



The U.S. Department of Justice, Office of Justice Programs, [Office for Victims of Crime](#) (OVC), is pleased to announce that it is seeking applications for funding under the Victim Assistance Professional Development Fellowship Program. This program furthers the Department's mission by supporting the activities of four fellowship positions to assist OVC in its mission to advance victims' rights and services through training, technical assistance and public awareness activities.

OVC FY 09 Victim Assistance Professional Development Fellowship Program

Eligibility

Applicants are limited to individuals; organizations are not eligible to apply. Applicants must demonstrate a specific ability and strong desire to support the technical assistance, training and other educational needs of providers who respond to crime victims.

(See "Eligibility," page 4.)

Deadline

Registration with GMS is required prior to application submission.
(See "Deadline: Registration," page 4.)

All applications are due by 8 p.m. Eastern Time on July 9, 2009.
(See "Deadline: Application," page 4.)

Contact Information

For assistance with the requirements of this solicitation, contact Meg Morrow, Attorney-Advisor, at 202-305-2986 or meg.morrow@usdoj.gov. **Applicants are advised to contact Ms. Morrow to respond to their questions and seek clarification on content and format of submissions, as this grant will fund cooperative agreements to individuals, not organizations.**

This application must be submitted through OJP's Grant Management System. For technical assistance with submitting the application call the Grants Management System Support Hotline at 1-888-549-9901, option 3.

Note: The GMS Support Hotline hours of operation are Monday–Friday from 7:00 a.m. to midnight Eastern Time.

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OVC FY 09 Victim Assistance Professional Development Fellowship Program CFDA # 16.582

Overview

The mission of the Office for Victims of Crime is to enhance the Nation's capacity to assist crime victims and to provide leadership in changing attitudes, policies, and practices to promote justice and healing for crime victims. OVC fulfills its mission, in part, through improving the skills, knowledge, and abilities of crime victim service providers and allied professionals who provide services and support for victims, or help to ensure that victims are aware of their rights and are able to exercise those rights. The cooperative agreements under the Fellowship Program are authorized by 42 U.S.C. 10603 (c)(1)(A) and (c)(3)(E), which authorizes funding for training, technical assistance, demonstration projects and for fellowships.

Deadline: Registration

Applicants must register with GMS and apply online for the funding opportunity titled OVC FY 09 Victim Assistance Professional Development. The deadline to register is 8 p.m. Eastern Time on July 8, 2009.

Deadline: Application

The due date for applying for funding under this announcement is 8 p.m. Eastern Time on July 9, 2009.

Eligibility

Applicants must be individuals who demonstrate the financial and administrative capacity to manage the cooperative agreement, as well as the knowledge and skills to successfully execute the development of training, technical assistance, public awareness and other informational resources to meet the needs of victim service providers and allied practitioners who serve crime victims. For the tribal fellowship only, OVC will favor applicants who can demonstrate experience relevant to the unique demands of working with tribal communities, including experience living or working in tribal communities or Indian Country.

Fellowship Program-Specific Information

Award Amount: \$80,000–\$125,000 for each of up to four fellowships (depending on experience and salary history)

Award Period: 12 months. The program is designed to span three (3) years, contingent upon grantee performance and availability of funds to support the 2nd and 3rd years of the fellowship.

