



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

OVC FY 2009 National Field-Generated Training, Technical Assistance, and Demonstration Projects

Eligibility

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

(See “Eligibility,” page 4)

Deadline

Registration with [Grants.gov/GMS](#) is required prior to application submission.

(See “Deadline: Registration,” page 4)

All applications are due by 8:00 p.m. Eastern Time on February 24, 2009.

(See “Deadline: Applications,” page 4)

Contact Information

For assistance with the requirements of this solicitation, contact Meg Morrow at 202–305–2986 or Meg.Morrow@usdoj.gov or Richard Greenough at 202–616–8715 or Richard.Greenough2@usdoj.gov.

This application must be submitted through *Grants.gov/OJP's Grants Management System (GMS)*. 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.

Grants.Gov number assigned to announcement: **OVC-2009-2013**

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OVC FY 2009 National Field-Generated Training, Technical Assistance, and Demonstration Projects (CFDA # 16.582)

Overview

This competitive solicitation allows the field to submit applications for funding for training, technical assistance, and demonstration projects that are (1) national in scope (defined as relevant and useful to many or most communities and states across the Nation); and (2) address gaps in the field in the areas of training and technical assistance; or (3) develop promising practices, models, or programs through demonstration projects. All initiatives, whether related to training, technical assistance, or development of promising practices, models, and programs, must be focused on improving the capacity of victim service providers and allied practitioners in advancing rights and services for crime victims in the following areas: elder abuse, sexual assault, victim restitution, child abuse, youth victimization (including cybercrime victimization), victim services in corrections settings, stalking, the implications of forensic technologies for victims, and training and technical assistance on crime victims' rights. This project is funded through section 1404 (c)(1)(A) and (c)(3)(E)(ii) of the Victim Compensation and Assistance Act, as amended, which provides funding for demonstration projects, training and technical assistance services for eligible victim assistance programs, and for training and special workshops designed to present and disseminate crime victim-relevant information.

Deadline: Registration

Registering with Grants.gov is a one-time process; however, 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 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 February 24, 2009.

Within 24–48 hours after submitting your electronic application, you should receive an email 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, public agencies, tribal governments, or tribal organizations that can demonstrate (1) knowledge and understanding of one or more of the victimization areas described in this solicitation; and (2) staff resources and capability to develop or enhance national-scope resources for the crime victims' field in one or more of the victimization areas described in this solicitation. A private nonprofit organization does not have to have 501(c)(3) status to apply for grant funding under this solicitation.

Faith-Based and other Community Organizations: Consistent with President George W. Bush's Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, it is 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, nonprofit 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 counsel or comparable government body. If the grant will benefit more than one tribal entity, a current authorizing resolution or other enactment of the tribal counsel 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: Awards will be made ranging from \$50,000 to \$500,000, depending on the nature, scope, and complexity of the project. Funding requests must be reasonable in relation to the proposed project and supported by a strong strategy that is tied to a detailed budget. Most approved awards will be in the \$100,000 to \$150,000 range. Under no circumstances will funding be more than \$500,000 (including for multi-year projects that will request supplemental funding in subsequent fiscal years). Applications proposing projects for more than \$500,000 will be considered nonresponsive. For example:

- An application that outlines a 2-year project and requests \$500,000 for 2 years will be considered responsive.
- An application that outlines a 1-year project and requests \$250,000 for 1 year with an indication that an additional \$200,000 will be requested in each of 2 subsequent years will be considered nonresponsive. (The total project costs exceed \$500,000.)

Applications must clearly indicate the total amount of funding that will be required to complete the proposed project, either requested incrementally or all at once.

Applicants that propose multi-year projects requiring supplemental funding in subsequent years should be aware that all funding under this program solicitation is contingent on the availability and amount of FY 2009 and subsequent fiscal year funding. In addition, OVC will consider

grantee performance in meeting project goals as an important factor in providing any continuation funding.

Award Period: 12–36 months.

