

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

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# **ACTION PARTNERSHIPS WITH MEMBERSHIP AND PROFESSIONAL ORGANIZATIONS**

## **DISCRETIONARY COMPETITIVE GRANT GUIDELINES**



Office for Victims of Crime  
April 2004

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## **Action Partnerships With Membership and Professional Organizations (Cooperative Agreement)**

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**Award Amount:** \$250,000 total. Up to five awards will be given at up to \$50,000 each.

**Award Period:** 12 to 18 months.

**Goal:** The goal of the cooperative agreement is to develop or improve the capacity of members of national professional and membership organizations to advance victims' rights and improve services.

**Purpose:** The purpose of the cooperative agreement is to create partnerships between OVC and national-scope professional and membership organizations to advance victims' rights and services through training and public awareness and education efforts.

**Background:** OVC supports a vital network of victim service providers and advocates who assist victims of crime across the country. However, OVC also realizes that to expand the reach of victims' rights and services to all victims of crime, the victim services community must actively pursue partnerships with a broad range of practitioners. OVC has previously funded a series of innovative, collaborative projects with membership and professional organizations to capitalize on their understanding of the information and training needs of members, to expand their members' knowledge and understanding of issues related to serving crime victims, and to encourage their members who work with crime victims to integrate this information into their daily practices. OVC previously targeted these initiatives to medical, mental health, legal, criminal justice, and other allied professional organizations with appropriate communication networks. Funding under preceding competitive programs has been awarded to organizations such as the National Council of Juvenile and Family Court Judges, the National Association of Social Workers, the American College of Obstetricians and Gynecologists, and the Migrant Clinicians Network, Inc.

This year, the scope of the award is expanded to any membership or professional affiliation group which has the capacity and interest to extend and enhance OVC's ongoing national outreach efforts to serve all victims of crime. For example, businesses and civic associations, while not often direct victim service providers, are typically involved in the community's response toward crime, especially high-profile incidents, such as school and workplace violence, child abuse, domestic violence, sexual assault, and other types of crime. Many of these associations also have action plans to protect and assist their constituents if they become victims of crime. In particular, OVC welcomes applications from organizations with media and/or faith-based affiliations. The media plays a key role in forming public conceptions or misconceptions of crime victims' needs and the issues they face. The faith community has long been a provider of social services, but has historically focused on offenders with few programs developed specifically to serve victims of crime. This is a large gap in service to victims when considering

that “people in crisis due to the death of a loved one are almost 5 times more likely to seek the aid of a clergy person than all other mental health sources combined.”<sup>1</sup>

**Program Strategy:** OVC seeks to ensure that all crime victims, including those from underserved populations, receive comprehensive, quality services and are afforded fundamental rights. In support of this goal, OVC invites proposals from organizations that wish to expand, enhance, or develop services for crime victims, or to infuse enhanced awareness and understanding of crime victims’ issues in the organization’s activities. Organizations which have not traditionally addressed issues of crime victimization may consider sponsoring a project in collaboration with an experienced victim assistance or victim advocacy group. Organizations whose members frequently work with crime victims may consider enhancing existing outreach efforts to crime victims or developing and disseminating advanced training or information that increases their members’ ability to respond to victims of crime. The program should focus on victims’ rights and services, not crime prevention efforts. Examples of activities that OVC may fund under this cooperative agreement proposal include, but are not limited to, the following:

- Development of tracks of training or intensive, individualized seminars at national conferences sponsored by organizations that provide training or continuing education to their members. Objectives of this training might be to increase members’ understanding of the impact of crime victimization and related issues and to develop or enhance their members’ ability to serve crime victims. Follow-up support and consultation that reinforces the objectives of the training should be an integral activity of any training initiative.
- Development and dissemination of collaborative products or materials, such as videotapes, DVDs, interactive DVD-ROM or CD-ROM software, newsletters, periodicals, handbooks, and policy and procedure manuals, that provide members of an organization a better understanding of crime victimization issues and help them to appropriately address victims’ issues and needs.
- Development of a forum, event, or media piece designed to increase understanding and awareness of the organization’s national membership about issues related to criminal victimization and the impact of crime on victims, their families, and the community, with follow-up activities or deliverables that support or enhance members’ capacity to appropriately address victims’ issues and needs.

**Performance Measurement:** 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 which measure the results of the programs implemented with this grant. To ensure accountability of these data, for which the Office of Justice Programs (OJP) is responsible, the following performance measures are provided, one or more of which should be included in the proposal:

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<sup>1</sup> Verhoff, J., R.A. Kulka, and E. Douvan, *Mental Health in America*, New York: Basic Books, 1981.