Background and Purpose: The Office for Victims of Crime (OVC) is committed to enhancing the Nation's capacity to assist crime victims and to provide leadership in changing attitudes, policies, and practices to promote justice and healing for all victims of crime. To support this mission, OVC is responsible for implementing several important pieces of federal legislation that are intended to advance victims' rights and services, as well as improving the skills, knowledge, and abilities of crime victim advocates, service providers, and allied professionals who are responsible for intervening on behalf of victim and witnesses. The four key pieces of federal legislation that guide and direct OVC funding activities are the 1982 Victim and Witness Protection Act at 18 U.S.C. 1501, as amended, that promotes rights and services for victims of crime within the federal system and serves as the foundation of the Attorney General Guidelines for Victim and Witness Assistance; the 1984 Victims of Crime Act (VOCA), as amended at 42 U.S.C. 10601, that establishes the Crime Victims Fund and authorizes programs to support grants for victim compensation, victim assistance services, improvement of child abuse investigation and prosecution, as well as discretionary grants for training, technical assistance, demonstration projects, and program evaluation; the Victims of Trafficking and Violence Protection Act of 2000 at 22 U.S.C. 7101, as amended, that is intended to combat trafficking of persons through prevention, prosecution, enforcement, protection, and assistance to victims of trafficking; and, most recently, the Crime Victims' Rights Act of 2004 at 18 U.S.C. 3771, as amended, that is intended to protect federal crime victims' rights, including the following: the right to be protected from the accused; the right to be heard at any public proceeding involving the release, plea, or sentencing of the accused; the right to be treated with fairness and respect; the right to timely notice of any public proceeding involving the crime or any release or escape of the accused; the right to proceedings free from unreasonable delay; the right to confer with a government attorney; and, the right to full and timely restitution.

OVC is dedicated to helping organizations promote awareness of crime victims' rights and issues and to providing appropriate and sensitive services to victims. Unfortunately, gaps occur in services for crime victims, in the promotion of awareness of crime victims' rights and services, and in other areas where there is great potential to help victims of crime. Sometimes these gaps are created because well-intentioned efforts by practitioners to serve victims may actually be inappropriate or ineffective if they do not understand the impact of violent crime on victims or if they lack awareness of crime victims' rights statutes. Some providers struggle with developing culturally and linguistically competent service and outreach protocols to tribal victims and other underserved victim populations, or with making these services accessible to victims. OVC addresses these gaps by its innovative work in the development of training and technical assistance that inform the efforts of practitioners who serve crime victims.

Serving crime victims in Indian Country presents daunting challenges. The high rate of crime in American Indian/Alaskan Native (AI/AN) communities and villages is reflected in numerous studies, demonstrating the need for victim assistance programs to help victims cope with and heal from crime. Many rural, remote AI/AN communities are impoverished, isolated, and lack victim assistance services. Coordinating the appropriate response and services to crime victims in tribal communities is often challenging. Jurisdictional issues, lack of resources, and appropriate response protocols often hinders the delivery of services to tribal communities. The response for tribal victims in PL-280 states is often very different from those victims in non-PL-280 states. Understanding these jurisdictional issues and developing an appropriate response

when faced with these issues, can increase the level and quality of service these victims receive.

Program Strategy: OVC will support fellowships in the four categories listed directly below. Applicants must clearly indicate the topical area of the fellowship for which they are applying. Failure to do so will render the application non-responsive and the application will not be reviewed. The topic area should be listed in box number 11 of the SF 424, in the project abstract and in the project narrative. Applicants may apply for more than one fellowship, but must submit a separate application for each fellowship. The topical categories are the following:

- **Victim Assistance and Compensation:** Activities to support the development of training, technical assistance and other information resources to assist the State Compensation and Assistance Division (SCAD) to provide support to its formula grantees in the financial and programmatic administration of their OVC grants.
- **Tribal:** Activities to support the Federal Assistance Division in the development of training, technical assistance, culturally and/or linguistically competent practices, protocols and models to assist victim assistance organizations to provide coordinated, effective responses to crime victims in tribal communities.
- **Underserved Crime Victims:** Outreach activities to OVC's discretionary grantees and the larger victims' field in support of the Program Development and Dissemination (PDDD) development and dissemination of culturally competent training, technical assistance and evidence-based practices that build organizational and service provider capacity to serve crime victims, especially those in populations that are underserved or unserved.
- **Evidence-based Training and Technical Assistance:** Activities to support the National Training and Resources Division (NTR) to develop and implement an evidence-based methodology as part of a comprehensive and standardized training and technical assistance approach for the OVC Training and Technical Assistance Center (TTAC).

The fellowship recipients will work onsite at OVC in Washington D.C. for 80 hours every 2 weeks, and will be allowed 15 days of annual leave and 13 days of sick leave during the 12-month period. Fellows will also be allowed paid time off for official federal holidays and other approved time off for federal employees. The fellowship recipient's performance will be monitored by a Victim Justice Program Specialist within the assigned division, with ultimate oversight by the division director. Workspace and equipment, including telephone, computer, office supplies, and Internet access, will be provided by OJP. Fellows must successfully complete an OJP security clearance before beginning the fellowship at OVC.

