

U.S. DEPARTMENT OF JUSTICE
Office of Justice Programs
Office for Victims of Crime

STATE VICTIM ASSISTANCE ACADEMY INITIATIVE

FY 2004 DISCRETIONARY GRANT APPLICATION KIT



Office for Victims of Crime
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Introduction to OVC Discretionary Grants Guidelines

This document provides instructions to assist in the preparation and submission of an application for OVC discretionary funding. The Office of Justice Programs (OJP) now requires that funding applications be submitted through the OJP Grants Management System (GMS). All applications must be submitted electronically through GMS, which can be accessed at www.ojp.usdoj.gov/fundopps.htm.

OVC is creating a Listserv for organizations considering applying for funding. This Listserv will be used to notify members when competitive solicitations are posted on our Web site and will provide further information about changes to GMS. If you would like to add your organization to this Discretionary Grants Listserv for GMS, please forward your name, telephone number, and e-mail address to William Sherman, OVC Listserv Administrator, at shermanw@ojp.usdoj.gov.

Application Guidelines and Instructions

How To Apply. OJP now requires that funding applications be submitted through the OJP Grants Management System (GMS). Access through the Internet to this online application system will expedite and streamline the receipt, review, and processing of requests for funding. Applications will be accepted only through the GMS online application system. **Applications submitted via GMS must be in the following word processing formats: Microsoft Word (*.doc*), PDF files (*.pdf*), or Text documents (*.txt*).**

To learn how to begin the online application process, please see the **Quick Start Guide to Using OJP's Online GMS** on page 5. 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 would personally receive a grant or cooperative agreement from the Federal Government are exempt from this requirement.

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

Application Review Checklist

All applications must be submitted electronically through OJP's GMS. Access GMS at www.ojp.usdoj.gov/fundopps.htm. Applications submitted via GMS must be in the following word processing formats: Microsoft Word (*.doc*), PDF files (*.pdf*), or Text documents (*.txt*). Organizations should verify that they have a DUNS number or take the steps necessary to obtain one as soon as possible. Applicants can obtain a DUNS number at no cost by calling the toll free dedicated DUNS telephone request line, 1-800-333-0505. Use the checklist below to make sure your application is complete. Your GMS application must include

Online Forms

_____ **Application for Federal Assistance (Standard Form 424).** This form is generated by completing the Overview, Applicant Information, and Project Information GMS screens.

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

Attachments (3)

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

_____ **Program Narrative (Attachment 2).** The Program Narrative must include

- ___ Project abstract
- ___ Problem statement
- ___ Project goals and objectives
- ___ Project design/implementation plan
- ___ Organizational capability and project management
- ___ Plans for measuring progress and outcomes

_____ **Other Program Attachments (Attachment 3).** The Other Program Attachments must include

- ___ Resumes of key personnel/position descriptions (required)
- ___ Letters of support (where appropriate)
- ___ Memoranda of understanding (where appropriate)

Note: All of the materials above must be attached in one (1) file.

Refer to corresponding sections in this kit to determine the specific contents of each attachment.

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

Step 1. Using an established Internet account, go to www.ojp.usdoj.gov/fundopps.htm. An online applicant procedures handbook is available on this Web page, and it offers applicants a direct link to OJP's Grants Management System (GMS). The GMS page provides applicants with online help screens. (**Note:** Applicants without an Internet account should call the GMS toll free hotline at 1-888-549-9901 for assistance.)

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

Step 3. Follow the onscreen instructions. First-time GMS users should click on "New User? Register Here." Applicants who already have a GMS password should click on "GMS Sign-In." Proceed to the appropriate OVC Discretionary Grants Solicitation for your project and begin working on it. You **must** do this to complete the registration process. Applicants will receive e-mail confirmation from OVC that they are eligible to submit an application. Plan ahead. **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 who is applying online is not the signing authority, the individual online must list the authorizing official's name and contact information where appropriate. **Questions or problems:** Applicants who have questions should refer to the online handbook or access applicable help screens. If your questions cannot be addressed by the online GMS reference tools, call the GMS hotline toll free at 1-888-549-9901. Previous users should contact the GMS hotline if they are having difficulty with their user ID and password.

