

**U.S. DEPARTMENT OF JUSTICE**  
Office of Justice Programs  
*Office for Victims of Crime*

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**IDENTITY THEFT VICTIM VERIFICATION/PASSPORT  
DEMONSTRATION PROGRAM**

**FY 2004  
DISCRETIONARY GRANT  
APPLICATION KIT**



Office for Victims of Crime  
February 2004

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## **Introduction to OVC Discretionary Grants Guidelines**

This document provides instructions to assist in the preparation and submission of an application for OVC discretionary funding. The Office of Justice Programs (OJP) now requires that funding applications be submitted through the OJP Grants Management System (GMS). All applications must be submitted electronically through GMS, which can be accessed at [www.ojp.usdoj.gov/fundopps.htm](http://www.ojp.usdoj.gov/fundopps.htm).

OVC is creating a Listserv for organizations considering applying for funding. This Listserv will be used to notify members when competitive solicitations are posted on our Web site and will provide further information about changes to GMS. If you would like to add your organization to this Discretionary Grants Listserv for GMS, please forward your name, telephone number, and e-mail address to William Sherman, OVC Listserv Administrator, at [shermanw@ojp.usdoj.gov](mailto:shermanw@ojp.usdoj.gov).

## **Application Guidelines and Instructions**

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

To learn how to begin the online application process, please see the **Quick Start Guide to Using OJP's Online GMS** on page 5. A toll free telephone number (1-888-549-9901) has been established to provide applicants with technical assistance as they work through the online process.

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

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

## Application Review Checklist

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

### Online Forms

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

### Attachments (3)

- \_\_\_\_\_ **Budget Detail Worksheet (Attachment 1).** The Budget Detail Worksheet must present a detailed budget that itemizes all proposed costs and must include a budget narrative that provides justification for all proposed costs. Applicants do not have to use the Budget Detail Worksheet Form, but they must adhere to the categories and provide all requested information on this worksheet.
- \_\_\_\_\_ **Program Narrative (Attachment 2).** The Program Narrative must include
  - \_\_\_ Project abstract
  - \_\_\_ Problem statement
  - \_\_\_ Project goals and objectives
  - \_\_\_ Project design/implementation plan
  - \_\_\_ Organizational capability and project management
  - \_\_\_ Plans for measuring progress and outcomes
- \_\_\_\_\_ **Other Program Attachments (Attachment 3).** The Other Program Attachments must include
  - \_\_\_ Resumes of key personnel/position descriptions (required)
  - \_\_\_ Letters of support (where appropriate)
  - \_\_\_ Memoranda of understanding (where appropriate)

**Note:** All of the materials above must be attached in one (1) file.

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

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

**Step 1.** Using an established Internet account, go to [www.ojp.usdoj.gov/fundopps.htm](http://www.ojp.usdoj.gov/fundopps.htm). An online applicant procedures handbook is available on this Web page, and it offers applicants a direct link to OJP's Grants Management System (GMS). The GMS page provides applicants with online help screens. (**Note:** Applicants without an Internet account should call the GMS toll free hotline at 1-888-549-9901 for assistance.)

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

**Step 3.** Follow the onscreen instructions. First-time GMS users should click on "New User? Register Here." Applicants who already have a GMS password should click on "GMS Sign-In." Proceed to the appropriate OVC Discretionary Grants Solicitation for your project and begin working on it. You **must** do this to complete the registration process. Applicants will receive e-mail confirmation from OVC that they are eligible to submit an application. Plan ahead. **Please note:** Applicants must ensure that the information for the authorizing official and alternate contact is entered correctly. The authorizing official is the individual authorized to accept grant funds in your organization. If the individual who is applying online is not the signing authority, the individual online must list the authorizing official's name and contact information where appropriate. **Questions or problems:** Applicants who have questions should refer to the online handbook or access applicable help screens. If your questions cannot be addressed by the online GMS reference tools, call the GMS hotline toll free at 1-888-549-9901. Previous users should contact the GMS hotline if they are having difficulty with their user ID and password.