Definitions:

Underserved Crime Victim: For the purposes of this solicitation only, OVC defines "underserved crime victim" in very broad terms: a victim of a violent act or financial fraud that is criminal in nature as defined by state, tribal, military or federal statute who does not receive adequate services and support or who lacks understanding of, or access to, statutorily or constitutionally defined legal rights. The underlying factors driving the lack of services and support may be attributable to a number of factors, including, but not limited to the following: age, race, ethnicity, religion, gender, disability, sexual

preference, socio-economic status, or urban or rural location of the victim. Culturally competent services may simply be lacking in a community. In some instances, services are available but not accessible or complicated by overlapping or complicated jurisdictional issues. Increasingly, the type of victimization may be so new that no resources exist to provide adequate services and support, such as financial fraud perpetrated against U.S. citizens by criminals outside of the U.S.

Evidence-Based Practice/Model/Program/Protocol: Defined as practices, models, programs and/or protocols that have been shown, through rigorous evaluation and replication, to be effective at accomplishing goals and achieving victim assistance-related priorities, such as reducing the trauma of violent victimization or increasing victims' ability to participate in the criminal justice system. When sufficient evidence is not available for a program or practice to be evidence-based, then practitioners would use the research literature and a clear, well-articulated theory or conceptual framework to develop the program, practice, model, or protocol.

Goals, objectives, and deliverables: The overarching goal of the OVC Victim Assistance Professional Development Fellowship Program is to enhance the efforts of OVC to facilitate the development or enhancement of innovative programs that serve crime victims. A secondary goal is to foster the professional development of practitioners by providing them an opportunity to work closely with career and political federal staff, contractors, grantees, and a myriad of public and private organizations in Washington, D.C. OVC fellows will support OVC staff through the provision of direct operational assistance to crime victim organizations and agencies; the design and development of innovative initiatives and training programs; assessment and capacity building efforts. OVC fellows will also be responsible for developing articles and speeches on specific topics covered in their fellowship category areas. Specific objectives, activities and deliverables for each fellowship follow:

Section I. Victim Assistance and Compensation Fellowship

Objectives: The OVC Victim Assistance and Compensation Fellowship will assist OVC in enhancing its outreach and training and technical assistance activities to strengthen the ability of state agency grantees to effectively administer formula funding for crime victims' compensation and victim assistance programs in all states and several territories.

Activities:

- Participate in the planning and execution of two national training conferences for the state VOCA administrators and other state agency staff who administer the VOCA formula funding, including serving as liaison with all OVC divisions to ensure relevant input and participation across OVC into the development of these vital conferences. OVC anticipates that the conferences, one for VOCA crime victim compensation administrators and another for VOCA victim assistance administrators, will be held in the last quarter of Fiscal Year 2010.
- Assist OJP/OVC staff in the development and provision of information, guidelines and/or technical assistance to state agencies to assist them in the administration of grant funds, including the enhanced reporting requirements, awarded to states and territories during Fiscal Year 2009 under the American Recovery and Reinvestment Act of 2009 (ARRA).

- Support SCAD staff in the collection and analysis of performance measures and other programmatic and financial information provided by grantees and sub-grantees for both VOCA and ARRA funding.
- Assist SCAD staff in research and technical writing related to the impact of VOCA formula funding on crime victims as well as the programs and practitioners who serve crime victims.
- Develop reports, speeches, and articles at the request of division and higher OVC management to support their efforts to raise understanding and awareness of VOCA, the ARRA, and the mission of SCAD and OVC.
- At the request of SCAD and/or OVC management, participate in internal and external stakeholder meetings, forums, and conferences for the purpose of providing information on OJP/OVC efforts to address crime victimization and services to underserved populations of crime victims.
- Participate in professional development and training activities in consultation with OVC management to enhance expertise related to the development of training, technical assistance and informational resources to assist SCAD and its formula grantees in the effective execution of programmatic, financial, and administrative responsibilities related to these grants.
- Travel to support the execution of above activities.

