



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 for a project titled, "Intensive Case Management for Family Members of Homicide Victims." This program furthers the Department's mission by identifying promising and sustainable family-focused interventions for family members of homicide victims.

Intensive Case Management For Family Members of Homicide Victims In Rural Areas

Eligibility

Applicants are limited to private nonprofit organizations, including faith-based and community-based organizations, colleges or universities, tribal organizations, or public agencies that can demonstrate (1) knowledge and understanding regarding the service needs of families after a homicide; (2) experience in program development and implementation of direct service programs for crime victims and their families; (3) and staff resources and capability to carry out all activities required by the funded project.
(See "Eligibility" on page 5.)

Deadline

Registration with Grants.gov is required prior to application submission.
(See "Deadline: Registration," page 4.)

All applications are due by 8:00 p.m. Eastern Time on Tuesday, January 20, 2009.
(See "Deadline: Applications," page 5.)

Contact Information

For assistance with the requirements of this solicitation, contact Mary Atlas-Terry, Victim Justice Program Specialist, at 202-353-8473 or mary.atlas-terry@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 or send an email to support@grants.gov. **Note:** The *Grants.gov/GMS* Support Hotline hours of operation are Monday-Friday from 7:00 a.m. to 9:00 p.m. Eastern Time.

Grants.Gov number assigned to announcement: OVC-2009-2000

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Intensive Case Management for Family Members of Homicide Victims in Rural Areas (CFDA # 16.582)

Overview

The purpose of this demonstration project is to identify and replicate promising practices related to the provision of a comprehensive array of services to family members of homicide victims in rural areas. This project is intended to complement the one project in an urban setting that was funded under the OVC FY08 solicitation entitled "Intensive Case Management for Family Members of Homicide Victims." Once funded, the two projects together will help identify promising and sustainable family-focused interventions for family members of homicide victims in geographic areas that pose very different challenges for service providers and families impacted by crime. In the first 12-month period of this cooperative agreement, funding will be used to enhance, evaluate, and institutionalize existing promising direct service interventions in partnership with other community agencies within rural communities. In the second phase of the project, the grantee will continue to provide direct services and will develop technical assistance resources that will be useful to other agencies in rural settings. The third phase of this project will provide funding to replicate and evaluate the program in three rural settings. The money for this grant is authorized by the Victim Compensation and Assistance Act, as amended, at 42 U.S.C. § 10603 (c)(1)(A).

Deadline: Registration

Registering with Grants.gov is a one-time process; however, processing delays may occur and **it can take up to several weeks for first-time registrants to receive confirmations/user passwords.** OJP highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package to our agency by the application deadline specified. The registration process for organizations involves these steps: (1) Obtain a Data Universal Numbering System (DUNS) number; (2) Register your organization with the Central Contractor Registration (CCR) database; (3) Register with Grants.gov's Credential Provider and obtain a username and password; (4) Register with Grants.gov to establish yourself as an Authorized Organization Representative (AOR); and (5) The E-Business Point of Contact (POC) assigns the "Authorized Applicant Role" to you. For more information about the registration process, go to www.grants.gov. **Note: Your CCR must be renewed once a year. Failure to renew the CCR registration may prohibit submission of a grant application through Grants.gov.**

Deadline: Application

The due date for applying for funding under this announcement is 8:00 p.m. Eastern Time on Tuesday, January 20, 2009.

Within 24–48 hours after submitting your electronic application, you should receive an e-mail validation message from Grants.gov. The validation message will tell you if the application has been received and validated or if it has been rejected, and why.

Important: You are urged to submit your application at least 72 hours prior to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused the rejection notification.

If you experience unforeseen Grants.gov technical issues beyond your control, you must contact OJP staff **within 24 hours after the due date** and request approval to submit your application. At that time, OJP staff will require you to e-mail the complete grant application, your DUNS number, and provide a Grants.gov Help Desk tracking number(s). After OJP reviews all of the information submitted as well as contacts Grants.gov to validate the technical issues reported by the grantee, OJP will contact you to either approve or deny the request.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time; (2) failure to follow Grants.gov instructions on how to register and apply as posted on its website; (3) failure to follow all of the instructions in the OJP solicitation; and (4) technical issues experienced with the applicant's computer or information technology (IT) environment.