**Step 4.** Complete the online Application for Federal Assistance (SF-424) by providing the required information in the overview, applicant information, and project information screens.

**Step 5.** Complete the application by electronically "accepting" the Assurances and Certifications and submitting the three (3) required file attachments: Budget Detail Worksheet, Program Narrative, and Other Program Attachments. (See the Application Review Checklist on page 4 and the Application Requirements on page 10 for detailed instructions about the information to include in each attachment). Please note that applicants must upload one (1) file per attachment; only the most current file uploaded to the appropriate attachment will be saved as part of the application. All sections of each attachment must be completed before your application will be considered for funding.

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

## **Identity Theft Victim Verification/Passport Demonstration Program (Noncompetitive)**

**Eligibility Requirements:** This is a noncompetitive solicitation. Application for this solicitation will be accepted only from the Ohio Attorney General's Office.

**Award Amount:** The award amount is \$250,000.

**Award Period:** 12 months.

**Goal:** The goal is to assist victims of identity theft, prevent their unlawful detainment or arrest by law enforcement for crimes committed by someone else under the victim's stolen identity, and enable victims to curtail further harm to their criminal and/or credit histories.

**Purpose:** The purpose is to develop an Identity Theft Victim Verification/Passport Demonstration Program to serve as a demonstration to law enforcement agencies around the country. The program will address problems caused by identity theft, including unlawful detention or arrest of identity theft victims for crimes committed by someone else using the victim's stolen identity. The program will also address law enforcement's lack of information about identity theft by demonstrating to law enforcement and creditors that victims' identities have been stolen and victims should be enabled to curtail further harm to their criminal and/or credit histories.

**Background:** According to the Federal Trade Commission (FTC), "... People whose identities have been stolen can spend months or years—and their hard-earned money—cleaning up the mess the thieves made of their good name and credit record. Some victims have lost job opportunities; been refused loans for education, housing, or cars; or even been arrested for crimes they didn't commit." There is little doubt that identity theft is one of the fastest growing crimes plaguing our Nation. The FTC estimates that in the last 5 years about 27.3 million Americans have been victims of identity theft. Financial losses extend beyond unauthorized credit card charges or bank loans and cost individuals and financial institutions billions of dollars annually. According to a recent FTC study, the total annual cost of identity theft to its victims is about \$5 billion. The FTC survey also found that 15 percent of identity theft victims reported that their personal information was misused in nonfinancial ways, most commonly by another person presenting the victim's name and identifying information when stopped by law enforcement authorities or charged with a crime.

Development of a statewide Identity Theft Victim Verification/Passport Demonstration Program would provide one solution to identity theft problems by serving as a demonstration to law enforcement agencies to address the unlawful detention or arrest of victims for crimes committed by someone else under the victim's stolen identity. The program can demonstrate to law enforcement and creditors that victims' identities have been stolen, and they should be enabled to curtail further harm to their criminal and/or credit histories. By arming victims with information

and documentation, they can begin to take back control of their identity. This, along with providing resource and referral information, including assistance from law enforcement-based victim assistance programs, could greatly aid victims in their recovery from the financial and emotional damage left by the crime.

In addition, the program will serve as a laboratory for producing information and promising approaches that others may replicate to assist victims of identity theft.

**Program Strategy:** OVC will fund the development of an identity theft demonstration program that will create a Verification/Passport program to assist identity theft victims. Victims who have applied to a state law enforcement agency, such as the Attorney General's Office, will be provided with an identity theft verification card and certificate. With the victim's consent, the law enforcement officer taking the victim's report would immediately submit the information into a statewide database and share it with the Department of Motor Vehicles for flagging the victim's driver's license. The information would also be shared with the FTC to assist law enforcement in other jurisdictions establish patterns of criminal conduct by offenders across state lines. The "passport," when presented to law enforcement, will help protect a victim from unnecessary detention or arrest for crimes committed by someone else under the victim's stolen identity. The "passport," or certificate, may also help a victim convince creditors that the charges on his or her account are fraudulent because they were made by a person using his or her stolen identity, or that accounts were opened fraudulently by someone else using the victim's stolen identity. A packet of information will be generated from the database and sent to the victim; it includes prevention material, information on what to do if one becomes a victim of identity theft, and referrals and references to victim assistance and other programs that aid victims in their recovery from the financial and emotional impact of this crime.