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

Background. The Office for Victims of Crime (OVC) is committed to enhancing the Nation’s capacity to assist crime victims and to providing leadership in changing attitudes, policies, and practices to promote justice and healing for all victims of crime. True to its mission, OVC is responsible for implementing several important pieces of federal legislation that are intended to advance victims’ rights and services, as well as improving the skills, knowledge, and abilities of crime victim advocates, service providers, and allied professionals who are responsible for intervening on behalf of victims and witnesses. The four key pieces of federal legislation that guide and direct OVC funding activities are the 1982 “Victim and Witness Protection Act” 18 U.S.C. 1501, as amended, which promotes rights and services for victims of crime within the federal system and serves as the foundation of the Attorney General Guidelines for Victim and Witness Assistance; the 1984 Victims of Crime Act, as amended at 42 U.S.C. 10601, which establishes the Crime Victims Fund and authorizes programs to support grants for victim compensation, victim assistance services, improvement of child abuse investigation and prosecution, as well as discretionary grants for training, technical assistance, demonstration projects, and program evaluation; the Victims of Trafficking and Violence Protection Act of 2000 at 22 U.S.C. 7101, as amended, which is intended to combat trafficking of persons through prevention, prosecution, enforcement, protection, and assistance to victims of trafficking; and, most recently, the Crime Victims’ Rights Act of 2004 at 42 U.S.C. 10603d, as amended, which is intended to protect federal crime victims’ rights, including the following: the right to be protected from the accused; the right to be heard at any public proceeding involving the release, plea, or sentencing of the accused; the right to be treated with fairness and respect; the right to timely notice of any public proceeding involving the crime or any release or escape of the accused; the right to proceedings free from unreasonable delay; the right to confer with a government attorney; and, the right to full and timely restitution.

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

Applications must address a demonstrated gap in training or technical assistance or in the knowledge base of practitioners nationwide. They must address a need for which there currently are no resources, or resources are limited or insufficient. Proposals must demonstrate how the project would benefit the victim services field nationally, showing how a particular effort would be replicated or how training or technical assistance would be disseminated. Proposals that do not do so will be considered nonresponsive.

For example, a responsive, national-scope application might propose:

- Development of training that addresses a gap in the knowledge of sexual assault nurse examiners (SANEs) nationally, outlining a plan for pilot-testing such training with SANE audiences in jurisdictions across the country. (A proposal to develop training for delivery to SANEs in one particular jurisdiction or region would NOT be responsive.)
- A national demonstration project to develop a multidisciplinary model for addressing the needs of elder abuse victims, with demonstration sites located in various parts of the country and a plan for developing guidance on replication of the model nationally. (A demonstration project that proposes to support two demonstration sites in the same metropolitan area or state with no plan for developing replication guidance for National dissemination would NOT be responsive.)
- A project to develop technical assistance on stalking that could be disseminated to communities across the country, with a national dissemination plan. (Development of technical assistance on stalking to be disseminated in a particular state only, with simply a statement that it could be replicated elsewhere, would NOT be responsive.)

NOTE: OVC cannot fund applications that request funding to support the operation of existing or new programs providing direct services in a local jurisdiction or for prevention or research-related initiatives. Such applications will be considered nonresponsive to the solicitation and will not be forwarded for further review.

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

OVC invites applicants to address one of the identified focus areas in their proposal. Below are some identified training and technical assistance needs for each issue area. Conversely, please note that this is not an exhaustive list of the potential needs for each issue area and OVC anticipates that some applicants will submit proposals beyond the descriptive parameters but still focused on the victimization-specific topic. OVC will consider applications that address these topic areas only; all other applications will be deemed nonresponsive to the solicitation. Applications must identify clearly in the Project Abstract which topic area is being addressed.

Areas of Focus:

Victim Restitution: Restitution is a right afforded to crime victims in every state. However, for a variety of reasons, victims often do not receive the restitution rightly owed to them. The problem is not simply that offenders are unwilling or unable to pay restitution; it is a broader issue that requires systemic reform. Most jurisdictions lack a unified and multidisciplinary approach to assessing, ordering, and enforcing restitution payments. In addition, community policies and practices may not give priority to crime victims above others on an offender's list of debtors. If an offender does pay, too often the crime victim cannot be located. OVC invites proposals that clearly identify systemic issues in affording crime victims their restitution and proposing innovative solutions. The solutions should propose that all key stakeholders work together to ensure victims of crime receive the restitution they deserve.

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

Youth Victimization (including cyber victimization): Issues such as teen-dating violence, stalking, the use of Internet (for example, luring by perpetrators, malicious postings and misuse of social networking sites, inappropriate chat room contact and other communications from perpetrators) and other technology (such as texting and picture messaging with cell phones and cell phone GPS capabilities) make youth more susceptible to victimization and make perpetrating victimization of youth even easier. Combined with a lack of shelter options for teenage victims these issues have created a need for more specialized training and technical assistance for victim service providers, as well as innovative and promising practices, models, and programs that serve youth victims. Safety planning for youth also includes troubleshooting places where the perpetrator and victim may be placed in regular contact, such as school. OVC seeks innovative proposals that address these emerging issues, as well as proposals that will strengthen service providers' knowledge and skills, resulting in more effective and efficient services to youth victims. OVC is particularly interested in projects that propose new and innovative uses of existing resources to serve this population of victims.