Deliverables:

- Reports, articles, and speeches related to the programmatic and financial administration of formula grant programs administered by OVC;
- Monthly reports for SCAD division manager and other OVC management that details activities and recommendations for OVC input into the design and execution of the VOCA state administrator conferences;
- Information, guidelines, and/or technical assistance focused on enhancing state grantee agencies' ability to administer formula funding awarded by OVC to more effectively meet the needs of crime victims and to adhere to financial and administrative requirements of federal grant funding;
- Quarterly financial and biannual progress reports;
- Site visit reports for all travel conducted in the execution of these fellowship grants;
- Final report to OJP/OVC on the fellowship project, including accomplishments, challenges, and recommendations for improving the fellowship program.

Section II. Tribal Fellowship:

Objectives: The objective of the OVC Tribal Fellowship is to support the development and institutionalization of evidence-based, culturally appropriate victim service protocols that integrate critical multi-disciplinary and multi-jurisdictional collaborative responses to increase services and support to crime victims in tribal communities.

Activities:

- Work with staff from OVC, OJP, and other relevant federal agencies to collect, analyze, and summarize data outlining key findings on gaps and challenges in service provision for crime victims in Indian Country, including victims of child sexual abuse, sexual assault, elder abuse, gang violence and families and other co-victims of homicide. The Tribal Fellow will work with OVC staff to develop a methodology for data collection and analysis during the first quarter of the fellowship. Methodology may include a literature review, focus groups, site visits and findings/recommendations from OJP's current working group that is developing a strategy for evidence-based practices. Data collection, analysis and summation will occur during the last three quarters of the fellowship. The findings will serve as the foundation for development and institutionalization of service protocols in the 2nd and 3rd years of the fellowship, if funded;
- Develop reports, speeches, and articles at the request of OJP/OVC management to support their efforts to address the challenges in serving crime victims in tribal communities;
- Assist OVC staff in the collection and analysis of performance measures and other programmatic information provided by grantees or sub-grantees funded by OVC grants to enhance the development of evidence-based protocols, programs, and practices that provide culturally competent services to victims in tribal communities;
- At the request of OVC management, participate in internal and external stakeholder meetings, forums and conferences for the purpose of providing information on OJP/OVC efforts to address criminal victimization in Indian Country;
- Work with staff from the Federal Assistance Division and OVC to provide timely information to the field on the progress and results of the data collection supporting the ultimate development of service protocols;
- Work with staff from SCAD and representatives from tribal communities and staff from state agencies that administer crime victim compensation to develop information and other resources that streamline and/or increase tribal victims' access to compensation benefits;
- Participate in professional development and training activities in consultation with OVC management to enhance expertise in the provision of culturally competent services and protocols in tribal communities.
- Travel to support the execution of above activities.

Deliverables:

- Summary report on key findings on gaps and challenges in service provision in Indian Country to serve as the foundation for the development of effective, culturally-appropriate, collaborative protocols for responses to victims in tribal communities.
- Reports, articles, and speeches related to human trafficking and other criminal victimization;
- Site visit reports for all travel conducted in the execution of these fellowship grants;
- Quarterly financial and biannual progress reports;
- Final report to OJP/OVC on the fellowship project, including accomplishments, challenges and recommendations for improving the fellowship program.

Section III. Underserved Crime Victims Fellowship

Objectives: The objective of this fellowship is to support PDDD work with discretionary grantees to develop evidence-based training, technical assistance, and models for programs and practices that build organizational and service provider capacity to serve crime victims; especially those in populations that are underserved.

