



The U.S. Department of Justice, Office of Justice Programs, [Office for Victims of Crime](#), is pleased to announce that it is seeking applications for funding Public Awareness and Outreach for Victims in Underserved Communities. This program furthers the Department's mission by enhancing typically underserved persons' knowledge about crime victims' rights and access to crime victims' services and resources.

FY09 Public Awareness and Outreach for Victims in Underserved Communities

Eligibility

Applicants are limited to private nonprofit organizations, including faith-based and community-based organizations, tribal organizations or public agencies that can demonstrate: (1) knowledge and understanding of the victimization issue or issues to be highlighted in the public awareness campaign; (2) experience in the provision of victim services and advocacy; and, (3) staff resources and capability to carry out all activities required by the funded project.

(See "Who is Eligible to Apply," page 4)

Deadline

Registration with [Grants.gov](#) is required prior to application submission.

(See "Deadline: Registration," page 3)

All applications are due by 11:59 p.m. e.t. on Thursday, January 22, 2009.

(See "Deadline: Application," page 3)

Contact Information

For assistance with the requirements of this solicitation, contact Millicent Crawford, Victim Justice Program Specialist, at 202-353-8172 or millicent.crawford@usdoj.gov.

This application must be submitted through [Grants.gov](#). For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1-800-518-4726 or send an e-mail to support@grants.gov. **Note:** The [Grants.gov](#) Support Hotline hours of operation are Monday-Friday from 7:00 a.m. to 9:00 p.m. Eastern Time.

Grants.Gov number assigned to announcement: OVC-2009-1999

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FY09 Public Awareness and Outreach for Victims in Underserved Communities (CFDA # 16.582)

Overview

The statutory authority for this program is 42 U.S.C. § 10603 (c)(1)(A). The overall goal of this program is to raise the awareness of traditionally underserved populations about victims' rights as well as improve their knowledge about accessing local services available to crime victims. The Office for Victims of Crime (OVC) will support the planning and development of victimization-focused public awareness campaigns targeted at underserved and socially isolated populations including, but not limited to victims who: are immigrants with limited English proficiency, are American Indian, have disabilities, are Deaf or Hard-of-hearing, or members of Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ) populations. Successful applicants will establish an advisory group and collaborative partnerships with other local service providers, businesses, community-based organizations, faith-based service providers, media and individuals within the target population to be served to inform and participate in the development of a well-researched, culturally and linguistically appropriate, victimization-focused public awareness campaign.

Deadline: Registration

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

Deadline: Application

The due date for applying for funding under this announcement is Thursday, January 22, 2009, 11:59 p.m., Eastern Time.

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

Important: You are urged to apply at least 72 hours prior to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused the rejection notification.

If you experience unforeseen Grants.gov technical issues beyond your control, you must contact OJP staff **within 24 hours after the due date** and request approval to submit your application. OJP staff will require you to email the complete grant application and provide a Grants.gov Help Desk tracking number(s). After OJP reviews all of the information submitted as well as contacts Grants.gov to validate the technical issues reported by the grantee, OJP will contact you to either approve or deny the request.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time; (2) failure to follow Grants.gov instructions on how to register and apply as posted on its Web site; (3) failure to follow all of the instructions in the OJP solicitation and (4) technical issues experienced with the applicant's computer or information technology (IT) environment.

Eligibility

General Statement of Eligibility: Eligible applicants are private nonprofit organizations, including faith-based and community-based organizations, or public agencies that can demonstrate: (1) knowledge and understanding of the victimization issue or victimization-related issue to be highlighted in the public awareness campaign; (2) experience in the provision of victim services and advocacy; and (3) staff resources and capability to carry out all activities required by the funded project. Favorable consideration will be given to applications that provide letters of support that document a partnership between a victim service organization with substantive knowledge of the issues facing underserved victim populations and other local service providers, businesses, community-based organizations, faith-based service providers, media and individuals within the target population to be served. Applications that focus on prevention will not receive strong consideration for funding. A private nonprofit organization does not need to have 501 (c)(3) status to apply for grant funding under this solicitation.

Faith-Based and other Community Organizations: Consistent with President George W. Bush's Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, it is DOJ policy that faith-based and other community organizations that statutorily qualify as eligible applicants under DOJ programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and other community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious

symbols) to receive assistance awards. DOJ grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

If your organization is a faith-based organization that makes hiring decisions on the basis of religious belief, it may be entitled, under the Religious Freedom Restoration Act, 42 U.S.C. § 2000bb, to receive federal funds and yet maintain that hiring practice, even if the law creating the funding program contains a general ban on religious discrimination in employment. For the circumstances under which this may occur, and the certifications that may be required, please see the OCR link referenced at the "OJP Other" pages, included herein.