OVC funding will support the development of the Identity Theft Victim Verification/Passport Demonstration Program, which includes the following: development of information packets for victims of identity theft; distribution of educational materials, such as a roll call training videotape and CDs for 988 Ohio law enforcement agencies so they can learn about the Identity Theft Victim Verification/Passport Demonstration Program; the impact identity theft has on victims; development of a searchable database available to law enforcement that includes a unique identifier made part of each passport file; establishment of a toll free number for victims within the state and an automated telephone system for law enforcement and/or creditors to call to verify the authenticity of the Identity Theft Victim Verification/Passport Demonstration Program certificate or card; obtain the services of two public inquiry assistants to handle the issuing of identity theft passports and certificates and inquiries from victims and the public; and testing training materials and evaluating services to victims of identity theft who enroll in and receive services through the program.

The project strategy must clearly demonstrate involvement of subject matter experts in the emotional, financial, and psychological impact of identity theft victimization on victims of this crime. Project tasks, at a minimum, should include:

***Phase 1 - Assessment.*** To ensure that the services and materials produced by the grantee are comprehensive and include the most current and relevant information.

- Conduct an assessment of the prevalence of identity theft in Ohio and the needs of identity theft victims related to the Identity Theft Victim Verification/Passport Demonstration Program.

***Phase 2 - Development of services and materials***

- Describe the services and/or materials in detail and state clearly the strategies, approaches, and tasks involved in their development.
- Develop a detailed time-task line with steps for program development, implementation, evaluation, as well as staff responsibility for completion of each task.

***Phase 3 - Pilot testing of materials.*** All training and technical assistance materials must be pilot tested and subsequently revised, based on the findings.

- Pilot test the program materials in geographically diverse areas in the state.
- Revise the program and program materials based on the feedback from the pilot testing.
- Evaluate the project and demonstrate, at a minimum, the short-term impact on the participants' ability to identify and respond to victims of identity theft.

***Phase 4 - Dissemination process.*** Describe procedures for informing potential users and for announcing the availability of services, training materials, and technical assistance opportunities.

- Provide a marketing plan for sharing results of the demonstration project with other states.
- Produce a short, 1 to 2 page report that OVC can disseminate as an OVC fact sheet on the Identity Theft Victim Verification/Passport Demonstration Program to assist other states interested in replicating the project.

**Evaluation:** The applicant must include a plan to perform a basic evaluation of the project, incorporating the performance measures identified below and other appropriate performance indicators. The applicant should follow the guidelines provided in the Plans for Measuring Progress and Outcomes section of the Program Narrative.

**Performance Measures:** To ensure compliance with the Government Performance and Results Act (GPRA), Public Law 103-62, this solicitation notifies applicants that they are required to collect and report data that measure the results of the programs implemented with this grant. To ensure accountability of this data, for which OJP is responsible, the following performance



measures for this project are provided:

- The number of professionals trained.
- The number of training sessions held.
- The number of educational materials distributed.
- The number of identity thefts reported.
- The number of identity theft victims served.

The grantee must document the accomplishment of these measures in the semiannual progress reports submitted to OVC. The progress reports must include information on all of the above performance measures.

**Application Due Date:** Application under this solicitation must be submitted to GMS by 8 p.m. EST on March 4, 2004. The GMS registration deadline for this solicitation is 8 p.m. EST on March 2, 2004.

**Contact Person:** Laura Ivkovich, 202-616-3576 or e-mail [laurai@ojp.usdoj.gov](mailto:laurai@ojp.usdoj.gov)

## Application Requirements

The following information must be submitted online through the Office of Justice Programs' (OJP) Grants Management System (GMS):

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

Below are detailed instructions about and descriptions of each required element. An Application Review Checklist has been provided for your convenience (see page 4). **Note:** Applications that do not include all required elements will not be considered for funding.