Activities:

- Assist PDDD and other OVC program staff and the OVC TTAC with activities designed to assess the technical assistance, training, and capacity-building needs of victim service providers and allied practitioners;
- Work closely with PDDD and other OVC staff, other OVC Fellows and OVC TTAC to support their efforts to design and administer OVC-funded training and technical assistance projects and initiatives, including initiatives that enhance the organizational capacity to identify, reach and serve crime victims that present challenges for providers in providing culturally competent, evidence-based, readily-accessible services;
- Work with staff of all OVC divisions and the OVC TTAC to develop and execute an OVC discretionary grantees' meeting in the Fall of 2010;
- Assume lead responsibility for the development and quarterly dissemination of an electronic newsletter for OVC discretionary grantees that provides information and resources to assist them with the programmatic, administrative, and financial responsibilities of their federally-funded projects;
- Develop reports, speeches, and articles at the request of OJP/OVC management to support their efforts on OVC's training, technical assistance, and capacity- building initiatives that support the expansion of evidence-based resources for the crime victims field;

- Assist PDDD staff in the collection and analysis of performance measures and other programmatic information provided by OVC grantees or sub-grantees that develop training, technical assistance and other resources that enhance crime victims' access to rights and services;
- Work in close consultation with PDDD staff to develop information and technical assistance resources to support the ability of grantees funded under the American Recovery and Reinvestment Act of 2009 to successfully execute the programmatic, reporting and other administrative and financial requirements of their federally funded projects;
- At the request of OVC management, participate in internal and external stakeholder meetings, forums, and conferences for the purpose of providing information on OJP/OVC efforts to address crime victimization and the corresponding gaps in provider resources and capacity to reach the underserved;
- Participate in professional development and training activities in consultation with OVC management to enhance expertise related to needs of crime victims and the implementation of crime victims' rights laws, including the CVRA.
- Travel to support the execution of above activities.

Deliverables:

- Comprehensive plan for the execution of a discretionary grantees meeting in the Fall of 2010 for approximately 125 grantees;
- Three to four quarterly electronic newsletters for discretionary grantees;
- Reports, articles, and speeches related to training, technical assistance and capacity-building needs of the crime victims' field and the OJP/OVC initiatives that address these needs;
- Quarterly financial and biannual progress reports;
- Site visit reports for all travel conducted in the execution of these fellowship grants;
- Final report to OJP/OVC on the fellowship project, including accomplishments, challenges and recommendations for improving the fellowship program.

Section IV. "Evidence-Based Training and Technical Assistance" Fellowship

Objectives: The OVC "Evidence-Based Training and Technical Assistance" Fellowship will assist federal employees and contractors in the NTR to assess the training and technical needs of practitioners and organizations that serve crime victims to inform the development of a national, evidence-based training and technical assistance strategy for the OVC.

Activities:

- Assist OVC federal staff and TTAC contractors to conduct a review and assessment of existing training and technical assistance resources in OVC, OVC TTAC, OJP, and other relevant sources.
- Coordinate a multi-disciplinary focus group for current OVC discretionary grantees that are developing training and technical assistance to assess the goals and outcome measures proposed for the new national-scope training and technical assistance projects and provide a venue for discussion among the grantees and OVC to inform the OVC national training strategy.
- Support OVC federal staff and TTAC contractors with the collection, analysis, and interpretation of data from an OVC National Needs Assessment Survey of victim service providers to integrate information from that survey into OVC TTAC's national training strategy.
- Further support the development of OVC TTAC's national training strategy to ensure that it is evidence-based and includes outcome measures that will demonstrate effectiveness;
- Develop reports, speeches, and articles at the request of OJP/OVC management to support their efforts on OVC's training, technical assistance, and capacity-building initiatives;
- Work collaboratively with program specialists from PDDD and its discretionary grantees, as well as staff and Fellows from other divisions within OVC, to integrate data from those projects with OVC TTAC's national training strategy to address emergent and intransigent victim service issues related to underserved populations of crime victims;
- Under the guidance of the NTR division director, work with OVC, OVC TTAC, and other OJP entities to conceptualize an online training and technical assistance toolkit to serve as a resource guide for victim service provider organizations in assessing and addressing their organizational training and technical assistance needs.
- At the request of OVC management, participate in internal and external stakeholder meetings, forums, and other initiatives related to training and technical assistance for the crime victims' field;
- Participate in professional development and training activities in consultation with OVC management to enhance expertise related to the development of an evidence-based national training strategy that is integrated with OVC TTAC operations, and the work of the PDDD and its discretionary grantees and other divisions within OVC.
- Travel to support the execution of above activities.

