



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 under the Wraparound Victim Legal Assistance Network Demonstration Project. This program furthers the Department's mission by developing models for providing comprehensive legal services to victims for needs arising in the wake of their victimization.

FY 2012 Wraparound Victim Legal Assistance Network Demonstration Project

Eligibility

Eligible applicants are limited to private nonprofit organizations (including tribal nonprofit organizations); faith-based and community-based organizations; colleges and universities (including tribal institutions of higher education); and public agencies, tribal governments, or tribal organizations that can demonstrate knowledge and understanding of the range of legal assistance needs of crime victims, as well as the capacity to partner with other organizations and key stakeholders to deliver comprehensive, seamless legal services to victims. Applicants must have the staff resources and capability to develop or enhance a model for delivery of these services. 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 8.) All applications are due by 11:59 p.m. eastern time on April 19, 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 that reside outside the U.S.), or via e-mail to 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 Meg Morrow, Attorney Advisor, by telephone at 202-353-0591 or by e-mail at Meg.Morrow@usdoj.gov.

Grants.gov number assigned to announcement: OVC-2012-3190

[Release Date: February 9, 2012]

Contents

Overview	3
Deadlines: Registration and Application	3
Eligibility	3
Project-Specific Information	3
Performance Measures.....	6
Notice of Post-Award FFATA Reporting Requirement.....	8
How To Apply.....	8
What an Application Should Include	10
Information to Complete the Application for Federal Assistance (SF-424)	10
Program Narrative.....	10
Plan for Collecting the Data Required for this Solicitation’s Performance Measures.....	12
Budget Detail Worksheet and Budget Narrative	12
Indirect Cost Rate Agreement (if applicable)	13
Tribal Authorizing Resolution (if applicable)	13
Additional Attachments	15
Selection Criteria.....	15
Review Process	15
Additional Requirements.....	16
Provide Feedback to OJP on This Solicitation	17
Application Checklist.....	18

OVC FY 2012 Wraparound Victim Legal Assistance Network Demonstration Project (CFDA #16.582)

Overview

Victims of crime often have a range of legal services needs stemming from their crime victimization. Currently, some or all of those needs may be met through a disparate patchwork of resources in the victim's community, or there may be no services available. A coordinated, collaborative, and holistic legal response could potentially serve those victims far better. To that end, this competitive solicitation seeks applications for demonstration projects to develop holistic models for wraparound pro bono legal assistance networks that offer the wide range of legal assistance that victims need in the wake of their victimization. OVC intends that the models emerging from this demonstration can be replicated by other jurisdictions in the future. This project is funded through 42 U.S.C. § 10603(c)(1)(A) and § 10603d (a).

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 pm eastern time on April 19, 2012. See the "How To Apply" section on page 8 for details.

Eligibility

Refer to the title page for eligibility under this program.

Project-Specific Information

Initial findings from OVC's major, ongoing, strategic planning initiative, *Vision 21: Transforming Victim Services* (initiated in early Fiscal Year (FY) 2011), indicate there is a critical need for comprehensive, wraparound, pro bono legal services for victims of crime. Needed legal services connected to victimization include representation in the enforcement of victims' rights during the criminal justice process, a wide range of civil legal assistance directly related to victimization (e.g., family, custody and dependency, tribal, employment, and administrative issues), immigration assistance for victims of human trafficking and battered immigrant women, and assistance for victims of identity theft and financial fraud. To that end, in FY 2012, OVC is seeking applications for the development of models for networks that support holistic, wraparound, pro bono, legal services for all crime victims that encompass these various types of assistance.

Often victims have various co-existing and overlapping legal needs that arise in the wake of their crime victimization. While coordination of legal services to meet those needs would be extremely helpful to victims in navigating the aftermath of crime, any legal services they may receive are most often delivered by various disparate organizations and agencies. These organizations and agencies typically provide legal assistance that addresses certain specific issues. For example, over the past several years, federal funding has supported a network of victim legal clinics throughout the country that represent victims pro bono in the enforcement of their legal rights in criminal proceedings. Separately, civil legal assistance for victims of crime is provided through various mechanisms, such as law school legal clinics, legal services or aid offices, and nonprofit organizations with a focused mission. There is virtually no pro bono legal

assistance available to victims of financial fraud. To date, there have been no national-scope efforts to support the holistic delivery of comprehensive services to address the legal needs of all victims of crime, ensuring that they receive wraparound assistance for the myriad legal issues that may arise following their victimization.

