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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) is pleased to announce that it is seeking applications for funding for Identifying Culturally Responsive Victim-Centered Restorative Justice Strategies. This program furthers the Department's mission by identifying, examining, and documenting current victim-centered restorative justice practices that are culturally responsive—such as traditional peacemaking or peacekeeping strategies—with an emphasis on those practices implemented in tribal communities, urban inner city communities, and practices involving youth.

## OVC FY 2012 Identifying Culturally Responsive Victim-Centered Restorative Justice Strategies

### Eligibility

Applicants are limited to private nonprofit organizations, institutions of higher education (including tribal institutions of higher education), public agencies, tribal governments, or tribal organizations that can demonstrate knowledge and experience with restorative justice practices, and that have the staff resources and capability to conduct a national-scope assessment as described in this solicitation. A private nonprofit organization does not have to have 501(c) (3) status to apply for grant funding under this solicitation.

### Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. (See "How To Apply," page 10.) All applications are due by 11:59 p.m. eastern time on May 8, 2012. (See "Deadlines: Registration and Application," page 3)

### Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 1-800-518-4726 (606-545-5035 for applicants residing outside the U.S.), or via e-mail to [support@grants.gov](mailto:support@grants.gov).

**Note:** The Grants.gov Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

For assistance with any other requirements of this solicitation, contact Kathleen Gless, Victim Justice Program Specialist, at 202-307-6049 or by e-mail at [Kathleen.Gless@usdoj.gov](mailto:Kathleen.Gless@usdoj.gov).

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# OVC FY 2012 Identifying Culturally Responsive Victim-Centered Restorative Justice Strategies (CFDA #16.582)

## Overview

Through the Identifying Culturally Responsive Victim-Centered Restorative Justice (VCRJ) Strategies Project, the Office for Victims of Crime (OVC) will identify, examine, and document effective victim-centered restorative justice practices that are culturally responsive, with an emphasis on those practices implemented in tribal communities, urban inner city areas, and practices involving youth. OVC anticipates that the use of culturally responsive, victim-centered restorative justice will provide victims of crime, their families, and their communities with an improved sense of satisfaction with the achievement of “justice.”

The statutory authority for this funding is through 42 U.S.C. 10603(c)(1)(A) and (c)(3)(E)(ii) of the Victim Compensation and Assistance Act, as amended.

## Deadlines: Registration and Application

Applicants must register with Grants.gov prior to submitting an application. OJP encourages applicants to register several weeks before the application submission deadline. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on May 8, 2012. See the “How To Apply” section on page 10 for details.

## Eligibility

Refer to the title page for eligibility under this program.

## Project-Specific Information

### Background

Restorative justice offers victims the opportunity to define “justice” in their own terms. Although it may be said that all restorative justice programs are inherently victim-centered, OVC believes that true victim-centered restorative justice programs include some of the following characteristics:

- The goals of the restorative justice intervention are focused equally on the needs and interests of the victim or survivor, rather than focused primarily on outcomes for the offender.
- Victim participation in a restorative justice program is entirely voluntary, and victims may withdraw their participation at any time.
- Victims have input into the design and oversight of the program.
- Victims’ needs are assessed and addressed throughout all phases of the process, with an emphasis placed on victims’ feelings of safety and security.
- Program staff followup with victims to assess their satisfaction with the outcome of the intervention and to address residual concerns.

Culturally responsive, victim-centered restorative justice programs recognize the invaluable resources inherent in criminal justice systems and traditional justice practices in indigenous communities. Additionally, promising practices such as traditional peacemaking or peacekeeping strategies take into account the shared and disparate history, heritage, culture, traditions, and spirituality of individuals, communities, and village members. Through the use of culturally responsive, victim-centered restorative justice, OVC anticipates that victims of crime, their families, and the community will express greater satisfaction with the achievement of “justice.”

### **Goals, Objectives, and Deliverables**

The overall goal of this project is to assess and document the characteristics of existing programs that exhibit culturally responsive, victim-centered restorative justice practices, with an emphasis on practices implemented in tribal communities and urban inner city communities, and practices involving youth.