Deliverables:

- Final multidisciplinary focus group detailing findings and recommendations;

- Compilation report of all training and technical assistance resources reviewed, assessed, and data analysis used to inform the development of an evidence-based training strategy for the OVC TTAC;
- Site visit reports for all travel conducted in the execution of these fellowship grants;
- Reports, articles, and speeches related to OVC training and technical assistance as requested by OVC management;
- Quarterly financial and biannual progress reports;
- Final report to OJP/OVC on the fellowship project, including accomplishments, challenges and recommendations for improving the fellowship program.

General guidance on funding information for each particular announcement: Funding under this competitive cooperative agreement announcement is contingent on the availability and amount of FY 2009 funding available, and is subject to any additional restrictions imposed by Congress.

Match Requirement: No match is required under this solicitation.

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

This prohibition may be waived at the discretion of the Assistant Attorney General for the Office of Justice Programs. An applicant that wishes to request a waiver should include a detailed justification in the budget narrative for the application. The justification should include the following: the particular qualification and expertise of the individual, the uniqueness of the service being provided, the individual's specific knowledge of the program or project undertaken with the grant funds and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with her/his qualifications and expertise, and for the work that is to be done.

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 measure 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	Catalog ID	Performance Measures	Data Grantee Provides
<p>The purpose of the cooperative agreement is to enhance the efforts of OVC to facilitate the development or enhancement of innovative programs that serve crime victims and to foster the professional development of practitioners by working onsite within OVC.</p>		<p>Number of training and technical assistance trainings on needs of the crime victims' field conducted.</p> <p>Number of training, technical assistance, and educational materials developed and disseminated for victim service providers.</p> <p>Number of enhancements to direct services recommended for the victim assistance field.</p> <p>Number of public awareness initiatives developed or enhanced.</p> <p>Number of speeches, articles, reports, Web-based products, and public awareness and education activities disseminated on specific areas of crime victimization.</p> <p>Number of recommendations provided to OVC management on potential areas of expansion and improvement that enhance the OVC Fellowship Program.</p>	<p>Number of training and technical assistance trainings on needs of the crime victims' field conducted.</p> <p>Number of training, technical assistance, and educational materials developed for victim service providers.</p> <p>Number of training and technical assistance and educational materials disseminated for victim services providers.</p> <p>Number of enhancements to direct services recommended for the victim assistance field.</p> <p>Number of public awareness and/or education initiatives developed.</p> <p>Number of public awareness and/or education initiatives enhanced.</p> <p>Number of speeches, articles, reports, Web-based products, and public awareness and education activities disseminated to the crime victims field.</p> <p>Number of recommendations provided to OVC management on potential areas of expansion and</p>

			<p>improvement that enhance the OVC Fellowship Program.</p> <p>Quarterly financial reports and biannual progress reports.</p> <p>Final report that provides a comprehensive overview of the OVC Fellowship Program with recommendations to address expanding and improving the program.</p>
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How to Apply

Grants Management System Instructions. Applications must be submitted through OJP’s online Grants Management System (GMS). To access the system, go to <https://grants.ojp.usdoj.gov>. Applicants must register with GMS and apply online for the funding opportunity titled “OVC FY 09 Victim Assistance Professional Development Fellowship Program.”

Applicants should begin the process a few weeks prior to the GMS registration deadline, especially if this is the first time they have used the system. For a step-by-step guide, visit <http://www.ojp.gov/gmscvt/> and refer to the section entitled “External Overview: Locating & Applying for Funding Opportunities.” For additional assistance, call the GMS Help Desk at 1–888–549–9901 from 7:00 a.m. to midnight Eastern Time Monday to Friday.

Note: OJP will not review any application whose attachments are in Microsoft Vista or Microsoft 2007 format. Applications submitted via GMS must be in the following formats: Microsoft Word (*.doc), Word Perfect (*.wpd), Microsoft Excel (*.xlm), PDF files (*.pdf), or Text Documents (*.txt). GMS is not yet compatible with Vista and cannot yet process Microsoft Word 2007 documents saved in the new default format with the extension “.docx.” Please ensure the documents you are submitting are saved using “Word 97-2003 Document (*.doc)” format. Additionally, GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: “.com,” “.bat,” “.exe,” “.vbs,” “.cfg,” “.dat,” “.db,” “.dbf,” “.dll,” “.ini,” “.log,” “.ora,” “.sys,” and “.zip.”