- Number of training sessions provided.
- Number of professionals trained.
- Number of educational materials distributed.
- Number of publicized events/activities to promote awareness of crime victimization issues supported by this project.
- Number of programs reporting an increase in collaborative partners.

**Eligibility Requirements:** Applicants must represent a national nonprofit membership, professional, or affiliation group, and must demonstrate the financial and organizational capacity to manage this project. Applicants must demonstrate a unique capability and strong desire to reach and serve victims of crime through a project that is national in scope. Local chapters of such membership, professional, or affiliation-based groups may apply, but must document a close partnership with their national office to support the national scope of project activities, deliverables, and their dissemination.

**Application Due Date:** Applications under this solicitation must be submitted to GMS by 8 p.m. EST on Thursday, June 10, 2004. The GMS registration deadline for this solicitation is 8 p.m. EST on Tuesday, June 1, 2004.

**Contact Person:** Jasmine D'Addario-Fobian at 202-305-3332 or fobianj@ojp.usdoj.gov.

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## Application Guidelines and Instructions

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### How To Apply

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

To learn how to begin the online application process, please see the **Quick Start Guide to Using OJP's Online GMS** on page 8. A toll-free telephone number (1-888-549-9901) has been established to provide applicants with technical assistance as they work through the online process.

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

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

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## Application Review Checklist

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

### Online Forms

- \_\_\_ **Application for Federal Assistance (Standard Form 424).** This form is generated by completing the Overview, Applicant Information, and Project Information screens in GMS.
  
- \_\_\_ **Assurances and Certifications.** The Assurances and Certifications must be reviewed and accepted electronically by the authorizing official or the designated authorizing official.

### Attachments (3)

- \_\_\_ **Budget Detail Worksheet (Attachment #1).** The Budget Detail Worksheet must present a detailed budget that itemizes all proposed costs and must include a budget narrative that provides justification for all proposed costs. Applicants do not have to use the Budget Detail Worksheet Form, but they must adhere to the categories and provide all information requested on this Worksheet.
  
- \_\_\_ **Program Narrative (Attachment #2).** The Program Narrative must include:
  - \_\_\_ Project Abstract
  - \_\_\_ Problem Statement
  - \_\_\_ Project Goals and Objectives
  - \_\_\_ Project Design/Implementation Plan
  - \_\_\_ Organizational Capability and Project Management
  - \_\_\_ Plans for Measuring Progress and Outcomes
  
- \_\_\_ **Other Program Attachments (Attachment #3).** The Other Program Attachments must include the following elements. **Note:** All of the materials must be attached in one file.
  - \_\_\_ Resumes of key personnel/position descriptions (required)
  - \_\_\_ Letters of support (where appropriate)
  - \_\_\_ Memoranda of understanding (where appropriate)

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

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

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**Step 1.** Using an established Internet account, go to [www.ojp.usdoj.gov/fundopps.htm](http://www.ojp.usdoj.gov/fundopps.htm). An online Applicant Procedures handbook is available on this page and applicants may link directly to OJP's Grants Management System (GMS), which provides online help screens. **Note:** Applicants without an Internet account should call the GMS Hotline at 1-888-549-9901 for assistance.

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

**Step 3.** Follow the onscreen instructions. First-time GMS users should click on "New User? Register Here." Applicants who already have a GMS password should click on "GMS Sign-In." Proceed to the appropriate OVC Discretionary Continuation Grants Solicitation for your project (contact your grant monitor if you unsure of which application pertains to your project) and begin working on it (**you must do this to complete the registration process!**) Applicants will receive e-mail confirmation from OVC that they are eligible to submit an application within 7 days. Plan ahead. Applicants can register at any time and are encouraged to do so as soon as possible. Applicants must create a separate GMS account for each application to be submitted. **Please note:** Applicants must ensure that the information for the authorizing official and alternate contact is entered correctly. The authorizing official is the individual authorized to accept grant funds in your organization. If the individual applying online is not the signing authority, that individual must list the authorizing official's name and contact information where appropriate.

**Questions or problems:** Applicants who have questions should refer to the online handbook or access applicable help screens. If the questions cannot be addressed by accessing the online GMS reference tools, call the GMS Hotline at 1-888-549-9901. Previous users should contact the GMS Hotline if they are having difficulty with their user ID and password.

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

**Step 5.** Complete the application by electronically "accepting" the Assurances and Certifications and submitting the three required file attachments: Budget Detail Worksheet, Program Narrative, and Other Program Attachments. (See the Application Review Checklist on page 7 and the Application Requirements on page 9 for detailed instructions about the information to include in each attachment). Please note that applicants must upload one file per attachment; only the most current file uploaded to the appropriate attachment will be saved as part of the application. All sections of each attachment must be completed for your application to be considered for funding.

