

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

STANDARDIZED VICTIM IMPACT CURRICULUM FOR CORRECTIONS

Application Kit



Office for Victims of Crime

May 2005

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Standardized Victim Impact Curriculum for Corrections Cooperative Agreement Solicitation

Award Amount. FY 2005 \$200,000. To support the development of a standardized victim impact curriculum for institutional- and community-based corrections victim service providers, which consists of an instructor's manual and participant materials (e.g., handouts, etc.) that have been pilot tested in at least four sites.

Award Period. 18 months.

Goal. The goal is to promote the development of a curriculum that emphasizes a victim-centered approach to victim impact classes that can be used in institutional- and community-based corrections programs across the nation.

Purpose. The purpose is to develop and pilot-test a standardized victim-impact curriculum that will provide institutional- and community-based corrections victim service providers with information and resources to assist them in developing their own localized victim impact program.

Background. Victim service coordinators provide important services to crime victims such as informing victims of their rights, victim notification about the status of their offender, safety planning, and restitution. One service provided by these coordinators that is increasingly being offered to victims is the opportunity to participate in victim impact classes. A key element of the classes is the direct involvement of victims. Victims tell their personal stories of being victimized and victim service coordinators help victims to reconstruct their lives after the trauma of a crime. Victim impact classes provide victims with a forum to educate offenders about the consequences of their criminal behavior, with the hope that it will prevent future offending. The goals of victim impact classes are to teach offenders via a victim-centered curriculum about the short- and long-term trauma of victimization; increase the offenders' awareness of the negative impact of their crime on their victims and others; and link criminal justice agencies and victims and victim service providers. Victim impact curriculum modules may address a variety of nonviolent and violent crimes. Victim impact classes have been adapted for offenders in diversion, probation, prison, pre-release, detention, and parole supervised settings.

The first victim impact education program was developed in 1984 by the California Youth Authority and called the Impact of Crime on Victims Program. Since that time, other states have developed their own victim impact programs based on the work of the California Youth Authority. There have been few published empirical studies of victim impact programs. However, a small study conducted in 1994 by the Washington Department of Corrections found that adult offenders under correctional supervision who participated in victim awareness classes

were more likely to fulfill their restitution obligations to victims than nonparticipants. In another study by the California Youth Authority, pre- and post-tests administered to offenders participating in the program indicated that most had increased sensitivity to and understanding of the negative impact of crime on victims. In general, victims and victim service providers who participate as speakers in victim impact classes express high levels of satisfaction and believe that their involvement may help prevent offenders from continuing their criminal or delinquent activities in the future. One research study conducted by the National Institute of Mental Health examined the effects on victims of speaking to convicted drunk drivers. The study found that 82 percent of victims, who told their stories to offenders, said that it aided them in their recovery.

Over the past several years, the Office for Victims of Crime (OVC) has received many requests from the field for technical assistance on developing a victim impact program. OVC's response to these inquiries had been to provide referrals to the handful of corrections-based victim service coordinators in the field who have developed their own victim impact curricula. The need exists for the development of a tested and standardized curriculum for use in any institutional- or community-based correctional setting across the nation. The development of a standardized victim impact curriculum would serve as a valuable resource to corrections-based service coordinators as they develop victim-centered programs to help offenders develop insight and raise their level of awareness of the impact of their criminal or delinquent behavior on victims and others. It is OVC's intention to have this standardized victim impact curriculum complement the recently produced OVC video/DVD entitled, *Victim Impact: Listen and Learn*. This video was produced specifically to supplement victim impact curricula that currently exist throughout the country. OVC has yet to disseminate this video. However, OVC will provide a copy of the video/DVD entitled, *Victim Impact: Listen and Learn* to the grantee upon award for review and use in developing the curriculum.