Step 4. Complete the online Application for Federal Assistance (SF-424) by providing the required information in the overview, applicant information, and project information screens.

Step 5. Complete the application by electronically "accepting" the Assurances and Certifications and submitting the three (3) required file attachments: Budget Detail Worksheet, Program Narrative, and Other Program Attachments. (See the Application Review Checklist on page 4 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 uploaded to the appropriate attachment will be saved as part of the application. All sections of each attachment must be completed before your application will be considered for funding.

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

FY 2004 State Victim Assistance Academy Initiative

Eligibility Requirements: This is a competitive solicitation. Only one application per state will be considered. Eligible applicants include public agencies, colleges and universities, state governments, and private nonprofit organizations. Applicants must demonstrate:

- Commitment from the state Victims of Crime Act (VOCA) victim assistance and compensation program offices to help develop the academy, including the provision of financial support after completion of the 3-year federal grant.
- Commitment from an accredited college/university to host and promote the state academy; provide academic credit; accommodate and provide meals to students; provide classrooms and accommodate breakout sessions with rooms as necessary; and, with assistance from the steering committee, help oversee the planning, implementation, and evaluation of the project.
- Commitment to meet with OVC and other State Victim Assistance Academy (SVAA) grantees at the beginning of the grant period to share planning strategies and clarify implementation issues.
- Commitment to meet with other SVAA grantees and OVC at the end of first-year funding to share planning processes, lessons learned, goals, and support needed for future technical assistance responsibilities as well as second-year implementation strategies.

Award Amount: \$140,000 for four planning grants at \$35,000 each. Based on grantee performance and the availability of future funds, continuation funding will be available for two subsequent years. Second-year funding is projected at \$100,000 each and third-year funding at \$60,000 each. A financial and/or in-kind match for 25 percent of the total federal grant each year will be required. OVC will also ensure that technical assistance is made available to grantees to assist in this multiyear effort.

Award Period: 12 months with the potential for an additional 24 months.

Goal: The goal is to assist states in developing effective strategies for establishing SVAAAs.

Purpose: The purpose is to support state efforts to provide comprehensive, academically based, fundamental education for victim assistance providers, victim advocates, criminal justice personnel, and allied professionals who routinely deal with crime victims.

Background: The victim assistance movement has grown significantly in the last 25 years and victim assistance programs have become part of the Nation's criminal, tribal, military, and juvenile justice infrastructure. Victim service providers, advocates, and allied professionals with practical experience, training, and education are now working in a variety of settings including district attorneys' offices, correctional institutions, battered women's shelters, and rape crisis centers.

There also has been a growing awareness among practitioners of the complex needs of victims and the demand for more coordinated, multidisciplinary responses. A comprehensive, basic-level victim assistance curriculum made available to victim service providers and allied professionals through SVAAAs would greatly enhance these professional efforts.

Recognizing the need for a national curriculum, OVC funded the development of the first National Victim Assistance Academy (NVAA) in 1995. The academy was coordinated by the Victims' Assistance Legal Organization (VALOR) and a consortium of universities. When NVAA was launched, one of OVC's long-range goals was to encourage a victim assistance course of study in colleges and universities nationwide.

In Fiscal Year 1998, Michigan State University submitted a concept paper to OVC to establish an SVAA. With OVC funding, supplemented with university and state Victims of Crime Act (VOCA) funding, Michigan held the first OVC-sponsored state academy in August 1998. Faculty members from the NVAA provided technical assistance and resource material, and Michigan adapted the NVAA text to help meet the needs of advocates and practitioners in Michigan. The university, in partnership with the Michigan victim assistance community, continues to sponsor an academy annually.

OVC selected and funded five more states (Colorado, Connecticut, Pennsylvania, Texas, and Utah) to develop academies in FY 1999. In FY 2002, OVC provided the third and final year of funding to these five states and awarded first-year funding to five additional state academies in Arizona, Maine, Maryland, Missouri, and Oregon. In FY 2003, OVC provided first-year funding to develop three more academies in the states of Georgia, Illinois, and New York.