OVC will enter into a cooperative agreement with one successful applicant and will work closely with that grantee on all aspects of the project. It is OVC’s intent that the project, including the national-scope assessment and other written reports described below, will help inform a future OVC demonstration program to implement and evaluate promising restorative justice models.

The successful applicant will complete the following objectives:

- Assess and document the knowledge and practical applications of culturally responsive, victim-centered restorative justice practices by conducting a literature review, a national scope assessment/environmental scan including findings from benefits and barriers assessments, interviews with subject matter experts, and site visits. The assessment and subsequent written reports will include an emphasis on programs implemented in tribal communities and inner city communities, as well as a focus on restorative justice programs involving youth.
- Provide recommendations to OVC and other interested OJP program offices that will help guide a future demonstration project on culturally responsive, victim-centered restorative justice interventions.

Applicants must have the capacity to conduct intensive, national-scope assessments; demonstrated experience assessing system-based and non-system-based victim services programs, including restorative justice practices in both tribal and inner city communities; and the ability to assess programs involving youth. Applicants must also demonstrate first-hand experience with restorative justice practices and an ability to assess the degree to which restorative justice practices are truly victim-centered.

OVC requires that this project support a full-time project director who will serve as both a point of contact and in an administrative leadership position to set deadlines, hold meetings, prepare correspondence, identify appropriate partnerships, and oversee the delivery of high quality written reports. The project director will ensure that OVC is involved in all aspects of the project.

OVC also requires that the project include the use of a multidisciplinary advisory board that will provide routine guidance and assistance on all phases of this project, including review and input on the final deliverables.

The selected applicant will conduct a national-scope assessment (sometimes referred to as an environmental scan) of existing culturally responsive victim-centered restorative policies, programs, and services. The assessment will include, but is not limited to, a literature review, interviews, and site visits to existing victim-centered restorative justice programs. The assessment must include a focus on practices implemented within tribal and inner city communities, and practices involving youth.

The assessment and literature review may address the following questions and topics:

### Overview

- What is restorative justice and what are the goals of restorative justice practices?
- Where was the movement started, and where it has evolved in current practice?

### Models and Approaches

- What general models, if any, are being used in the field? (Identify and provide information.)
- Where are these practices usually implemented and by whom?
- What kinds of crimes are usually involved?
- What types of cases lend themselves to restorative justice practices in lieu of criminal justice processing (or in lieu of criminal adjudication)?
- What are the similarities and differences between programs involving adult victims and programs involving youth victims?
- Which programs are implemented with juvenile victims or offenders?
- Are there specific groups that are offered the opportunity for restorative justice interventions more and others that are not considered?
- What roles do crime victims play in this process?
- How do these programs impact victims?
- How often are crime victims involved in the development and implementation of restorative justice interventions or programs?
- What is the current status in meeting the needs of victims of crime in restorative justice practices?
- What kind of control do crime victims have within the various restorative justice interventions or models?
- What are the core elements that make restorative justice practices truly victim-centered?

### Evaluation

- Provide insight into the benefits of restorative justice interventions and who benefits.
- Provide information from any formal evaluations of interventions and programs.
- Identify any research that supports promising practices.
- Identify any literature that describes/measures victim outcomes.
- Provide information about specific problems or challenges that must be addressed for a program to implement the intervention safely and effectively.

The national-scope assessment, or environmental scan, should also include benefits and barrier assessments. The Benefits Assessment should compare existing approaches to justice along several dimensions, including victim impact and involvement, cost effectiveness, offender competency development, family and community appreciation of justice practices, etc.

The Barrier Assessment should identify challenges to the implementation of restorative justice programs and practices. The results of a Barrier Assessment can assist in the early identification of potential arguments against restorative justice approaches, focusing planning and implementation on reducing or eliminating possible barriers, and evaluating program effectiveness.

OVC will require the grantee to travel to Washington, D.C., for a meeting with OVC and other interested Office of Justice Programs (OJP) program offices prior to the selection of sites to visit and before the development of final written reports for this project. At this meeting, the grantee will deliver a presentation about the initial findings from the literature review and preliminary reviews of current culturally responsive victim-centered restorative justice programs. The locations for the site visits will be determined in coordination with OVC after this meeting.