Stalking: The specific strategies stalkers use to track their victims have become more creative and dangerous. In particular, cyberstalking and the use of other forms of technology to stalk victims have become a growing concern for service providers and victims. This includes, for example, installation of cameras and listening devices, cell phones used as listening devices, and GPS locators (which not only endanger the victim but anyone who may be in shelter with her if a perpetrator is able to locate a shelter), spy-ware on computers, hacking of personal electronic information, and malicious postings on the Internet. OVC seeks proposals that will address the needs of victim service providers to better serve victims of these latest forms of stalking. Additionally, OVC seeks proposals focusing on underserved populations, including, but not limited to, expanding training and technical assistance to include male victims of stalking and victims of stalking with disabilities.

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

Child Abuse: Child abuse can have devastating and complex consequences for children, families, and the community as a whole. These effects may begin during childhood and extend throughout adulthood, sometimes perpetuating a cycle of abuse throughout generations. The

long-term effects of child abuse may vary according to the severity and chronicity of the abuse, as well as the kinds of interventions and services that child victims, families, and caregivers receive in the aftermath of victimization. OVC invites applicants to submit innovative proposals for training, technical assistance, or demonstration projects that focus on the provision of effective, comprehensive, coordinated responses and support to child victims to ensure their safety and well-being. Responses also may focus on effective ways to intervene with services and support that allow families to strengthen and allow children the opportunity to build resilience, regain a sense of security, and develop in a healthy manner. **OVC is particularly interested in projects that address the role that victim assistance providers and other allied practitioners can play in assisting Child Protective Services professionals and the multidisciplinary team in achieving child safety and well-being within the community.**

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

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

Victim Services in Corrections Settings: Correctional settings by nature focus on the management of offenders. Over the years, correctional settings have made great strides in expanding their focus to include programs and services for victims of crime. These programs are vital to ensure that each crime victim's rights are addressed and that crime victims receive the support needed in the aftermath of their victimization. Rights such as victim notification, restitution, and the right to be heard at sentencing exist in every state across the country and corrections-based settings play a key role in affording these rights for victims of crime. However, crime victims continue to be unaware and uninformed of their rights, may not fully understand

them, or they are not enforced on their behalf. While much progress has been made over the years to provide services and support to crime victims in corrections, there is more work to be done. OVC invites applicants to submit proposals to continue building upon the progress that has been made in the area of victim services in correctional settings to further improve the quality of services and enforcement of victims' rights in correctional settings. Applicants may consider national-scope training and technical assistance projects, the replication of new or existing best practices, demonstration projects, or corrections-based information and awareness campaigns geared toward educating and supporting victims of crime who are thrust into the criminal justice system. Applicants may propose the development of a curriculum, but proposals must provide a detailed plan for its publication and national dissemination, as well as identify the target audience who will benefit from receiving the curriculum and how the training will occur.

Crime Victims' Rights: Within the past 30 years, state legislatures have enacted more than 27,000 laws that enhance victims' rights and services. Most states have enacted victims' bills of rights and/or amended their constitutions to protect victims' rights. Legislation has been enacted at the federal level to protect the rights of crime victims in federal jurisdictions. Many Indian tribes have adopted code provisions related to victims' rights. Due to the efforts of practitioners working diligently in the field, those statutory rights increasingly are being recognized and enforced. In the past few years, there have been numerous positive developments in the area of victims' rights, such as precedential case law, innovative legislation, and promising practices. OVC is interested in proposals for the development of innovative training and technical assistance efforts to capture, document, and disseminate information about those developments and their practical implications—at the state, federal, and/or tribal level—to a range of practitioners, including criminal justice professionals, attorneys representing victims in criminal and civil cases, and victim service providers. Proposals must include a detailed plan for reaching this wide-ranging field. OVC will give favorable consideration to applications proposing cutting-edge partnerships between organizations that would maximize their collective expertise and reach. OVC is particularly interested in supporting partnerships that engage and capitalize on the existing strengths and resources of the respective partner organizations. (Applications requesting funding for victims' rights compliance or enforcement projects will be considered nonresponsive to the solicitation.)

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

is conveyed within the context of how victim service providers and allied professionals can employ victim-sensitive approaches to keep victims informed and involved during any relevant and appropriate stages of the criminal justice process.