This solicitation is intended to encourage similar initiatives in other states with the ultimate goal of establishing a network of state academies capable of meeting the entry-level educational needs of a broad range of victim assistance providers and allied professionals.

Program Strategy: This solicitation will support four states in phase one of the establishment of a state academy. The overall 3-year project has several core components:

- Formation of a diverse planning/steering committee of victim assistance, criminal justice, and social service professionals to plan the development of the SVAA (Year 1).
- University/community planning and implementation of an SVAA with a combination of federal, state, and local funding (Year 1).
- Curriculum review, adaptation, and/or design (Years 1 and 2).
- Academy presentation and project evaluation (Year 2).
- Presentation of a second academy with decreased federal and increased state and local funding (Year 3).
- State academy staff availability for technical assistance and mentoring to other state academy grantees through funding provided by OVC TTAC (Year 3).
- Independent state funding and continued availability of state academy staff for technical assistance and mentorship to other interested state academy grantees (Year 4 and beyond).

In addition to funding, OVC will support the grantees by providing access to the following throughout the course of the grant:

- Technical assistance from current state academy staff.
- Attendance at the State Victim Assistance Academy Curriculum Design Planning training.
- Attendance at Academy trainings, where training/mentoring opportunities can be provided on how to conduct academies.
- Instructional materials developed by OVC discretionary grantees.
- Informational material available through the OVC Resource Center.
- One or two training consultants for special topic areas provided through OVC TTAC.

Since the FY 2004 funding is intended to support Year 1 planning activities, this solicitation will focus on describing Year 1 tasks and product requirements.

1. Planning/Steering Committee

A major task during phase one is to establish a diverse planning/steering committee to plan and manage the project. As the response to victimization increasingly requires partnerships among multiple providers, the composition of a planning/steering committee should mirror these partnerships. At a minimum, commitments of support for establishing a state academy will be needed from the state VOCA victim compensation and assistance administrators, an accredited college/university, the state attorney general's office, where applicable, and key statewide victim advocacy coalitions and groups. Coordination with the U.S. Attorney's Office is recommended. This broad-based, diverse support is critical to ensuring the success of the project in Year 1 and beyond.

2. State Training Assessment

Some states have recognized the diversity of the victim assistance workforce and have established minimum training requirements for the victim assistance providers, while other states have already sponsored educational programs. The steering committee should oversee an assessment of existing state-sponsored educational initiatives and victim assistance training resources. A determination will need to be made regarding how existing training initiatives and resources will combine with or complement an SVAA.

3. Partnership With Academia

Establishing a partnership with the academic community is essential and involves several components, including provision of academic credit through an accredited college or university, establishment of a college/university as host site, and use of expert faculty to develop state-specific curricula and help oversee the academy. A college/university also should be able to provide in-resident faculty, low-cost dormitory housing and dining facilities, large and small classroom spaces to accommodate both plenary and smaller breakout groups, and a library with Internet access and sufficient computers to allow students access to onsite educational materials.

4. Curriculum Design

OVC TTAC offers curriculum design training specifically for SVAA grantees. The training was developed for individuals who design and deliver curricula and for those who are involved in the planning, development, and delivery of training. The unique training offers SVAA grantees the ability to apply adult learning principles in the creation of an actual training module for their SVAAAs. OVC will provide the necessary course work to allow SVAA grantees to: learn to apply effective training techniques that appeal to different adult learning styles; develop a simple training needs assessment plan; prepare a brief presentation that illustrates the five core components of effective communication; learn to facilitate training and work effectively with challenging participants; and to identify four levels of training evaluation.

5. Student Selection

In Year 1 of the grant, the steering committee should begin to formulate the student selection criteria, including a method for screening students, and finalize the process in Year 2. The Michigan Academy encouraged attendance by community “teams” of providers to help promote a coordinated community response to crime victimization. Other methods include use of a selection committee to choose students after reviewing students’ applications and two letters of recommendation. Grantees are encouraged to emphasize student diversity based on geographic location, demographics, and professional agency affiliation in their selection criteria.