Project deliverables will include the following:

1. A list of recommended members for an advisory board to guide and assist all aspects of the project, with particular emphasis on members with a focus on tribal communities, inner city communities, and interventions involving youth.
2. A comprehensive literature review and environmental scan/national-scope assessment of existing programs and practices.
3. An in-person presentation in Washington, D.C., on the preliminary findings of the literature review and review of existing programs and practices.
4. A minimum of five site visits to existing victim-centered restorative justice programs that impact tribal and inner city communities or focus on youth.
5. A Final Report—suitable for publication—compiling the comprehensive literature review; the national-scope assessment of restorative justice practices, including the benefits and barriers assessments; and a summary of existing culturally responsive, victim-centered restorative justice programs.
6. A Final Recommendations Report for OVC, including recommendations that will help guide the development of a demonstration project with an emphasis on tribal and inner city communities and restorative justice practices involving youth. Recommendations should include suggested criteria for demonstration site selection and suggestions for measuring the success of programs.

### **Amount and Length of Awards**

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

OVC anticipates that it will make one award up to \$250,000 for up to an 18-month project.

### **Budget Information**

Applicants can request funding to cover various expenses including, but not limited to, the following:

Staffing: Project Director—100 percent of the salary can be paid by grant funds.

Travel: Airfare, lodging, and mileage for project-related meetings, site visits, and DOJ-required training. The applicant should budget for—

- One or two staff persons to travel to Washington, D.C., to present preliminary project findings (estimated 2 days);
- One staff person, preferably the financial contact for the grant, to attend DOJ Financial Training (location TBD);
- Staff to conduct approximately five site visits to programs approved by OVC;
- One staff person to attend an OVC Discretionary Grantee Meeting (date and location TBD); and
- Other travel as needed to conduct project activities.

#### **Limitation on Use of Award Funds for Employee Compensation; Waiver**

With respect to any award of more than \$250,000 made under this solicitation, federal funds may not be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. The 2012 salary table for SES employees is available at [www.opm.gov/oca/12tables/indexSES.asp](http://www.opm.gov/oca/12tables/indexSES.asp). Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Assistant Attorney General (AAG) for OJP. An applicant requesting a waiver should include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit its budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service being provided, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work to be done.

#### **Minimization of Conference Costs**

No OJP funding can be used to purchase food and/or beverages for any meeting, conference, training, or other event. Exceptions to this restriction may be made only in cases where such sustenance is not otherwise available (i.e., extremely remote areas), or where a special presentation at a conference requires a plenary address where there is no other time for sustenance to be obtained. Such an exception would require prior approval from OJP. This restriction does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

Updated Department of Justice (DOJ) and OJP guidance on conference planning, minimization of costs, and conference cost reporting will be forthcoming and will be accessible on the OJP Web site at [www.ojp.usdoj.gov/funding/funding.htm](http://www.ojp.usdoj.gov/funding/funding.htm).

### **Costs Associated With Language Assistance (if applicable)**

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits by individuals with limited English proficiency may be allowable costs. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

For additional information, see the "Civil Rights Compliance" section of the OJP "Other Requirements for OJP Applications" Web page at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

### **Match Requirement**

This solicitation does not require a match; however, if a successful application proposes a voluntary match amount, the match amount incorporated into the OJP-approved budget becomes mandatory and subject to audit.

### **Performance Measures**

To assist the Department in fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. Any award recipient will be required, post-award, to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. Performance measures for this solicitation are as follows:

<b>Objective</b>	<b>Performance Measure(s)</b>	<b>Data Grantee Provides</b>
Assess and document the knowledge and practical applications of culturally responsive, victim-centered restorative justice, including benefits and barriers.	Number of deliverables that meet OVC's expectations.	Number of advisory board members identified.  Number of research articles and program reports reviewed.  Number of experts interviewed.  Number of existing projects identified.  Number of onsite visits completed.
Make recommendations to OVC that provide guidance on the development of a future demonstration project, with an emphasis on recommendations for restorative justice practices implemented	Number of presentations conducted.  Number of recommendations developed.	Number of presentations conducted.  Number of recommendations submitted.



in tribal communities and urban inner city communities, and with youth.		
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Submission of performance measures data is not required for the application. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section “What an Application Should Include” on page 12 for additional information.

