



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 under the "National Day of Remembrance for Murder Victims" grant solicitation. This program furthers the Department's mission by increasing the public's awareness of crime victims' issues and rights and to strengthen the capacity of victim service providers to serve victims or support victims in accessing needed services and rights to which they are entitled.

OVC FY09 National Day of Remembrance for Murder Victims

Eligibility

Applicants are limited to private nonprofit organizations, including faith-based and community-based organizations, or public agencies. A private nonprofit organization does not have to have 501(c)(3) status to apply for grant funding under this solicitation.

(See "Eligibility," page 4)

Deadline

Registration with Grants.gov/GMS is required prior to application submission.

All applications are due by 8:00 p.m., Eastern Time on December 30, 2008.

(See "Deadline: Application," page 3)

Contact Information

For assistance with the requirements of this solicitation, contact Kimberly Kelberg, Victim Justice Program Specialist at 202-305-2903 or kimberly.kelberg@usdoj.gov.

This application must be submitted through *Grants.gov/OJP's Grants Management System (GMS)*. 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.

The Grants Management System Support Hotline at 1-888-549-9901, option 3.

Note: The *Grants.gov/GMS* 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-2009-1978

CONTENTS

Overview.....	3
Deadline: Registration.....	3
Deadline: Application	3
Eligibility.....	4
General Statement of Eligibility	4
Faith-Based And Other Community Organizations.....	4
Project Specific Information.....	5
Performance Measures.....	6
How to Apply.....	7
What an Application Must Include	8
Application for Federal Assistance (Standard Form 424)	8
Program Narrative.....	8
Budget Narrative Attachment Form	10
Budget Detail Worksheet	10
Indirect Cost Rate Agreement	11
Other Program Attachments.....	11
Selection Criteria.....	12
Review Process	13
Additional Requirements	14

National Day of Remembrance for Murder Victims (CFDA # 16.582)

Overview

This grant will support the planning and implementation of a national public awareness and educational forum in combination with the observance of the National Day of Remembrance for Murder Victims in Washington, D.C., on September 25, 2009. Funding for this award is authorized under 42 U.S.C. § 10603 (c)(1)(A).

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 Registration 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 **8:00 p.m. Eastern Time on December 30, 2008.**

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 submit your application 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. At that time, OJP staff will require you to email the complete grant application, your DUNS number, 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 website; (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: Applicants are limited to private nonprofit organizations, including faith-based and community-based organizations, or public agencies that can demonstrate the ability to effectively plan and execute a large-scale, national public awareness and educational forum, in tandem with the observance of the National Day of Remembrance for Murder Victims, held annually on September 25, in Washington, D.C.

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.

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

Project 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: One grant will be awarded in the amount of \$150,000 to either a private nonprofit organization, including faith-and community-based organizations, or a public agency for the purpose of planning and executing a national public awareness and educational forum focusing on the rights of and issues faced by survivors of homicide victims.

Match Requirement: There is no match required for this program.

Award Period: Up to 12 Months

Background: September 25 was established as a National Day of Remembrance for Murder Victims as a result of unanimously passed resolutions by the U.S. Senate on October 16, 2007 (S. Res. 326), and the U.S. House of Representatives on May 14, 2007 (H. Res. 223). OVC will award one grant for the purpose of planning and executing a public awareness event in Washington D.C., to commemorate the observance of the 2009 National Day of Remembrance for Murder Victims. OVC believes that honoring the memory of victims lost to homicide and acknowledging the resulting long-term trauma for families, communities, and the Nation is an important way of promoting public awareness of the impact of violent crime.

Program Strategy: OVC will fund one grantee to plan a national public awareness and educational forum to coincide with the national observance of the 2009 National Day of Remembrance for Murder Victims. The forum will focus on issues faced by families of homicide victims and communities throughout the Nation. This event should involve a broad base of victim constituency groups, but should particularly focus on organizations for family members and loved ones of homicide victims. The forum will culminate in a ceremony to honor the memory of homicide victims across the country. The grantee will be required to identify a venue for a day-long forum, large enough to hold approximately 500 attendees, in Washington, D.C. If available, the grantee may use the same venue identified for the public awareness and educational forum for the purpose of holding an evening observance of the 2009 National Day of Remembrance for Murder Victims. If unavailable, the grantee will be required to secure a separate venue for this purpose.