**Application for Federal Assistance (SF-424).** The Application for Federal Assistance is a standard form used by most federal agencies. It contains 18 items that must be completed online in the Overview, Applicant Information, and Project Information sections of OJP's GMS.

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

- **Assurances.** The applicant must comply with assurances to receive federal funds under this program. It is the responsibility of the recipient of the federal funds to fully understand and comply with these requirements. Failure to comply may result in the withholding of funds, termination of the award, or other sanctions.
- **Certifications Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters, and the Drug-Free Workplace Requirement.** Applicants are required to review and check off the box on the certification form included in the online application process. This form commits the applicant to comply with the certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," and 28 CFR Part 67, "A Government-Wide

Debarment and Suspension (Nonprocurement) and Government-Wide Requirements for Drug-Free Workplace (Grants).”

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

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

The Office of Management and Budget (OMB) is currently in the process of amending the OMB cost circulars and the common rule (codified at 28 C.F.R. part 69 for DOJ grantees) to reflect these modifications. However, in the interest of full disclosure, all applicants must understand that no federally appropriated funding made available under this grant program may be used, either directly or indirectly, to support the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government, without the express approval by OJP. Any violation of this prohibition is subject to a minimum \$10,000 fine for each occurrence. This prohibition applies to all activity, even if currently allowed within the parameters of the existing OMB circulars.

### **Other Required Assurances**

- **Faith-based Organizations.** Consistent with President Bush’s Executive Order 13279, December 12, 2002, it is now OVC policy that faith-based and community organizations that statutorily qualify as eligible applicants under OVC programs are invited and encouraged to apply for assistance awards. Faith-based and community organizations will be considered for awards on the same basis as other eligible applicants. If they receive assistance awards, faith-based and community organizations will be treated on an equal basis with nonfaith-based and community organization grantees in the administration of such awards. No eligible applicant or grantee will be discriminated against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.
- **Civil Rights Compliance.** All recipients of federal grant funds are required to comply with nondiscrimination requirements contained in various federal laws, including Title VI of the Civil Rights Act of 1964 (“Title VI”) and section 809 of the Omnibus Crime Control and Safe Streets Act of 1968 (“Safe Streets Act”), as amended. In the event that a court of an administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, genders, disability, or age against a recipient of funds after a due process

hearing, the recipient must agree to forward a copy of the findings to the Office for Civil Rights of the Office of Justice Programs. All applicants should consult the Assurances required with the application funds to understand the applicable legal and administrative requirements.

- **Services to Limited-English-Proficient (LEP) Persons.** National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation, where necessary. The U.S. Department of Justice has issued guidance for grantees to assist them in complying with Title VI requirements. The guidance document can be accessed on the Internet at [www.lep.gov](http://www.lep.gov), or by contacting the Office of Justice Programs' Office for Civil Rights at 202-307-0690, or by writing to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, 810 7th Street, NW., 8th Floor, Washington, D.C. 20531.

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

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

Applicants must submit both a budget worksheet and a budget narrative in one (1) file. The worksheet provides the detailed computations for each budget item, and the narrative justifies or explains each budget item and relates it to project activities.

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

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

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

Applicants should plan to attend an annual OVC discretionary grantee meeting in Washington, D.C. With the exception of local grantees, applicants 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 [www.tech-res-intl.com/doj-octraining/](http://www.tech-res-intl.com/doj-octraining/).

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

**Program Narrative (Attachment 2).** The program narrative should not exceed 25 double-spaced pages, should be in 12-point font, have four 1-inch margins, and must include 6 separate sections: Project Abstract, Problem Statement, Project Goals and Objectives, Project Design/Implementation Plan, Organizational Capability and Project Management, and Plans for Measuring Progress and Outcomes. Each section is described below.