Eligibility

General Statement of Eligibility: Applicants are limited to private nonprofit organizations, including faith-based and community-based organizations, colleges or universities, tribal organizations, or public agencies that can demonstrate (1) knowledge and understanding regarding the service needs of families after a homicide; (2) experience in program development and implementation of direct service programs for crime victims and their families; (3) and staff resources and capability to carry out all activities required by the funded project.

Faith-Based and other Community Organizations: Consistent with President George W. Bush's Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, it is DOJ policy that faith-based and other community organizations that statutorily qualify as eligible applicants under DOJ programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and other community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. DOJ grant funds, however, may not be used to fund any inherently religious

activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

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 see the OCR link referenced at the "OJP Other" pages, included herein.

American Indian Tribes and Alaska Native Tribes and/or Tribal Organizations: Applicants are limited to for-profit (commercial) organizations, non-profit organizations, faith-based and community organization, institutions of higher learning, and consortiums with demonstrated organization and community based experience working with American Indian and Alaska Native communities, including tribal commercial and nonprofit organizations, tribal colleges and universities, and tribal consortiums.

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.

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

Program Specific Information

Award Amount:

One cooperative agreement will be awarded for up to \$200,000 for the first 12 month phase of the project. Funding for subsequent phases of the project will be determined by funding availability, grantee performance, and completion of first-year project activities and deliverables.

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

Match Requirement: There is no match required for this grant.

Award Period:

The award period for phase one of this project is 12 months; funding for subsequent phases of the project is contingent upon meeting preceding year objectives and availability of funds. Applicants should be aware that the total period of an award, including one that receives additional funding, ordinarily will not exceed three years.

Purpose:

The quality and comprehensiveness of services to family members of homicide victims varies greatly across the United States. Many types of victim service agencies and professionals

indicate that they provide services to family members of homicide victims; however, these services are often limited to assistance with Crime Victims' Compensation claims, case status updates, assistance with victim impact statements, and other criminal justice related activities. While these services are very important, the services are often not comprehensive enough to address the complex array of needs experienced by the family, including the specialized needs of young children and teenagers who are grieving the death of the victim. The impact of the traumatic event is often underestimated. Victims and service providers in rural areas face additional challenges in accessing and providing necessary and appropriate services. The purpose of the Intensive Case Management for Family Members of Homicide Victims in Rural Areas project is to identify and replicate promising practices related to the provision of a comprehensive and coordinated array of services that streamlines access to vital support services to family members of homicide victims. In FY 08, OVC awarded one grant to a project in an urban area. This solicitation compliments the FY 08 solicitation by identifying promising and sustainable family-focused interventions for family members of homicide victims in rural areas.

Program Strategy:

Through this grant opportunity, one cooperative agreement will be awarded. One successful applicant from a rural area will be selected. Applicants must clearly identify their status as a rural community and provide documentation within their problem statement to support this designation. Applicants should describe the specific jurisdictional and geographical boundaries of the designated community and document the existence of crime in the community by using indicators such as crime rates and the number of homicides per year.

In the first 12-month period of the project, the successful applicant will develop or enhance a comprehensive service strategy for services to family members after a homicide. The service strategy must include, but is not limited to, the provision of intensive case management for all members of the victim's immediate family, and any other family member or friend of the victim who is requesting services. Intensive case management will include conducting service needs assessments, service planning, provision of information, assistance and referral, and follow-up with victims regarding services received. Services should also include the coordination of culturally and linguistically appropriate services, individual and group counseling, support groups, criminal justice advocacy, court accompaniment, and assistance with crime victim compensation. Grantee organizations may need to hire a case manager to coordinate services on behalf of clients; however, successful applicants will demonstrate the ability to work collaboratively with other community agencies for specialized services that their agency may not provide, such as criminal justice information and advocacy; counseling for adults and children; support groups for adults, teens, and children; substance abuse treatment; food banks; rental assistance programs; school-based services; and programs through youth organizations. Program staff should be available to conduct home visits as necessary (e.g., for the purpose of assisting law enforcement with death notification or initial service assessments). If the applicant demonstrates that there are gaps in the community regarding certain needed services (i.e., counseling for children), funding could be used to develop this service. Portions of the funding may be used to support community collaboration activities between service agencies to enhance referral networks and ensure that a comprehensive array of services is available. Portions of funding may also be used to support training and outreach to community partners to help build their capacity to serve family members of homicide victims. The program strategy may include a regional model for providing the above services over large geographic areas, utilizing a highly collaborative network of victim service organizations.

