



The U.S. Department of Justice, Office of Justice Programs, [Office for Victims of Crime](#), is pleased to announce that it is seeking applications in response to the national-scope training and demonstration project “Action Partnerships for National Membership, Professional and Community Service Organizations” cooperative agreement solicitation. This program furthers the Department’s mission by developing or improving the capacity of members of national membership, professional and community service organizations to advance victims’ rights and improve victims’ services. The purpose of the cooperative agreement is to create partnerships among OVC, the victim services field, and national scope membership, professional and community service organizations to advance victims’ rights and services through training, public awareness, and educational efforts.

Action Partnerships for National Membership, Professional and Community Service Organizations

Eligibility

Applicants are limited to national nonprofit membership, professional and community service organizations or affiliation groups and tribal organizations and must demonstrate the financial and organizational capacity to manage this cooperative agreement. Applicants must demonstrate a unique capability and strong desire to reach and serve victims of crime through a project that is national in scope. Local or state chapters of such groups may apply based on membership, profession, or affiliation, but must document a close partnership with their national office to achieve national capacity for the dissemination of this project. A private nonprofit organization does not have to have 501(c)3 status to apply for grant funding under this solicitation.

(See “Eligibility,” page 5)

Deadline

Registration with [Grants.gov](#) is required prior to application submission. (See “Deadline: Registration,” page 4)

All applications are due by 8:00 p.m. Eastern Time on January 21, 2009.
(See “Deadline: Application,” page 4)

Contact Information

For assistance with the requirements of this solicitation, contact Jasmine D'Addario-Fobian, Victim Justice Program Specialist, at 202-305-3332 or jasmine.daddario-fobian@usdoj.gov.

This application must be submitted through *Grants.gov*. For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1-800-518-4726 or send an e-mail to support@grants.gov.

Note: The *Grants.gov* Support Hotline hours of operation are Monday-Friday from 7:00 a.m. to 9:00 p.m. Eastern Time.

Grants.Gov number assigned to announcement: OVC-2009-1998

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Action Partnerships for Membership, Professional and Community Service Organizations (CFDA 16.582)

Overview

The Office for Victims of Crime (OVC) is committed to enhancing the nation's capacity to assist crime victims and to provide 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 victim 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. This cooperative agreement program is funded through 42 U.S.C. 10603 (c)(1)(A), which provides funding for training, technical assistance and demonstration projects.

Deadline: Registration

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

Deadline: Application

The due date for applying for funding under this announcement is 8:00 p.m. Eastern Time on January 21, 2009.

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

You are urged to apply 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.

Important: 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. OJP staff will require you to e-mail the complete grant application and provide a Grants.gov Help Desk tracking number within 24 hours after the due date. 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 Web site; and (3) failure to follow all of the instructions in the OJP solicitation.

Eligibility

General Statement of Eligibility: Applicants are limited to national nonprofit membership, professional and community service organizations or affiliation group and tribal organizations, and must demonstrate the financial and organizational capacity to manage this cooperative agreement. Applicants must demonstrate a unique capability and strong desire to reach and serve victims of crime through a project that is national in scope. Local or state chapters of such groups based on membership, profession, or affiliation may apply, but must document a close partnership with their national office to achieve national capacity for the dissemination of this project. 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 council or comparable government body. If the grant will benefit more than one tribal entity, a current authorizing resolution or other enactment of the tribal council or comparable government body from each tribal entity must be included. If the grant application is being submitted on behalf of a tribal entity, a letter or similar document authorizing the inclusion of the tribal entity named in the application must be included.

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

Action Partnerships Specific Information

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

Background and Purpose: The Office for Victims of Crime (OVC) is committed to enhancing the nation's capacity to assist crime victims and to provide 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], that 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 [42 U.S.C. 10601], that 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 [22 U.S.C. 7101], that 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 (2004), that 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.