Program Strategy. OVC will fund the development and pilot testing of a standardized victim impact curriculum that will provide institutional- and community-based corrections victim service providers and allied professionals across the nation with information and resources to assist them in developing their own localized victim impact program. It is critical that applicants understand that the purpose of the curriculum is to provide institutional- and community-based corrections victim service providers with a standardized framework for the establishment and implementation of a victim-centered victim impact program. Applicants should design the curriculum in a way that allows content to be modified or expanded based on state and/or local needs. The instructor's manual should incorporate between eight and 40 hours of classroom activities. Further, guidance should be provided that reminds instructors localizing the program that when bringing offenders together with victims, it is essential that both participating groups be carefully screened to ensure that they are appropriate candidates for involvement in this type of program. Precaution should be taken to avoid any retraumatization of the victims. They should be thoroughly prepared before participating in victim impact classes and debriefed afterward by the instructors.

OVC funding will support the development of a curriculum that incorporates accepted principles of adult learning and curriculum design and includes an instructor’s manual and participant handouts. The curriculum will be pilot tested in at least four sites across the nation and revised based on pilot testing results. It will include, at a minimum, a short-term evaluation of the utility of the curriculum by institutional- and community-based corrections victim service providers during the pilot testing. The project must clearly demonstrate the involvement of subject matter experts in the area of victim services in institutional- and community-based settings. The project must retain the services of an expert in curriculum analysis, design, development, and evaluation at the beginning of the project. If the curriculum design expert is an employee of the applicant’s organization, the application must describe the experience and expertise of the employee in curriculum analysis, design, development, and evaluation. If the services of a curriculum design expert will be contracted, the project strategy must address the qualifications of the curriculum design expert and include a corresponding line item in the proposed project budget to cover the comprehensive services of the curriculum design expert.

Applicants awarded funding under this cooperative agreement will work in close coordination and consultation with OVC in all aspects of the development of this curriculum.

Project tasks and deliverables, at a minimum, must include the following:

- Establish and convene an advisory committee representing, at a minimum, institutional- and community-based victim service providers and practitioners. The applicant will work closely with OVC to identify other relevant advisory committee members. The first meeting must be “in-person,” although subsequent meetings and communication may be conducted through other means.
- Conduct a national-scope review of the current literature, existing curricula and resource materials, model programs, promising practices, and other resources that can complement or support the development of the proposed victim impact curriculum.
- Conduct a comprehensive training analysis to develop training objectives and content; ensure the quality of the curriculum and that its foundation is based on evidence; determine the most appropriate methods of training delivery; and identify evaluation criteria.
- Develop a detailed time-task line with steps for program development, implementation, evaluation, and staff responsibility for task implementation.
- Develop a curriculum with an instructor’s manual and participant handouts that incorporates adult learning principles and meets generally accepted standards of curriculum design. At a minimum, standardized curriculum modules should address property crimes, sexual assault, domestic violence, child abuse and neglect, elder abuse and neglect, drunk driving, drug-related crimes, gang violence, and homicide. The instructor’s manual should

also include a bibliography of training and technical assistance resources and a compendium of promising victim impact programs.

- □ Pilot test curriculum in at least four sites that are geographically diverse and represent institutional- and community-based correctional settings.
- □ Revise the curriculum based on pilot testing results by the grantee and a peer review conducted by OVC.
- □ Evaluate, at a minimum, the utility of the curriculum by institutional- and community-based victim service providers during the pilot testing.
- □ Provide a suggested marketing plan for OVC distribution of the curriculum to institutional- and community-based correctional settings.
- □ Produce a short, 1- to 2-page report for dissemination as an OVC fact sheet on curriculum and its availability to victim service providers in institutional- and community-based correctional settings.

Evaluation. The applicant must include a plan to perform a basic project evaluation that, at a minimum, must evaluate the curriculum's utility by institutional- and community-based victim service providers during pilot testing and, further, should incorporate the performance measures in the chart below and any other appropriate performance indicators the applicant identifies. The overall evaluation should include findings from pilot testing all curriculum materials and the delivery format of the training.