Depending upon funding availability in subsequent years of the project, phases two and three of this project will include (1) continued implementation and institutionalization of the model program through the development of written protocols, procedures, and memoranda of understanding; (2) development of technical assistance resources; and (3) replication of the comprehensive service model in several communities. The number and locations of the pilot sites will be determined based on future project strategy and funding availability. Within this application, the successful applicant must demonstrate that they have the organizational capacity to provide training and technical assistance to other rural organizations to help them establish the model program within their communities. In phase three, the grantee may administer sub-grants to up to three organizations in other rural areas, provide programmatic and fiscal oversight to these pilot sites, and provide training and technical assistance to ensure that the replicated sites have what is needed to implement the program successfully in each target area. Applicants are not expected to provide a detailed strategy or budget for subsequent phases of the project (outside of the first 12-months); however, in their application, applicants must demonstrate that they have the capacity to carry out the continuation phases of the project.

Deliverables: (First 12 months)

- 1.) Revised time-task plan of project activities.
- 2.) Development or enhancement of a comprehensive service strategy for family members of homicide victims, including, but not limited to, identifying and addressing the service needs of child and teen survivors, family members and friends who witnessed the homicide, and survivors with disabilities or special needs.
- 3.) Written protocols, policies, procedures, and memoranda of understanding to implement the program.
- 4.) Provision of direct services to family members of homicide victims.
- 5.) Plan for evaluation of the program within 30 days of grant award.
- 6.) Implementation of program evaluation.
- 7.) List of collaborative partners involved in the comprehensive service strategy.

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 percent 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 who receive funding under this solicitation must provide data that measures the results of their work. Additionally, applicants must discuss their data collection methods in the application. Performance measures for this solicitation are as follows:

Objective	Performance Measures	Data Grantee Provides
<p>Enhance and institutionalize an existing model strategy to provide an expanded range of comprehensive and coordinated services to family members of homicide victims in rural areas.</p>	<p>Percent increase in the number of family members of homicide victims served.</p> <p>Percent increase in the number and types of services provided to family members of homicide victims.</p> <p>Percent increase in the number and types of community agencies working collaboratively on the project.</p> <p>Percentage of victims who report that they were satisfied with the quality of services.</p> <p>Percentage of victims who report that most of their needs were addressed.</p>	<p>Total number of family members of homicide victims served at the beginning and conclusion of reporting period.</p> <p>The number of services available to victims at the beginning of the report period (broken down by type of service).</p> <p>Total number of services accessed by family members (broken down by type of service) at the beginning and conclusion of the reporting period.</p> <p>Total number of collaborative partners involved at the beginning and conclusion of the reporting period (broken down by type of partner).</p> <p>Number of family members of homicide victims surveyed about the quality of services.</p> <p>Number of family members of homicide victims that report that they were satisfied with the quality of services.</p> <p>Number of family members of homicide victims that report that most of their needs were addressed.</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**, Monday-Friday from 7:00 a.m. to 9:00 p.m. eastern time.

Funding Opportunities with Multiple Purpose Areas: Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If you are applying to a solicitation with multiple Competition IDs, you must select the appropriate Competition ID for the intended purpose area of your application. The application will be peer reviewed according to the requirements of the purpose area under which it is submitted.

Note: OJP's Grants Management System (GMS) does not support Microsoft Vista or Microsoft 2007. Therefore, OJP will not review any application whose attachments are in Microsoft Vista or Microsoft 2007 format. GMS downloads applications from Grants.gov and is the system in which OJP reviews applications and manages awarded grants. Applications submitted via GMS must be in the following word processing formats: Microsoft Word (*.doc), WordPerfect (*.wpd), PDF files (*.pdf), or Text Documents (*.txt) and may include Microsoft Excel (*.xls) files. GMS is not yet compatible with Vista and cannot yet process Microsoft Word 2007 documents saved in the new default format with the extensions of “.docx.” Please ensure the documents you are submitting in Grants.gov are saved using “Word 97-2003 Document (*.doc)” format. Additionally, GMS does not accept executable file types as application attachments. 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-2009-2000.

