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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 applicants for funding under the National Field-Generated Training, Technical Assistance, and Demonstration Projects cooperative agreement solicitation. This program furthers the Department's mission by supporting the development of national-scope training, technical assistance, and demonstration project initiatives that strengthen the capacity of victim service and ancillary service providers to serve victims or enhance providers' ability to support victims in accessing needed services and rights to which they are entitled.

## OVC FY 2011 National Field-Generated Training, Technical Assistance, and Demonstration Projects

### Eligibility

Applicants are limited to private nonprofit organizations (including tribal nonprofit organizations); faith-based and community-based organizations; colleges or universities (including tribal institutions of higher education); and public agencies, tribal governments, or tribal organizations that can demonstrate knowledge and understanding of one or more of the victimization areas described in this solicitation, and that have the staff resources and capability to develop or enhance national-scope resources for the crime victims field in one or more of the victimization areas 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

Registration with Grants.gov is required prior to application submission. (See "How To Apply," page 18.) All applications are due by 11:59 p.m. eastern time on July 5, 2011. (See "Deadlines: Registration and Application," page 3.)

### Contact Information

For technical assistance with submitting the application, contact the Grants.gov Customer Support Hotline at 1-800-518-4726 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, it is strongly encouraged that you contact Laura Ivkovich, Lead Policy Analyst, at 202-616-3576 or by e-mail to [Laura.Ivkovich@usdoj.gov](mailto:Laura.Ivkovich@usdoj.gov), well in advance of the application deadline for this solicitation.

Grants.gov number assigned to announcement: OVC-2011-3041

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# OVC FY 2011 NATIONAL FIELD-GENERATED TRAINING, TECHNICAL ASSISTANCE, AND DEMONSTRATION PROJECTS (CFDA # 16.582)

## Overview

This competitive solicitation allows the field to submit applications for funding for training, technical assistance, and demonstration projects that are national in scope (defined as relevant and useful to many or most communities and states across the Nation); address gaps in the field in the areas of training and technical assistance; or develop promising practices, models, or programs through demonstration projects. All initiatives, whether related to training, technical assistance, or development of promising practices, models, and programs must be focused on improving the capacity of victim service providers and allied practitioners in advancing rights and services for crime victims in the areas of child pornography; drunk and impaired driving; mortgage fraud; sexual assault within correctional settings; coordinated state-tribal crime victim services; long-term mental health and other consequences of mass violence; lesbian, gay, bisexual, transgender, or queer/questioning (LGBTQ) crime victims' access to mainstream victim services; services for young male victims of color; and using technology to improve and enhance victim services. This project is funded through section 1404 (c)(1)(A) and (c)(3)(E)(ii) of the Victim Compensation and Assistance Act, as amended, which provides funding for demonstration projects, training and technical assistance services for eligible victim assistance programs, and training and special workshops designed to present and disseminate crime victim-relevant information.

## Deadlines: Registration and Application

Registration is required prior to submission. OJP strongly encourages registering with Grants.gov several weeks before the deadline for application submission. The deadline for applying for funding under this announcement is 11:59 p.m. eastern time on July 5, 2011. Please see "How To Apply" on page 18 for more details.

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

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

## Eligibility

Please refer to the title page for eligibility under this program.

## Program-Specific Information

The National Field-Generated Training, Technical Assistance, and Demonstration Projects solicitation asks for applications that are national in scope to develop or enhance training, technical assistance, promising practices, models, and programs that build the capacity of victim

service and other ancillary providers. The aim is to enhance the provision of services and support to crime victims and ensure that victims are afforded the rights to which they are due. Projects should focus on one of the following focus areas: child pornography, drunk and impaired driving, mortgage fraud, sexual assault within correctional settings, coordination of state-tribal victim services, long-term mental health and other consequences of mass violence, LGBTQ crime victims' access to mainstream victim services, victim services for young male victims of color, and using technology to improve and enhance victim services.

Applications must address a demonstrated gap in training or technical assistance or in the knowledge base of practitioners nationwide. They must address a need for which there currently are no resources, or for which resources are limited or insufficient. Proposals must demonstrate how the project would benefit the victim services field nationally, showing how a particular effort would yield evidence-based practices that could be replicated, or how training or technical assistance would be useful to communities nationwide. Proposals that do not do so will be considered nonresponsive.

A responsive, national-scope application might propose the following:

- A national demonstration project to develop, test, and evaluate strategies for LGBTQ victims of crime that can easily create equal access to traditional and mainstream victim services and that can be readily adapted by communities throughout the Nation. The demonstration project would address an obvious gap in the current skill levels of mainstream victim service providers nationally, and outline a plan for pilot-testing and evaluating new training with mainstream victim service providers in multiple jurisdictions across the country.
- A project to develop, test, and evaluate a strategy to leverage and enhance existing sexual assault resources to extend evidence-based, cost-effective services and responses to both juvenile and adult victims of sexual violence while in a correctional setting. The project model might include a plan for developing guidance on replication of the model nationally based on findings from a demonstration site.
- A project to develop, test, and evaluate technical assistance for victim service providers that addresses issues faced by victims of criminal mortgage fraud and that will strengthen service providers' knowledge and skills, resulting in more effective and efficient services to these victims that can be disseminated to communities across the country through a national dissemination plan. (Development of technical assistance on mortgage fraud victims' needs, to be disseminated in a particular state only, with simply a statement that it could be replicated elsewhere, would NOT be responsive.)

NOTE: OVC cannot fund applications that request funding for operation expenses that are not clearly tied to a national-scope demonstration project, nor can OVC fund applications that focus solely on prevention or research initiatives. Such applications will be considered nonresponsive to the solicitation and will not be forwarded for further review.

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

OVC seeks to ensure that all crime victims, including those from underserved populations, receive comprehensive, quality services and are afforded fundamental rights. In support of this goal, OVC invites proposals from organizations that wish to expand, enhance, or develop training, technical assistance, or demonstration projects that address specific gaps in services to address the needs of victims of crime.