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

**2b. Problem Statement:** The problem statement must describe the need for the project and provide a clear statement of how funding will support the project's value to the victims' field by meeting a stated goal.

**2c. Project Goals and Objectives:** The applicant must specify the goals and objectives of the project, must describe the accomplishments, and must document the progress of the existing project. The objectives should be measurable and relate directly to the issues described in the problem statement. The goals should state the overall purpose of what is to be accomplished.

The objectives should describe the steps necessary to reach the goals or how the goals will be accomplished. The application should clearly describe how funding will support the overall success of the project.

**2d. Project Design/Implementation Plan:** The project design and implementation plan must describe the project strategy and discuss how the strategy will address the identified problems and support the goals and objectives. The applicant's strategy or design must include a description of project phases, tasks, activities, staff responsibilities, and clear descriptions of interim deliverables and final products. It must include a time-task plan that clearly identifies objectives, major activities, and products. The time-task plan presented in chart form will not be included as part of the 25-page narrative limitation.

The applicant must describe

- The strategy, tasks, and time-task plan for developing the services and products. Applicants must develop a time-task plan that clearly identifies major activities and products for the duration of the project period. This plan must include the designation of organizational responsibility, a schedule for the completion of the activities, and the submission of finished products. In preparing the time-task plan, the Gant chart, or the schedule, applicants should make certain that all project activities will occur within the proposed project period. The plan also must provide for the submission of financial and progress reports. All recipients are required to submit semiannual progress reports and quarterly financial reports.

**Applicants should keep in mind the OVC requirement that final drafts of all publications, including videos, are to be submitted 120 days prior to the end of the grant period. In most instances, the draft publication will undergo an external review by subject matter experts retained by OVC to provide written comments on the publication's accuracy, relevance, and readability, and to provide suggestions to enhance the publication. In all instances, the publication will be reviewed internally by OVC and other DOJ agencies.**

For further guidance on the publication process, refer to the current edition of the *OVC Publishing Guidelines Handbook*, which is available online at [www.ojp.usdoj.gov/ovc/publications/infores/pubguidehndbk/welcome.html](http://www.ojp.usdoj.gov/ovc/publications/infores/pubguidehndbk/welcome.html).

- The project's intended services and deliverables or products, such as training and technical assistance, training curricula, promising practices compendia, symposia, and videotapes.
- Coordination of the project with other organizations, including victim services, criminal and juvenile justice systems, and joint or cooperative efforts.
- Any unusual features of the project, such as design, technological innovations, reductions in cost or time, and extraordinary community, volunteer, or private sector involvement.

- Procedures for testing and evaluating the service or product or its method for obtaining feedback about its worth to the field.
- How the project will collect and report data on performance measures established for the project.
- Dissemination plan for the product or services. Applicants should provide recommendations for dissemination of any products. If those recommendations include nontraditional groups, such as organizations or agencies not likely to be included in a victim assistance or criminal justice mailing list, then applicants should be prepared to provide specific names and contact information. In most instances, publications that have been reviewed, revised by the grantee, and subsequently approved for publication by OVC will be printed by OVC and disseminated through the OVC Resource Center at the expense of OVC. Most publications also will be uploaded on to the OVC Web page.

**2e. Organizational Capability and Project Management.** Applications must include a clear description of the applicant's management structure and document the organization's success in implementing previous phases of the project. Applicants must include a description of the unique qualifications of current and proposed professional staff members who will enable them to fulfill their grant responsibilities.

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

The project director must have both the substantive expertise and experience to perform crucial leadership functions as well as sufficient time to devote to the project to provide the needed guidance and supervision. Job descriptions and copies of resumes for proposed key staff positions should be included in attachment 3.

**2f. Plans for Measuring Progress and Outcomes:** Evaluation is critical to ensure that each OVC project is operating as designed and achieving its goals and objectives. Accordingly, each application must provide a plan to assess the project's effectiveness and to evaluate accomplishment of project goals and objectives. Applicants should describe how they will assess performance in attaining identified outcomes. Goals and objectives must be clearly stated, links established between program activities and objectives, and performance measures identified. Performance measures will address a mix of immediate and intermediate outcomes and, as appropriate and feasible, information on long-term impact.