Submit your completed application online. The GMS system will notify the applicant that the application has been received and sent to OVC and provide an application identification number for future reference. Applicants who have questions about GMS or need technical assistance with applying online should contact the **GMS Hotline at 1-888-549-9901, Monday through Friday, 7 a.m. to 9 p.m. (except federal holidays).**



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## Application Requirements

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Applicants for Office for Victims of Crime Discretionary Grants must submit the following information online through OJP's GMS:

1. Application for Federal Assistance, Standard Form 424.
2. Assurances and Certifications.
3. Program Attachments:
  - **Attachment #1:** Budget Detail Worksheet (including budget worksheet and budget narrative).
  - **Attachment #2:** Program Narrative (including project abstract, problem statement, project goals and objectives, project design/implementation plan and time-task line, organizational capability and project management, and plans for measuring progress and outcomes).
  - **Attachment #3:** Other Program Attachments (including resumes of key personnel, position descriptions, letters of support, memoranda of understanding, information about the author of the proposal, and other attachments as needed).

Detailed instructions about and descriptions of each required element are provided below. An Application Review Checklist has been provided for your convenience (see page 7). **Note:** Applications that do not include all required elements will not be considered for funding.

### **Application for Federal Assistance (SF-424)**

The Application for Federal Assistance is a standard form used by most federal agencies. It contains 18 items that must be completed online in the Overview, Applicant Information, and Project Information sections of OJP's GMS.

### **Assurances and Certifications**

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

- **Assurances.** The applicant must comply with assurances to receive federal funds under this program. It is the responsibility of the recipient of the federal funds to fully understand and comply with these requirements. Failure to comply may result in the withholding of funds, termination of the award, or other sanctions.
- **Certifications Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters, and the Drug-Free Workplace Requirement.** Applicants are

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

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

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

The Office of Management and Budget (OMB) is currently in the process of amending the OMB cost circulars and the common rule (codified at 28 CFR 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 Bush’s Executive Order 13279, December 12, 2002, it is now OVC policy that faith-based and community organizations that statutorily qualify as eligible applicants under OVC programs are invited and encouraged to apply for assistance awards. Faith-based and community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with non-faith-based and community organization grantees in the administration of such awards. No eligible applicant or grantee will be discriminated against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.
- **Civil Rights Compliance.** All recipients of federal grant funds are required to comply with nondiscrimination requirements contained in various federal laws, including Title VI of the Civil Rights Act of 1964 (“Title VI”) and section 809 of the Omnibus Crime Control and Safe Streets Act of 1968 (“Safe Streets Act”), as amended. In the event that a court of an administrative agency makes a finding of discrimination on grounds of race,

color, religion, national origin, genders, 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.

- **Services to Limited-English-Proficient (LEP) Persons.** National origin discrimination includes discrimination on the basis of limited English proficiency. 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](http://www.lep.gov) or by contacting the Office of Justice Programs' 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, DC 20531.

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

### **Budget Detail Worksheet (Attachment #1)**

The applicant must provide a detailed budget that: (1) is complete, allowable, cost-effective in relation to the proposed activities, and accurately reflects how grant funds will be used to accomplish the goals and objectives of the proposal; (2) shows the cost calculations demonstrating how the applicant arrived at the total amount requested; and (3) provides a supporting budget narrative to link costs with project implementation (see below for more about the budget narrative). These federal grant funds must not be used to supplant state or local funds. The federal funds must be used to supplement existing funds for program activities and not to replace funds already appropriated for the same purpose. The total amount of the federal share of the budget must not exceed the amount approved by OVC.

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

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

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

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

**There is no financial or in-kind match for this project.**

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 may elect to budget costs to attend one Financial Management Training Seminar sponsored by OJP's Office of the Comptroller (OC), unless the applicant has previously attended this seminar. Specific information (such as dates and locations of upcoming OC events) can be found at [www.tech-res-intl.com/doj-octraining/](http://www.tech-res-intl.com/doj-octraining/).

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

## **Program Narrative (Attachment #2)**

The program narrative should not exceed 25 double-spaced pages in 12-point font with 1-inch margins and must include 6 separate sections: Project Abstract, Problem Statement, Project Goals and Objectives, Project Design/Implementation Plan, Organizational Capability and Project Management, and Plans for Measuring Progress and Outcomes. Each section is described below.

**2a. Project Abstract:** The application should include a 1-page summary that describes the purpose of the project, goals and objectives, and activities that will be implemented to achieve the project's goals and objectives, methods, and outcomes.