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 Numbering 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 for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at <http://www.dnb.com>. Individuals are exempt from this requirement.

Central Contractor Registration (CCR) is required: In addition to the DUNS number requirement, OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted

applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR at least once per year to maintain an active status. Information about registration procedures can be accessed at www.ccr.gov.

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. For the purpose of this solicitation, applicants should clearly identify their status as a rural community and provide documentation to support this designation. Applicants should describe the specific jurisdictional and geographical boundaries of the designated community, and document the existence of high levels of crime in their community by using indicators such as crime rate and the number of homicides per year. The problem statement should describe the types of homicides occurring within the geographic area and specific challenges faced by family members and service providers that will be addressed by this project.
- **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.
- **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 Office for Victims of Crime (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:**

Applicants must demonstrate that they have experience and the organizational capability to carry out all phases of the project, including, but not limited to, experience related to providing direct services to the focus population, and developing and delivering training and technical assistance resources.

Applications must include a clear description of the applicant's management structure. 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.

- **Impact/Outcome and Evaluation/Performance Measure Data Collection Plan:**

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. 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 program evaluation, 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. Evaluation 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.

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 <http://www.ovc.gov/fund/forms.htm> and view the two model privacy certificates available for adaptation.

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 <http://www.ovc.gov/fund/forms.htm> 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 <http://www.ojp.usdoj.gov/training/financial.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 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 <http://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** should be provided from agencies and organizations whose support and collaboration is integral to the successful implementation of the project.

- **Copy of federal approved Indirect Cost Rate Agreement** (if applicable).
- **Privacy Certificate** (if applicable).

Selection Criteria

Applications will be evaluated and rated based on the extent to which the program meets the following selection criteria.

1. **Statement of the Problem (15%)**
 - a. 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.
 - b. Applicants must clearly identify their status as a rural community and provide documentation to support this designation.
 - c. Applicants must describe the specific jurisdictional and geographic boundaries of the designated community and document the existence of high levels of crime by using indicators such as crime rate and the number of homicides per year within that area.
 - d. Applicants must demonstrate their knowledge of the types of homicides occurring within the geographic target region and state specific challenges faced by victims and service providers within this region.
2. **Project/Program Design and Implementation (35%)**
 - a. 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.
 - b. The applicant's strategy must describe how the applicant will deliver a comprehensive array of services to family members after a homicide. The service strategy must include, but is not limited to, the provision of intensive case management for all members of the victim's immediate family, and any other family member or friend of the victim who is requesting services. Intensive case management will include conducting service needs assessments, service planning, provision of information, assistance and referral, and follow-up with victims regarding services received. Services should also include the coordination of culturally and linguistically appropriate services, early intervention services, individual and group counseling, support groups, criminal justice advocacy, court accompaniment, and assistance with crime victim compensation.
 - c. The strategy must include detailed information about collaborative partners who will work with the applicant to deliver a comprehensive array of services for family members, and activities of the applicant to support these collaborative relationships.
 - d. The strategy must include a time-task plan that clearly identifies activities and deliverables for the 12-month period of this project, organizational responsibility for these activities, and schedule for the completion of the activities and deliverables. The plan also must provide for the submission of financial and progress reports.