OVC invites applicants to address one of the identified focus areas in their proposal. Below are some identified training and technical assistance needs for each focus area. Conversely, please note that this is not an exhaustive list of the potential needs for each focus area, and OVC anticipates that some applicants will submit proposals beyond the descriptive parameters but still focused on the victimization-specific topic. OVC will consider applications that address these areas of focus only; all other applications will be deemed nonresponsive to the solicitation. Applications must identify clearly in the Project Abstract which topic area is being addressed.

### **Areas of Focus:**

**Victims of Child Pornography:** The issue of child sexual abuse is recognized as an enduring victimization issue in our society. In more recent years, with technological advances, greater attention has been brought to the issue of victimization and re-victimization through the production, distribution, and possession of child sexual abuse images, otherwise termed *child pornography*. Both the Supreme Court and Congress have concluded that the ongoing distribution and possession of child pornography images directly violates the victim's privacy and constitutes harm separate from that of production of the images. See *Osborne v. Ohio*, 495 U.S. 103, 111 (1990) (“[t]he pornography's continued existence causes the child victims continuing harm by haunting the children in years to come.”)

Some victims anecdotally report that even if they are able to attain some level of recovery from the harm suffered during the production of the pornographic images, they continue to suffer from the expectation that the graphic images of their abuse are being utilized for sexual gratification, and they suffer from not knowing who has seen their images. Victims have spoken of the fear that strangers they see on the street have seen images of their abuse, and they are ashamed and embarrassed that a teacher, a potential date, or a person at the market will recognize them.

According to the Department's 2010 *National Strategy for Child Exploitation Prevention and Interdiction*, a Department threat assessment revealed that there has been a dramatic increase in cases of sexual exploitation of children, including child pornography crimes, since the 1990s. Nevertheless, the National Center for Missing and Exploited Children reports that only approximately 3,000 victims have been identified out of the hundreds of thousands of images in active circulation, and tens of thousands of unidentified victims. While there continue to be great improvements to the investigation and prosecution of child pornography crimes, particularly through the nationwide efforts of Internet Crimes Against Children Task Forces and various federal agencies, there remains a glaring gap in the availability of information, services, and resources for victims. Considering the increases in the presence and recognition of these images, as well as the anticipated improvements in identification technology, OVC considers this an emerging victim issue. OVC considers this project a first and significant step toward improving the responses and services to existing and future victims of child pornography.

While these cases have surfaced at an alarming rate, the necessary corresponding responses and services to victims of these crimes have not developed at a comparable rate, resulting in a gap in both information and services. OVC anticipates a two-pronged approach to this project, which will necessitate a single applicant with specialized skills in both areas or a partnership of organizations. OVC expects that an applicant will have the experience and capacity to ensure compliance with OJP's policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject

informed consent. Applicants are expected to propose strategies to meet each expectation in a manner that engages existing expertise.

1. Analysis of victims' rights and services in state production, distribution, and possession offenses: an examination of notification procedures; victims' ability to participate in criminal justice proceedings, including victim impact statements, and any other time in which victims' interests are involved; victims' ability to access criminal and civil restitution; and victims' ability to access victim compensation through state victim compensation funds.
2. Analysis of victims' needs and direct services for production, distribution, and possession offenses: the needs that may exist for this population of victims as evidenced by a victim survey; the impact of re-victimization victims may suffer through distribution or the expectation of distribution; barriers to working with these victims and their families; types of existing evidence-supported services and interventions being successfully implemented with these victims; and promising practices.

Not more than \$500,000 for a project period of up to 2 years will be made available for this focus area.

**Victims of Drunk and Impaired Driving:** Drunk and impaired driving crashes are not accidents. When someone chooses to drive despite their impaired state, they choose to put others at risk of harm or death. According to the National Highway Traffic and Safety Administration (NHTSA), one person dies in a drunk driving crash every 50 minutes and someone is injured every minute ([www.nhtsa.gov/Impaired](http://www.nhtsa.gov/Impaired)). The number estimated by the Centers for Disease Control and Prevention (CDC) is even higher, at one death every 48 minutes ([www.cdc.gov/Features/ImpairedDriving](http://www.cdc.gov/Features/ImpairedDriving)). Both the NHTSA and CDC estimate that one in three motor vehicle crashes involves a drunk driver. When factoring in other types of impaired driving, the number of victims rises even higher. Although campaigns against drunk and impaired driving have reduced the incidents of drunk driving-related fatalities and injuries in the United States, drunk and impaired driving continue to be the highest cause of motor vehicle crashes that result in fatalities. Many victims of drunk or impaired drivers have trouble obtaining appropriate services and successfully navigating the criminal justice system because of the pervasive attitude that their victimization was the result of "an accident." Victims in some areas are particularly underserved as a result of the high rates of drunk and impaired driving those communities experience.

According to an NHTSA fact sheet, rates of drunk driving in the Hispanic community are higher than the national average, especially for newly arrived immigrants who may be unaware of U.S. traffic safety laws and are more likely to have attitudes about drinking and driving that increase their risk for being involved in drunk driving crashes. As the Hispanic population increases in the next few decades, a large number of younger Hispanics will enter the age groups most at risk for motor vehicle crash-related fatalities. In tribal communities, rates of drunk and impaired driving victimization are also higher than the national average. According to the NHTSA, from 2002 to 2006, 57 percent of Native Americans that were killed in motor vehicle crashes were hit by an alcohol-impaired driver who was at or above the legal limit of .08 percent. Communities with a large number of young or older drivers are also more at risk. NHTSA also indicates that drivers under 21 years old and between 21–34 years old are particularly high risk groups for drunk and impaired driving. This is consistent with data from the CDC, which indicates that one out of every three drivers ages 21–24 that was killed in a motor vehicle accident in 2008 had a blood alcohol level at or above .08 percent, and young people are also more likely to ride with

an impaired driver. Older drivers are more at risk of causing impaired driving crashes as a result of their consumption of multiple medications. This population is also expected to increase dramatically within the next 25 years.

OVC seeks innovative proposals that address issues faced by victims of drunk and impaired driving crashes, as well as proposals that will strengthen service providers' knowledge and skills to result in more effective and efficient services to these victims. OVC is particularly interested in projects that address underserved and high-risk populations, including, but not limited to, those described above.