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

The grantee must document accomplishment of these measures in the semiannual progress report submitted to OVC. The progress reports must include information on all performance measures and any other appropriate performance indicators identified by the applicant.

Program Objective	Performance Measures
<p>This objective of this cooperative agreement is to support development of a standardized victim-impact curriculum for institutional- and community-based corrections victim service providers that has been pilot tested in at least 4 sites and will provide information and resources (e.g., instructor’s manual, participant handouts) to assist them in developing their own localized victim impact program.</p>	<p>Outcome:</p> <ul style="list-style-type: none"> ■□ Develop standardized victim impact curriculum that will serve as model for institutional- and community-based victim service providers throughout the country. <p>Outputs:</p> <ul style="list-style-type: none"> ■□ Pilot test curriculum in 4 sites, including both institutional- and community-based correctional settings in geographically diverse parts of the country. ■□ Revise curriculum based on pilot tests and OVC peer review. ■□ Evaluate the training course. ■□ Evaluate curriculum’s utility by institutional- and community-based corrections victim service providers during pilot testing. ■□ Track the number of offenders who received the training during pilot testing. ■□ Develop a marketing plan. ■□ Develop OVC fact sheet on curriculum and its availability.

Eligibility Requirements. Eligible applicants are private, nonprofit organizations including faith- and community-based organizations or public agencies that can demonstrate a knowledge and understanding of the issues related to the development of a victim impact curriculum to be used in a correctional setting. Applicants must demonstrate their organizational capacity to successfully complete all phases of this project. Stronger consideration will be given to organizations that propose to hire a project director/program manager specifically for this project rather than giving existing personnel the adjunct duty of project director responsibilities. A private, nonprofit organization does not have to have 501(c)3 status to apply for grant funding under this solicitation.

GMS Registration Deadline. Applicants must register in GMS to apply under this solicitation by 8 p.m. ET on Thursday, June 16, 2005.

Application Deadline. Applications under this solicitation must be submitted into GMS by 8 p.m. ET on Thursday, June 23, 2005.

Contact Person. Kimberly Kelberg, tel. 202–305–2903, e-mail: Kimberly.Kelberg@usdoj.gov

Application Guidelines and Instructions

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

To learn how to begin the online application process, please see page 9 of the **Quick Start Guide to Using OJP's Online Grants Management System**. A toll free telephone number (1-888-549-9901) has been established to provide applicants access to technical assistance as they work through the online process.

DUNS Number is Required. A Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included in every application for a new award or renewal of an award. The DUNS number will be required whether an applicant is submitting an application through OJP's Grants Management System (GMS) or using the government-wide electronic portal. An application will not be considered complete until the applicant has provided a valid DUNS number. Individuals who would personally receive a grant or cooperative agreement from the federal government are exempt from this requirement.

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

Application Review Checklist

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

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

Online Forms

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

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

Attachments

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

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

_____ **Program Narrative (Attachment 2).** This must include the following:

_____ Project Abstract.

_____ Problem Statement.

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- _____ Project Goals and Objectives.
 - _____ Project Design/Implementation Plan.
 - _____ Organizational Capability and Project Management.
 - _____ Plans for Measuring Progress and Outcomes.

The name of the file uploaded into the system should include the words “Program Narrative.”

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

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

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

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

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

Note: Applicants without an Internet account should call the toll free GMS Hotline (1-888-549-9901) for assistance.

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

Step 3. Follow the onscreen instructions. First-time GMS users should click on "New User? Register Here." Applicants who already have a GMS password should click on "GMS Sign-In." Proceed to the "Standardized Victim Impact Curriculum for Corrections" Discretionary Grant Solicitation and **BEGIN WORKING ON IT. (Even if you already have a GMS user name and password, you MUST do this to complete the registration process!) Within 7 days, applicants will receive e-mail confirmation that they are eligible to submit an application.** Plan ahead. Applicants can register at any time and are encouraged to do so as soon as possible. Applicants must create a separate GMS account for each application to be submitted. **Note:** Applicants must ensure that the information for the authorizing official and alternate contact is entered correctly. The authorizing official is the individual authorized to accept grant funds in your organization. If the individual applying online is not the signing authority, that individual must list the authorizing official's name and contact information where appropriate. **Questions or problems?** Applicants who have questions should refer to the online handbook or access applicable help screens. If the questions are not answered by accessing the online GMS reference tools, call the toll free GMS Hotline, 1-888-549-9901. Previous users should call the GMS Hotline if they are having difficulty with their user ID or password.