The victim legal assistance networks funded under this demonstration project—in jurisdictions of various sizes—will develop collaborative models for fully meeting the legal needs of victims that can be replicated in other jurisdictions of similar sizes around the country. OVC will fund up to six sites to develop comprehensive, wraparound, pro bono legal assistance networks to meet the range of legal needs of crime victims. This is a 4-year project, with sites receiving up to \$400,000 for the first 15-month phase, with the potential of continuation funding for 3 additional years, depending on funding availability and grantee performance. OVC is seeking applications from legal assistance networks that include agencies and organizations working to address a wide range of the legal needs that arise for victims in connection with their crime victimization. At a minimum, legal services should include civil legal assistance (including, but not limited to, family, custody and dependency, tribal, employment, and administrative issues related to the victimization); enforcement of victims' rights in criminal proceedings; assistance for victims of identity theft and financial fraud; and immigration assistance for human trafficking victims and battered immigrant women.

OVC seeks applicants that represent a broad partnership of organizations and agencies to meet the wide range of victim legal needs in the areas mentioned above. Networks should include victim service organizations. Memoranda of Understanding (MOU) or fully executed contracts between network partners will be required. Networks will be required to have a steering committee or governing body of some type that includes representation from all partner agencies and organizations in the network.

All applicants must include a partnership with a researcher, preferably local to the applicant organization. The researcher must be an included partner in the proposal and an MOU or fully executed contract between the applicant organization and research partner must be included in the application. The research partner is expected to work with the network to develop and conduct a needs assessment in the first phase of this project. The proposal and budget must clearly reflect this partnership and allocation. The application must demonstrate the credentials of the research partner, to include a terminal research degree, and document the expertise necessary to carry out the needs assessment. Organizations receiving funding will be required to submit a technical proposal detailing the methodological approach to the needs assessment within 3 months of the start date of the award.

Please note that OVC will transfer funding to the National Institute of Justice (NIJ) to support an evaluation of this demonstration project that will take place concurrently with the project. This evaluation is considered distinct from and may be guided in part by the needs assessment. All funded applicants and their network partners will be expected to cooperate in this evaluation.

All funded applicants also will be required to work cooperatively with the OVC Training and Technical Assistance Center (TTAC), which may provide technical assistance during the project.

Goals, Objectives, and Deliverables

The goal of each demonstration project is to develop a comprehensive, collaborative model for delivering wraparound legal assistance services to crime victims to meet all legal needs that arise in connection with their victimization. Grantees will spend the first phase of the project (15

months) undertaking extensive planning for and designing of a model for collaborative, comprehensive efforts to holistically meet the legal needs of victims who present for services. Objectives for the first phase of the demonstration project are to develop and conduct a needs assessment in the defined geographical service area; and, based on the results of the needs assessment, design a detailed plan that includes policies, procedures, and protocols for providing victims with necessary legal services and referrals within the network.

If grantees are successful in completing the planning process before the end of the first phase, with OVC's approval, they may have the opportunity to begin the implementation process and provide direct services in the latter part of the planning phase. Full implementation is planned for the second phase of the project, if the grantee receives continuation funding in the second year, and will continue in the third and fourth years (depending on funding availability and grantee performance in the prior year.)

Documentation of efforts throughout the life of the project will be required.

Deliverables in the first phase will include MOUs/contracts among the partners; a needs assessment; an implementation plan including policies, procedures, and protocols; and a report documenting the efforts to plan and develop the network.

Victim assistance networks that meet the needs of victims of a particular type of crime or of one population of victims will not be considered responsive to the solicitation.

Amount and Length of Awards

OVC anticipates that it will make up to 6 awards of up to \$400,000 each for the first 15-month project period. Continuation awards for 3 additional years may be made, depending on grantee performance and funding availability.

All awards are subject to the availability of appropriated funds and to 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 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. 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 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 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.

