



---

The U.S. Department of Justice, Office of Justice Programs (OJP), Office for Victims of Crime is pleased to announce that it is seeking applications for funding the FY 2009 Tribal Victim Assistance (TVA) Discretionary Grant Program. This program furthers the Department's mission by continuing the support of direct services to victims of crime in American Indian and Alaska Native communities.

# FY 2009 Tribal Victim Assistance Discretionary Grant Program

## Eligibility

Applicants are limited to federally recognized tribal governments, for-profit (commercial) organizations, nonprofit organizations, faith-based and community organizations, 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.  
(See "Who is Eligible to Apply," page 3.)

## Deadline

**Registration with GMS is required prior to application submission.**  
All applications are due by 8:00 p.m. Eastern Time on May 5, 2009.  
(See "Deadline: Registration," page 3.)

## Contact Information

For assistance with the requirements of this solicitation, contact Robert Brown, Office for Victims of Crime, at 202-616-3297 or e-mail at [robert.brown@usdoj.gov](mailto:robert.brown@usdoj.gov).

This application must be submitted through OJP's Grants Management System (GMS). For technical assistance with submitting the application, call the Grants Management System Support Hotline at 1-888-549-9901, option 3. **Note:** The GMS Support Hotline hours of operation are Monday-Friday from 7:00 a.m. to 9:00 p.m. Eastern Time.

# CONTENTS

Overview .....	3
Deadline: Registration.....	3
Deadline: Application .....	3
Eligibility .....	3
Program Specific Information.....	4
Performance Measures.....	7
How to Apply .....	8
What An Application Must Include: .....	9
Standard Form 424	
Program Narrative	
Budget and Budget Narrative	
Indirect Cost Rate Agreement ( <i>if applicable</i> )	
Other Attachments	
Selection Criteria.....	11
Review Process ( <i>if applicable</i> ).....	12
Additional Requirements.....	13

# **Tribal Victim Assistance Discretionary Grant Program (CFDA # 16.582)**

## **Overview**

There is a critical need for victim assistance programs in American Indian and Alaska Native communities (AI/AN), which continue to be affected by high rates of crime, violence, and substance abuse. The Office for Victims of Crime (OVC) initiated the Victim Assistance in Indian Country (VAIC) Discretionary Grant Program in 1988 to establish “on-reservation” victim assistance programs for providing direct services to crime victims. In FY 1997, OVC provided support to tribes rather than administering it through the states and in FY 1999, \$1.3 million was allocated to support VAIC programs located on reservations with federal criminal jurisdiction.

In FY 2003, the program was renamed the Tribal Victim Assistance (TVA) Discretionary Grant Program—to include all federally recognized tribes in the United States—and funding was expanded to \$2.5 million. This was followed in FY 2006 with \$3.5 million to support an OVC competitive application process; an additional \$3.5 million was dedicated in FY 2007 and FY 2008 to supplement TVA grantee activities. For FY 2009, OVC has set aside \$3 million to fund 20-25, 12-month awards through a competitive application process. Supplemental funding may be available to grantees for two additional fiscal years, provided that appropriated funds are available and grantees adhere to OJP-related grant policies and guidelines.

TVA federal funding is authorized under 42 U.S.C. § 10603 (c)(1)(B). OVC encourages tribal communities that have received no prior VAIC or TVA funds to develop new, creative TVA initiatives that address their tribe’s specific needs.

## **Deadline: Registration**

Applicants must register with GMS prior to applying. The deadline to register is 8:00 p.m. Eastern Time on April 27, 2009.

## **Deadline: Application**

The due date for applying for funding under this announcement is 8:00 p.m. Eastern Time on May 5, 2009.

## **Eligibility**

Applicants are limited to federally recognized tribal governments, for-profit (commercial) organizations, nonprofit organizations, faith-based and community organizations, 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.

**Faith-Based And Other Community Organizations:** Consistent with Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, 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., remove 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 in the [Other requirements.htm](#), included under "Additional Requirements" in this announcement.

**American Indian Tribes and Alaska Native Tribes and/or Tribal Organizations:** 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:** All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. Applicants may apply for up to \$150,000 to plan, implement, and or enhance tribal victim assistance programs.