Not more than \$250,000 annually for a project period of up to 3 years will be made available under this focus area. Adequate funding must also be directed to the development of resources, such as training and protocols, that can serve as useful tools for other communities that wish to extend or enhance services to this underserved victim population. OVC will assume responsibility for publication and dissemination of the final products resulting from this demonstration project.

*Applicants are not expected to provide a detailed strategy or budget for subsequent years of the project in their application, but should outline a projected plan to carry out the continuation phases of the projects in their application narrative.*

**Responding to Victims of Criminal Mortgage Fraud:** Reducing the harm to individual victims caused by criminal mortgage fraud, like all financial fraud, involves developing programs through community collaboration that assist victims in the immediate aftermath of the crime to address the practical and legal problems and help minimize the damage caused by the criminal incident.

According to a 2009 Mortgage Fraud Report by the Federal Bureau of Investigation (FBI), since the mortgage crisis, banks and the government-sponsored entities that underwrite or insure mortgages have tightened lending standards and more closely scrutinize mortgage applications; however, fraudsters have adapted to the new lending restrictions. With banks unwilling to participate in higher-risk loan schemes, criminals rely more on falsifying documents, recruiting bank insiders to work for them, and stealing identities to get loans. The schemes most directly associated with the escalating mortgage fraud problem are those defined by the FBI as "fraud for profit." Some of the more prominent schemes include loan origination, foreclosure rescue, bailout, short sale, reverse mortgage fraud, and equity skimming, to name a few. Many of these schemes employ various techniques such as the use of identity theft, quit claims, shell companies, and fraudulent loan documents (including forged applications). The FBI reported the top mortgage fraud states for 2009 were California, Florida, Illinois, Michigan, Arizona, Georgia, New York, Ohio, Texas, Maryland, Colorado, New Jersey, Nevada, Minnesota, Oregon, Pennsylvania, Rhode Island, Utah, Virginia, and Washington, D.C.

The FBI, U.S. Department of Housing and Urban Development, Federal Trade Commission, Federal National Mortgage Association (Fannie Mae), Federal Home Loan Mortgage Corporation (Freddie Mac), and other entities, such as the Federal Housing Finance Agency, have taken important steps to increase mortgage fraud awareness and prevention measures, including posting mortgage fraud alerts on their Web sites and offering training and educational opportunities to consumers. These prevention efforts are laudable, but they are often designed only to increase awareness and prevent future mortgage fraud. These efforts are not designed

to address the difficult problems victims face (often on their own) when discovering they have just become a victim of mortgage fraud and may lose their home through foreclosure.

The likelihood that individuals can restore a semblance of normalcy to their lives rests in large part on the abilities of community- and system-based advocates and trained pro bono attorneys to provide targeted and immediate intervention services to victims of criminal mortgage fraud. There is a great need for specialized training and technical assistance and promising practice models that can help advocates better identify and address the needs of victims of mortgage and related fraud. OVC invites proposals to develop or enhance training and technical assistance that promotes collaborative models or promising practices for victim service providers, trained pro bono attorneys, and other allied professionals working to provide direct services to victims of criminal mortgage fraud in their communities.

OVC seeks innovative proposals that will create access to trained victim assistance service providers for victims of criminal mortgage fraud. OVC is interested in proposals that seek to strengthen traditional service providers' knowledge and skills that result in more effective and efficient services and foster a better understanding among criminal justice professionals and direct service providers of the needs and rights of these victims.

Not more than \$200,000 annually for a project period of up to 2 years will be made available under this focus area. Adequate funding must also be directed to the development of resources, such as training and protocols that can serve as useful tools for other communities that wish to extend or enhance services to this underserved victim population. OVC will assume responsibility for publication and dissemination of the final products resulting from this training and technical assistance project.

*Applicants are not expected to provide a detailed strategy or budget for subsequent years of the project in their application, but should outline a projected plan to carry out the continuation phases of the projects in their application narrative.*

**Responding to Victims of Sexual Violence While in a Correctional Setting:** According to a recent study from the Bureau of Justice Statistics (BJS), an estimated 88,500 inmates—64,500 in prison and 24,000 in jails—reported experiencing one or more incidents of sexual victimization by another inmate or facility staff during 2008–2009. In another BJS study, an estimated 12 percent of adjudicated youth (3,220) in state-operated and large locally or privately operated juvenile facilities reported experiencing one or more incidents of sexual victimization by another youth or facility staff. Until very recently, sexual violence has been considered an inevitable part of an offender's experience while incarcerated; however, prisoners have the same rights to safety, dignity, and justice as those living in the community. The Prison Rape Elimination Act (PREA) of 2003 was passed to protect and preserve these rights for incarcerated offenders. PREA also established the independent Prison Rape Elimination Commission that was charged with studying the causes and consequences of sexual violence in confinement and developing national standards for correctional facilities to prevent and respond to incidents of sexual violence. The Commission's report was released in June 2009 and was submitted to the U.S. Attorney General for consideration. In addition, in 2010, the Bureau of Justice Assistance competitively awarded funds for the establishment of the Resource Center for the Elimination of Prison Rape. Since the passage of PREA, corrections leaders have worked to develop and implement policies and practices to prevent sexual abuse, better respond to victims, and hold perpetrators accountable when prevention fails. They have



established new policies and programs and expanded and refined existing practices. Despite this progress, much remains to be done.

OVC seeks proposals for a comprehensive demonstration site that would develop a strategy to leverage and enhance existing sexual assault resources to extend evidence-based, cost-effective services and responses to both juvenile and adult victims of sexual violence while in a correctional setting (e.g., prisons, jails, juvenile facilities, community corrections, military and Indian Country facilities, and Immigration and Customs Enforcement facilities). Appropriate responses may include, but are not limited to victim accompaniment during a forensic medical exam; victim advocacy and support; employee training on PREA, the dynamics of sexual violence in confinement, and common reactions of sexual abuse victims; and modification of protocols for existing sexual assault response teams to extend services to offenders, regardless of the setting (i.e., under conditions of confinement or within the community). OVC anticipates that the demonstration site would extend for 3 years and would include a strong evaluation component that encompasses baseline data on services to this victim population at the beginning of the project; emphasize the modification, enhancement, and extension of *existing* resources in the community; and generate a resource compendium of evidence-based training, technical assistance, protocols, and services (for both juveniles and adults) that other communities could use to replicate similar responses to this victim population in a cost-effective manner.