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 (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:

Objective	Performance Measure(s)	Data Grantee Provides
<p>Develop and conduct a needs assessment in the defined geographical service area.</p> <p>Design a detailed plan that includes policies, procedures, and protocols for providing victims with necessary legal services and referrals within the network.</p>	<p>Number of gaps in legal services for crime victims identified in targeted geographical area.</p> <p>Number of deliverables that meet expectations.</p> <p>Provide a comprehensive and up-to-date assessment.</p> <p>Number of new policies, procedures, strategies or interventions developed and/or employed to meet an identified need or gap during the reporting period.</p> <p>Number of partner agencies and organizations in the legal assistance network.</p> <p>Number of services provided.</p>	<p>Number of gaps in legal services for crime victims identified in targeted geographical area.</p> <p>Number of partner agencies and organizations in the legal assistance network.</p> <p>Number of legal services (by type) provided by partners in the network.</p>

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 10 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). 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.

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. 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 that reside 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. 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.

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.
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 "Crime Victim Assistance/Discretionary Grants," and the funding opportunity number is OVC-2012-3190.
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."

Note: 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 the title page of this solicitation **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.

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 Detail Worksheet and the Budget Narrative 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 doubled-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 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 final award decisions.

- **Project Abstract:** The application should include a one-page summary that identifies 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 Goals and Objectives:** The goals should state the overall purpose of what is to be accomplished. The objectives should be measurable, relate directly to the issues described in the statement of the problem, and describe the steps necessary to reach the goals or how the goals will be accomplished.
- **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 throughout 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, interim deliverables, and final products. The applicant must specify the goals and objectives of the project. A 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, Gant chart, or schedule, applicants should make certain that all project activities will occur within the proposed project period. **Applicants are not expected to provide a detailed strategy or budget for the subsequent phases of the project. However, in the program narrative, applicants should outline a projected plan for carrying out the continuation phases of the project.**

If the applicant organization is receiving funding from any other sources to provide legal assistance to victims of crime, the project strategy must demonstrate how the OVC funding would be leveraged with the other funding to enhance legal services to victims of crime.

- **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, and document that key staff on the project possess the requisite subject matter expertise. 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.

- **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.

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. 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.

- 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. In addition, the OCFO offers an online Financial Management Training course to all grantees. To access the online Financial Management Training course, please go to the OJP: Training and Technical Assistance website at <http://gfm.webfirst.com/>.
- 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.
- 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, which includes

information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. Copies are available through the OJP Web site at <http://www.ojp.usdoj.gov/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. Proposed budgets are expected to be complete, reasonable and allowable, cost effective, and necessary for project activities. 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 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.

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).

6. Additional Attachments

Remaining attachments include the following materials:

- **A list of other funding sources** to the applicant organization (not partner organizations) that currently support legal assistance to crime victims. The list must include all sources of funding, including government, foundation, and other private funding.
- **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 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 MOUs** 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).

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. 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

The Program Narrative elements (see pages 10–12) will be weighted as follows:

1. Abstract (5%)
2. Statement of the Problem (10%)
3. Project Goals and Objectives (10%)
4. Project Design and Implementation (35%)
5. Capabilities and Competencies (25%)
6. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%)
7. Budget Detail Worksheet and Budget Narrative (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. Applications for formula awards will be reviewed to ensure statutory requirements have been met.

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.

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.

- 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 [OJP 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.

Application Checklist

OVC FY 2012 Wraparound Victim Legal Assistance Network Demonstration Project

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

Eligibility Requirement: Eligible 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 the range of legal assistance needs of crime victims and the capacity to partner with other organizations and key stakeholders to deliver comprehensive, seamless legal services to victims. Applicants must have the staff resources and capability to develop or enhance a model for delivery of these services. 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 of \$400,000.

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 10)
- _____ Program Narrative (see page 10)
- _____ Budget Detail Worksheet (see page 12)
- _____ Budget Narrative (see page 13)
- _____ Disclosure of Lobbying Activities (SF-LLL) (see page 9)
- _____ Indirect Cost Rate Agreement (if applicable) (see page 13)
- _____ Tribal Authorizing Resolution (if applicable) (see page 13)
- _____ Additional Attachments: (see page 14)
 - _____ Privacy certificate
 - _____ Resumes of key personnel
 - _____ Letters of support and/or memoranda of understanding (MOU)
 - _____ Detailed time task plan
- _____ Other Standard Forms, as applicable: (see page 15)
 - _____ Accounting System and Financial Capability Questionnaire (if applicable)