6. Staffing Issues

The steering committee should address staffing, including the type and number of staff needed to plan, organize, and manage the state academy. In addition to choosing staff to direct the project and provide administrative support, the committee should address the selection of teaching faculty and the determination of which courses will be taught by college/university faculty and which will be presented by local agency and advocacy group representatives. OVC encourages a blend of practitioners and academicians. Finally, the committee must identify a method for assisting teaching faculty to develop presentations with an interactive format. The OVC TTAC Ultimate Trainer (training of trainers) course incorporates state-of-the-art adult learning principles into a universal training format that is available as a resource in this effort.

7. Financial Plan

Another first year activity must include the development of a viable financial plan for the continued match of OVC federal funds in Years 2 and 3 and for continuation of the SVAA in Year 4 and beyond. Although VOCA funds cannot be used as a match for this grant, OVC has issued guidance to state VOCA administrators authorizing them to make available a percentage of their 1 percent training dollars and 5 percent administrative funds to supplement OVC funding for the development and implementation of state academies.

Evaluation: The applicant must include a plan to perform a basic evaluation of the project, incorporating the performance measures identified below and other appropriate performance indicators. The applicant should follow the guidelines provided in the Plans for Measuring Progress and Outcomes section of the Program Narrative.

Performance Measures: To ensure compliance with the Government Performance and Results Act (GPRA), Public Law 103-62, this solicitation notifies applicants that they are required to collect and report data that measure the results of the programs implemented with this grant. To ensure accountability of this data, for which OJP is responsible, the following performance measures for this project are provided:

- The number of sites reporting increase in collaborative partners (i.e., establishment of a level of partnership with the academic community).
- Establishment of a diverse planning/steering committee.
- Effective use of the planning/steering committee in the planning phase.
- Completion of a training needs assessment.
- Commitment of support from the state Victims of Crime Act (VOCA) Office for establishing a state academy.
- Establishment of a viable planning process for implementation of the state academy.

The grantee must document the accomplishment of these measures in the semiannual progress reports submitted to OVC. The progress reports must include information on all of the above performance measures.

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

Contact Person: Laura Ivkovich, 202-616-3576 or e-mail laurai@ojp.usdoj.gov.

Application Requirements

The following information must be submitted online through the Office of Justice Programs' (OJP) Grants Management System (GMS):

1. Application for Federal Assistance, Standard Form 424.
2. Assurances and Certifications.
3. Program Attachments (listed below).
 - Attachment 1: Budget Detail Worksheet (including budget worksheet and budget narrative).
 - Attachment 2: Program Narrative (including project abstract, problem statement, project goals and objectives, project design/implementation plan and time-task plan, organizational capability and project management statement, and plans for measuring progress and outcomes).
 - Attachment 3: Other Program Attachments (including resumes of key personnel, position descriptions, letters of support, memoranda of understanding, information about the author of the proposal, and other attachments as needed).

Below are detailed instructions about and descriptions of each required element. An Application Review Checklist has been provided for your convenience (see page 4). **Note:** Applications that do not include all required elements will not be considered for funding.

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

Assurances and Certifications. Applicants are required to review and accept the Assurances and Certifications. Please verify that the name, address, phone number, fax number, and e-mail address of the authorizing official have been entered correctly on these online forms.

- **Assurances.** The applicant must comply with assurances to receive federal funds under this program. It is the responsibility of the recipient of the federal funds to fully understand and comply with these requirements. Failure to comply may result in the withholding of funds, termination of the award, or other sanctions.
- **Certifications Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters, and the Drug-Free Workplace Requirement.** Applicants are required to review and check off the box on the certification form included in the online application process. This form commits the applicant to comply with the certification requirements under 28 CFR Part 69, "New

Restrictions on Lobbying,” and 28 CFR Part 67, “A Government-Wide Debarment and Suspension (Nonprocurement) and Government-Wide Requirements for Drug-Free Workplace (Grants).”

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

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

The Office of Management and Budget (OMB) is currently in the process of amending the OMB cost circulars and the common rule (codified at 28 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.