The grantee will be required to develop an information and resources packet for forum attendees addressing the issues faced by the families of homicide victims and communities throughout the Nation. The resource packet should also provide information and resources for victim service providers who work with homicide survivors across the country. The packet should be made available to others unable to attend the forum upon request, either online or in print version. The grantee will be responsible for the marketing and promotion of the day's events, as well as the printing and dissemination of all informational materials. These costs must be factored into the applicant's budget.

Goals, Objectives, and Deliverables: The applicant must address the two overarching project goals: the planning and execution of a national public awareness and educational forum focusing on issues of importance to families of homicide victims and the community; as well as the planning and execution of a ceremony honoring victims of homicide throughout the Nation. The applicant must address in their application the specific objectives necessary to achieve the

identified goals. The applicant must also describe all project deliverables related to the successful implementation of this project.

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 Code of Federal Regulations 28 CFR. Identifying characteristics include, but are not limited to, identifiers such as the following: 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 which 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 in projects involving data collection on individuals through observations, interviews, reports, administrative records or is likely to result in such activities. OVC-funded activities that require a Privacy Certificate prior to conducting the activity include 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. For sample privacy certificates, visit <http://www.ovc.gov/fund/forms.htm> and view two model privacy certificates available for adaptation.

Evaluation: The applicant must include a plan to perform a basic evaluation of the project, incorporating the performance measures identified below and any other performance indicators identified by the applicant. At a minimum, the grantee will be required to survey participants attending the day-long educational forum at the end of the event and 3 months after the event to assess the level of knowledge gained. Additionally, the grantee will be required to assess participant satisfaction of those attending the ceremony honoring homicide victims. Where possible, assessment tools should provide an opportunity to provide comments and recommendations for improvement of each event.

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
The purpose of the grant is to increase the public’s understanding and awareness of the issues faced by survivors of homicide victims. This educational forum should involve a broad base of victim constituency groups and focus on sharing knowledge and resources so that crime	Percentage of survey respondents showing an increase in knowledge as a result of the educational forum.	Number of survey respondents showing an increase in knowledge as a result of the educational forum.
	Percentage of survey respondents indicating increased access to resources as a result of	Number of survey respondents indicating increased access to resources as a result of the

<p>victims may be better served. The ceremony is a forum for those to gather and honor homicide victims throughout the Nation. Outreach should focus primarily on organizations for family members and loved ones of homicide victims, however victim constituency groups should also be invited to participate.</p>	<p>the educational forum. Percentage of the overall capacity of the educational forum venue filled.</p> <p>Percentage of the overall capacity of the ceremony venue filled.</p> <p>Percentage of attendees rating the ceremony as “extremely satisfying” or “satisfying.”</p>	<p>educational forum. Total number of participants who responded to the post-event survey.</p> <p>Number of informational packets disseminated at both events.</p> <p>Number of requests for informational packets up to 6 months after the event.</p> <p>Number of attendees at educational forum. The overall capacity of the venue.</p> <p>Number of attendees at the ceremony. The overall capacity of the venue.</p> <p>Number of attendees rating the ceremony as “extremely satisfying” or “satisfying.”</p> <p>Number of attendees who complete survey cards at the ceremony.</p>
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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. Easter 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-2009-1978.

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.dunandbradstreet.com>. Individuals are exempt from this requirement.

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

What an Application Must Include

Application for Federal Assistance (Standard Form 424)

Program Narrative

The program narrative should not exceed 25 doubled-spaced pages in 12-point font with 1-inch margins and must include six (6) separate sections: Project Abstract, Problem Statement, Project Goals and Objectives, Project Design/Implementation Plan, Organizational Capability

and Project Management, and Plans for Measuring Progress and Outcomes. Each section is described below.

- **Project Abstract:** The application should include a one-page summary that describes the purpose of the project, goals and objectives, and activities that will be implemented to achieve the project's goals and objectives, methods, and outcomes.
- **Problem Statement:** The problem statement must describe the need for the project and provide a clear statement of how funding will support the project's value to the victims' field by meeting a stated goal.
- **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 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:** The project design and implementation plan must describe the project strategy and discuss how the strategy will address the identified problems and support the goals and objectives. The applicant's strategy or design must include a description of project phases, tasks, activities, staff responsibilities, and clear descriptions of interim deliverables and final products. It must include a time-task plan that clearly identifies objectives, major activities, and products.