Step 4. Complete the online Application for Federal Assistance (SF-424) by providing the required information in the Overview, Applicant Information, and Project Information screens.

Step 5. Complete the application by electronically "accepting" the Assurances and Certifications and submitting the three (or more) required file attachments—Budget Detail Worksheet, Program Narrative, and Other Program Attachments. (See the Application Review Checklist on page 7 and the Application Requirements on page 11 for detailed instructions about the information to include in each attachment). Note that applicants must upload one file per attachment; only the most current file uploaded to the appropriate attachment will be saved as part of the application. All sections of each attachment must be completed for your application to be considered for funding. Be sure to clearly name each attachment file.

Submit your completed application online. The GMS system will notify the applicant that the application has been received and sent to OVC and will provide an application identification number for future reference. Applicants who have questions about GMS or who need technical

assistance with applying online should call the toll free GMS Hotline, 1-888-549-9901, Monday through Friday, 7 a.m. to 9 p.m. ET (except federal holidays).

Application Requirements

Required Submissions. Applicants for the OVC “Standardized Victim Impact Curriculum for Corrections” Cooperative Agreement must submit the following information online through OJP’s GMS:

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

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

■ Attachment 1. **Budget Detail Worksheet** (including budget worksheet and budget narrative). The name of the file uploaded into the system must include the words “Budget Detail Worksheet.”

■ Attachment 2. **Program Narrative** (including project abstract, problem statement, project goals and objectives, project design/implementation plan and time-task line, project management and organizational capability statement, and plans for measuring progress and outcomes). The name of the file uploaded into the system must include the words “Program Narrative.”

■ All Remaining Attachments. These may include resumes of key personnel, position descriptions, letters of support, memoranda of understanding, information about the author of the proposal, and other attachments as needed. These files may be combined or uploaded individually. Each file that is uploaded into the system should be clearly named to identify the information it contains.

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

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

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

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

■ **Assurances.** The applicant must comply with assurances to receive federal funds under this program. It is the responsibility of the recipient of the federal funds to fully understand and comply with these requirements. Failure to comply may result in the withholding of funds, termination of the award, or other sanctions.

■ **Certifications Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters, and the Drug-Free Workplace Requirement.** Applicants are required to review and check the box on the certification form included in the online application process. This form commits the applicant to comply with the certification requirements under 28 CFR Part 69, “New Restrictions on Lobbying,” and 28 CFR Part 67, “A Government-Wide Debarment and Suspension (Nonprocurement) and Government-Wide Requirements for Drug-Free Workplace (Grants).”

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

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

The Office of Management and Budget (OMB) is currently in the process of amending the OMB cost circulars and the common rule (codified at 28 C.F.R. part 69 for DOJ grantees) to reflect these modifications. However, in the interest of full disclosure, all applicants must understand that no federally appropriated funding made available under this grant program may be used, either directly or indirectly, to support the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government, without the express approval of OJP. Any violation of this prohibition is subject to a minimum \$10,000 fine for each occurrence. This prohibition applies to all activity, even if currently allowed within the parameters of the existing OMB circulars.