- e. Program design should include discussion of plan for carrying out future activities during the replication phase of this project at up to 3 additional rural pilot sites, pending funding availability.
3. Capabilities/Competencies (20%)
- a. Applications must include the following:
 - i. A clear description of the applicant's experience and capability related to providing direct services to the focus population, working collaboratively with other organizations on behalf of the focus population, and developing and delivering training and technical assistance resources to other organizations working with the target population.
 - ii. A description of the applicant's ability to manage a national-scope, federally funded project, including evidence that the applicant possesses the requisite staff and expertise.
 - iii. A clear description of the applicant's management structure.
 - iv. A description of how the program will be managed and include an organization chart or information describing the roles and responsibilities of key organizational and functional components and personnel.
 - v. A list of personnel responsible for managing and implementing the major stages of the project. The project director must have both the substantive expertise and experience to perform crucial leadership functions and sufficient time to devote to the project to provide the needed guidance and supervision.
 - vi. A description of the proposed professional staff members' unique qualifications that will enable them to fulfill their grant responsibilities.
 - vii. Job descriptions outlining the roles and responsibilities and provide the selection criteria for the vacant and proposed new positions.
 - viii. Resumes of key personnel.
4. Budget (15%)
- a. The applicant must submit a budget narrative and Budget Detail Worksheet as described on page 12 of this solicitation.
 - b. Applicants must show cost-effective and efficient use of grant resources, demonstrating that all grant-related expenses are necessary for project completion.
 - c. 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.
5. Impact/Outcomes and Evaluation/Performance Measure Data Collection Plan (15%)
- 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. To assist in fulfilling the Department's responsibilities under the GPRA, applicants who receive funding under this solicitation must provide data that measures the results of their work within their semi-annual progress reports (due Jan 30th and July 30th of each year), as well as within their final report that is due within 90 days of project completion.

The performance measures for this solicitation are identified on page 9 of this solicitation. The application for funding must include the following:

- a. The applicant must state the performance measures of this solicitation (page 9) and describe how data will be collected for the purpose of reporting on the semi-annual progress report to OVC and for the purpose of program evaluation.
- b. The application must provide a clear plan to assess the project's effectiveness and evaluate the accomplishment of the project' goals and objectives.
- c. Applicant must state all resources that will be devoted to conducting the program evaluation, including identification of staff members and/or the use of outside consultants. If the applicant plans to use an outside consultant, this should also be detailed in the budget.
- d. As stated on page 13 of this solicitation, if the applicant's evaluation involves data collection on individuals through observations, interviews, reports, review of administrative records or any other activity likely to result in the gathering of information identifiable to individuals, the applicant must include a privacy certificate with the application materials submitted.

Review Process

OJP is committed to ensuring a standardized process for awarding grants. OVC reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with program or legislative requirements as stated in the solicitation.

Peer Reviewers will be reviewing the applications submitted under this solicitation as well. OVC may use either internal peer reviewers, external peer reviewers or a combination of both to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current U.S. Department of Justice employee. An internal reviewer is an expert in the field of the subject matter of a given solicitation who is a current U.S. Department of Justice employee. Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all other requirements will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

After the peer review is finalized, the Office of the Chief Financial Officer (OCFO), in consultation with OVC, conducts a financial review of all potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget and budget narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable Federal cost principles and agency regulations. OCFO also reviews the award document and verifies the OJP Vendor Number.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final grant award decisions will be made by the Assistant Attorney General (AAG), who may also give consideration to factors including, but not limited to, underserved populations, strategic priorities, past performance, and available funding when making awards.

Additional Requirements

Successful applicants selected for award must agree to comply with additional applicable requirements prior to receiving grant funding. We strongly encourage you to review the list below pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at http://www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance
- Funding to Faith-Based Organizations
- Confidentiality and Human Subjects Protection
- 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 and Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of the Justice Programs [Financial Guide](#)
- Suspension or Termination of Funding
- Non-Profit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006

Grants versus Cooperative Agreements

Cooperative agreements are used when substantial collaboration is anticipated between OVC and the award recipient during performance of the proposed activities.

Responsibility for general oversight and redirection of the project, if necessary, rests with OVC. OVC will review and approve all activities in the requirements under the various stages, as

enumerated in the solicitation. This includes review and approval in a timely manner of all key personnel selections, consultants, assessments, plans, instruments, manuals, and documents developed or identified for use during the project, with suggestions for modifications. Responsibility for the coordination of topics addressed or services rendered will be shared by OVC and the recipient. Where appropriate, the recipient will act jointly with OVC to determine modifications to the program plan or budget, and design data collection instruments. In executing this responsibility, OVC requires that its program specialist meet periodically with the recipient (as determined by OVC) throughout the life of the project to discuss project activities, plans, problems, and solutions. Responsibility for the day-to-day conduct of the project rests with the recipient. This specifically includes operations, data collection, analysis, and interpretation.