CFDA Number: The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.582, titled “Crime Victim Assistance/Discretionary Grants.”

A DUNS number is required: The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a DUNS (Data Universal Numbering System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and

point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1–866–705–5711 or by applying online at <http://www.dnb.com/us/>. Individuals are exempt from this requirement.

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

What an Application Must Include

(Application for Federal Assistance) Standard Form 424

Program Narrative

The program narrative should not exceed 20 doubled-spaced pages in 12-point font with 1-inch margins and must include six separate sections—Project Abstract, Problem Statement, Project Goals and Objectives, Project Design/Implementation Plan, Professional Capability and Project Management, and Plans for Measuring Progress and Outcomes. Each section is described below.

Budget and Budget Narrative

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. For example, the narrative should explain how fringe benefits were calculated, how travel costs were estimated, or why particular equipment or supplies must be purchased. Templates for filling out the Budget Detail Worksheet may be found online at http://www.ojp.usdoj.gov/funding/forms/budget_detail.pdf. Note: Total costs specified in the Budget Detail Worksheet must match the total amount of line 15.g of the SF 424.

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

- Expenses that are allowable under this solicitation include the following:
 - (1) Salary and benefits (life, health, and disability insurance; state workers' compensation; retirement plan; FICA; and a *public* transportation stipend that does not exceed \$230.00 monthly (based on actual expenses)). If the application is selected for an award, applicants will be required to provide a copy of their last two federal tax returns as documentation of salary or consulting income history

as part of the initial financial review. OVC will pay salaries ranging from \$40,000 to \$75,000 depending on education, experience, and salary history. No exceptions to the salary ceiling of \$75,000 will be granted. Applicants must clearly identify which benefits they are requesting and the actual calculations. For example, if the individual is requesting health insurance, they should indicate the amount paid monthly and multiply by twelve to get the annual expense.

- (2) Travel to make site visits with other OVC or OJP staff, to attend conferences and meetings (both local and outside of the Metro Washington D.C. area) and to participate in training and professional development training. Applicants should budget a total of \$15,000 for 10 trips of \$1,500 each with the notation that date, location and nature of travel will be determined in consultation OVC management after the award is made. The applicant should include the notation that travel per diem and lodging will not exceed the federal guidelines. Travel expenses should be listed in section C of the Budget Detail Worksheet.
 - (3) Expenses to cover costs of a cell phone and Blackberry to maintain communication with OVC staff.
 - (4) Expenses associated with professional development and training relating to the OVC project(s). Fees for up to five trainings at up to \$1,000 each should be included in section H of the Budget Detail worksheet. Note: most training opportunities will be in the Washington, D.C. Metro area; however, final decisions will be made in consultation with OVC Management. Applicants should identify the type of training that they believe would be most helpful to them in carrying out fellowship activities.
 - (5) Expenses to cover professional reference materials and resources relating to the fellowship activities (not to exceed \$500) and for business cards (not to exceed \$30).
- Expenses that are not allowable under this solicitation are the following:
 - (1) Costs for laptops or other equipment that will be supplied by OVC;
 - (2) International travel;
 - (3) Moving expenses.

Impact/Outcomes and Evaluation/ Description of the Applicants Plan for the Collection of the Data Required for Performance Measures

Certifications

Required Attachments:

- (1) Resume;
- (2) Minimum of three but no more than five professional and/or academic references;
- (3) List of financial and/or professional affiliations;
- (4) Academic transcripts to document level of post-secondary education.

Other Attachments: Optional and may include items such as certifications of key training or writing samples.

Selection Criteria

Project Abstract and Statement of the Problem (10%): The application should include a one-page summary that clearly describes the title/topic of the fellowship that the applicant is applying for and describes the activities that will be implemented and materials that will be developed to achieve the project's goals and objectives, methods, and outcomes. 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.