Other Required Assurances

- **Faith-Based Organizations.** Consistent with President Bush’s Executive Order 13279, December 12, 2002, it is now OVC policy that faith-based and community organizations that statutorily qualify as eligible applicants under OVC programs are invited and encouraged to apply for assistance awards. Faith-based and community organizations will be considered for awards on the same basis as other eligible applicants. If they receive assistance awards, faith-based and community organizations will be treated on an equal basis with nonfaith-based and community organization grantees in the administration of such awards. No eligible applicant or grantee will be discriminated against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.
- **Civil Rights Compliance.** All recipients of federal grant funds are required to comply with nondiscrimination requirements contained in various federal laws, including Title VI of the Civil Rights Act of 1964 (“Title VI”) and 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 has issued guidance for grantees to assist them in complying with Title VI requirements. The guidance document can be accessed on the Internet at www.lep.gov, or by contacting the Office of Justice Programs' Office for Civil Rights at 202-307-0690, or by writing to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, 810 7th Street, NW., 8th Floor, Washington, D.C. 20531.

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

Budget Detail Worksheet (Attachment 1). The applicant must provide a detailed budget that (1) is complete, allowable, cost-effective in relation to the proposed activities, and accurately reflects how grant funds will be used to accomplish the goals and objectives of the proposal; (2) shows the cost calculations demonstrating how the applicant arrived at the total amount requested; and (3) provides a supporting budget narrative to link costs with project implementation (see below for more about the budget narrative). These federal grant funds must not be used to supplant state or local funds. The federal funds must be used to supplement existing funds for program activities and not to replace funds already appropriated for the same purpose. The total amount of the federal share of the budget must not exceed the amount approved by OVC.

Applicants must submit both a budget worksheet and a budget narrative in one (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 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 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 at www.ojp.usdoj.gov/oc/. This document governs the administration of funds by all successful applicants and their contractors.

Applicants should plan to attend an annual OVC discretionary grantee meeting in Washington, D.C. With the exception of local grantees, applicants should include line items detailing all estimated travel expenses associated with attending this meeting. Applicants who receive annual funding of more than \$100,000 should also budget costs to attend one Financial Management Training Seminar sponsored by OJP's Office of the Comptroller (OC), unless the grantee has previously attended this seminar. Specific information, such as dates and locations of upcoming OC events, can be found at www.tech-res-intl.com/doj-octraining/.

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

Program Narrative (Attachment 2). The program narrative should not exceed 25 double-spaced pages, should be in 12-point font, have four 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 1-page summary that describes the project's purpose, goals and objectives, progress to date, and activities that will be implemented to achieve the project's goals and objectives, methods, and outcomes.

2b. Problem Statement: The problem statement must describe the need for the project and provide a clear statement of how funding will support the project's value to the victims' field by meeting a stated goal.

2c. Project Goals and Objectives: The applicant must specify the goals and objectives of the project, must describe the accomplishments, and must document the progress of the existing project. The objectives should be measurable and relate directly to the issues described in the problem statement. The goals should state the overall purpose of what is to be accomplished. The objectives should describe the steps necessary to reach the goals or how the goals will be accomplished. The application should clearly describe how funding will support the overall success of the project.

2d. Project Design/Implementation Plan: The project design and implementation plan must describe the project strategy and discuss how the strategy will address the identified problems and support the goals and objectives. The applicant's strategy or design must include a description of project phases, tasks, activities, staff responsibilities, and clear descriptions of interim deliverables and final products. It must 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 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 the schedule, applicants should make certain that all project activities will occur within the proposed project period. The plan also must provide for the submission of financial and progress reports. All recipients are required to submit semiannual progress reports and quarterly financial reports.

Applicants should keep in mind the OVC requirement that final drafts of all publications, including videos, are to be submitted 120 days prior to the end of the grant period. In most instances, the draft publication will undergo an external review by subject matter experts retained by OVC to provide written comments on the publication's accuracy, relevance, and readability, and to provide suggestions to enhance the publication. In all instances, the publication will be reviewed internally by OVC and other DOJ agencies.

For further guidance on the publication process, refer to the current edition of the *OVC Publishing Guidelines Handbook*, which is available online at www.ojp.usdoj.gov/ovc/publications/infores/pubguidehndbk/welcome.html.