OVC is dedicated to helping organizations promote awareness of crime victims' rights and issues and to providing appropriate and sensitive services to victims. Unfortunately, gaps occur in services for crime victims, in the promotion of awareness of crime victims' rights and services, and in other areas where there is great potential to help victims of crime. Sometimes, these gaps are created because well-intentioned efforts by professionals to serve victims may actually be insensitive or inappropriate if they do not truly understand the impact of violent crime on victims. To aid organizations in developing and improving these areas, OVC has previously funded a series of innovative, collaborative, national scope projects with membership and professional organizations that have appropriate national communications networks. This allowed OVC to capitalize on the organization's understanding of the information and training needs of its members, to expand the members' knowledge and understanding of issues related to serving crime victims, and to encourage members who work with crime victims to integrate this information into their daily practices. OVC previously targeted these initiatives toward medical, mental health, legal, criminal justice, media, disability service, and other allied professional organizations having appropriate national communication networks. In the spirit of continuing to promote awareness and advocacy for the rights and needs of crime victims, this solicitation is open to any membership, professional and community service organization or affiliation group that has the capacity to conduct a national scope project and the interest to extend and enhance OVC's ongoing national outreach efforts to serve all victims of crime. OVC welcomes applications from membership, professional and community service organizations with faith-based affiliations and the ability to conduct a national scope project.

Examples of Possible Deliverables:

- Development and delivery of training or seminars at national conferences to increase professionals/members understanding of the impact of crime victimization and related issues and to develop or enhance their ability to serve crime victims.
- Replication of successful training or awareness programs that reflect best practices in serving crime victims for distribution to membership or professionally affiliated pilot sites nationwide.
- Development and dissemination of collaborative products or materials, such as DVDs, interactive DVD or CD-ROM software, newsletters, periodicals, handbooks, policy and procedure manuals, etc. that provide members of an organization a better understanding of crime victimization issues and help them to appropriately address victims' issues and needs.
- Development of a forum, event, or media piece designed to increase understanding and awareness of the organization's national membership about issues related to victimization and the impact of crime on victims, their families,

and the community, with follow-up activities that provide members of the organization the opportunity to appropriately address victims' issues and needs.

Applicants must specifically include costs for duplication and nationwide dissemination of the project product deliverables to their membership.

Funding amount and time period:

Up to five cooperative agreements will be awarded for up to \$100,000 each, with an award period of 12–18 months.

General guidance on funding information for each particular announcement:

Funding under this competitive grant announcement is contingent on the availability and amount of FY 2009 funding available, and is subject to any additional restrictions imposed by Congress

Match requirement: No match is required for this program.

Reporting:

- The **Financial Status Report** (SF 269-A) is due quarterly, no later than the 45th day following the end of each calendar quarter. A report must be submitted every quarter in which the award is active, even if there has been no financial activity during the reporting period. The final report is due 90 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 in the Grants Management System (GMS).
- The **Single Audit Report** is an organization-wide financial and compliance audit report that must be filed by recipients who expend \$500,000 or more 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, IN 47132.
- The **Semiannual 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 90 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. Address questions concerning GMS to the GMS Helpdesk, 1–888–549–9901.

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 create partnerships among OVC, the victim services field, and national scope membership, professional and community service organizations to advance victims' rights and services through training, public awareness, and educational efforts.</p>	<p><u>Outcomes</u></p> <ul style="list-style-type: none"> -Number of organizational components trained/enabled to provide support for victims. -Number of organizational components trained/enabled to promote awareness of victims' rights. -Increase in collaboration among professional and membership organizations and the victim services field. -Percentage of trainees completing evaluations who indicate that training provided information that will improve their ability to provide services. -Percentage of trainees completing evaluations who rated the training as satisfactory or better. <hr/> <p><u>Outputs</u></p> <ul style="list-style-type: none"> -Media or other publicized events/activities to promote awareness of crime victimization issues supported. -Training materials developed and distributed. 	<ul style="list-style-type: none"> -Number of training sessions provided. -Number of professionals or members trained. -Number of programs reporting an increase in collaborative partners (Please specify who the collaborative partners are). -Number of trainees completing evaluations who indicate that training provided information that will improve their ability to provide services. -Number of trainees completing evaluations who rated the training as satisfactory or better. <hr/> <ul style="list-style-type: none"> -Number of media or other publicized events held. -Number of educational/training materials developed. -Number of educational/training materials distributed.

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-2009-1998.

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.dunandbradstreet.com>. Individuals are exempt from this requirement.

Central Contractor Registration (CCR) is required: In addition to the DUNS number requirement, OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR at least once per year to maintain an active status. Information about registration procedures can be accessed at www.ccr.gov.

What an Application Must Include

Standard Form 424

Program Narrative

Budget and Budget Narrative

Impact/Outcomes and Evaluation/Performance Measure Data Collection Plan

Indirect Cost Rate Agreement

- Applicants that do not have a federally negotiated indirect cost rate and wish to establish one, can submit a proposal to their “cognizant” federal agency. Generally, the cognizant federal agency is the agency that provides the preponderance of direct federal funding. This can be determined by reviewing an organization’s schedule of federal financial assistance. If DOJ is your cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at <http://www.ojp.usdoj.gov/oc/indirectcosts.htm>.