**Award Period:** 12 months (project period: September 1, 2009 to August 31, 2010).

**Program Strategy:** This solicitation provides support for AI/AN communities to improve their ability to identify the needs of crime victims and the types of victimization on which to focus; provide direct services to victims of crime; and address the needs of unserved and underserved victims, particularly those victimized by crimes such as child abuse, homicide, elder abuse,

driving while intoxicated (DWI), and gang violence. TVA programs will conform to the Victims of Crime Act (VOCA) program guidelines and TVA program requirements set forth in this solicitation.

The ideal response to the acute and complex needs of AI/AN victims should be based on the identification of specific problems in victim service delivery in the community and the development of an innovative plan to address those problems through the grant program. The goal is the provision of Comprehensive Services that incorporate all necessary victim support services. If this grant will be used to supplement existing victim services, applicants must develop a creative initiative that provides Specialized Services to one group of unserved or underserved victims, e.g., elder abuse victims or DWI victims. Examples of Specialized Services include, but are not limited to, advocacy, counseling, legal assistance, multidisciplinary team-building among agencies, and development of victim support groups for one particular type of victim. Crime rate statistics and/or estimates specific to this group, with supportive documentation, should be addressed.

Examples of Victim Services. Services that may be provided include, but are not limited to the following: (1) Services that immediately respond to the emotional and physical needs (excluding medical care) of crime victims such as intervention; accompaniment to hospitals for medical examinations; hotline counseling; emergency food, clothing, transportation, and shelter; emergency legal assistance; and other emergency services that are intended to restore the victim's sense of dignity and self-esteem. (2) Mental health assistance such as counseling, group treatment, support groups, and therapy. (3) Advocacy on behalf of crime victims, including accompaniment to criminal justice offices and court, transportation to court, child care to enable a victim to attend court, restitution advocacy, and assistance with victim impact statements. (4) Services that offer an immediate measure of safety to crime victims such as boarding up broken windows and replacing or repairing locks. (5) Forensic medical examinations for sexual assault victims, to the extent that other funding sources are not available. (6) Costs that are necessary and essential to providing direct services such as prorated costs for rent, telephone service, transportation costs for victims, and local travel expenses for direct service providers. (7) Costs directly related to providing direct services through staff, including salaries and fringe benefits. (8) Training for law enforcement personnel in the delivery of services to victims of federal crime. (9) Promoting coordinated efforts within the community to aid crime victims. (10) Assistance to victims seeking crime victim compensation benefits. (11) Preparation, publication, and distribution of informational material that explains services offered to victims of crime.

The following services, activities, and costs are not generally considered direct crime victim services, but are often a necessary and essential activity to ensure that quality direct services are provided. These costs may be considered for coverage under the program, provided that direct services to crime victims cannot be offered without support for these expenses, the grantee has no other source of support for them, and only limited amounts of federal program funds will be used for the following purposes: skills training for staff; equipment and furniture; contracts for professional services; operating costs such as supplies, printing, postage, brochures that describe available services, books, and other victim-related materials; supervision of direct service providers such as volunteer coordinators; repair or replacement of essential items; presentations made in schools, community centers, or other public forums designed to identify crime victims and provide or refer them to needed services; and vehicle leasing.

Coordination. Applicants must also show their capacity to coordinate with other agencies serving crime victims. Coordination with the following agencies will be a key factor in ranking applicant proposals: U.S. Attorneys' offices; Federal Bureau of Investigation field offices; state VOCA administrators; Bureau of Indian Affairs Law Enforcement Services; state and county law enforcement agencies; the Indian Health Service; mental health clinics, hospitals, child protective services; and other appropriate tribal and nontribal agencies. Applicants are encouraged to demonstrate strategies that are specific to their community and include collaboration with appropriate local agencies involved in assisting victims. TVA programs should demonstrate how they will collaborate with state VOCA programs to establish/enhance ongoing communication and address the issue of VOCA funding for tribal victim programs. TVA program staff are required to receive victim compensation training and applicants should indicate how this will be accomplished. Programs should demonstrate specific efforts to provide community outreach and establish strong working relationships with tribal and nontribal agencies.

Geographic boundaries and population served. Applicants should clearly describe the geographical boundaries and population to be served by the program. Applicants should include documentation of the crime rate and any victimization survey results on the reservation or in the tribal community. Communities with existing TVA programs/other grants that support victim-related services must document the need for additional funding and provide an explanation of efforts made and/or difficulties experienced in sustaining the existing program without federal funds.