American Indian Tribes and Alaska Native Tribes and/or Tribal Organizations:

Applicants are limited to for-profit (commercial) organizations, nonprofit organizations, faith-based and community organizations, institutions of higher learning, and consortiums with demonstrated organization and community based experience working with American Indian and Alaska Native communities, including tribal commercial and nonprofit organizations, tribal colleges and universities, and tribal consortiums.

All tribal applications must be accompanied by a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable government body. If the grant will benefit more than one tribal entity, a current authorizing resolution or other enactment of the tribal council or comparable government body from each tribal entity must be included. If the grant application is being submitted on behalf of a tribal entity, a letter or similar document authorizing the inclusion of the tribal entity named in the application must be included.

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

Program-Specific Information

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

Award Amount. \$375,000 is available for this grant program. Up to five (5) awards will be given and each will not exceed \$75,000.

Match Requirement. There is no match requirement for this program.

Award Period. 18–24 months

Pending selection and funding availability, it is anticipated that this project would begin on October 1, 2009.

Background. OVC first released the Public Awareness in Underserved Communities Solicitation in FY2005. OVC support has continued in each subsequent fiscal year. Each

year, there has been an overwhelming response to the solicitation. OVC recognizes that the popularity of this grant program reflects an unmet need in the victim service field. There is a lack of awareness among underserved populations regarding victims' rights and available resources for crime victims in the local community. Many victim service organizations lack the funding to conduct the type of outreach and public awareness activities that will reach groups that are isolated and underserved. Targeted, well-researched public awareness campaigns produced in partnership among victim service organizations; community organizations, including faith-based organizations; businesses; and media can provide accurate information on victims' rights and services to potential victims and their families that may not otherwise be conveyed through mainstream media and program outreach.

Program Strategy. OVC invites applications for the development of victimization-focused public awareness campaigns targeted at communities that are underserved. Underserved victim populations may include, but are not limited to, victims who: are American Indian, have disabilities, are Deaf or Hard-of-Hearing, or Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQ) populations. The applicant may choose its own focus or type of crime victimization for the public awareness campaign, but the applicant must demonstrate significant expertise in the subject area chosen as well as the capability of conveying accurate information and resources on that topic. To ensure that appropriate services will be provided to those individuals who are the subject of the outreach campaign, the applicant must choose an area of focus for which there are available resources in the immediate community, and the application must include a strategy for coordinating with the service organizations that can provide these resources.

The applicant must also provide detail in the application regarding the underserved population(s) that will be the intended target audience. The problem statement should demonstrate a substantial need for public awareness efforts on the chosen focus area and particular community identified. Any existing relationship with or ties to the targeted audience should be detailed in the application.

Successful applicants will establish an advisory group and collaborative partnerships with other local service providers, businesses, community-based organizations, faith-based service providers, media and individuals within the target population to be served to inform and participate in the development of a well-researched, culturally and linguistically appropriate, victimization-focused public awareness campaign. The applicant is also strongly urged to work closely with faith-and/or community-based organizations, businesses, and media on the selection of an appropriate focus area for the public awareness campaign as well as the development of campaign materials. Working closely with faith leaders and other key stakeholders from community-based organizations, businesses, and media can help to ensure that your public awareness campaign is relevant and effective. Further, it is important to ensure that the materials developed for the campaign are appropriate in tone, language and treatment of cultural norms.

Public awareness campaigns can take the form of radio or television public service announcements (PSAs), interviews, newspaper articles, or other innovative strategies. For examples of other innovative strategies, please visit <http://www.navaa.org/extlnk/lnkframe.htm?http%3A//cap.navaa.org/>. The applicant may choose one or more of these forms of media, but must work in conjunction with media to air or print campaign materials and develop a coherent, comprehensive strategy for

information disseminations. The applicant should discuss any existing relationships with media as well as the applicant’s strategy for engaging media in the campaign if no previous relationship exists.

When developing a strategy, please note that OVC cannot fund prevention- or researched-focused initiatives. In addition, keep in mind the purposes of this initiative: (1) to provide underserved populations with accurate, useful information about their rights as crime victims, and (2) to increase awareness about existing local resources and services. Stronger consideration will be given to applicants who propose directing most of the available funds to program costs rather than personnel and administrative costs. Stronger consideration will also be given to strategies that include plans for sustaining outreach activities after federal grant funding for the project ends. Applications that focus on funding additional staff positions will not be favorably considered.

Applicants awarded funding under this cooperative agreement will work in close coordination with OVC in the planning and development of their public awareness campaigns. OVC must review and approve all materials developed for the campaigns before publication and dissemination.