Evaluation. The applicant must include a plan to perform basic evaluation of the project, incorporating the performance measures identified below and any other performance indicators identified by the applicant. For more detailed information about what to include in the proposal, see “What an Application Must Include” on page 14 and “Selection Criteria” on page 18.

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.

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.

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

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>The purpose of the cooperative agreement is to advance victims' rights and services through training, technical assistance, and demonstration projects that focus on one of the specialized victimization areas outlined in this solicitation.</p>	<p>Percentage of products rated highly useful by participants in pilot trainings.</p> <p>Percentage of gaps identified in training and technical assistance resources for the victims' field that are addressed by projects funded under this solicitation.</p> <p>Number of promising practices, models, or programs developed that enhance the delivery of services to victims or strengthen the ability of victims to exercise their legal rights.</p> <p>Percent of program funds expended on grantees successfully producing piloted or published training or technical assistance materials.</p>	<p>Number of evaluations submitted.</p> <p>Number of evaluations where participants rate the products as highly useful.</p> <p>Number of deliverables produced and distributed.</p> <p>Number of deliverables produced and distributed that address resource gaps in the victims' field on emerging or enduring issue areas.</p> <p>Number of deliverables produced and distributed that enhance the delivery of services to victims or strengthen the ability of victims to exercise their legal rights.</p> <p>Number of training or technical assistance materials piloted or published.</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-2009-2013.

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 <http://www.ccr.gov>.

What an Application Must Include

OVC strongly encourages applicants to contact one of the OVC staff members identified on the first page of this solicitation to discuss any questions about the solicitation requirements prior to preparing the proposal and budget.

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 identifies the topic area being addressed, describes the purpose of the project, goals and objectives, and activities that will be implemented to achieve the project's goals and objectives, methods, and outcomes.
- **Problem Statement:** The problem statement must describe the need for the project and provide a clear statement of how funding will support the project's value to the victims' field by meeting a stated goal. The problem statement must make a convincing case that the project addresses a gap in existing resources and does not duplicate existing resources.
- **Project Goals and Objectives:** The applicant must specify the goals and objectives of the project. The objectives should be measurable and relate directly to the issues described in the problem statement. The goals should state the overall purpose of what is to be accomplished. The objectives should describe the steps necessary to reach the goals or how the goals will be accomplished.
- **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 application must convincingly document that the proposed project will be national in scope; that is, the deliverables will be of utility to many communities across the Nation as opposed to being of utility only to a specific state or jurisdiction. 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 for the duration of the project period.

The time-task 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 proposing a multiyear project that must be supplemented with funding in subsequent years are not expected to provide a detailed strategy or budget for the subsequent years of the project. However, in the application narrative, applicants should outline a projected plan for carrying out the continuation phases of the projects.**

Applications proposing development of a curriculum must include the involvement of a curriculum specialist and document clearly that individual's expertise. Curricula must adhere to OVC curriculum standards and to that end, applicants will be required to work

closely with the OVC Training and Technical Assistance Center in the development of the curriculum.

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

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

- **Organizational Capability and Project Management:** Applications must include a clear description of the applicant's management structure. Applicants must include a description of the 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 committed to work on the project contingent upon receipt of funding.

- **Impact/Outcomes 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 assessment, including identification of staff members and staff time, use of outside consultants to assist with the assessment, and any other support costs associated with conducting an evaluation. Assessment information will be submitted as part of the

semiannual progress report, as well as part of the final report due within 90 days of project completion.

Budget Narrative Attachment Form

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

Budget Detail Worksheet

The completion of this form in support of the budget narrative form described above is required. The budget detail worksheet must list the cost of each budget item and show how the costs were calculated. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee to be paid through grant funds. The budget detail worksheet should present a complete and detailed itemization of all proposed costs. A sample budget detail worksheet form, which can be used as a guide to assist you in preparation of the budget detail worksheet and narrative, can be downloaded by visiting http://www.ojp.usdoj.gov/funding/forms/budget_detail.pdf.

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 should budget for a three-day meeting. Applicants that receive annual funding of more than \$100,000 should also budget costs to attend one Financial Management Training Seminar sponsored by OJP's Office of the Chief Financial Officer (OCFO), unless the grantee has previously attended this seminar. Specific information (such as dates and locations of upcoming OCFO events) can be found at www.ojp.usdoj.gov/training/fmts.htm.
2. **Consultant Rates:** Consultant rates may not exceed the maximum of \$450/day or, if paid by the hour, \$56.25/hour for a maximum 8-hour workday per award.
3. **Travel:** Travel costs associated with project staff who are not directly employed by the grantee organization must be listed under the Consultant Budget category on the budget information sheet.
4. **OJP Financial Guide:** All grantees are required to comply with the regulations and requirements outlined in the OJP Financial Guide. The Financial Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. Copies are available through the OJP Web site at

www.ojp.usdoj.gov/financialguide/index.htm. This document will govern the administration of funds by all successful applicants and their contractors.