Project Goals and Objectives (10%): The applicant must specify the goals and objectives of the specific fellowship for which they are applying. 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.

Fellowship Program Design and Implementation (20%): The project design and implementation plan must describe the fellowship objectives and activities and discuss how the strategy will address the identified problems and support the goals and objectives. It must include a time-task plan that clearly identifies objectives, major activities, and deliverables. The time-task plan presented in chart form will not be included as part of the 12-page narrative limitation. The time-task 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. Fellows must attend one Financial Management Training Seminar in Washington D.C. sponsored by OJP's Office of the Chief Financial Officer (OCFO) for grantees. Specific information, such as dates and locations of upcoming OC events, can be found at <http://www.tech-res-intl.com/doj-octraining/>.

Capabilities/Competencies (30%): Applications must include a clear description of the applicant's academic and professional expertise in the subject matter areas of specialization of the fellowship, as well as the applicant's unique qualifications that will enable them to fulfill the grant responsibilities. Applicants should demonstrate that they possess the flexibility, skills and temperament to operate in a fast-moving environment on multiple activities, sometimes with very short turn-around time. Applicants should document their ability to work collegially and collaboratively as a member of a team or teams across divisions, offices and agencies. The

applicant must demonstrate sufficient subject matter and project management expertise and other necessary skills, such as technical writing and technological proficiency with specific software programs, to perform crucial functions of the specific fellowship. Resumes should be attached to the narrative to support this section and should include all employment and volunteer experience. Resumes should provide contact information for previous supervisors and indicate whether or not the supervisor can be contacted. All required attachments (see below) must be included to document experience and capability; optional attachments may be used to document specific skills that will assist in the successful completion of the fellowship project.

Budget (15%): OVC and OJP staff will examine the identified project budget to ensure that all expenses are allowable and necessary for the completion of the fellowship and comport with the requirements of the OJP *Financial Guide*. Applications that exceed the \$125,000 limitation for this solicitation will be considered non-responsive and will not be reviewed. Applications that request more than \$75,000 for salary (figure does not include benefits) will be considered non-responsive to the application. While the use of the Budget Detail Form is not required, applicants must follow the format of the Budget Detail Form and include all requested information that is relevant to the execution of the fellowship grant. Applicants should ensure that all expenses listed are allowable as outlined in page 17 of this solicitation and the OJP Financial Guide.

Impact/Outcomes and Evaluation (15%): 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 Fellowship effectiveness and to evaluate accomplishment of project goals and objectives. Applicants should describe how they will assess performance in attaining the outcomes identified for the project. Goals and objectives must be clearly stated, links must be established between program activities and objectives, and performance measures must be identified. Performance measures will address a mix of immediate and intermediate outcomes and, as appropriate and feasible, information on long-term impact.

Program Attachments file must include the following materials:

Resumes (Required): Resumes should include all employment and volunteer experience and relevant academic work. Resumes should provide contact information for previous supervisors and indicate whether or not the applicant authorizes OVC staff to contact the supervisor to verify work experience.

Academic Transcripts (Required for all post-secondary education – certified copies are not required to be submitted with this application but OVC reserves the right to request certified copies of transcripts before making the grant award).

Professional and/or Academic References (at least three and no more than five must be submitted)

List of professional and financial affiliations (Required)

Other attachments as needed (if applicable, such as writing samples or training certifications). Total number of pages for other (non-required) attachments should not exceed 20 pages.

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.

The Office for Victims of Crime 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 (such as timeliness, proper format, and responsiveness to the scope of the solicitation) will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

After the peer review is finalized, the Office of the Chief Financial Officer (OCFO), in consultation with OVC, conducts a financial review of all potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget and budget narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable Federal cost principles and agency regulations. OCFO also reviews the award document and verifies the OJP Vendor Number.

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

Additional Requirements

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

- Civil Rights Compliance
- Confidentiality and Human Subjects Protection
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA)

- DOJ Information Technology Standards
- Single Point of Contact Review
- Criminal Penalty for False Statements
- Compliance with Office of Justice Programs [Financial Guide](#)
- Suspension or Termination of Funding
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006