**Note on Project Evaluations**

Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute “research” for purposes of applicable DOJ human subject’s protection regulations. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP’s performance measure data reporting requirements likely do not constitute “research.” Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as “a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge,” 28 C.F.R. § 46.102(d). For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the “Research and the Protection of Human Subjects” section of the OJP “Other Requirements for OJP Applications” Web page ([www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm)). Applicants whose proposals may involve a research or statistical component also should review the “Confidentiality” section on that Web page.

**Notice of Post-Award FFATA Reporting Requirement**

Applicants should anticipate that OJP will require all recipients (other than individuals) of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding. Reports regarding subawards will be made through the FFATA Subaward Reporting System (FSRS) found at [www.fsrs.gov](http://www.fsrs.gov).

Please note also that applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

## How To Apply

Applications will be submitted through Grants.gov, a “one-stop storefront” that provides a unified process for all customers of federal awards to find funding opportunities and apply for funding. Complete instructions on how to register and submit an application can be found at [www.Grants.gov](http://www.Grants.gov). If the applicant experiences technical difficulties at any point during this process, call the Grants.gov Customer Support Hotline at **1-800-518-4726** (606-545-5035 for applicants residing outside the U.S.) 24 hours a day, 7 days a week, except federal holidays. 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 confirmation and a user password. OJP highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the specified application deadline.

All applicants are required to complete the following steps:

1. **Acquire a DUNS number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or renewal of an existing award. 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, one-time activity. Obtain a DUNS number by calling Dun and Bradstreet at 1-866-705-5711 or by applying online at [www.dnb.com](http://www.dnb.com). A DUNS number is usually received within 1-2 business days.
2. **Acquire or renew registration with the Central Contractor Registration (CCR) database.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the CCR database. An applicant must be registered in the CCR database to successfully register in Grants.gov. 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. Note, however, that applicants must **update or renew their CCR registration annually** to maintain an active status. Information about CCR registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).
3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization’s DUNS number must be used to complete this step. For more information about the registration process, go to [www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp).
4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization’s AOR. Note that there can be more than one AOR for the organization.

5. **Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.582, titled Identifying Culturally Responsive, Victim-Centered Restorative Justice Strategies, and the funding opportunity number is OVC-2012-3253.
6. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. An applicant that expends any funds for lobbying activities must provide the detailed information requested on the *Disclosure of Lobbying Activities* form (SF-LLL). An applicant that does not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.
7. **Submit an application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The validation message will state whether the application has been received and validated, or rejected, with an explanation. **Important:** Applicants are urged to submit applications **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 a rejection notification.

**Note: Grants.gov will forward the application to OJP’s Grants Management System (GMS). 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.”

#### **Duplicate Applications**

If an applicant submits multiple versions of an application, OVC will review the most recent version submitted.

#### **Experiencing Unforeseen Grants.gov Technical Issues**

If an applicant experiences unforeseen Grants.gov technical issues beyond the applicant’s control that prevent submission of its application by the deadline, the applicant must e-mail the OVC contact identified in the Contact Information section on Page 1 **within 24 hours after the application deadline** and request approval to submit its application. The applicant must include in the e-mail: a description of the technical difficulties, a timeline of submission efforts, the complete grant application, the applicant DUNS number, and Grants.gov Help Desk tracking number(s) the applicant has received. **Note: Requests are not automatically approved by OVC.** After the program office reviews all of the information submitted and contacts the Grants.gov Help Desk to validate the technical issues reported, OJP will contact the applicant to either approve or deny the request to submit a late application. If the technical issues reported cannot be validated, the application will be rejected as untimely.

