

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

2007 National Crime Victims' Rights Week Resource Guide

DISCRETIONARY GRANT APPLICATION KIT



Eligibility:

Eligible applicants are private, nonprofit organizations including faith and community-based organizations or public agencies.

Grants.gov Submission Deadline: Thursday, February 23, 2006, 8 p.m. EST

**Office for Victims of Crime
December 2005**

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National Crime Victims Rights Week (NCVRW) Resource Guide (Cooperative Agreement)

Award Amount. One cooperative agreement in the amount of \$200,000 will be awarded to either a private, nonprofit organization, including faith- and community-based organizations, or a public agency, for the purposes of producing a Resource Guide for the victims' field for use during NCVRW in April, 2007, and throughout the year. The funding for this award is authorized under 42 U.S.C. § 10603 (c)(1)(A).

Award Period. Up to 12 months.

Goal. The goal is to produce a comprehensive kit that will serve as a resource for the victims' field in their efforts to heighten the public's awareness of crime victim issues nationwide during NCVRW in April, 2007, and throughout the year.

Purpose. The purpose of the 2007 NCVRW Resource Guide is to serve as a ready-made, adaptable resource guide containing materials such as posters, model speeches, press releases, public service announcements, camera-ready artwork, and crime victimization statistical overviews for use by the victims' field when planning for local NCVRW events across the Nation.

Background. Each April since 1981, NCVRW has been formally designated and commemorated at the Federal level. The Federal observance coincides with rallies, vigils, and public education campaigns staged in communities across the Nation. The widespread observance of the event presents a unique opportunity to articulate a consistent and unified message about the plight of our Nation's crime victims and to draw attention to the work of advocates and activists who work to assist our Nation's crime victims.

Since 1986, the Resource Guide has been developed to assist local victim/survivors, advocates, and communities plan and prepare for their own annual commemoration of NCVRW. OVC has strived each year to enhance the products in the Resource Guide to accommodate the changing needs of the field. For example, beginning in 2004, OVC has included in the Resource Guide a NCVRW Theme DVD with introductory footage that illustrates the year's theme. The NCVRW theme is selected with input from OVC, national victims organizations around the country, and the victims' field as a whole. The theme becomes the impetus for the look and feel of the Resource Guide that is developed. Ultimately, artwork is developed to graphically depict the theme for NCVRW each year. OVC has worked to improve access to the artwork by providing camera-ready artwork in the Guide, which had been available only in hard copy. The Resource Guide now includes camera-ready artwork in a CD-ROM format for use when developing bumper stickers, buttons, and posters. The camera-ready artwork also includes at least one poster translated in Spanish. Finally, each year OVC has updated, as well as expanded, the statistical overviews to include statistics on new and emerging issues such as human trafficking and cybercrime. The Resource Guide is released each December so that the

victims' field can begin planning for their own local NCVRW events during the month of April.

Through this cooperative agreement, OVC will continue its efforts to produce this valuable Resource Guide to the victims' field that will serve as the impetus for communities as they work to generate greater awareness among crime victims, survivors, and allied professionals, and communities about victims' rights and services. Applicants can visit OVC's Web page at <http://www.ojp.usdoj.gov/ovc/ncvrw/welcome.html> for more information about NCVRW and past Resource Guides that have supported the field over the years.

Program Strategy. OVC will fund one grantee to conceptualize, develop, and produce a user-friendly Resource Guide for use by victim service providers, victim advocates, allied professionals, and the general public, during 2007 NCVRW, and throughout the year. The applicant awarded funding under this cooperative agreement will work in close coordination and consultation with OVC in all aspects of the development of this Resource Guide.

The applicant must consider the following tasks and deliverables when developing their project design and implementation plan for this project:

- Attend regular meetings with OVC project staff to review and discuss Resource Guide components and draft materials;
- Develop a detailed time-task line with steps for program development, implementation, and evaluation, as well as designating staff responsible for the implementation of each task;
- Develop an outline of the proposed Resource Guide's components and a description of its unifying theme or themes;
- Working closely with OVC staff, develop artistic concepts that graphically depict the NCVRW Theme as identified by OVC, to be utilized in the form of posters, Resource Guide cover art, and camera-ready artwork included in hard copy and on CD-ROM in the final Resource Guide. The applicant should plan to submit a minimum of three distinct and original comprehensive illustrations and/or photographs that graphically depict the NCVRW Theme, and should plan for additional rounds of designs and or revisions to the original illustrations or photo concepts as requested by OVC;
- Develop content/written material included in the Resource Guide. This may include items such as sample speeches, proclamations, press releases, and victimization statistics. Coordination with the Bureau of Justice Statistics (BJS) is required to review and verify statistical information provided in the Resource Guide. All final written materials submitted to OVC must be professionally edited prior to their submission at least 30 days prior to the established date for delivery to the printer;
- Develop a plan for incorporating materials from national victim advocacy organizations into the Resource Guide, as needed;
- Provide examples in the Resource Guide of how the field can use the contents of the Resource Guide throughout the year for other purposes. Specifically, develop materials