The applicant must describe the strategy, tasks, and time-task plan for developing the services and products. Applicants must develop a time-task plan that clearly identifies major activities and products for the duration of the project period. This plan must include the designation of organizational responsibility, a schedule for the completion of the activities, and the submission of finished products. In preparing the time-task plan, the Gant chart, or schedule, applicants should make certain that all project activities will occur within the proposed project period. The plan also must provide for the submission of financial and progress reports and the submission of a formal plan for evaluation activities within 30 days after the award date. All recipients are required to submit semiannual progress reports and quarterly financial reports. **Applicants should keep in mind the OVC requirement that final drafts of all publications, including videos, are to be submitted 120 days prior to the end of the grant period. In most instances, the draft publication will undergo an external review by subject matter experts retained by OVC to provide written comments on the publication's accuracy, relevance, and readability, and to provide suggestions to enhance the publication. In all instances, the publication will be reviewed internally by OVC and other DOJ agencies.** OVC's Publishing Guidelines for Print and Multimedia is online at www.ojp.usdoj.gov/ovc/publications/infores/pubguidelines/welcome.html for further guidance on the publication process.

- **Organizational Capability and Project Management:** Applications must include a clear description of the applicant's management structure and, if the application is for continuation funding, must document the organization's success in implementing previous phases of the project. Applicants must include a description of the current and

proposed professional staff members' unique qualifications that will enable them to fulfill their grant responsibilities.

Applicants must describe how the program will be managed and include an organizational chart or information describing the roles and responsibilities of key organizational and functional components and personnel. Applicants must also include a list of personnel responsible for managing and implementing the major stages of the project. If additional staff will be hired to complete the project, the applicant should identify the selection criteria. Applicants should also provide detailed information about staff who have committed to work on the project contingent upon receipt of funding.

- **Plans for Measuring Progress and Outcomes:** Evaluation is critical to ensure that each OVC project is operating as designed and achieving its goals and objectives. Accordingly, each application must provide a plan to assess the project's effectiveness and to evaluate the accomplishment of project goals and objectives. If the application is for continuation funding, applicants should describe how they will assess performance in attaining the previously identified outcomes and additional outcomes identified for the continuation phase of the project. Goals and objectives must be clearly stated, links must be established between program activities and objectives, and performance measures must be identified. Data must be provided on the performance measures established for this solicitation.

The evaluation plan should identify all resources that will be devoted to conducting the assessment, including identification of staff members and staff time, use of outside consultants to assist with the assessment, and any other support costs associated with conducting an evaluation. Assessment information will be submitted as part of the semiannual progress report, as well as part of the final report due within 90 days of project completion.

Budget Narrative Attachment Form

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

Budget Detail Worksheet

The completion of this form in support of the budget narrative form described above is required. The budget detail worksheet must list the cost of each budget item and show how the costs were calculated. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee to be paid through grant funds. The budget detail worksheet should present a complete and detailed itemization of all proposed costs. A sample budget detail worksheet form, which can be used as a guide to assist you in preparation of the budget detail worksheet and narrative, can be downloaded by visiting www.ojp.usdoj.gov/ovc and clicking on Standard Forms.

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

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

(1) Training: Applicants should plan to attend 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 who receive annual funding of more than \$100,000 should also budget costs to attend one Financial Management Training Seminar sponsored by OJP's Office of the Comptroller (OC), unless the grantee has previously attended this seminar. Specific information (such as dates and locations of upcoming OC events) can be found at <http://www.ojp.usdoj.gov/oc/fmts/index.htm>.

(2) Consultant Rates: Consultant rates may not exceed the maximum of \$450/day, or if paid by the hour, \$56.25/hour for a maximum 8-hour workday per award.

(3) Travel: Travel costs associated with project staff who are not directly employed by the grantee organization must be listed under the Consultant budget category on the budget information sheet.

(4) OJP Financial Guide: All grantees are required to comply with the regulations and requirements outlined in the OJP *Financial Guide*. The *Financial Guide* includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. Copies are available through the OJP Web site at <http://www.ojp.usdoj.gov/finguide06/index.htm>. This document will govern the administration of funds by all successful applicants and their contractors.

Indirect Cost Rate Agreement

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

Other Program Attachments

Remaining attachments include the following materials:

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

Peer Reviewers will be reviewing the applications submitted under this solicitation as well. OVC 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.

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 (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