- The project's intended services and deliverables or products, such as training and technical assistance, training curricula, promising practices compendia, symposia, and videotapes.

- Coordination of the project with other organizations, including victim services, criminal and juvenile justice systems, and joint or cooperative efforts.
- Any unusual features of the project, such as design, technological innovations, reductions in cost or time, and extraordinary community, volunteer, or private sector involvement.
- Procedures for testing and evaluating the service or product or its method for obtaining feedback about its worth to the field.
- How the project will collect and report data on performance measures established for the project.
- 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 on to the OVC Web page.

2e. Organizational Capability and Project Management. Applications must include a clear description of the applicant's management structure and document the organization's success in implementing previous phases of the project. Applicants must include a description of the unique qualifications of current and proposed professional staff members who 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 as well as sufficient time to devote to the project to provide the needed guidance and supervision. Job descriptions and copies of resumes for proposed key staff positions should be included in attachment 3.

2f. Plans for Measuring Progress and Outcomes: Evaluation is critical to ensure that each OVC project is operating as designed and achieving its goals and objectives. Accordingly, each application must provide a plan to assess the project's effectiveness and to evaluate accomplishment of project goals and objectives. Applicants should describe how they will assess performance in attaining 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 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 120 days of project completion.

OVC is required to report its programmatic results annually, in accordance with the Government Performance and Results Act (GPRA). OVC summarizes the individual results and outcomes of all discretionary grant programs, indicating whether the programs are successfully meeting their objectives. OVC depends on its grantees to provide accurate, timely and relevant information on grant progress and impact. Increasingly, these findings will provide justification for continuing OVC's discretionary grant program. ***Applicants must coordinate with their grant monitor in advance of submitting their application to determine the appropriate performance measures for inclusion in their application's plan for measuring progress and outcomes.***

Applicants should be aware that some of their proposed activities related to conducting needs assessment or evaluation may be covered and governed by the Department of Justice's regulations applicable to the protection of human research subjects and data confidentiality. The Department of Justice's regulations on the protection of human subjects of research (28 CFR Part 46) require, in brief, that before federal funds are expended on research involving human subjects, the research activity must be submitted to an independent review board for approval and 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 only be disclosed as authorized by 42 U.S.C. § 3789g and 28 CFR Part 22, such as for research purposes. In this connection, applicants for OVC support are required to submit a Privacy Certificate as a condition of approval of a grant application or contract proposal that contains a research or statistical component under which information identifiable to a private person will be collected. The Privacy Certificate is the applicant's assurance that he/she understands his/her responsibilities to protect the confidentiality of research and statistical information and has developed specific procedures to ensure that this information is only used or revealed in accordance with the requirements of 42 U.S.C. § 3789g and 28 CFR Part 22.

Other Program Attachments (Attachment 3). The Other Program Attachments file must include

- **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 by agencies and organizations whose support and collaboration is integral to the successful implementation of the project (if applicable).
- **Other attachments** as needed (if applicable).

Acceptance Procedure. OVC staff will review applications for completeness and responsiveness to this application guidance. Responsive applications will be forwarded for award processing, subject to the final approval of the OVC Director and OJP's Assistant Attorney General.

Reporting Requirements

Reports

The **Financial Status Report** (SF 269-A) is due quarterly, no later than the 45th day following the end of each calendar quarter. A report must be submitted every quarter in which the award is active, even if there has been no financial activity during the reporting period. The final report is due 120 days after the end date of the award. Future awards and fund drawdowns will be withheld if the financial status reports are delinquent.

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

The **Semiannual Progress Report** must be submitted by funding recipients. The progress report describes activities during the reporting period and the status or accomplishment of objectives as set forth in the approved application for funding. Progress reports must be submitted within 30 days after the end of the reporting periods, which are January 1 through June 30 and July 1 through December 31 for the life of the award. Due 120 days after the end date of the award, the final report summarizes the progress toward achieving the award's goals and objectives, describes the significant results, and identifies any products developed under the award. Report format will be provided to the recipient by OJP. Future awards and fund drawdowns may be withheld if the progress reports are delinquent. Progress reports for awards must be submitted directly into the GMS system.