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- for inclusion in the Resource Guide that can be used by the field throughout the year for the observance of other victim-related proclaimed weeks or months (e.g. Domestic Violence Month is each October);
- Print 16,000 copies of the Resource Guide, reproduce 16,000 copies of the CD-ROM containing the camera-ready artwork, reproduce 16,000 copies NCVRW Theme DVD (to be produced by a separate video production company and provided by OVC to the successful applicant). All products must be ready for delivery to OVC's Resource Center for bulk mailing to the field by December 1, 2006;
 - Working closely with OVC staff, develop and print 16,000 22" x 28" posters that will reflect the 2007 NCVRW theme, and deliver them to OVC's Resource Center for bulk mailing to the field by December 1, 2006.
 - Obtain a NCJ number and bar code from OVC's Resource Center, to be printed on all products distributed to the field.
 - Quality of paper stock use in the Resource Guide must be 100 lbs., at minimum, No. 1 coated cover, dull finish, JPC L61 with varnish, 1/4 inch spine, with two slits on the inside jacket for DVD/CD-ROM insertion. Ink must be a minimum of two PMS colors, to be determined by OVC, plus black.
 - Prepare all materials to be distributed to the field, such as the Resource Guide and posters, to be delivered to the OVC Distribution Center in Annapolis Junction, Maryland for mailing. The Resource Guide and posters must arrive at the distribution center already stuffed in reinforced envelopes or poster tubes which are capped at both ends. Envelopes and poster tubes should be plain as the Distribution Center will affix a return address label and mailing address on each envelope and poster tube. In cases where the Resource Guide and posters will not be part of a bulk mailing to the field, the Guides should not be in envelopes and the posters should arrive to the Distribution Center flat. Close coordination with the OVC Distribution Center will be required for the packaging, delivery, and distribution of both the Resource Guide and posters;
 - Deliver to OVC the converted Resource Guide as a Web file for upload on OVC's Web site. Coordination with OVC's Webmaster is required, but at minimum, the Web file must be 508 accessible and in a format that is readily uploadable to OVC's Web site;
 - Develop a comprehensive plan for enhancing the current dissemination of the Resource Guide to the victims' field. Currently, OVC maintains a mailing list of those who have received the Resource Guide in the past, and who would like to continue to receive it in the future. The applicant shall provide suggestions for improving the dissemination process and for expanding the mailing list to ensure that all organizations and individuals interested in receiving the Resource Guide can be added to the master mailing list. The applicant is encouraged to identify what national victims' organizations should be receiving the Guide and include in their plan a way to coordinate with OVC's Resource Center to ensure they receive the Resource Guide.
 - Design an evaluation to measure Resource Guide user-satisfaction which includes a plan for soliciting feedback. The evaluation should also capture ways in which both the Resource Guide and the Theme DVD were used throughout the country to heighten the

public's awareness of crime victims' issues. The grantee is encouraged to consider developing an online form to capture the evaluation data. The reportable data must be analyzed and summarized prior to submission to OVC.

** OVC will assume responsibility for dissemination of all products, including the Resource Guide, CD-ROM, DVD, and posters; therefore, do not include postage costs associated with the mailing of these items to the field in the Budget Narrative.*


Evaluation. The applicant must include a plan to perform a basic evaluation of the project. This plan should evaluate user satisfaction of the Resource Guide by the victims' field and capture ways in which the Resource Guide was used throughout the country to heighten the public's awareness of crime victims' issues. In addition, the applicant will be expected to develop an evaluation to be completed by prospective users of the Resource Guide to determine the number of users rating the Resource Guide as useful. The grantee is encouraged to consider developing a Web form from their own Web site to capture the evaluation data. The reportable data must be analyzed and summarized prior to submission to OVC.