The evaluation plan should identify all resources that will be devoted to conducting the assessment including identification of staff members and staff time, use of outside consultants to assist with the assessment, and any other support costs associated with conducting an evaluation. Assessment information will be submitted as part of the semiannual progress report, as well as part of the final report due within 120 days of project completion.

OVC is required to report its programmatic results annually, in accordance with the Government Performance and Results Act (GPRA). OVC summarizes the individual results and outcomes of all discretionary grant programs, indicating whether the programs are successfully meeting their objectives. OVC depends on its grantees to provide accurate, timely and relevant information on grant progress and impact. Increasingly, these findings will provide justification for continuing OVC's discretionary grant program. *Applicants must coordinate with their grant monitor in advance of submitting their application to determine the appropriate performance measures for inclusion in their application's plan for measuring progress and outcomes.*

Applicants should be aware that some of their proposed activities related to conducting needs assessment or evaluation may be covered and governed by the Department of Justice's regulations applicable to the protection of human research subjects and data confidentiality. The Department of Justice's regulations on the protection of human subjects of research (28 CFR Part 46) require, in brief, that before federal funds are expended on research involving human subjects, the research activity must be submitted to an independent review board for approval and that subject informed consent procedures be followed. In addition, the Department's regulations in 28 CFR Part 22 require that, if OVC funds are used to collect, analyze, or otherwise use information identifiable to a private person as part of a research activity paid for out of OVC funds, a fund recipient must maintain the confidentiality of the identifiable information throughout the data collection process and thereafter. Part 22 also requires that such identifiable information may only be disclosed as authorized by 42 U.S.C. § 3789g and 28 CFR Part 22, such as for research purposes. In this connection, applicants for OVC support are required to submit a Privacy Certificate as a condition of approval of a grant application or contract proposal that contains a research or statistical component under which information identifiable to a private person will be collected. The Privacy Certificate is the applicant's assurance that he/she understands his/her responsibilities to protect the confidentiality of research and statistical information and has developed specific procedures to ensure that this information is only used or revealed in accordance with the requirements of 42 U.S.C. § 3789g and 28 CFR Part 22.

**Other Program Attachments (Attachment 3).** The Other Program Attachments file must include

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



- **Letters of support and/or memoranda of understanding (MOU)** should be provided by agencies and organizations whose support and collaboration is integral to the successful implementation of the project (if applicable).
- **Other attachments** as needed (if applicable).

**Acceptance Procedure.** OVC staff will review applications for completeness and responsiveness to this application guidance. Responsive applications will be forwarded for award processing, subject to the final approval of the OVC Director and OJP's Assistant Attorney General.

## **Reporting Requirements**

### **Reports**

The **Financial Status Report** (SF 269-A) is due quarterly, no later than the 45th day following the end of each calendar quarter. A report must be submitted every quarter in which the award is active, even if there has been no financial activity during the reporting period. The final report is due 120 days after the end date of the award. Future awards and fund drawdowns will be withheld if the financial status reports are delinquent.

The **Single Audit Report** is an organization-wide financial and compliance audit report that must be filed by recipients who expend \$300,000 or more of federal funds during their fiscal year. The audit must be performed in accordance with the U.S. General Accounting Office Government Auditing Standards.

The **Semiannual Progress Report** must be submitted by funding recipients. The progress report describes activities during the reporting period and the status or accomplishment of objectives as set forth in the approved application for funding. Progress reports must be submitted within 30 days after the end of the reporting periods, which are January 1 through June 30 and July 1 through December 31 for the life of the award. Due 120 days after the end date of the award, the final report summarizes the progress toward achieving the award's goals and objectives, describes the significant results, and identifies any products developed under the award. Report format will be provided to the recipient by OJP. Future awards and fund drawdowns may be withheld if the progress reports are delinquent. Progress reports for awards must be submitted directly into the GMS system.