The following conditions are not valid reasons to permit late submissions: failure to begin the registration process in sufficient time, failure to follow Grants.gov instructions on how to register and apply as posted on its Web site, failure to follow all of the instructions in the OJP solicitation, and technical issues experienced with the applicant’s computer or information technology environment, including firewalls.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding Web page at [www.ojp.usdoj.gov/funding/solicitations.htm](http://www.ojp.usdoj.gov/funding/solicitations.htm).

## What an Application Should Include

Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are unresponsive to the scope of the solicitation, or that do not include application elements designated by OVC to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, OVC has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet and Budget Narrative. The Budget Narrative and the Budget Detail Worksheet may be combined in one document; however, if only one document is submitted, it must contain **both** narrative and detail information.

OJP strongly recommends use of appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all attachments. OJP recommends that resumes be included in a single file.

### 1. Information To Complete the Application for Federal Assistance (SF-424)

The SF-424 is a standard form required for use as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and GMS take information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable).

### 2. Program Narrative

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

If the program narrative fails to comply with these length-related restrictions, noncompliance can be considered in peer review and in final award decisions.

The following sections should be included as part of the program narrative.

- a. Project Abstract: the applicant should include a one-page summary that describes the project's purpose, goals, and objectives, as well as the activities that will be implemented to achieve these goals, objectives, methods, and outcomes. This section must clearly specify the particular grant project for which funding is being sought (as outlined in the solicitation).

- b. **Statement of the Problem:** The problem statement must describe the need for the project and provide a clear statement about how funding will support the project's value to the victims field by meeting a stated goal. This section should include information that demonstrates the applicant's understanding and awareness of restorative justice practices implemented within the United States, with an emphasis on practices impacting tribal and inner city communities and restorative justice interventions implemented with youth. The applicant should also demonstrate an understanding of current gaps in knowledge, services, or resources.
- c. **Project Goals and Objectives:** The applicant must specify the goals and objectives of the project, which must be in alignment with the information provided on pages 4 through 7 of this solicitation. 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.
- d. **Project Design and Implementation Plan:** The project design and implementation plan provides a narrative description of the strategy for implementing the goals and objectives of this grant, as described on pages 4 through 6, for producing the final deliverables listed on page 6. It must include sufficient detail so that OVC staff and other reviewers can understand what will be accomplished, how it will be accomplished, and who will accomplish it. The applicant's strategy or design must include a description of project phases, tasks, activities, staff responsibilities, and a clear description of interim deliverables and final products. All proposed tasks must be presented in a way that allows a reviewer to see the logical progression of tasks and relate the tasks directly to the accomplishment of the project's goals and objectives.

In addition, applicants must develop a time-task plan that clearly identifies major activities and products. The time-task 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, applicants should make certain that all project activities occur within the proposed project period. All recipients are required to submit semiannual progress reports and quarterly financial reports. The time-task plan can be submitted as a separate attachment and is not included in the 25-page limitation.

NOTE: Applicants should keep in mind the OVC requirement that final drafts of all publications be submitted 120 days before the end of the grant period. In most instances, the draft publication will undergo an external review by subject matter experts retained by OVC to provide written comments on the 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, review OVC's Publishing Guidelines at [www.ojp.usdoj.gov/ovc/publications/infores/pubguidelines/welcome.html](http://www.ojp.usdoj.gov/ovc/publications/infores/pubguidelines/welcome.html).

- e. **Organizational Capabilities and Competencies:** Applicants must demonstrate how their resources, capabilities, and experience will enable them to achieve the goals and objectives. Applicants must document first-hand experience with restorative justice practices. Applicants must have the capacity to conduct intensive national-scope assessments and have demonstrated experience assessing system-based and non-system-based victim service programs, including restorative justice practices implemented in tribal and urban inner city communities and with youth. The applicant must document both its financial and administrative capability to undertake, manage, and complete a national-scope, federally funded project in adherence with the OJP Financial Guide. 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 provide a plan to support one full-time project director to oversee this project. Applicants must include a description of the proposed professional staff members' unique qualifications that will enable them to fulfill their grant responsibilities. If additional staff will be hired to complete the project, the applicant should identify the selection criteria for those positions. Applicants should also provide detailed information about staff commitment to work on the project—contingent upon receipt of funding.
- f. **Plan for Measuring Progress for this Solicitation's Performance:** Each applicant must provide a plan to assess the project's effectiveness and the accomplishment of project goals and objectives. Applicants should describe how they will assess performance in attaining the identified outcomes. Goals and objectives must be clearly stated, links established between program activities and objectives, and performance measures identified. 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.

