period. This plan must include the designation of organizational responsibility, a schedule for the completion of the activities, and the 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. **Applicants are not expected to provide a detailed strategy or budget for subsequent years of the project in their application, but should outline a projected plan for carrying out the continuation phases of the projects in their application narrative.**

The plan also must provide for the submission of financial and progress reports, and the submission of a formal plan for evaluation activities within 30 days after the award date. All recipients are required to submit semiannual progress reports and quarterly financial reports. **Applicants should keep in mind the OVC requirement that final drafts of all publications, including videos, are to be submitted 120 days prior to the end of the grant period. In most instances, the draft publication will undergo an external review by subject matter experts retained by OVC to provide written comments on the publication's accuracy, relevance, and readability, and to provide suggestions to enhance the publication. In all instances, the publication will be reviewed internally by OVC and other DOJ agencies.** OVC's Publishing Guidelines for Print and Web Media is online at www.ojp.usdoj.gov/ovc/publications/infores/pubguidelines/welcome.html for further guidance on the publication process.

The applicant should also describe the dissemination plan for the product or services. Applicants should provide recommendations for dissemination of any products. If those recommendations include nontraditional groups, such as organizations or agencies not likely to be included in a victim assistance or criminal justice mailing list, then applicants should be prepared to provide specific names and contact information. In most instances, publications that have been reviewed, revised by the grantee, and subsequently approved for publication by OVC will be printed by OVC and disseminated through the OVC Resource Center at the expense of OVC. Most publications also will be uploaded to the OVC Web page.

- **Organizational Capability and Project Management:** Applications must include a clear description of the applicant's management structure and, if the application is for continuation funding, must document the organization's success in implementing previous phases of the project. Applicants must include a description of the current and proposed professional staff members' unique qualifications that will enable them to fulfill their grant responsibilities.

Applicants must describe how the program will be managed and include an organizational chart or information describing the roles and responsibilities of key organizational and functional components and personnel. Applicants must also include a list of personnel responsible for managing and implementing the major stages of the project. If additional staff will be hired to complete the project, the applicant should

identify the selection criteria. Applicants should also provide detailed information about staff who have committed to work on the project contingent upon receipt of funding.

- **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. If the application is for continuation funding, applicants should describe how they will assess performance in attaining the previously identified outcomes, and additional outcomes identified for the continuation phase of the project. Goals and objectives must be clearly stated, links must be established between program activities and objectives, and performance measures must be identified. Data must be provided on the performance measures established for this solicitation.

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 any 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 90 days of project completion.

Budget Narrative Attachment Form

The applicant is required to complete the budget narrative form and the budget detail worksheet (see description below). The budget narrative justifies or explains each budget item and relates it to project activities. The budget narrative provides a justification for all proposed costs and should closely follow the content of the budget detail worksheet. For example, the narrative should explain how fringe benefits were calculated, how travel costs were estimated, why particular 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 detail worksheet in all cost categories and demonstrate that all costs are reasonable.

Budget Detail Worksheet

The completion of this form in support of the budget narrative form described above is required. 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 www.ojp.usdoj.gov/ovc/ and clicking on Standard Forms.

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 OJP's Office of the Chief Financial Officer (OCFO), unless the grantee has previously attended this seminar. Specific information (such as dates and locations of upcoming OCFO events) can be found at www.ojp.usdoj.gov/training/fmts.htm.
2. **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.
3. **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.
4. **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 through the OJP Web site at www.ojp.usdoj.gov/financialguide/index.htm. 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.

Other Program Attachments

Remaining attachments include the following materials:

- **Résumés 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).

Selection Criteria

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

- **Statement of the Problem.** The problem statement must provide a strong rationale for the project and clearly describe how the proposed project will be of value to the victims' field by meeting a stated goal. The problem statement should convincingly document that the project is needed to address resource gaps in the field or to address emerging issues for which there are few or no resources to assist providers. The goals and objectives must be clearly specified and related directly to the problem statement. The

goal(s) should state the overall purpose of what is to be accomplished. If the application is for continuation funding, these new goals and objectives should be addressed within the context of what the project has already accomplished. The objectives should describe the steps necessary to accomplish the goal(s), within the context of what the project has already accomplished.

- ***Project Design and Implementation.*** The program strategy/methodology must include sufficient detail so that the OVC Point-of-Contact or other 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 goal(s) and objectives. Projected activities should be realistic and reflect the time, staff, and funding allocated to the project. A clear picture of the contents or components of the product or training is important as well as a detailed plan for packaging and disseminating the product to user groups. Detailed procedures for pilot testing and refining the products should be included if applicable. This section must also document how the project deliverables (training, technical assistance, or promising practices, models, and programs) will be of utility to providers in communities across the Nation.
- ***Capabilities and Competencies.*** Applicants must demonstrate how their resources, capabilities, and experience will enable them to achieve the goals and objectives. The applicant must document its capability to undertake and complete a national-scope, federally funded project, including evidence that the applicant possesses the requisite staff and expertise. Organizational capability will be assessed on the basis of (1) the applicant's described management structure, financial capability and, if the application is for continuation funding, the results of current grant efforts; and (2) the applicant's project management plan and documentation of the professional staff members' unique qualifications to perform their assigned tasks. Applicants must clearly establish that their experience and resources enable them to achieve the goals and objectives that they propose to accomplish with the funding.
- ***Budget.*** The OVC Point-of-Contact 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.
- ***Impact/Outcomes and Evaluation.*** Applicants must describe their plan for measuring project progress and success. All applications must contain a plan for evaluating the accomplishment of project goal(s) and objectives. All applications must describe how data will be collected to report on the performance measures established for this solicitation. Applicants must describe how the evaluation data will be gathered and analyzed and the resources that are being committed for this purpose.

Review Process

OVC staff will review applications for completeness and responsiveness to this application guidance and will forward their funding recommendations to the OVC Director. On approval by the OVC Director, applications selected for funding will be forwarded for award processing, subject to the final approval of the Assistant Attorney General for the Office of Justice Programs (OJP). Funding may not be awarded to applicants with overdue financial and/or progress reports for existing OJP grants.

Additional Requirements

- 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 the OJP Financial Guide
- Suspension or Termination of Funding
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006

We strongly encourage 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/other_requirements.htm.