Not more than \$250,000 annually for a project period of up to 3 years will be made available for this focus area. Note: At least \$60,000 annually must be directed to an evaluation executed by an external evaluator (approved by OVC) of all project activities and deliverables. Adequate funding must also be directed to the compilation of the evidence-based resource compendium. OVC will assume responsibility for publication and dissemination of the compendium.

*Applicants are not expected to provide a detailed strategy or budget for subsequent years of the project in their application, but should outline a projected plan to carry out the continuation phases of the projects in their application narrative.*

**State-Tribal Crime Victim Liaison Demonstration Program:** Presently, there are 565 federally recognized American Indian and Alaska Native (AI/AN) communities located in 33 states, encompassing 55.7 million acres of land. In these communities, DOJ reports that AI/ANs experience per capita rates of violence twice those of the U.S resident population, with rates of violence in every age group that are higher than that of all races—and in some cases, 10 times the national average. The U.S. Department of Health and Human Services' Administration on Children and Families also reports that 4.1 percent of the total reports of abuse of Native American children were for sexual abuse, and 14.3 percent of the reports were for multiple types of maltreatment. Tribal communities also have shortages of direct services, including crime victim services, health care provision, and access to Sexual Assault Nurse Examiners and forensic examiners. Jurisdictional issues often impact the ability of tribal, federal, and local criminal justice systems to adequately respond to issues of crime in tribal communities. A lack of resources and training opportunities also inhibit the ability of crime victim advocates and allied professionals to gain the necessary skills and professional certifications to provide services to tribal crime victims.

OVC seeks innovative demonstration site proposals from public agencies administering Victims of Crime Act compensation and assistance programs in states with a substantial number of federally recognized tribes. It is expected that the program will greatly improve communication

among tribal, state, federal, and local officials; foster more collaborative partnerships; and enhance victim assistance and outreach services to and among tribal communities from state-administered programs and allied agencies and organizations. A critical element involving this demonstration involves identifying a suitable candidate for the liaison position. OVC anticipates the project would include a crime victim liaison who would live and work within the state and possesses extensive knowledge of and respect for Native values, cultures, and traditions; possesses practical victim services experience and an exceptional knowledge of tribal and public crime victim assistance and compensation programs; and have the professional ability to effectively interact with tribal leaders, allied professionals, and community stakeholders.

An important aspect of the project would include the capacity to collect, analyze, and share baseline data on tribal crime victimization and services; develop a 3-year, comprehensive, multifaceted strategic plan to enhance tribal victim assistance and outreach services; and establish Memoranda of Agreement involving tribal, state, federal, and local agencies and organizations to strengthen communications and the participatory process. OVC further anticipates that the demonstration site would involve a strong evaluation component; generate a document describing project goals, challenges, successes, and strategies; and establish a resource compendium of crime victim-related training and technical assistance resources and funding opportunities (federal formula and discretionary grants, foundations, and other public and private sources) that would be beneficial to tribal communities.

Not more than \$200,000 annually for a project period of up to 3 years will be made available for this focus area. Adequate funding must also be directed for in-state travel for collaborative meetings with tribes and travel to select OVC-affiliated conference and meetings. OVC will assume responsibility for publication and dissemination of the model strategies document and resource compendium.

*Applicants are not expected to provide a detailed strategy or budget for subsequent years of the project in their application, but should outline a projected plan to carry out the continuation phases of the projects in their application narrative.*

**Long-Term Mental Health and Other Consequences of Mass Violence:** After observing the third anniversary of the mass shootings at Northern Illinois University and preparing to commemorate the second anniversary of the shootings at the American Civil Association in Binghamton, New York, the fourth anniversary of the shootings at Virginia Tech, the fifth anniversary of the shootings at the Nickle Mines Amish Schoolhouse in Bart Township, Pennsylvania, and the tenth Anniversary of the September 11 attacks, it is critical to reexamine the lessons learned from these incidents of mass violence and pass along the best practices and procedures for responding to them. Not only may mass violence events result in unforeseeable long-term mental health consequences for victims, they also set into motion a multitude of other needs and desires that challenge service providers' abilities to support victims in assessing needed services and rights to which they are entitled. Components of a technical assistance project designed to address the long-term mental health needs and other consequences of mass violence may include, but are not limited to, the following:

- Development of a mechanism to identify potential victim groups resulting from specific types of mass crisis and their potential needs.
- Establishment of a case management system that will deliver counseling services and provide necessary resources that are otherwise difficult to access, such as medical

providers, vocational counselors, educational and college scholarship information for the victims' children, financial counseling, housing assistance, and pro bono legal attorneys to provide free legal services.

- Activation of family assistance center hotlines to screen calls, make referrals as necessary, and develop a resource/referral list to direct callers to appropriate sources.
- Use of public or private rituals, spiritually oriented memorial services, grief seminars, and educational programs to contribute to a victim's recovery.
- Creation of support groups to generate a sense of closeness among participants and better enable the victim to deal with grief, guilt, and other repressed emotions.
- Dissemination of information via a secure group Web site that also provides a chat feature that allows survivors and family members to communicate.
- Development of a screening matrix of criteria for checking and evaluating prospective donors (corporations, foundations, others, etc.)

OVC seeks proposals that can develop a comprehensive resource toolkit or compendium that summarizes "lessons learned" from an extensive review of domestic incidents of mass violence and terrorism, along with corresponding resources such as innovative practices, procedures, and protocols (examples noted above); unique and traditional funding sources (private and public); and information on how to access and support trauma-informed care.

Not more than \$250,000 annually for a project period of up to 2 years will be made available under this focus area. OVC will assume responsibility for publication and dissemination of the resource compendium.