Performance Measures

To assist in fulfilling the Department’s responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Additionally, applicants must discuss their data collection methods in the application. Performance measures for this solicitation are as follows:

Objective	Performance Measures	Data Grantee Provides
<p>The objective of this solicitation is to support the planning and development of public awareness campaigns designed to raise the awareness of underserved populations about crime victimization issues and resources for crime victims in the local community.</p>	<p>Number of underserved populations addressed by campaign.</p> <p>Number of educational materials developed.</p> <p>Number of publicized events/activities to promote awareness of crime victimization issues supported by this project.</p> <p>Number of programs reporting an increase in collaborative partners (i.e., law enforcement, other victim service organizations, public relations and marketing firms, and other allied</p>	<p>Number and type of underserved population addressed by campaign.</p> <p>Number and type of materials developed.</p> <p>Number and type of events held.</p> <p>Number of programs reporting an increase in collaborative partners and information on the types of collaborative partners.</p> <p>Number of crime victims services from each target population (broken out by target population) before the public awareness</p>

	professionals). Increase in numbers of crime victims served from the target population as a result of the public awareness campaign.	campaign. Number of crime victims services from each target population (broken out by target population) as a result of the public awareness campaign.
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How to Apply

DOJ is participating in the e-Government initiative, one of 25 initiatives included in the President's Management Agenda. Part of this initiative—Grants.gov—is a “one-stop storefront” that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding.

Grants.Gov Instructions: Complete instructions can be found at www.grants.gov. If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **1-800-518-4726**, Monday-Friday from 7:00 a.m. to 9:00 p.m. Eastern Time.

Funding Opportunities with Multiple Purpose Areas: Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If you are applying to a solicitation with multiple Competition IDs, you must select the appropriate Competition ID for the intended purpose area of your application. The application will be peer reviewed according to the requirements of the purpose area under which it is submitted.

Note: OJP's Grants Management System (GMS) does not support Microsoft Vista or Microsoft 2007. Therefore, OJP will not review any application whose attachments are in Microsoft Vista or Microsoft 2007 format. GMS downloads applications from Grants.gov and is the system in which OJP reviews applications and manages awarded grants. Applications submitted via GMS must be in the following word processing formats: Microsoft Word (*.doc), WordPerfect (*.wpd), PDF files (*.pdf), or Text Documents (*.txt) and may include Microsoft Excel (*.xls) files. GMS is not yet compatible with Vista and cannot yet process Microsoft Word 2007 documents saved in the new default format with the extensions of “.docx.” Please ensure the documents you are submitting in Grants.gov are saved using “Word 97-2003 Document (*.doc)” format. Additionally, GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: “.com,” “.bat,” “.exe,” “.vbs,” “.cfg,” “.dat,” “.db,” “.dbf,” “.dll,” “.ini,” “.log,” “.ora,” “.sys,” and “.zip.”

CFDA Number: The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.582, titled “Crime Victim Assistance/Discretionary Grants,” and the funding opportunity number is OVC-2009-1999.

A DUNS number is required: The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a DUNS (Data Universal

Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and sub-recipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at <http://www.dnb.com>. Individuals are exempt from this requirement.

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

What an Application Must Include

Application for Federal Assistance Standard Form 424

Program Narrative Format: The program narrative should detail the applicant's strategy to address the purpose of the solicitation as outlined in the Overview section of this solicitation, page 3. The program narrative should not exceed 25 double-spaced pages in 12-point font with 1-inch margins and must include six separate sections: Project Abstract, Problem Statement, Project Goals and Objectives, Project Design/Implementation Plan, Organizational Capability and Project Management, and Plans for Measuring Progress and Outcomes. Each section is described below.

- 1) **Project Abstract:** The application should include a one-page summary that describes the project's purpose, goals, and objectives, as well as activities that will be implemented to achieve these goals and objectives, methods, and outcomes.
- 2) **Problem Statement:** The problem statement must include the need for the project and provide a clear statement of how funding will support the project's value to the victims' filed by meeting a stated goal.
- 3) **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.

- 4) **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. The applicant's plan must include a time-task plan that clearly identifies objectives, major activities, and products. Applicants must develop a time-task plan that clearly identifies major activities and products for the duration of the project period. This time-task plan must include the following:
- the designation of organizations responsible to complete each activity;
 - a schedule for the completion of the activities; and
 - the submission date to OVC of finished products.

In preparing the time-task plan, 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. If your project requires a privacy certificate, the privacy certificate must be approved by the OVC grant monitor prior to commencing any activity covered by the privacy certificate (i.e., focus groups, surveys, interviews, evaluations, and needs assessments). See page 12 for more information on privacy certificate requirements.