Staffing. The hiring of program staff, if part of the program strategy, should be implemented within the first 2 months of the grant award, if not sooner. Applicants are therefore encouraged to discuss the proposed TVA program with their tribal chairperson, tribal council, and other tribal agencies prior to submission of the application to solicit their support and approval of the plan. A TVA program director must be designated in the application's program strategy. The TVA program director must be willing to travel to training and technical assistance conferences and participate in cross-mentoring site visits. Applicants should also consider that program staff will be asked to travel and participate in OVC-sponsored conferences to describe demonstration practices, provide program materials and handouts, serve as trainers or mentors, participate in discussion groups, and serve on advisory panels. The TVA program director is expected to submit all Categorical Assistance Progress Reports and Financial Status Reports in a timely manner. A copy of the Categorical Assistance Progress Report must be sent to the designated TVA training and technical assistance provider.

**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% 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 <http://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. The justification should include: the particular qualification and expertise of the individual, the uniqueness of the service being provided, the individual's specific knowledge of the program or project undertaken with the grant funds and a statement explaining that the individual's salary is commensurate with the regular

and customary rate for an individual with her/his qualifications and expertise, and for the work that is to be done.

### **Match Requirement**

A match (cash and or in-kind) of 10 percent of total project costs is required for this grant program. The match must be based on only allowable costs as stipulated in the Financial Guide. Volunteer time used as a match must be based on rates that are consistent with regular rates paid for similar work in other organizations, i.e. such rates should be based on their fair market values. The in-kind match can be in the form of staff time, facilities, office space and utilities, employee details/loans, and agency partnerships. Cash is allowable in lieu of an in-kind match.

If an applicant proposes using employees or other professionals (e.g., forensic interviewer, law enforcement officer, IHS doctor), who will be detailed or loaned to the partnership as in-kind matches, letters of support or other documentation must be included to support the detail. All in-kind or match requirements must be shown on the detail worksheet and described in the budget narrative.

The formula for calculating the match is:

Award Amount = Adjusted Project Costs X Recipient's Share = Required Match  
Federal Share

Example: 90/10% match requirement

For a federal award amount of \$150,000, match would be calculated as follows:

$$\frac{\$150,000}{90} = \$16,666 \times 10\% = \$16,666 \text{ match}$$

### **Performance Measures**

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants that 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. Please refer to the Selection Criteria Section (p. 19) in this solicitation, which outlines applicant responsibilities for collecting and reporting data.** Performance measures for this solicitation are as follows and must be addressed in the application:

Objective	Performance Measures	Data Grantee Provides
<p>To improve the quality of direct services for victims of crime in remote, rural AI/AN communities by increasing availability of services to crime victims and increasing community and victim awareness of available services.</p>	<p>Percent increase in the number of victim services provided (by type).</p> <p>Percent increase in the number of TVA programs (by type) designed/developed to assist AI/AN victims.</p> <p>Number of collaborative partnerships developed to improve victim services available to victims of rural AI/AN communities.</p>	<p>Number of victim services previously provided (by type, e.g. child abuse, homicide, elder abuse, driving while intoxicated, and gang violence), compared to currently.</p> <p>Number of victims served (by type).</p> <p>Number of TVA programs designed/developed (by type) to assist AI/AN communities.</p> <p>Number of collaborative partnerships developed to improve victim services available to victims of rural AI/AN communities.</p>

## How to Apply

**Grants Management System Instructions.** Applications must be submitted through OJP’s online Grants Management System (GMS). To access the system, go to <https://grants.ojp.usdoj.gov>. Applicants should begin the process a few weeks prior to the GMS registration deadline, especially if this is the first time they have used the system. Each application requires a separate GMS registration. For a step-by-step guide, visit <http://www.ojp.gov/gmscbt/> and refer to the section entitled “External Overview: Locating & Applying for Funding Opportunities.” For additional assistance, call the GMS Help Desk at 1–888–549–9901 from 7:00 a.m. to 9:00 p.m. Eastern Time.

**Note: OJP will not review any application whose attachments are in Microsoft Vista or Microsoft 2007 format.** 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 extension “.docx.” Please ensure the documents you are submitting 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.”



**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 registration at least once per year to maintain an active status. Information about registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).