*Applicants are not expected to provide a detailed strategy or budget for subsequent years of the project in their application, but should outline a projected plan to carry out the continuation phases of the projects in their application narrative.*

**LGBTQ Crime Victims' Access to Mainstream Victim Services:** LGBTQ victims of crime do not have consistent access to culturally competent services to prevent and address the violence against them. Too often, mainstream victim assistance agencies cannot meet the needs of LGBTQ victims of crime in culturally sensitive ways, while LGBTQ-specific anti-violence programs either lack the resources to do so or do not exist. According to the National Center for Victims of Crime (NCVC) and the National Coalition of Anti-Violence Programs (NCAVP), LGBTQ-relevant victim assistance is generally lacking in every area, including lack of outreach, lack of staff with LGBTQ expertise, and lack of access to cultural-competence training. Many mainstream service providers do not implement LGBTQ-specific victim services or include specific policies, protocols, and practices within their agencies, or do not collaborate with LGBTQ-specific service providers. In *Why It Matters* (2009), NCVC and NCAVP found that mainstream service providers express a strong need and willingness to receive culturally specific training and technical assistance so they can better serve this population ([www.ncvc.org](http://www.ncvc.org)). Additionally, through the *Matthew Shepard and James Byrd, Jr., Hate Crimes Prevention Act of 2009*, the Federal Government added sexual orientation, gender, gender identity, and disability to the categories covered under federal hate crimes laws. As a result, federal hate crimes laws now address violent crimes based on a victim's gender, sexual

orientation, and/or gender identity, in addition to other factors ([www.glaad.org/reference/hatecrimes](http://www.glaad.org/reference/hatecrimes)).

NCVC and NCAVP conducted a survey of mainstream service providers and found that only 6 percent of all respondents indicated that a majority of the victims they served (75 to 100 percent) identified as LGBTQ victims of crime; 69.2 to 92.9 percent reported that they lacked outreach specifically designed for LGBTQ victims of crime; 56.4 percent said that they would be very likely to use specialized training or technical assistance to better serve LGBTQ victims of crime; and 81 percent indicated that they would be very or somewhat likely to participate.

LGBTQ individuals and communities have become more visible throughout the United States; however, these individuals and communities continue to experience significant degrees of discrimination and a wide range of crime victimization, including assault, harassment, stalking, sexual violence, sex trafficking, and homicide ([http://transequality.org/PDFs/NTDSReportonHealth\\_final.pdf](http://transequality.org/PDFs/NTDSReportonHealth_final.pdf)). In 2009, NCAVP reported that the number of bias-related murders of LGBT people in 2008 was the highest seen since 1999 ([www.glaad.org/reference/hatecrimes](http://www.glaad.org/reference/hatecrimes)). In addition, according to a study done by Yale University's Program in Ethics, Politics, and Economics and Center for Research on Inequalities and the Life Course, LGBTQ youth suffer disproportionate educational and criminal justice punishments (<http://pediatrics.aappublications.org/cgi/content/abstract/peds.2009-2306v1>).

OVC seeks innovative proposals that will create, test, and evaluate equal access to traditional and mainstream service providers for LGBTQ victims of crime and that can be demonstrated and then easily adapted by communities across the Nation. OVC's goal is to forge a national commitment to better serve these individuals and populations. The project model should include a plan for developing guidance on replication of the model nationally based on findings from the demonstration sites. OVC is particularly interested in proposals that seek to strengthen traditional service providers' knowledge and skills, resulting in more effective and efficient services and fostering a better understanding among criminal and juvenile justice systems and direct service providers on the needs and rights of LGBTQ victims of crime across the Nation.

OVC anticipates that the demonstration site would extend for 3 years and would include a strong evaluation component that encompasses baseline data on services to this victim population at the beginning of the project; emphasize the modification, enhancement, and extension of *existing* resources in the community; and generate a resource compendium of evidence-based training, technical assistance, protocols, and services that other communities could use to replicate similar responses to this victim population in a cost-effective manner.

Not more than \$250,000 annually for a project period of up to 3 years will be made available under this focus area. Note: At least \$60,000 annually must be directed to an evaluation executed by an external evaluator (approved by OVC) of all project activities and deliverables. Adequate funding must also be directed to the compilation of the evidence-based resource compendium. OVC will assume responsibility for publication and dissemination of the compendium.

*Applicants are not expected to provide a detailed strategy or budget for subsequent years of the project in their application, but should outline a projected plan to carry out the continuation phases of the projects in their application narrative.*

**Services for Young Male Victims of Color:** A report in June 2010, entitled *Healthy Communities Matter: The Importance of Place to the Health of Boys of Color*, outlines disparities

in numerous health outcomes, including exposure to community violence and safety, child abuse and neglect, likelihood of incarceration, gun violence, and homicide death rates for boys and men of color. This report was funded by the California Endowment with contributions from the RAND Corporation, PolicyLink, the Charles Hamilton Houston Institute for Race and Justice at Harvard Law School, and the Center for Nonviolence and Social Justice and the Department of Emergency Medicine at Drexel University. Although the report is specific to California, these findings are mirrored in other studies. The continued high rate of victimization—especially homicide—of young African-American men is one that the public health sector characterized as an epidemic in the 1990s. According to BJS, in 2005, African American males ages 18 to 24 experienced the highest rate of homicide victimization (*Homicide Trends in the United States*, BJS, 2007). Based on FBI data for 2008, a black male of any age was approximately six times more likely to be a victim of homicide than a white male that year (*The New York Times*, September 15, 2009). With respect to violent victimization in general, in 2006, African American males between the ages of 16 and 19 had the highest rate of violent crime victimization among men and women—African American or white—in any age group (*Criminal Victimization in the United States—Statistical Tables, 2006*, BJS, 2008). While the circumstances surrounding the victimization of young African American males in urban, high-crime settings are extremely complex, it is clear that the victim services field must play a larger role in responding to these young victims.

A 2001 [OVC bulletin](#) on working with victims of gun violence stated that, “The health care, criminal justice, and media response to these victims [African-American male victims of gun violence] may be less sympathetic than responses to other crime victims. Whatever the reason for the disparate treatment of these victims, we must not ignore them. Assumptions about the blameworthiness of young African-Americans and Hispanics shortchange a large segment of the population and perpetuate racial stereotyping,” (*Working With Victims of Gun Violence*, OVC, 2001.)