Other Attachments (such as, resumes of key personnel, letters of support, and memoranda of understanding where appropriate)

Selection Criteria

1. Statement of the Problem/Program Narrative (15%)
2. Project/Program Design and Implementation (30%)
3. Capabilities/Competencies (20%)
4. Budget (15%)
5. Impact/Outcomes and Evaluation/Performance Measure Data Collection Plan (15%)
6. Other (5%)

1. Statement of the Problem/Program Narrative

The program narrative should not exceed 25 doubled-spaced pages in 12-point font with 1-inch margins and must include six 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 1-page summary that describes the purpose of the project, goals and objectives, and activities that will be implemented to achieve the project’s goals and objectives, methods, and outcomes. Please note that to be responsive to this solicitation, the project described must be national in scope.

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 also 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. Please note that to be responsive to this solicitation, the project described must be national in scope.

2. Project/Program Design and Implementation

The project design and implementation plan must describe the project strategy and discuss how the strategy will address the identified problems and support the goals and objectives. The applicant's strategy or design must include a description of project phases, tasks, activities, staff responsibilities, and clear descriptions of interim deliverables and final products. Please note that to be responsive to this solicitation, the project described must be national in scope. It must include a time-task plan that clearly identifies objectives, major activities, and products. The time-task plan presented in chart form will not be included as part of the 25-page narrative limitation. The applicant must describe the 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 completion of activities, and 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, please refer to "OVC's Publishing Guidelines for Print and Web Media," available online at www.ojp.usdoj.gov/ovc/publications/infores/pubguidelines/welcome.html.

- The project's intended services and deliverables or products, such as training and technical assistance, training curricula, promising practices compendia, symposia, and video products.
- 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; or involvement of an extraordinary community, volunteers, or the private sector.

- Procedures for testing and evaluating the service or product or its method for obtaining feedback about its worth to the field.
- How the project will collect and report data on performance measures established for the project.
- The dissemination plan for the product or service. Applicants should provide recommendations for dissemination of 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. However, product and/or publication dissemination may be limited to the organization alone. In this case, both a plan and line item for funding organization-wide dissemination should be included in the application.

3. Capabilities/Competencies

Applications must include a clear description of the applicant's management structure and of the current and proposed professional staff members' unique qualifications that will enable them to fulfill their grant responsibilities. Applicants must describe how the program will be managed and include an organizational chart or information describing the roles and responsibilities of key organizational and functional components and personnel. Applicants must also include a list of personnel responsible for managing and implementing the major stages of the project. If additional staff will be hired to complete the project, the applicant should identify the selection criteria.

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 included.

The described organization must be a national membership, professional, or community service organization. If they are affiliated with or a chapter of such a group, they must demonstrate a close partnership with the national office in order to be responsive to the requirements of this solicitation.

4. Budget

The OVC grant monitor and peer 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.

Applicants should plan to attend an annual OVC discretionary grantee meeting in Washington, D.C., and, with the exception of local grantees, should include line items

detailing all estimated travel expenses associated with attending this meeting. Applicants that receive annual funding of \$100,000 or more should also budget costs to attend one Financial Management Training Seminar sponsored by OJP's Office of the Chief Financial Officer (OCFO), unless the grantee has previously attended this seminar. Specific information, such as dates and locations of upcoming OCFO events, can be found at <http://www.ojp.usdoj.gov/training/fmts.htm>.

5. 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 accomplishment of project goals and objectives. Applicants should describe how they will assess performance in attaining the outcomes identified for the project. Goals and objectives must be clearly stated, links must be established between program activities and objectives, and performance measures must be 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 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.

OVC is required to report its programmatic results annually, in accordance with the Government Performance and Results Act (GPRA). OVC summarizes the individual results and outcomes of all discretionary grant programs, indicating whether the programs are successfully meeting their objectives. OVC depends on its grantees to provide accurate, timely, and relevant information on grant progress and impact. Increasingly, these findings will provide justification for continuing OVC's discretionary grant program. Performance measures identified by the applicant from the solicitation should be included in the application.

6. Other

The Other Program Attachments file must 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).

Review Process

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

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

After the peer review is finalized, the 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, 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
- Nonprofit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006