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 follow:

| Program Objective | Performance Measures | Data to be reported |
|--|---|---|
| <p>The objective of this solicitation is to support the development of a NCVRW Resource Guide that will serve as a resource for the victims' field in their efforts to heighten the public's awareness of crime victim issues nationwide during NCVRW in April, 2007, and throughout the year.</p> | <p>Outputs: Number of Resource Guides disseminated to the field.</p> <p>Percentage increase of new requests for the Resource Guide through the OVC Resource Center.</p> <p>Number of evaluations of the Guide received rating the guide as useful.</p> <p>Number of "hits" on the OVC Web site for the Resource Guide.</p> <p>Number of downloads from the OVC Web site for the Resource Guide.</p> | <p>Number of Resource Guides disseminated to the field.</p> <p>Number of requests for the 2007 Resource Guide, compared to number of requests for the 2006 Resource Guide</p> <p>Number of evaluations of the Guide received rating the guide as useful.</p> <p>Number of "hits" on the OVC Web site for the Resource Guide.</p> <p>Number of downloads from the OVC Web site for the Resource Guide.</p> |

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

Eligibility Requirements. Eligible applicants are private, nonprofit organizations including faith- and community-based organizations or public agencies that can demonstrate the ability to develop a resource guide to be disseminated nationally to victim service providers, victim advocates, national victim organizations and allied professionals, which contains all the elements outlined within this application kit. 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.

Application Deadline. Applications under this solicitation must be submitted through Grants.gov by 8 p.m. EST on Thursday, February 23, 2006. 

NOTE: You must register with Grants.gov prior to submitting your application. Registering with Grants.gov is a one-time process; however, if you are a first time registrant it could take 3-5 business days to have your registration validated, confirmed, and receive your user name and password. It is highly recommended you start the registration process as early as possible to prevent delays in submitting your application package to our agency by the deadline specified.

Contact Person. Kimberly Kelberg, 202-305-2903, or e-mail Kimberly.Kelberg@usdoj.gov.

Application Guidelines and Instructions

How to Apply

OJP is participating in the e-Government initiative, one of 25 initiatives included in the President's Management Agenda. Grants.gov, part of this initiative, is a "storefront" that provides a unified process for all customers of federal grants to find funding opportunities and grant programs be administered through Grants.gov. Application attachments submitted via Grants.gov must be in one of the following formats: Microsoft Word (*.doc), PDF (*.pdf), or text (*.txt).

If you experience difficulties at any point during this process, please call the Grants.gov customer support hotline at **1-800-518-4726**.

The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.582, titled Victims Fund-Federal.

Step 1: Registering

Note: Registering with Grants.gov is a one-time process; however, if you are a first time registrant **it could take 3-5 business days to have your registration validated, confirmed, and receive your user name and password.** It is highly recommended you start the registration process as early as possible to prevent delays in submitting your application package to our agency by the deadline specified. While your registration is pending, you may continue with steps 2, 3, and 4 of these instructions. Registration must be complete for you to be able to submit (step 5) and track (step 6) an application.

e-Business Point of Contact:

- Grants.gov requires an organization to first be registered in the Central Contract Registry (CCR) before beginning the Grants.gov registration process. If you plan to authorize representatives of your organization to submit grant applications through Grants.gov, proceed with the following steps. If you plan to submit a grant application yourself and sign grant applications and provide the required certifications and/or assurances necessary to fulfill the requirements of the application process, proceed to DUNS Number and then skip to the Authorized Organization Representative and Individuals section.
- Go to www.grants.gov, and click on the "Get Started" tab at the top of the screen.
- Click the "e-Business Point of Contact (POC)" option and click the "GO" button on the bottom right of the screen.

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- If you have already registered with Grants.gov, you may log in and update your profile from this screen.
 - To begin the registration process, click the “Register your Organization [Required]” or “Complete Registration Process [Required]” links. You may print a registration checklist by accessing www.grants.gov/assets/OrganizationRegCheck.pdf

Obtaining a DUNS Number:

- You must first request a Data Universal Numbering System (DUNS) number. Click “Step 1. Request a DUNS Number.” If you are applying as an individual, please skip to “Authorized Organization Representative and Individuals.” If you are applying on behalf of an organization that already has a DUNS number, please proceed to “Step 2. Register with Central Contractor Registry (CCR).” You may obtain a DUNS number at no cost by calling the dedicated toll free DUNS number request line at 1-866-705-5711.