The data on victimization of young male victims of color, including African Americans and Latinos, is especially troubling and is rarely an area of focus of many traditional victim service providers. There are few nonprofit victim-serving organizations that have the resources and expertise to provide comprehensive, accessible services to male victims of any race or ethnicity who are physically or sexually assaulted or otherwise victimized, nor are many of these victims likely to access victim services available through law enforcement or prosecutorial agencies. OVC seeks innovative proposals that will create equal access to traditional and mainstream service providers for boys and young men of color who are victimized to catalyze a national commitment to better serve these individuals. OVC is particularly interested in proposals for a demonstration project that seek to strengthen traditional service providers’ knowledge and skills, resulting in innovative programs and practices that foster a better understanding among criminal and juvenile justice systems and direct service providers on the needs and rights of these victims. Proposals that propose aligning victim serving agencies with “violence-interrupter” initiatives that focus on breaking the victim-perpetrator cycle at the community level are particularly welcomed.



Not more than \$250,000 annually for a project period of up to 3 years will be made available under this focus area. Note: At least \$60,000 annually must be directed to an evaluation executed by an external evaluator (approved by OVC) of all project activities and deliverables. Adequate funding must also be directed to the development of resources, such as training and protocols that can serve as useful tools for other communities that wish to extend or enhance services to

this underserved victim population. OVC will assume responsibility for publication and dissemination of the final products resulting from this demonstration project.

*Applicants are not expected to provide a detailed strategy or budget for subsequent years of the project in their application, but should outline a projected plan to carry out the continuation phases of the projects in their application narrative.*

**Using Technology to Improve and Enhance Victim Services:** As our society turns more and more to innovative technology, victim service providers and the criminal justice system must be prepared to respond to the rapid evolution of communication technologies by developing organizational capacity to support victims of crime in new and varied ways that still protect victims' rights to safety and confidentiality. According to the Pew Research Center (PRC), both teen and adult social networking has risen significantly—73 percent of teens and 47 percent of adults now use these Web sites. In the past 5 years, cell phone ownership has become mainstream among even the youngest teens. According to PRC, 90 percent of all adults live in a household with at least one working cell phone.

To keep pace with technology, victim services professionals will need to address ways to join and maximize the uses of innovative technology while guarding against issues around confidentiality and safety. Providers have begun to explore ways to adapt the rapid evolution of technology to improve their services while recognizing the challenges and barriers in using technology. For example, the Rape, Abuse & Incest National Network (RAINN) *Online Hotline* recognized that young people are increasingly turning to the Internet to seek services and support. In February 2011, RAINN helped more than 2,700 people through the *Online Hotline*, an increase of 50 percent from the previous year. Since its inception in 2006, more than 73,000 people have been helped through the Web-based crisis intervention service. Child abuse and neglect service providers also have seen the necessity of leveraging technology to improve their outreach. (Saunders, B. E. 2008, commentary on using new technologies in the child maltreatment field, *Child Maltreatment*, 13(4), 417-423.)

Service providers in the public health and health care communities value the increased use of technology and have provided homeless persons with mobile phones to increase their sense of safety, responsibility, social connectedness, and access to emergency help and services. According to the Pew Internet and American Life Studies, women and men of all ages are online seeking help with health issues—74 percent of women have gone online for health information.

OVC seeks innovative proposals for efforts to improve domestic violence, stalking, and human trafficking victims' access to services and safety, and to enhance the ability of service providers to provide resources to crime victims that is efficient and cost-effective. Proposals should focus on three types of crime—domestic violence, stalking, and human trafficking—and include activities such as an assessment of what exists across the country, what is being used, challenges and successes, and precautionary measures, providing a collection of these resources to be shared with the field and the general public.

Not more than \$300,000 for a project period of up to 18 months will be made available under this focus area. Note: Given the pace of technology, this focus area period of performance is shortened to 18 months. Adequate funding must also be directed to the development of resources, such as training and protocols that can serve as useful tools for other communities that wish to improve and enhance victim services by adapting innovative technologies to more

effectively serve victims of crime. OVC will assume responsibility for publication and dissemination of the final products resulting from this training and technical assistance project.

### **Evidence-Based Programs or Practices**

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence (generally obtained through one or more outcome evaluations). Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based.

### **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.

**Awards generally will be made ranging from \$150,000 to \$300,000 per year, depending on the nature, scope, and complexity of the project (please see each focus area for maximum award amounts.)** Funding requests must be reasonable in relation to the proposed project (i.e., a training and technical assistance project would likely not require the same level of funding as a demonstration project) and be supported by a strong strategy that is tied to a detailed budget. Applications must clearly indicate the total amount of funding that will be required to complete the proposed project, either requested incrementally or all at once.

Under no circumstances will funding that exceeds the limits described in the focus area be considered. Applications proposing projects for more than \$500,000 per year will be considered nonresponsive. For example:

- An application that outlines a 2-year project and requests \$700,000 for 2 years (\$600,000 for year one and \$100,000 for year two) will be considered nonresponsive. (The project costs exceed \$500,000 per year.)
- An application that outlines a 1-year project and requests \$200,000 for 1 year with an indication that an additional \$200,000 will be requested in each of 2 subsequent years would be considered responsive. (The amount per year does not exceed \$500,000.)

Applicants that propose multiyear projects requiring supplemental funding in subsequent years should be aware that all funding under this program solicitation is contingent on the availability and amount of FY 2011 and subsequent FY funding. In addition, OVC will consider grantee performance in meeting project goals as an important factor in providing any continuation funding.

**Award Period: 12–36 months.**

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

## Budget Information

**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% 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 2011 salary table for SES employees is available at [www.opm.gov/oca/11tables/indexSES.asp](http://www.opm.gov/oca/11tables/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 nonfederal 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 for OJP. An applicant that wishes to request a waiver must 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 that is to be done.

### Match Requirement:

This solicitation does not require a match.

## Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), Public Law 103-62, applicants that receive funding under this solicitation must provide data that measures the results of their work. 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:

Objective	Performance Measure(s)	Data Grantee Provides
The purpose of the cooperative agreement is to advance victims' rights and services through training, technical assistance, and demonstration projects that focus on one of the	Number of victim services provided.	Number of new services and/or best practices established to assist victims of one of the specialized areas outlined in the solicitation as a result of funding.



specialized victimization areas outlined in this solicitation.		
	Percentage of funds expended.	Amount of funds awarded. Amount of funds expended.
	Number of gaps identified in training and technical assistance.	Number of gaps identified in training and technical assistance resources for the victims field. Number of gaps in training and technical assistance resources.
	Percentage of products rated highly useful by participants in trainings.  Number of materials developed.	Number of products. Number of products rated highly useful by participants in pilot trainings. Number of training and technical assistance materials developed.
	Percentage of participants who rated the training as satisfactory or better.	Number of participants reporting. Number of participants who rated the training as satisfactory or better.

Submission of performance measure data is not required for the application. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Please refer to the section “What an Application Should Include” on page 20 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 subjects protections. 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 New Post-Award Reporting Requirements

Applicants should anticipate that 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), will be required 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. Grants.gov is 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, please call the Grants.gov Customer Support Hotline at **1-800-518-4726**, 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.** A DUNS number is required for Grants.gov registration. 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. 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. 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). Individuals are exempt from this requirement.

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. Please 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. Please note that there can be more than one AOR for the organization.
5. **Search for the funding opportunity on Grants.gov.** Please 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 *Crime Victim Assistance/Discretionary Grants* and the funding opportunity number is OVC-2011-3041.
6. **Select the correct Competition ID.** Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If applying to a solicitation with multiple Competition IDs, select the appropriate Competition ID for the intended purpose area of the application.
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."

## 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 contact OVC staff **within 24 hours after the deadline** and request approval to submit its application. At that time, OVC staff will instruct the applicant to submit specific information detailing the technical difficulties. The applicant must e-mail a description of the technical difficulties, a timeline of submission efforts, the complete grant application, the applicant's DUNS number, and Grants.gov Help Desk tracking number(s) received. 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.

To ensure a fair competition for limited discretionary funds, 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.

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

## What an Application Should Include

***OVC strongly encourages applicants to contact OVC to discuss any questions about the solicitation requirements prior to preparing the proposal and budget (see first page for contact information).***

This section describes what an application should include and sets out a number of elements. 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 some application elements are so critical that applications unresponsive to the scope of the solicitation or that do not include a program narrative, budget detail worksheet including a budget narrative, goals, and objectives with a time-task line will neither proceed to peer review nor receive further consideration.

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, please select "For-Profit Organization" or "Small Business" (as applicable).

## 2. Program Narrative

The program narrative should not exceed 25 doubled-spaced pages in 12-point font with 1-inch margins, and must include six separate sections: Project Abstract, Problem Statement, Project Goals and Objectives, Project Design/Implementation Plan, Organizational Capability and Project Management, 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 may be considered in peer review and in final award decisions.

- **Project Abstract:** The application should include a one-page summary that identifies the topic area being addressed, the purpose of the project, the project's goals and objectives, activities that will be implemented to achieve the project's goals and objectives, methods, and outcomes.
- **Statement of the Problem:** The problem statement must provide strong rationale for the project and provide a clear statement of how funding will support the project's value to the victims field by meeting a stated goal. The problem statement must make a convincing case that the project addresses a gap in existing resources and does not duplicate existing resources.
- **Project Design and Implementation:** 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 must convincingly document that the proposed project will be national in scope; that is, the deliverables will be of utility to many communities across the Nation as opposed to being of utility only to a specific state or jurisdiction. The applicant's strategy or design must include a description of project phases, tasks, activities, staff responsibilities, and clear descriptions of interim deliverables and final products. The applicant must specify the goals and objectives of the project. The objectives should be measurable and relate directly to the issues described in the statement of the problem. 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 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, the Gant chart, or schedule, applicants should make certain that all project activities will occur within the proposed project period. Applications proposing development of a curriculum must include the involvement of a curriculum specialist and document clearly that individual's expertise. Curricula must adhere to OVC curriculum standards and to that end, applicants will be required to work closely with the OVC Training and Technical Assistance Center in the development of the curriculum.  
**Applicants proposing a multiyear project that must be supplemented with funding in subsequent years are not expected to provide a detailed strategy or budget for the subsequent years of the project. However, in the application narrative, applicants should outline a projected plan for carrying out the continuation phases of the project.**
- **Capabilities and Competencies:** Organizational capability will be assessed on the basis of the applicant's described management structure and financial capability; results of current grant efforts (if applicable); and the applicant's project management plan and documentation of the professional staff members' unique qualifications to perform their

assigned tasks. 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 committed to work on the project contingent upon receipt of funding. Applicants must state their administrative and financial capability to manage federal grants. Applicant must document that key staff on the project possess the requisite subject matter expertise.

- **Plan for Collecting the Data Required for this Solicitation's Performance Measures:** Submission of performance measure 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 should the applicant receive funding.
- **Other:** Applicants should keep in mind the OVC requirement that final drafts of all publications, including videos, are to be submitted 120 days prior to the end of the grant period. In most instances, the draft publication will undergo an external review by subject matter experts retained by OVC to provide written comments on the publication's accuracy, relevance, and readability, and to provide suggestions to enhance the publication. In all instances, the publication will be reviewed internally by OVC and other DOJ agencies. OVC's Publishing Guidelines for Print and Web Media is online at [www.ojp.usdoj.gov/ovc/publications/infores/pubguidelines/welcome.html](http://www.ojp.usdoj.gov/ovc/publications/infores/pubguidelines/welcome.html) for further guidance on the publication process. Applicants also should describe the dissemination plan for the product or services and 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 to the OVC Web page.

### **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, please see the OJP Financial Guide at [www.ojp.usdoj.gov/financialguide/index.htm](http://www.ojp.usdoj.gov/financialguide/index.htm).