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 before 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 publications' accuracy, relevance, and readability, and to provide suggestions to enhance the publication. In all instances, the publication will be reviewed internally by OVC and other DOJ agencies. For further guidance on the publication process, visit OVC's Publishing Guidelines for Print and Web Media online at <http://www.ovc.gov/publications/infores/pubguidelines/welcome.html>.

Deliverables. The project's intended deliverables or products, such as radio and/or television public service announcements, newspaper articles, etc.

The applicant should also describe any additional outreach strategies it will use in its public awareness campaign. OVC grantees who provide services to underserved victims, for example, often find it necessary to supplement more traditional forms of outreach with creative, unconventional outreach methods. Although media outreach such as PSAs and printed articles are valuable because of their ability to reach a large audience with a substantial amount of information, sometimes less traditional methods can be used to reach out to victims who lack access to traditional media. Creative strategies like the ones below can be used to supplement PSAs, articles, and interviews that are designed to provide more comprehensive information. Some examples of innovative outreach strategies developed by OVC grantees include the following:

- Development and distribution of matchbooks containing phone numbers and resources for victims on the inside flap.
- PSAs developed specifically for use in movie theaters during previews.
- Resource and referral information designed for placement on supermarket shopping carts and grocery bags.

5) **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 include the following in this section:

- a description of how the program will be managed and include an organization chart or information describing the roles and responsibilities of key organizational and functional components and personnel.
- a list of personnel responsible for managing and implementing the major stages of the project.
- job descriptions outlining the roles and responsibilities and provide the selection criteria for the vacant and proposed new positions.
- resumes of key personnel.

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. The project director's job description should be attached.

6) **Impact/Outcomes and Evaluation/Performance Measure Data Collection Plan:** Evaluation is critical to ensure that each OVC project is operating as designed and achieving its goals and objectives. The applicant must include a plan to perform basic evaluation of the project, incorporating the performance measures identified below and any other performance indicators identified by the applicant. 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 the 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 90 days of project completion.

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

on its grantees to provide accurate, timely, and relevant information on grant progress and impact.

Privacy Certificate. OVC and recipients of OVC funding are subject to confidentiality requirements protecting research and statistical information collected that is identifiable to a private person under the DOJ regulations found at 28 CFR Part 22. Identifying characteristics include, but are not limited to, identifiers such as name, address, Social Security number or other identifying number, fingerprints, voiceprints, photographs, genetic information, or any other item or combination of data about a person that could reasonably lead, directly or indirectly, by reference to other information, or to identification of that individual(s). OVC requires recipients of OVC funding to submit a Privacy Certificate prior to engaging in any project activities that involve data collection on individuals through observations, interviews, reports, or review of administrative records, or any project tasks likely to result in the gathering or development of information identifiable to individuals. OVC-funded activities that require a Privacy Certificate prior to conducting the activity include, but may not be limited to, a needs assessment, program evaluation, survey, or focus group interviews. **If the applicant's project includes any activity listed above, the applicant must include a privacy certificate with the application materials submitted.** For sample privacy certificates, visit <http://www.ovc.gov/fund/forms.htm> and view the two model privacy certificates available for adaptation.

Budget Narrative

The applicant is required to complete the budget narrative and budget detail worksheet (see description below). The budget narrative justifies or explains each budget item and relates it to project activities. The budget narrative provides a justification for all proposed costs and should closely follow the content of the budget detail worksheet. For example, the narrative should explain how fringe benefits were calculated, how travel costs were estimated, why particular items of equipment or supplies must be purchased, and how overhead or indirect costs were calculated. The budget narrative should justify the specific items listed in the budget detail worksheet in all cost categories and demonstrate that all costs are reasonable.

Budget Detail Worksheet

The completion of this form is required in support of the budget narrative 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 and complete and detailed itemization of all proposed costs. A sample budget detail worksheet form, which can be used as a guide to assist you in preparation of the budget detail worksheet and narrative, can be downloaded by visiting <http://www.ovc.gov/fund/forms.htm>.

Note: Total costs specified in the Budget Detail Worksheet must match the total amount on line 15.g of the SF424.

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 attend one Financial Management Training Seminar sponsored by Office for Justice Programs' (OJP) Office of the Chief Financial Officer (OCFO), unless the grantee has previously attended this seminar within the past 24 months. Specific information (such as dates and locations of upcoming events) can be found at <http://www.ojp.usdoj.gov/training/financial.htm>.