Central Contractor Registry (CCR):

Once you have a DUNS number, click on “Step 2. Register with Central Contractor Registry (CCR).” Here you are required to designate an individual as a point of contact. This point of contact is the sole authority for the organization and has the capability of issuing or revoking another individual’s authority to submit grant applications through Grants.gov.

Note: Registering with the CCR, updating or changing your profile could take up to 24 hours to be confirmed and validated. This delay could prevent your application from being submitted by the deadline specified, so you should register or make changes to your profile as early in the process as possible.

A registration worksheet is provided to assist in the CCR registration process at www.ccr.gov/CCRRegTemplate.pdf. It is recommended you review the “Tips for registering with the CCR” at the bottom of this template.

- Go to www.ccr.gov or click on the CCR icon in the middle of the screen to begin the registration process. To see if your organization is already registered, click “Search CCR” at the top left side of the screen. Search entries must be exact to accurately search the database. If your organization is already registered, you can scroll down and see who the e-Business POC is for your agency. If your organization is not already registered, return to the CCR home page and click “Start New Registration” at the top left of the screen.
- If you have problems or questions about the CCR registration process, please contact the CCR Assistance Center at 1-888-227-2423.

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- Once your registration is complete, you will receive an e-mail with a Trading Partner Identification Number (TPIN) and Marketing Partner Identification Number (MIN) number. You will need the MPIN number to register with Grants.gov. If your organization is already registered with the CCR, you will need to obtain the MPIN number from your e-Business POC.

Authorize your Organization Representative:

- Click “Step 3. Authorize your Organization Representative.” Follow steps 1-4. You will need your DUNS + 4 digit number and the MPIN number CCR e-mailed to you.

Log in as e-Business Point of Contact:

- You may now go to “Step 4. Log in as e-Business Point of Contact.” Here you may authorize or revoke the authority of the Authorized Organization Representative (AOR).
- Once you are logged in, go to Step 2. Downloading the Application Viewer, below.

Authorized Organization Representative and Individuals:

If you plan to submit a grant application as an individual or an Authorized Organization Representative, with authority to sign grant applications and the required certifications and/or assurances necessary to fulfill the requirements of the application process, proceed with the following steps:

- Go to www.grants.gov and click on the “Get Started” tab at the top of the screen.
- Click the “Authorized Organization Representative (AOR)” option and click the “GO” button to the bottom right of the screen. If you are applying as an individual, click the “Individuals” option and click the “GO” button to the bottom right of the screen.
- If you have previously registered as an AOR, you may start searching for this grant opportunity from this page. Otherwise, you must complete the first-time registration by clicking “Complete First-Time Registration [Required].” You also may click on “Review Registration Checklist” and print a checklist for the following steps (see www.grants.gov/assets/AORRegCheck.pdf).
- Individuals may click the “registration checklist” for help in walking through the registration process.

Credential Provider:

Once you have entered the registration process, you must register with the credential provider, to safeguard the security of your electronic information. You must have your agency’s or individual DUNS + 4 digit number to complete this process. Now, click on “Step 1. Register

with a Credential Provider.” Enter your DUNS number and click “Register.” Once you have entered the required information, click the “Submit” button.

- If you should need help with this process, please contact the Credential Provider Customer Service at 1-800-386-6820.
- It can take up to 24 hours before synchronization is complete while Attempting to register with Grants.gov.

Grants.gov:

- After completing the credential provider steps above, click “Step 2. Register with Grants.gov.” Enter the same user name and password used when registering with the credential provider. You will then be asked to provide identifying information and your organization’s DUNS number. After you have completed the registration process, Grants.gov will notify the [e-Business POC](#) for assignment of user privileges.
- Complete the “Authorized Organization Representative User Profile” screen and click “Submit.”

Note: Individuals do not need to continue to the “Organizational Approval” step below.

Organization Approval:

Prior to submitting a grant application package, you must receive approval to submit on behalf of your organization. This requirement prevents individuals from submitting grant application packages without permission. A notice is automatically sent to your organization’s e-Business POC. Then, your e-Business POC approves your request to become an AOR. You may go to www.ccr.gov to search for your organization and retrieve your e-Business POC contact information.

Once organization approval is complete, you will be able to submit an application and track its status.

Step 2: Downloading the Application Viewer

Note: You may download the PureEdge Viewer while your registration is in process. You also may download and start completing the application forms in steps 3 and 4 below. This application viewer opens the application package needed to fill out the required forms. The download process can be lengthy if you are accessing the Internet using a dial-up connection.