Submission of performance measures data is not required for the application. Performance measures are included as an alert that successful applicants will be required to submit specific data to OVC as part of their reporting requirements. For the application, the applicant should indicate an understanding of these requirements and discuss how the applicant will gather the required data, as described on page 8, should the applicant receive funding.

### 3. Budget Detail Worksheet and Budget Narrative

#### a. **Budget Detail Worksheet**

A sample budget detail worksheet can be found at [www.ojp.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.gov/funding/forms/budget_detail.pdf). If the budget is submitted in a different format, the budget categories listed in the sample budget worksheet should be included.

For questions pertaining to budget and examples of allowable and unallowable costs, see the OJP Financial Guide at [www.ojp.usdoj.gov/financialguide/index.htm](http://www.ojp.usdoj.gov/financialguide/index.htm).

**b. Budget Narrative**

The budget narrative should thoroughly and clearly describe every category of expense listed in the budget detail worksheet. Proposed budgets are expected to be complete; reasonable and allowable; cost effective; and necessary for the implementation of all project activities required on pages 4–6 of this solicitation. The narrative should be mathematically sound and correspond with the information and figures provided in the budget detail worksheet. The narrative should explain how all costs were estimated and calculated and how they are relevant to the completion of the proposed project. The narrative can include tables for clarification purposes, but need not be in a spreadsheet format. As with the budget detail worksheet, the budget narrative should be broken down by year.

**4. Indirect Cost Rate Agreement (if applicable)**

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) A copy of the rate approval should be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant federal agency, which will review all documentation and approve a rate for the applicant organization or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. If DOJ is the cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at [www.ojp.usdoj.gov/funding/pdfs/indirect\\_costs.pdf](http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf).

**5. Tribal Authorizing Resolution (if applicable)**

If an application is being submitted by either (1) a tribe or tribal organization or (2) a third party proposing to provide direct services or assistance to residents on tribal lands, then a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable governing body authorizing the inclusion of the tribe or tribal organization and its membership should be included with the application. In those instances when an organization or consortium of tribes proposes to apply for a grant on behalf of a tribe or multiple specific tribes, then the application should include a resolution (or comparable legal documentation, as may be applicable) from all tribes that will be included as a part of the services/assistance provided under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without authorizing resolution or other enactment of each tribal governing body) may submit a copy of its consortium bylaws with the application in lieu of tribal resolutions (or comparable legal documentation).

If an applicant is unable to obtain and submit with its application a fully-executed (i.e., signed) copy of a tribal resolution or other, comparable legal documentation as may be consistent with the tribe's governance structure, then, at minimum, the applicant should submit an unsigned, draft version of such legal documentation as part of its application (except in cases where, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, use of and access to funds will be contingent on receipt of the fully-executed tribal resolution or other, comparable legal documentation.

**6. Additional Attachments**

Other attachments include the following materials:

- Time-Task Plan must be provided.
- 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.
- Letters of support and/or memoranda of understanding must be provided from agencies and organizations, including academic partners, whose support and collaboration are integral to the successful implementation of the project.

#### 7. Other Standard Forms

Additional forms that may be required in connection with an award are available on OJP's funding page at [www.ojp.usdoj.gov/funding/forms.htm](http://www.ojp.usdoj.gov/funding/forms.htm). For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Note in particular the following forms:

- [Standard Assurances](#)  
Applicants must read, certify, and submit this form in GMS prior to the receipt of any award funds.
- [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)  
Applicants must read, certify, and submit in GMS prior to the receipt of any award funds.
- [Accounting System and Financial Capability Questionnaire](#)  
Required for any applicant other than an individual that is a non-governmental entity and that has not received any award from OJP within the past 3 years; this form must be downloaded, completed, and submitted.