Other Required Assurances

■ **Faith-Based Organizations.** Consistent with President Bush’s Executive Order 13279, December 12, 2002, it is now OVC policy that faith-based and community organizations that statutorily qualify as eligible applicants under OVC programs are invited and

encouraged to apply for assistance awards. Faith-based and community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with nonfaith-based and community organization grantees in the administration of such awards. No eligible applicant or grantee will be discriminated against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

■ **Civil Rights Compliance.** All recipients of federal grant funds are required to comply with nondiscrimination requirements contained in various Federal laws, including Title VI of the Civil Rights Act of 1964 (“Title VI”) and section 809 of the Omnibus Crime Control and Safe Streets Act of 1968 (“Safe Streets Act”), as amended. In the event that a court of an administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the findings to the Office for Civil Rights of the Office of Justice Programs. All applicants should consult the Assurances required with the application to understand the applicable legal and administrative requirements.

■ **Services to Limited-English-Proficient (LEP) Persons.** National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. The U.S. Department of Justice has issued guidance for grantees to assist them in complying with Title VI requirements. The guidance document can be accessed on the Internet at www.lep.gov or by contacting the Office of Justice Program’s Office for Civil Rights, tel. 202–307–0690, or by writing to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, 810 7th Street, NW., 8th Floor, Washington, D.C. 20531.

■ **Protection of Human Research Subjects.** Applicants should be aware that some of their proposed activities, especially those related to conducting needs assessment or evaluation, may be covered and governed by the Department of Justice’s regulations applicable to the protection of human research subjects and data confidentiality. The Department of Justice’s regulations on the protection of human subjects of research (28 CFR Part 46) require, in brief, that before federal funds are expended on research involving human subjects, the research activity must be submitted to an institutional review board for approval and the subject must be informed that required consent procedures will be followed. In addition, the Department’s regulations in 28 CFR Part 22 require that, if OVC funds are used to collect, analyze, or otherwise use information identifiable to a private person as part of a research activity paid for out of OVC funds, a fund recipient must

maintain the confidentiality of the identifiable information throughout the data collection process and thereafter. Part 22 also requires that such identifiable information may only be disclosed as authorized by 42 U.S.C. § 3789g and 28 CFR Part 22, i.e., for research purposes. In this connection, applicants for OVC support are required to submit a Privacy Certificate as a condition of approval of a grant application or contract proposal that contains a research or statistical component under which information identifiable to a private person will be collected. The Privacy Certificate is the applicant's assurance that he/she understands his/her responsibilities to protect the confidentiality of research and statistical information and has developed specific procedures to ensure that this information is only used or revealed in accordance with the requirements of 42 U.S.C. § 3789g and 28 CFR Part 22.

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

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

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

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

■ **Budget Worksheet.** Must list the cost of each budget item and show how the costs were calculated. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee to be paid through grant funds. The budget worksheet should present a complete and detailed itemization of all proposed costs.

■ **Budget Narrative.** Should closely follow the content of the budget worksheet and provide justification for all proposed costs. For example, the narrative should explain how fringe benefits were calculated, how travel costs were estimated, why particular items of equipment or supplies must be purchased, and how overhead or indirect costs were calculated. The budget narrative should justify the specific items listed in the budget

worksheet, particularly supplies, travel, and equipment, and demonstrate that all costs are reasonable.

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

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

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

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

Program Narrative (Attachment 2). Should not exceed 25 doubled-spaced pages in 12-point font with four 1-inch margins and must include 6 separate sections—Project Abstract, Problem Statement, Project Goals and Objectives, Project Design/Implementation Plan, Organizational Capability and Project Management, and Plans for Measuring Progress and Outcomes. Each section is described below.

- **2a. Project Abstract.** A 1-page summary that describes the project's purpose, goals and objectives, and activities that will be implemented to achieve the project's goals and objectives, methods, and outcomes.
- **2b. Problem Statement.** Must describe the need for the project and provide a clear statement of how funding will support the project's value to the victims' field by meeting a stated goal.
- **2c. Project Goals and Objectives.** Must specify the goals and objectives of the project. The objectives should be measurable and relate directly to the issues described in the problem statement. The goals should state the overall purpose of what is to be accomplished. The objectives should describe the steps necessary to reach the goals or how the goals will be accomplished. The application should clearly describe how funding will support the overall success of the project.