From the Grants.gov home page, select the “Apply for Grants” tab at the top of the screen.

Under “Apply Step 1: Download a Grant Application Package and Applications Instructions,” click the link for the PureEdge Viewer (www.grants.gov/DownloadViewer). This window includes information about computer system requirements and instructions for downloading and installation.

If you are a Macintosh user, please read the PureEdge Support for Macintosh white paper available at

www.grants.gov/GrantsGov_UST_Grantee/!SSL!/WebHelp/MacSupportforPureEdge.pdf.

- Scroll down and click on the link to download the PureEdge Viewer (www.grants.gov/PEViewer/ICSViewer602_grants.exe).
- You will be prompted to save the application. Click the “Save” button and the “Save As” window opens. Select the location where you would like to save PureEdge Viewer and click the “Save” button.
- A window appears to show the progress of the download. When the downloading is complete, click to close the dialog box.
- To install the PureEdge Viewer, locate the file on your computer and click to open it. When you are prompted to run the file, click “RUN.” Click “Yes” to the prompt to continue with the installation. The ICS InstallShield Wizard extracts the necessary files and takes you to the “Welcome” page.
- Click “Next” to continue.
- Read the license agreement and click “Yes” to accept the agreement and continue the installation process. This takes you to the “Customer Information” screen.
- Enter a User Name and a Company Name in the designated fields and click “Next.”
- The “Choose Destination Location” window prompts you to select the folder in which PureEdge Viewer will be installed. To save the program in the default folder, click “Next.” To select a different folder, click “Browse.” Select the folder in which you would like to save the program, click on “OK,” then click “Next.”
- The next window prompts you to select a program folder. To save program icons in the “Next.” To elect a different program folder, type a new folder name or select one from the list of existing folders, then click “Next.” Installation will begin.

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- When installation is complete, the “InstallShield Wizard Complete” screen will appear. Click “Finish.” This will launch the “ICS Viewer Help Information” window. Review the information and close the window.

Step 3: Downloading an Application Package

- Once you have downloaded the PureEdge Viewer, you may download and view this application package and solicitation instructions.
- From the Grants.gov home page, select the “Apply for Grants” tab at the top of the screen.
- Click “[Apply Step 1: Download a Grant Application Package and Application Instructions.](#)”
- Enter either the CFDA number for this announcement, CFDA # 16.582 or this solicitation’s Funding Opportunity Number, OVC-2006-1289. Then click “Download Package.” This will take you to the “Selected Grants Application for Download” results page.
- To download an application package and its instructions, click the corresponding download link below the “Instructions and Application” column.
- Once you select a grant application, you will be taken to a “Download Opportunity Instructions and Application” screen to confirm that you are downloading the correct application. If you would like to be notified of any changes to this funding opportunity, enter your e-mail address in the corresponding field, then click the “Submit” button.
- After verifying that you have downloaded the correct opportunity information, click the “Download Application Instructions” button. This will open a PDF of this grant solicitation. You may print the solicitation or save it to your computer by clicking either the print icon at the top tool bar or the “File” button on the top tool bar. If you choose to save the file, click on “Save As” and save to the location of your choice.
- Click the “Back” Navigation button to return to the “Download Opportunity Instructions and Application” page. Click the “Download Application Package” button. The application package will open in the PureEdge Viewer.
- Click the “Save” button to save the package on your computer. Because the form is not yet complete, you will see a prompt that one or more fields may be invalid. You will complete these fields in step 4, but for now, select “Yes” to continue. After you click “Yes,” the “Save Form” window will open.

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- Save the application package to your desktop until after submission. Select a name and enter it in the “Application Filing Name” field. Once you have submitted the application through Grants.gov, you may then move your completed application package to the file location of your choice.
 - Click the “Save” button. If you choose, you may now close your Internet browser and complete your application package offline by double clicking the icon on your desktop. You do not have to be connected to the Internet to complete the application package in step 4 below.

Step 4: Completing the Application Package

Note: This application can be completed entirely offline; however, you will need to log in to Grants.gov to submit the application in step 5.

- Locate the application package you saved on your computer. When you open the package, it will be in PureEdge Viewer. You may save your application at any time by clicking on the “Save” button at the top of the screen.
- Enter a name for your application package in the “Application Filing Name” field. This can be a name of your choice.
- Open and complete all the **mandatory and optional forms or documents**. To complete a form, click to select the form, and then click the “Open” button. When you open a required form, the mandatory fields will be highlighted in yellow. If you enter incomplete information in a mandatory field, you will receive an error message or the field will turn red, indicating a change needs to be made. These forms include the following:

Mandatory forms: These forms can also be viewed at www.ojp.usdoj.gov/forms.htm.