- 1) **Travel for Training:** Applicants should plan to attend an annual OVC discretionary grantee meeting in Washington, D.C., and, with the exception of local grantees, should include line items detailing all estimated travel expenses associated with attending this meeting. Applicants should budget for a 3-day meeting. Applicants that

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 Chief Financial Officer (OCFO), unless the grantee has previously attended this seminar. Specific information (such as dates and locations of upcoming OCFO events) can be found at [www.ojp.usdoj.gov/training/fmts.htm](http://www.ojp.usdoj.gov/training/fmts.htm).

- 2) Consultant Rates: Consultant rates may not exceed the maximum of \$450/day or, if paid by the hour, \$56.25/hour for a maximum 8-hour work day per award.
- 3) Consultant Travel: Travel costs associated with project staff who are **not directly employed** by the grantee organization must be listed under the Consultant Category on the budget information sheet.
- 4) OJP Financial Guide: All grantees are required to comply with the regulations and requirements outlined in the OJP Financial Guide. The Financial Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. Copies are available through the OJP Web site at [www.ojp.usdoj.gov/financialguide/index.htm](http://www.ojp.usdoj.gov/financialguide/index.htm). This document will govern the administration of funds by all successful applicants and their contractors.
- 5) Any proposed program income (for example, registration fees for a training event or conference) must be identified. Program income should not be included on the budget detail worksheet, but reflected in a document accompanying the budget that clearly shows the income and how it will be expended in the context of the project.

**b. Budget Narrative**

The budget narrative should thoroughly and clearly describe every category of expense listed in the budget detail worksheet. 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 may 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 provided the applicant has a federal approved indirect cost rate agreement. 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/financialguide/part3/part3chap17.htm](http://www.ojp.usdoj.gov/financialguide/part3/part3chap17.htm).

**5. Additional Attachments**

Remaining attachments include the following materials:

- **Privacy Certificate.** OVC and recipients of OVC funding are subject to confidentiality requirements protecting research and statistical information collected that is identifiable to a private person under the DOJ regulations found at 28 CFR Part 22. Identifying

characteristics include, but are not limited to, identifiers such as name, address, Social Security number or other identifying number, fingerprints, voiceprints, photographs, genetic information, or any other item or combination of data about a person that could reasonably lead, directly or indirectly, by reference to other information, or to identification of that individual(s). OVC requires recipients of OVC funding to submit a Privacy Certificate prior to engaging in any project activities that involve data collection on individuals through observations, interviews, reports, review of administrative records, or any project tasks likely to result in the gathering or development of information identifiable to individuals. OVC-funded activities that require a Privacy Certificate prior to conducting the activity include, but may not be limited to, a needs assessment, program evaluation, survey, or focus group interviews. **If the applicant's project includes any activity listed above, the applicant must include a privacy certificate with the application materials submitted.** For sample privacy certificates, visit [www.ojp.usdoj.gov/ovc/grants/help.html#forms](http://www.ojp.usdoj.gov/ovc/grants/help.html#forms) and view the two model privacy certificates available for adaptation.

- **Résumés of key personnel** must be provided. For positions that are vacant, provide job descriptions outlining roles and responsibilities and provide the selection criteria for the proposed new positions (required).
- **Letters of support and/or memoranda of understanding (MOU)** should be provided from agencies and organizations whose support and collaboration is integral to the successful implementation of the project (if applicable).
- **A detailed time-task plan** must be provided (required).
- **Financial Capability Questionnaire:** Applicants that are nonprofit or commercial organizations, and have never received any grants from OJP, are required to complete the Financial Capability Questionnaire form. The form must be submitted along with the copy of the organization's most recent audited Financial Statements (review if audited Financial Statements are not available). This form is available at [www.ojp.usdoj.gov/funding/forms.htm](http://www.ojp.usdoj.gov/funding/forms.htm) under Accounting System and Financial Capability Questionnaire.

## 6. 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. Please note in particular the following forms.

- [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#) (Required to be submitted in GMS prior to the receipt of any award funds.)
- [Disclosure of Lobbying Activities](#) (Required for any applicant that expends any funds for lobbying activities; this form must be downloaded, completed, and then uploaded.)
- [Accounting System and Financial Capability Questionnaire](#) (Required for any applicant other than an individual that is a nongovernmental entity and that has not received any



award from OJP within the past 3 years. This form must be downloaded, completed, and then uploaded.)

- [Standard Assurances](#) (Required to be submitted in GMS prior to the receipt of any award funds.)

## Selection Criteria

1. Statement of the Problem (20)
2. Project Design and Implementation (40)
3. Capabilities and Competencies (25)
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5)
5. Budget (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 field of 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. Eligible applications 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.

The OCFO, 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 Assistant Attorney General, 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 (NEPA)
- 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 [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in Excess of \$5,000,000—Federal Taxes Certification Requirement
- Active CCR Registration

# Application Checklist

## OVC FY 2011 National Field-Generated Training, Technical Assistance, and Demonstration Projects Solicitation

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

### Eligibility Requirement:

\_\_\_\_\_ The federal amount requested is within the allowable limit(s) of each of the focus areas.

### What an Application Should Include:

- \_\_\_\_\_ Application for Federal Assistance (SF-424) (see page 20)
- \_\_\_\_\_ Program Narrative (see page 21)
- \_\_\_\_\_ Budget Detail Worksheet (see page 22)
- \_\_\_\_\_ Budget Narrative (see page 23)
- \_\_\_\_\_ Indirect Cost Rate Agreement (if applicable) (see page 23)
- \_\_\_\_\_ Additional Attachments (see page 23)
  - \_\_\_\_\_ Privacy Certificate (if applicable)
  - \_\_\_\_\_ Résumés of Key Personnel (required)
  - \_\_\_\_\_ Letters of Support/MOUs (if applicable)
  - \_\_\_\_\_ Detailed Time-Task Plan (required)
  - \_\_\_\_\_
- \_\_\_\_\_ Other Standard Forms as applicable (see page 24–25), including:
  - \_\_\_\_\_ Disclosure of Lobbying Activities (if applicable)
  - \_\_\_\_\_ Accounting System and Financial Capability Questionnaire (if applicable)