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- **2d. Project Design/Implementation Plan.** Must describe the project strategy and discuss how the strategy will address the identified problems and support the goals and objectives. The applicant’s strategy or design must include a description of project phases, tasks, activities, staff responsibilities, and clear descriptions of interim deliverables and final products. It must include a time-task plan that clearly identifies objectives, major activities, and products. The time-task plan presented in chart form will not be included as part of the 25-page narrative limitation.

In the project Design/Implementation Plan, the applicant must describe the following:

- The strategy, tasks, and time-task plan for developing the services and products. Applicants must develop a time-task plan that clearly identifies major activities and products for the duration of the project period. This plan must include the designation of organizational responsibility, a schedule for 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. The plan also must provide for the submission of financial and progress reports. **All recipients are required to submit semiannual progress reports and quarterly financial reports. Applicants should keep in mind the OVC requirement that final drafts of all publications, including videos, are to be submitted 120 days prior to the end of the grant period. In most instances, the draft publication will undergo an external review by subject matter experts retained by OVC to provide written comments on the publication’s accuracy, relevance, and readability, and to provide suggestions to enhance the publication. In all instances, the publication will be reviewed internally by OVC and other DOJ agencies.** For further guidance on the publication process, see OVC’s Publishing Guidelines for Print and Web Media online at www.ojp.usdoj.gov/ovc/publications/infores/pubguidelines/welcome.html.
- The project’s intended services and deliverables or products, such as instructor’s manual, participant handouts, bibliography, and promising practices compendia.
- Coordination of the project with other organizations, including victim services, criminal and juvenile justice systems, and any joint or cooperative efforts.
- Any unusual features of the project such as design; technological innovations; reductions in cost or time; and extraordinary community, volunteer, or private sector involvement.
- Procedures for testing and evaluating the service or product or its method for obtaining feedback about its worth to the field.

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- How the project will collect and report data on performance measures established for the project.
 - The dissemination plan for the product or services. Applicants should provide recommendations for dissemination of 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. Also, most publications will be uploaded to the OVC Web page.

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

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

- **2f. Plans for Measuring Progress and Outcomes.** Evaluation is critical to ensure that each OVC project is operating as designed and achieving its goals and objectives. Accordingly, each application must provide a plan to assess the project's effectiveness and to evaluate accomplishment of project goals and objectives. Applicants should describe how they will assess performance in attaining the identified outcomes. Goals and objectives must be clearly stated, links established between program activities and objectives, and performance measures identified. Performance measures will address a mix of immediate and intermediate outcomes and, as appropriate and feasible, information on long-term impact.

The evaluation plan should identify all resources that will be devoted to conducting the assessment, including identification of staff members and staff time, use of outside

consultants to assist with the assessment, and any other support costs associated with conducting an evaluation. Assessment information will be submitted as part of the semiannual progress report, as well as part of the final report due within 120 days of project completion.

OVC is required to report its programmatic results annually, in accordance with the Government Performance and Results Act (GPRA). OVC summarizes the individual results and outcomes of all discretionary grant programs, indicating whether the programs are successfully meeting their objectives. OVC depends on its grantees to provide accurate, timely, and relevant information on grant progress and impact.

Other Program Attachments (Attachment 3). Remaining attachments include the following materials:

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

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

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

- **Problem(s) To Be Addressed, Goals, and Objectives.** The problem statement must provide a strong rationale for the development of a standardized victim impact curriculum for corrections-based victim service providers and clearly describe how the curriculum will be of value to the victims' field by meeting a stated goal. The goals and objectives must be clearly specified and related directly to the problem statement. The goal(s) should state the overall purpose of what is to be accomplished. The objectives should describe the steps necessary to accomplish the goals.

■ **Project Design/Implementation Plan.** The program strategy/methodology must include sufficient detail so that peer reviewers can understand what will be accomplished, how it will be accomplished, and who will accomplish it. All proposed tasks should be presented in a way that allows a reviewer to see the logical progression of tasks and to be able to relate the tasks directly to the accomplishment of the project goals(s) and objectives. Projected activities should be realistic and reflect the project’s allocated time, staff, and funding.