- Application for Federal Assistance (SF-424);
- Assurances for Non-Construction Programs (SF424B); and
- Disclosure of Lobbying Activities (SF-LLL).

Other Mandatory forms: (See Instructions for Completing Other Mandatory Forms on Pg. 17.)

- Project Narrative Attachment Form;
- Budget Narrative Attachment Form; and
- Other Attachments Form
 - < Budget Detail Worksheet (strongly recommended);

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- < Certifications Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters, and the Drug-Free Workplace Requirement (required);
 - < Resumes of Key Personnel (required);
 - < Letters of Support and/or MOU's (if applicable).

Optional forms:

- Survey on Ensuring Equal Opportunity for Applicants.
- When you have completed a form or document, click the “Close Form” button at the top of the page. Your information will automatically be saved. Next, click to select the document in the left box entitled “Mandatory Documents.” Click the “=” button to move the form or document to the “Mandatory Completed Documents for Submission” box to the right.
- Some mandatory documents will require you to upload files from your computer. To attach a document, select the corresponding form and click “Open.” Click the “Add Mandatory Attachment” button to the left. The “Attach File” box will open. Browse your computer to find where your file is located and click “Open.” The name of that file will appear in the yellow field. Once this is complete, if you would like to attach additional files, click on the “Add Optional Attachment” button below the “Add Mandatory Attachment” button.
- An “Attachments” window will open. Click the “Attach” button. Locate the file on your computer that you would like to attach and click the “Open” button. You will return to the “Attach” window. Continue this process until you have attached all the necessary documents. You may attach as many documents as necessary.
- Once you have finished, click the “Done” button. The box next to the “Attach at Least One Optional Other Attachment” will now appear as checked. **Note:** the name of these buttons will vary depending on the name of the form you have opened at that time; i.e., Budget Narrative, Other Attachment, and Project Narrative File.
- To exit a form, click the “Close” button. Your information will automatically be saved.

Step 5: Submitting the Application

Note: Once you have completed all the yellow fields on all the forms and saved the application on your desktop, check the application package for errors. This can be done any time throughout step 4 above and as often as you like.

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- When you are ready to submit your final application package, the “Submit” button at the top of your screen will be enabled. This button will not be activated unless all mandatory data fields have been completed. When you are ready to submit your application, click on “Submit.” This will take you to a “Summary” screen.
 - If your “Submit” button is not activated, then click the “Check Package for Errors” button at the top of the “Grant Application Package” screen. PureEdge Viewer will start with the first form and scan all the yellow field to make sure they are complete. The program will prompt you to fix one error at a time as it goes through the scan. Once there are no more errors, the system will allow you to submit your application to Grants.gov.
 - Review the application summary. If you wish to make changes at this time, click “Exit Application” to return to the application package, where you can make changes to the forms. To submit the application, click the “Sign and Submit Application” button.
 - This will take you to a “Login” screen where you will need to enter the user name and password that you used to register with Grants.gov in “Step 1: Registering.” Enter your user name and password in the corresponding fields and click “Login.”
 - Once authentication is complete, your application will be submitted. Print this confirmation screen for your records. You will receive an e-mail message to confirm that the application has been successfully uploaded into Grants.gov. The confirmation e-mail will give you a Grants.gov tracking number, which you will need to track the status of your application. The confirmation e-mail will go to the e-Business POC; therefore, if you are submitting on behalf of someone else, be sure the e-Business POC is aware of the submission and that a confirmation e-mail will be sent.
 - When finished, click the “Close” button.

Step 6: Tracking the Application

After your application is submitted, you may track its status through Grants.gov. To do this, go to the Grants.gov home page at www.grants.gov. At the very top of the screen, click on the “Applicants” link. Scroll down the “For Applicants” page and click the “Login Here” button. Proceed to login with your user name and password that was used to submit your application package.