5. Any proposed program income (for example, registration fees for a training event or conference) must be identified. Program income should not be included on the budget detail worksheet, but reflected in a document accompanying the budget that clearly shows the income and how it will be expended in the context of the project.

Indirect Cost Rate Agreement

Indirect costs are allowed provided the applicant has a federal approved indirect cost rate agreement.

Other Program Attachments

Remaining attachments include the following materials:

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

Selection Criteria

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

- **Project Abstract (5%).** The one-page project abstract must identify the particular topic area (as outlined in the solicitation) being addressed, describe 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.
- **Statement of the Problem (10%).** The problem statement must provide a strong rationale for the project and clearly describe how the proposed project will be of value to the victims' field by meeting a stated goal. The problem statement should convincingly document that the project is needed to address national resource gaps in the field or to address emerging national issues for which there are few or no resources to assist providers. Evidence for the need must be provided; merely stating that the gap exists will not suffice.
- **Project Goals and Objectives (10%).** The goals and objectives must be clearly specified, measurable, and related directly to the problem statement. The goal(s) should state the overall purpose of what is to be accomplished. The objectives must describe the steps necessary to accomplish the goals.
- **Project Design and Implementation (25%).** The program strategy/methodology must include sufficient detail so that OVC staff and other reviewers can understand what will be accomplished, how it will be accomplished, and who will accomplish it. All proposed tasks should be presented in a way that allows a reviewer to see the logical progression of tasks and to be able to relate the tasks directly to the accomplishment of the project

goal(s) and objectives. The application must include 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. Projected activities should be realistic and reflect the time, staff, and funding allocated to the project. A clear picture of the contents or components of the product or training is important as well as a detailed plan for packaging and disseminating the product to user groups. Applications proposing to develop curricula must address the specific requirements related to curriculum development outlined on page 15.

Detailed procedures for pilot testing and refining the products should be included if applicable. Pilot-testing must be national in scope, extending beyond any particular jurisdiction, state, or region and reflecting a diversity (geographic, demographic, size, etc.) of locations. It must be conducted in a way that addresses the national-scope needs of the field in the particular topic area (as identified in the problem statement).

This section must also document how the project deliverables (training, technical assistance, or promising practices, models, and programs) will be of utility to providers in communities across the nation.

- **Organizational Capability and Project Management (20%).** Applicants must demonstrate how their resources, capabilities, and experience will enable them to achieve the goals and objectives. The applicant must document both its financial and administrative capability to undertake, manage, and complete a national-scope, federally funded project in adherence with the OJP Financial Guide. Such documentation must include evidence that the applicant possesses the requisite staff and expertise. Organizational capability will be assessed on the basis of (1) the applicant's described management structure, financial capability; and (2) the applicant's project management plan and documentation of the professional staff members' unique qualifications to perform their assigned tasks. Applicants must clearly establish that their experience and resources enable them to achieve the goals and objectives that they propose to accomplish with the funding.
- **Budget (15%).** OVC staff and other reviewers will examine the identified project tasks, milestones, and assignment of staff resources within the framework of the proposed budget. The applicant must demonstrate that there is sufficient staff and time to accomplish the proposed tasks in a cost-effective manner. Applicants must show cost-effective and efficient use of grant resources, demonstrating that all grant-related expenses are necessary for project completion. Applicants must adhere to the budget detail worksheet showing calculations for all costs. Tasks and activities described in the narrative should parallel the budget. All identified costs should accurately reflect the tasks, staff time, supplies, and travel necessary to accomplish the grant-related work, if applicable. No consultant fees in excess of \$450 per day (or \$56.25 per hour) will be approved. All contracts over \$100,000 must be competed or a compelling sole source justification must be provided with the application. Travel costs for consultants must be included under the Consultants category (not under Travel). Proposed program income must be identified. **No budget should be submitted for an amount exceeding \$500,000.**
- **Impact/Outcomes and Evaluation/Performance Measure Data Collection Plan (15%).** Applicants must describe their plan for measuring project progress and success.

Review Process

OJP is committed to ensuring a standardized process for awarding grants. OVC will review applications 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 review 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