Limitation on use of award funds for employee compensation; waiver: No portion of any award of more than \$250,000 made under this solicitation may be used to pay any portion of the total cash compensation (salary plus bonuses) of any employee of the award recipient whose total cash compensation exceeds 110 percent of the maximum annual salary payable to a member of the Federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The salary table for SES employees is available at opm.gov.)

This prohibition may be waived at the discretion of the Assistant Attorney General for the Office of Justice Programs. An applicant that wishes to request a waiver should include a detailed justification in the budget narrative for the application.

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

Other Program Attachments

Other attachments include the following materials:

Resumes of key personnel must be provided. For positions that are vacant, provide job descriptions outlining the roles and responsibilities and provide the selection criteria for the proposed new positions. This attachment is required.

Letters of support and/or memoranda of understanding (MOU) must be provided from agencies and organizations whose support and collaboration is integral to the successful implementation of the project. This attachment is required if applicable.

Other attachments as needed (if applicable).

Selection Criteria

Applications will be reviewed by a peer review panel using the assignments of percentage weight for each of the following criteria. Applicants should also refer to "What an Application Must Include" on pages 8–11 for more detailed information on what should be included in the application.

- **Project Abstract (5 points):** 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.

- **Problem Statement (5 points):** The problem statement must describe the need for the project and provide a clear statement of how funding will support the project's value to the victims' field by meeting a stated goal. The problem statement should convincingly document that the project is needed to address resource gaps in the field or to address emerging issues for which there are few or no resources to assist providers. 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. If the application is for continuation funding, these new goals and objectives should be addressed within the context of what the project has already accomplished. The objectives should describe the steps necessary to accomplish the goal(s), within the context of what the project has already accomplished.
- **Project Goals and Objectives (10 points):** 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 must describe the public awareness and educational components of the project that will be of utility to many communities across the nation.
- **Project Design/Implementation Plan (25 points):** The program strategy/methodology must include sufficient detail so that the OVC Point-of-Contact or other 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 goal(s) and objectives. Projected activities should be realistic and reflect the time, staff, and funding allocated to the project. A clear picture of the contents or components of the product or training is important as well as a detailed plan for packaging and disseminating the product to user groups.
- **Organizational Capability and Project Management (20 points):** 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, financial capability and, if the application is for continuation funding, the results of current grant efforts; and (2) the applicant's project management plan and documentation of the professional staff members' unique qualifications to perform their assigned tasks. Applicants must clearly establish that their experience and resources enable them to achieve the goals and objectives that they propose to accomplish with the funding.
- **Plans for Measuring Progress and Outcomes (15 points):** Applicants must describe their plan for measuring project progress and success. All applications must contain a plan for evaluating the accomplishment of project goal(s) and

objectives. All applications must describe how data will be collected to report on the performance measures established for this solicitation. Applicants must describe how the evaluation data will be gathered and analyzed and the resources that are being committed for this purpose.

- **Budget and Budget Narrative (20 points):** 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 budget 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. The applicant must demonstrate that there is sufficient staff and time to accomplish the proposed tasks in a cost-effective manner. The applicant is required to complete the budget narrative form and the budget detail worksheet. The budget narrative justifies or explains each budget item and relates it to project activities. The budget narrative provides a justification for all proposed costs and should closely follow the content of the budget detail worksheet. The budget narrative should justify the specific items listed in the budget detail worksheet in all cost categories and demonstrate that all costs are reasonable.

Review Process

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

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

On approval by the OVC Director, the application selected for funding will be forwarded for award processing, subject to the final approval of the Assistant Attorney General for OJP. All funding decisions are final, and reviewer comments expressed in the summary are those of the individual reviewers and do not necessarily represent the official position or policies of the U.S. Department of Justice.

After the peer review is finalized, the Office of the Chief Financial Officer (OCFO), in consultation with The Office for Victims of Crime reviews, conducts a financial review of

all potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget and budget narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations. OCFO also reviews the award document and verifies the OJP Vendor Number. Funding will not be awarded to applicants with overdue financial and/or progress reports for existing OJP grants.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final grant award decisions will be made by the Assistant Attorney General (AAG), who may also give consideration to factors including, but not limited to, underserved populations, strategic priorities, past performance, and available funding when making awards.

Additional Requirements

Successful applicants selected for award must agree to comply with additional applicable requirements prior to receiving grant funding. We strongly encourage you to review the list below pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at http://www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance
- Funding to Faith-Based Organizations
- Confidentiality and Human Subjects Protection
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) Compliance
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State and Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of the Justice Programs [Financial Guide](#)
- Suspension or Termination of Funding
- Non-Profit Organizations
- For-Profit Organizations

- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006

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 modification. 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 recipients. This specifically includes operations, data collection, analysis, and interpretation.