■ **Organizational Capability.** Applicants must demonstrate how their resources, capabilities, and experience will enable them to achieve the goals and objectives of a project to develop a standardized victim impact curriculum for corrections-based victim service providers. The applicant must document its capability to undertake and complete a national-scope, federally funded project on this topic, including evidence that the applicant possesses the requisite staff and expertise. Organizational capability will be assessed on the basis of (1) the applicant’s described management structure and financial capability, and (2) the applicant’s project management plan and documentation of the professional staff members’ unique qualifications to perform their assigned tasks. Stronger consideration will be given to those applicants who propose to hire a project director/program manager for the day-to-day management of project activities rather than giving project director responsibilities to existing organizational staff as an adjunct duty.

■ **Plan for Measuring Progress and Outcomes.** Applicants must describe their plan for measuring project progress and success. All applications must contain a plan for evaluating the accomplishment of project goal(s) and objectives. All applications must include the standardized performance measures established for this solicitation (see page 5). Applicants must describe how the evaluation data will be gathered and analyzed and the resources that are being committed for this purpose. In determining the quality of the evaluation plan, the following factors will be considered:

- Extent to which the evaluation plan provides detailed information for increasing the effectiveness of the management and administration of the project, documents that the objectives have been met, and determines the overall effectiveness of the project.
- Extent to which the proposed methods of evaluation are thorough, feasible, and appropriate to the goals, objectives, and outcomes of the proposed project.
- Adequacy of the identified performance measures to demonstrate whether, and to what extent, the proposed strategy is meeting its short-term, intermediate, and long-term objectives.

■ **Budget and Budget Narrative.** Reviewers will examine the identified project tasks, milestones, and assignment of staff resources within the framework of the proposed budget.

The applicant must demonstrate that there is sufficient staff and time to accomplish the proposed tasks in a cost-effective manner. Applicants must show cost effective and efficient use of grant resources, demonstrating that all grant-related expenses are necessary for project completion. Tasks and activities described in the narrative should parallel the budget. All identified costs should accurately reflect the tasks, staff time, supplies, and travel necessary to accomplish the grant-related work, if applicable.

Reporting Requirements

- **Financial Status Report** (SF 269-A). Due quarterly, no later than the 45th day following the end of each calendar quarter. A report must be submitted every quarter in which the award is active, even if there has been no financial activity during the reporting period. The final report is due 120 days after the end date of the award. Future awards and fund drawdowns will be withheld if the financial status reports are delinquent. Financial reports should be submitted online at <https://grants.ojp.usdoj.gov>.
- **Single Audit Report**. An organization-wide financial and compliance audit report that must be filed by recipients who expend \$500,000 or more of federal funds during their fiscal year. The audit must be performed in accordance with the U.S. General Accounting Office Government Auditing Standards. All completed audit reports for state and local governments, institutions of higher education, and nonprofit institutions should be mailed to the Federal Audit Clearinghouse, Bureau of the Census, 1201 East 10th Street, Jeffersonville, Indiana 47132.
- **Semiannual Progress Report**. Must be submitted by funding recipients. The progress report describes activities during the reporting period and the status or accomplishment of objectives as set forth in the approved application for funding. Progress reports must be submitted within 30 days after the end of the reporting periods, which are January 1 through June 30 and July 1 through December 31, for the life of the award. Due 120 days after the end date of the award, the final report summarizes the progress toward achieving the award's goals and objectives, describes the significant results, and identifies any products developed under the award. Report format will be provided to the recipient by OJP. Future awards and fund drawdowns may be withheld if the progress reports are delinquent. Progress reports must be submitted directly into the GMS system. For questions about GMS, call the GMS HelpDesk toll free, 1-888-549-9901.

Grants Versus Cooperative Agreements

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

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