Click the “Check Application Status” link to the top left of the screen. A list of all the applications you have submitted through Grants.gov is produced. There are one of four status messages your application can receive in the system:

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1. **Validated:** This means your application has been scanned for errors. If no errors were found, it validates that your application has successfully been submitted to Grants.gov and is ready for the agency to download your application.
 2. **Received by Agency:** This means our agency has downloaded your application into our electronic Grants Management System (GMS) and your application is going through our validation process to be successfully received on our end.
 3. **Agency Tracking Number Assigned:** This means our GMS did not find any errors with your package and successfully downloaded your application into our system.
 4. **Rejected With Errors:** This means your application was either rejected by Grants.gov or GMS due to errors. You will receive an e-mail from Grants.gov customer support, providing details of the results and the next steps required. Most applications are rejected because: (1) a virus was detected; (2) you are using a user name and password that has not yet been authorized by the organization's e-Business POC; or (3) the DUNS number you entered on the SF-424 form does not match the DUNS number that was registered in the CCR for this organization.

Instructions for Completing Other Mandatory Forms

Project Narrative Attachment Form. The program narrative should not exceed 25 double-spaced pages in 12-point font with 1-inch margins and must include six (6) separate sections: Project Abstract, Problem Statement, Project Goals and Objectives, Project Design/Implementation Plan, Organizational Capability and Project Management, and Plans for Measuring Progress and Outcomes. If the applicant fails to follow these instructions and submits a single-spaced program narrative, OVC will double the number of single-spaced pages and disallow the application if it would exceed 25 double-spaced pages. Each section is described below.

2a. Project Abstract: The application should include a one-page summary that describes the purpose of the project, goals and objectives, and activities that will be implemented to achieve the project's goals and objectives, methods, and outcomes.

2b. 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.

2c. Project Goals and Objectives: The applicant must specify the goals and objectives of the project. The objectives should be measurable and relate directly to the issues described in the problem statement. The goals should state the overall purpose of what is to be accomplished. The objectives should describe the steps necessary to reach the goals or how the goals will be

accomplished. The application should clearly describe how funding will support the overall success of the project.

2d. Project Design/Implementation Plan: The project design and implementation plan must describe the project strategy and discuss how the strategy will address the identified problems and support the goals and objectives. The applicant's strategy or design must include a description of project phases, tasks, activities, staff responsibilities, and clear descriptions of interim deliverables and final products. It must include a time-task plan that clearly identifies objectives, major activities, and products. The 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 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.** OVC's Publishing Guidelines for Print and Web Media is online, www.ojp.usdoj.gov/ovc/publications/infores/pubguidelines/welcome.html for further guidance on the publication process.
- The project's intended deliverables or products such as the 2007 Resource Guide, comprehensive illustrations, posters, and distribution and evaluation plans.
- Coordination of the project with other organizations, including national victims organizations, designated video production company, OVC Resource Center, OVC Distribution Center, and the Bureau of Justice Statistics.
- 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 evaluating the products and the 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 products. Applicants should provide recommendations for dissemination of all 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.

2e. Organizational Capability and Project Management: Applications must include a clear description of the applicant's management structure. Applications must include a description of the proposed professional staff members' unique qualifications that will enable them to fulfill their grant responsibilities.

Applicants must describe how the program will be managed and include an organizational chart or information describing the roles and responsibilities of key organizational and functional components and personnel. Applicants must also include a list of personnel responsible for managing and implementing the major stages of the project. If 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 included as part of "Other Attachments" uploaded in Grants.gov.

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. Increasingly, these findings will provide justification for continuing OVC's discretionary grant program.

Budget Narrative Attachment Form. The applicant is required to complete the Budget Narrative Form, and is strongly encouraged to complete 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 Detail Budget Worksheet (described below). 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 (particularly supplies, travel, and equipment) and demonstrate that all costs are reasonable.

Other Attachment Forms. Each attachment that is saved under this form through Grants.gov should be clearly named to identify the information it contains. Other attachments include the following:

1. Budget Detail Worksheet. The completion of this form is strongly encouraged in support of the Budget Narrative Attachment Form described above. 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 copy of the Budget Detail Worksheet can be downloaded by visiting www.ojp.usdoj.gov/oc and clicking on Standard Forms. **(Completion of this form is strongly encouraged.)**

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:

Training. Applicants should plan to attend an annual OVC discretionary grantee meeting in Washington, D.C., and with the exception of local grantees, should include line items detailing all estimated travel expenses associated with attending this meeting. Applicants that receive annual funding of more than \$100,000 must 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 at <http://www.tech-res-intl.com/doj-octraining/>.

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 work day per award.

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.