**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 strategy, tasks, and time-task plan for developing the services and products. Applicants must develop a time-task plan that clearly identifies major activities and products for the duration of the project period. This plan must include the designation of organizational responsibility, a schedule for the completion of the activities, and the submission of finished products. In preparing the time-task plan, the Gant chart, or schedule, applicants should make certain that all project activities will occur within the proposed project period. The plan also must provide for the submission of financial and progress reports. All recipients are required to submit semiannual progress reports and quarterly financial reports. **Applicants should keep in mind the OVC requirement that final drafts of all publications, including videos, are to be submitted 120 days prior to the end of the grant period. In most instances, the draft publication will undergo an external review by subject matter experts retained by OVC to provide written comments on the publication's accuracy, relevance, and readability, and to provide suggestions to enhance the publication. In all instances, the publication will be reviewed internally by OVC and other DOJ agencies.**

Refer to the current edition of OVC's *Publishing Guidelines Handbook* online at [www.ojp.usdoj.gov/ovc/publications/infores/pubguidehndbk/welcome.html](http://www.ojp.usdoj.gov/ovc/publications/infores/pubguidehndbk/welcome.html) for further guidance on the publication process.

- The project's intended services and deliverables or products, such as training and technical assistance, training curricula, promising practices compendia, symposia, and videotapes.
- Coordination of the project with other organizations, including victim services, criminal and juvenile justice systems, and any joint or cooperative efforts.

- Any unusual features of the project such as design; technological innovations; reductions in cost or time; and extraordinary community, volunteer, or private sector involvement.
- Procedures for testing and evaluating the service or product or its method for obtaining feedback about its worth to the field.
- How the project will collect and report data on performance measures established for the project.
- The dissemination plan for the product or services. Applicants should provide recommendations for dissemination of any products. If those recommendations include nontraditional groups, such as organizations or agencies not likely to be included in a victim assistance or criminal justice mailing list, then applicants should be prepared to provide specific names and contact information. In most instances, publications that have been reviewed, revised by the grantee, and subsequently approved for publication by OVC will be printed by OVC and disseminated through the OVC Resource Center at the expense of OVC. 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. Applicants must include a description of the current and proposed professional staff members' unique qualifications that will enable them to fulfill their grant responsibilities.

Applicants must describe how the program will be managed and include an organizational chart or information describing the roles and responsibilities of key organizational and functional components and personnel. Applicants must also include a list of personnel responsible for managing and implementing the major stages of the project. If additional staff will be hired to complete the project, the applicant should identify the selection criteria. 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 in attachment #3.

**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.

Applicants should be aware that some of their proposed activities 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 independent 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 U.S.C. § 3789g and 28 CFR Part 22, i.e., for research purposes. In this connection, applicants for OVC support are required to submit a Privacy Certificate as a condition of approval of a grant application or contract proposal that contains a research or statistical component under which information identifiable to a private person will be collected. The Privacy Certificate is the applicant's assurance that he/she understands his/her responsibilities to protect the confidentiality of research and statistical information and has developed specific procedures to ensure that this information is only used or revealed in accordance with the requirements of 42 U.S.C. § 3789g and 28 CFR Part 22.

### **Other Program Attachments (Attachment #3)**

The Other Program Attachments file must include the following materials:

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

- **Other attachments** as needed (if applicable).

**Selection Procedure:** OVC staff will review applications, and forward responsive applications for peer review. Applications will be rated using specific selection criteria and peer reviewers will forward their findings to OVC's Director. Before making final selections for funding specific applicants, OVC will consider information about the performance of the applicants on previous grants from OVC, OJP, or other federal agencies. OJP's Assistant Attorney General has the ultimate authority to select applications for funding. Funding cannot be awarded to applicants with overdue financial and/or progress reports for existing OJP grants.

**Selection Criteria:** Applications will be evaluated and rated based on the extent to which the program meets the selection criteria listed below:

***Problem(s) To Be Addressed and 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 goal(s).

***Project Design/Implementation Plan.*** The program strategy/methodology must include sufficient detail so that the 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 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 pilot testing and refining the products should be included, where applicable.

***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, 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, results of the current grant efforts, 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. Applicants must clearly establish that their experience and resources enable them to achieve the goals and objectives that they propose to accomplish with these funds.

***Plans 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 a minimum of one standardized performance measure 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. In determining the quality of the evaluation plan, the following factors will be considered:

- Extent to which the evaluation plan provides detailed information for increasing the effectiveness of the management and administration of the project, documents that 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.
- Inclusion of one or more standardized performance measures.

***Budget and Budget Narrative.*** The 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**

### **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.

The **Single Audit Report** is an organization-wide financial and compliance audit report that must be filed by recipients who expend \$300,000 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.

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 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 periodically with the recipient (as determined by OVC) throughout the life of the project to discuss project activities, plans, problems, and solutions. Responsibility for the day-to-day conduct of the project rests with the recipient. This specifically includes operations, data collection, analysis, and interpretation.