## Selection Criteria

Applicant will be selected and evaluated based on the extent to which the program meets the following selection criteria, which were described in the section of this solicitation titled "What an Applicant Should Include" on page 12.

1. Statement of the problem (15%)
2. Project design and implementation (35%)
3. Capabilities and competencies (30%)
4. Plan for measuring progress for this solicitation's performance (10%)
5. Budget is complete; reasonable and allowable; cost effective; and necessary for project activities. (10%)

## Review Process

OJP is committed to ensuring a fair and open process for awarding grants. OVC reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.



Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. OVC may use either internal peer reviewers, external peer reviewers, or a combination to review the applications under this solicitation. An external peer reviewer is an expert in the subject matter of a given solicitation who is NOT a current DOJ employee. An internal reviewer is a current DOJ employee who is well versed or has expertise in the subject matter of this solicitation. Applications that meet basic minimum 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 for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements (BMR). For OVC, the BMRs include the following:

- Applications must be submitted by an eligible type of applicant.
- Applicants must request funding within programmatic funding constraints.
- Applications must be responsive to the funding purpose or goal of the solicitation under which they are submitted.
- Applications that fail to include items designated as "critical elements" will not be forwarded for peer review. For OVC, those critical elements are the Program Narrative, Budget Detail Worksheet, and Budget Narrative.
- During the BMR process, the organization name submitted as the applicant organization in all applications for competitive discretionary awards will be checked against current listings in the Excluded Parties List System (EPLS) maintained by the General Services Administration. Applications from organizations currently on the EPLS database as being suspended or debarred from participation in federal grant programs will not be submitted to peer review during the period of suspension or debarment.

The Office of the Chief Financial Officer, in consultation with OVC, conducts a financial review of applications for potential discretionary awards to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

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

## **Additional Requirements**

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with the [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-profit Organizations
- Government Performance and Results Act
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act of 2006
- Awards in Excess of \$5,000,000—Federal Taxes Certification Requirement
- Active CCR Registration

## **Provide Feedback to OJP on This Solicitation**

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, application submission process, and/or the application review/peer review process. Feedback can be provided to [OJPSolicitationFeedback@usdoj.gov](mailto:OJPSolicitationFeedback@usdoj.gov).

# Application Checklist

## FY 2012 Identifying Culturally Responsive Victim-Centered Restorative Justice Strategies

This application checklist has been created to assist in developing an application.

**Eligibility Requirement:** Applicants are limited to private nonprofit organizations, institutions of higher education (including tribal institutions of higher education), public agencies, tribal governments, or tribal organizations that can demonstrate knowledge and understanding of the purpose of this solicitation and the staff resources and capability to undertake the project described in this solicitation. A private nonprofit organization does not have to have 501(c)(3) status to apply for grant funding under this solicitation.

\_\_\_\_\_ The federal amount requested is within the allowable limit(s) of \$250,000.

### What an Application Should Include:

- \_\_\_\_\_ Application for Federal Assistance (SF-424) (see page 12)
- \_\_\_\_\_ Program Narrative (see page 12)
- \_\_\_\_\_ Budget Detail Worksheet (see page 14)
- \_\_\_\_\_ Budget Narrative (see page 15)
- \_\_\_\_\_ Disclosure of Lobbying Activities (SF-LLL) (see page 11)
- \_\_\_\_\_ Indirect Cost Rate Agreement (if applicable) (see page 15)
- \_\_\_\_\_ Tribal Authorizing Resolution (if applicable) (see page 15)
- \_\_\_\_\_ Additional Attachments (see page 15)
  - \_\_\_\_\_ Time-Task Plan
  - \_\_\_\_\_ Resume of Key Personnel
  - \_\_\_\_\_ Letters of Support/Memoranda of Understanding
- \_\_\_\_\_ Other Standard Forms, as applicable (see page 16)
  - \_\_\_\_\_ Accounting System and Financial Capability Questionnaire (if applicable)