Sole Source Contracts. A **commercial (for-profit) organization** that is ineligible to receive a direct award under a specific appropriation or program cannot be named as a sole source contractor in a grant application by an eligible applicant. The eligible applicant may indicate that a competitive process will occur in which a contractor will be selected, but a specific contractor cannot be named without competition. If the applicant can document that there is only one contractor qualified or available to perform the specific function, this requirement may be waived. To request a waiver of this requirement, the applicant must submit a sole source justification.

Publication Editing. An applicant proposing to produce a written publication, product, or electronic information must include in the budget a line item for editing of the material before a final draft is submitted to OVC. The applicant can include in the budget a consultant fee for editing or include the services of an in-house editor under the Personnel budget category if the organization/agency has one on staff. In either case, the applicant must demonstrate the editor's qualifications (e.g., in the program narrative or by providing a resume).

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

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 from the Department of Justice Resource Center (1-800-421-6770) and also through the OJP Web site at <http://www.ojp.usdoj.gov/FinGuide/>. This document will govern the administration of funds by all successful applicants and their contractors.

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2. Certifications Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters, and the Drug-Free Workplace Requirement. 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 and sign this Certification forms and include it as an attachment through Grants.gov. A copy of this form can be downloaded from www.ojp.usdoj.gov/oc and click on Standard Forms (**required**).
 3. Resumes of Key Personnel. For positions that are vacant, provide job descriptions outlining roles and responsibilities and provide the selection criteria for the proposed new positions (**required**).
 4. Letters of Support and/or Memoranda of Understanding (MOU). Letters of Support and/or MOU’s should be provided from agencies and organizations whose support and collaboration is integral to the successful implementation of the project (**if applicable**).

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.

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 by 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 George W. Bush’s Executive Order 13279, dated December 12, 2002, and 28 CFR Part 38, it is OJP policy that faith-based and community organizations that statutorily qualify as eligible applicants under OJP programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive 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 OJP 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. OJP 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 OJP grant funds; rather, such religious activity must be separate in time or place from the OJP funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by OJP are not permitted to discriminate in the provision of services on the basis of a beneficiary’s religion

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 funds to understand the applicable legal and administrative requirements.

Information Technology Standards Compliance. As appropriate, all equipment and software developed under awards that result from this solicitation must be compliant with U.S. Department of Justice Information Technology interface standards, including the National Criminal Intelligence Sharing Plan (see http://it.ojp.gov/documents/National_Criminal_Intelligence_Sharing_Plan.pdf), Global Justice XML Data Model (see <http://it.ojp.gov/jxdrm/>), and the Law Enforcement Information Sharing Plan (LEISP). A list of additional standards can be found at the OJP Standards Clearinghouse (<http://it.ojp.gov/jsr/intro/intro03.html>).

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 at 202- 307-0690, or by writing to the following address: 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 that subject informed consent procedures 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 USC § 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 USC § 3789g and 28 CFR Part 22. Note: Applicants planning to conduct research activities, including but not limited to focus groups, surveys, interviews, evaluations, and needs assessments as part of the grant project are required to submit a Privacy Certificate as part of the application for funding. For a sample Privacy Certificate and instructions for completing this form, please refer to OVC's Discretionary Toolbox at www.ovc.gov/fund/forms.htm.

Award Selection

Selection Procedure. OVC staff will review applications for completeness and responsiveness to this application guidance. Responsive applications will be forwarded for peer review. Peer

review results will be returned to the OVC Director. 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 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 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. A clear picture of the contents of the Resource Guide is important as well as a detailed plan for packaging and disseminating the Resource Guide to the field.

Organizational Capability. 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 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.

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 as described on pages 5 and 6 of this solicitation. 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:

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- Extent to which the evaluation plan provides detailed information for increasing the effectiveness of the management and administration of the project, documents that 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

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 from the Department of Justice Response Center (1-800-421-6770) and also through the OJP Web page: <http://www.ojp.usdoj.gov/FinGuide/>.

Reports

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 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>.

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 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, IN 47132.

The **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. Questions concerning GMS may be addressed to the GMS Helpdesk at 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 solicitation. This includes review and approval in a timely manner of all key personnel selections, consultants, assessments, plans, instruments, manuals, and documents developed or identified for use during the project, with suggestions for modifications. Responsibility for the coordination of topics addressed or services rendered will be shared by OVC and the recipient. Where appropriate, the recipient will act jointly with OVC to determine modifications to the program plan or budget, and design data collection instruments. In executing this responsibility, OVC requires that its program specialist meet either in person by telephone (as determined by OVC) periodically with the recipient 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.