## **What an Application Must Include**

### **Standard Form 424**

### **Program Narrative**

The program narrative should not exceed 25 double-spaced pages in 12-point font with 1-inch margins and must include five separate sections: Statement of Problem, Project/Program Design and Implementation, Capability/Competencies, Budget and Budget Narrative, and Implementing Outcomes and Evaluation/Performance Measures Data Collection Plan. **(See Selection Criteria and related Program Specific Information.)**

### **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 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 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> and clicking on Standard Forms.

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

When completing both the budget narrative attachment form and the budget detail worksheet, applicants must also consider the following:

- 1) Training: Applicants should plan to attend a 2-day post-award conference (location to be determined) coordinated by OVC and the TVA training and technical assistance provider. Attendance at the conference is mandatory. Budget up to \$2,000 per attendee for travel for up to three attendees. The TVA director must attend. Also, the applicant may budget for up to two additional attendees. Identify the names of the individuals who will attend and include a breakdown of travel expenses. A second 2-1/2 day conference (location to be determined) is also planned and attendance is mandatory. Budget up to \$2,000 each for the TVA director and a tribal leader to attend. Identify the names of the individuals who will attend. It is understood that it may be difficult to confirm which tribal leader will attend, however, applicants are encouraged to make an effort to identify this person in their application. (Note: Applicants who receive annual funding of more than \$100,000 should also budget costs to attend one financial management training seminar sponsored by OJP's Office of the Chief Financial Officer (OCFO), unless the grantee has previously attended this seminar. Specific information (such as dates and locations of upcoming training seminars) can be found at <http://www.ojp.usdoj.gov>.)
- 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) Match: A match (cash and or in-kind) of 10 percent of total project costs is required for this grant program. Match must be identified on the application coversheet. It must also be identified on the budget information sheet along with supporting documentation in the budget narrative.
- 5) Information Systems: Budget an appropriate amount, if needed for computer equipment, software, and training; monthly fees for an Internet service provider for access to the OVC Web page, the TVA Training and Technical Assistance Web page; and to have e-mail capability to communicate with OVC staff, the TVA technical assistance provider, and other grantees.
- 6) 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 on the OJP Web site. This document will govern the administration of funds by all successful applicants and their contractors.

## Indirect Cost Rate Agreement

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

## Other 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).
- **Other attachments, if applicable.** For example, an application might include a time-task plan that clearly identifies objectives, major activities, services, and products for the duration of the project period. Such a plan would include the designation of organizational responsibility, a schedule for the completion of the activities, and the submission of finished products. In preparing a time-task plan, a 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 quarterly financial and semiannual progress reports.

## Selection Criteria

Applications will be reviewed using the following criteria (**For related information, see Program Specific Information**):

- **Statement of the Problem/Program Narrative (20%).** 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 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 goal(s), within the context of what the project is to accomplish.
- **Project/Program Design and Implementation (30%).** The program design and implementation plan/methodology must include sufficient detail so the reviewer 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. 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. Detailed procedures for developing, pilot testing and refining the products should be included, if applicable.

- **Capabilities/Competencies (20%).** Applicants must demonstrate how their resources, capabilities, and experience will enable them to achieve the goals and objectives. The applicant must document its capability to undertake and complete a federally funded project, 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, financial capability, and the results of current crime victim assistance efforts, if any; 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 and Budget Narrative (15%).** The reviewer 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.
- **Impact/Outcomes and Evaluation/Performance Measure Data Collection Plan (15%).** 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 describe how data will be collected to report on the performance measures established for this solicitation. Applicants must describe how the evaluation data will be gathered and analyzed and the resources that are being committed for this purpose. The evaluation plan must also identify any resources that will be devoted to the use of outside consultant(s), if applicable, 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.

## 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. Responsive applications will be forwarded for peer review.

Peer Reviewers will be reviewing the applications submitted under this solicitation as well. The Office for Victims of Crime reviews 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.

On 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. All funding decisions are final, and reviewer comments expressed in the summary are those of the individual reviewers and do not necessarily represent the official position or policies of the U.S. Department of Justice.

After the peer review is finalized, the Office of the Chief Financial Officer (OCFO), in consultation with The Office for Victims of Crime reviews, 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. Funding will not be awarded to applicants with overdue financial and/or progress reports for existing OJP grants.

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](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- Civil Rights Compliance
- Funding to Faith-Based Organizations
- Confidentiality and Human Subjects Protections Regulations
- 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 or Local Funds

- Criminal Penalty for False Statements
- Compliance with Office of the Chief Financial Officer [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