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 of the Victims of Crime Act (VOCA) Fiscal Year (FY) 2011 National Joint Training Conference for State VOCA Victim Assistance and Victim Compensation Administrators, staff, and board members. This program furthers the Department's mission by providing training support to VOCA victim assistance and compensation administrators and their staff to help them improve the operation of their programs and fulfill their responsibilities under VOCA.

OVC FY 2011 National Joint Training Conference for VOCA Victim Assistance and Victim Compensation Administrators

Eligibility

Applicants are limited to national associations, private nonprofit organizations, including faith- and community-based organizations, colleges or universities, public agencies, or tribal organizations and governments that can demonstrate knowledge and understanding of VOCA assistance administration programs, and possess the staff, resources, and capability to plan and implement a 2 ½-day national training conference in 2012 for approximately 300 VOCA assistance and compensation administrators, staff, and board members.

Deadline

Registration with Grants.gov is required prior to application submission. (See "How To Apply," page 5.) All applications are due by 11:59 p.m. eastern time on June 27, 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.

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 requirement of this solicitation, contact Deserea Jackson, Victim Justice Program Specialist, at 202–307–6187 or by e-mail to deserea.jackson@usdoj.gov.

Grants.gov number assigned to announcement: OVC-2011-3037

CONTENTS

OVC-2011-3037

OVC FY 2011 National Joint Training Conference for VOCA Victim Assistance and Victim Compensation Administrators
(CFDA # 16.582)

Overview

Under this solicitation, OVC will make an award to an eligible organization to support the VOCA FY 2011 National Joint Training Conference for VOCA Victim Assistance and Compensation Administrators and staff, to be held in 2012. OVC's funding of this conference will support the development and costs of administering a conference that will provide training and technical assistance and facilitate a forum for the presentation of state issues and practices. The conference will employ lectures, panels, workshops, and forums to explore ways to improve the delivery of services; provide an opportunity for VOCA administrators to exchange information, views, and experiences; and provide training on effective program operations. This grant is funded through the Victims of Crime Act, 42 U.S.C. 10603(c)(1)(A), which provides funding for training, technical assistance, and demonstration projects.

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 June 27, 2011. Please see "How To Apply" on page 5 for more details.

Eligibility

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

Project-Specific Information

Goals, Objectives, and Deliverables

The selected organization will plan and administer training activities to bring together VOCA assistance and compensation administrators, staff, and board members for a training conference in order to explore ways to improve the delivery of a full range of services and financial assistance to victims of crime; remain up-to-date on the latest issues and trends in victims services; provide an opportunity for VOCA administrators to exchange information, views, and experiences; and provide training on effective program operations.

The selected organization will be required to—

1. Develop and execute a national training conference at a selected time and location with an overall emphasis on VOCA subject matter, issues, and related criminal justice subjects.

2. Hold a planning meeting to help the conference coordinator plan the subject matter of the conference and to identify possible speakers and workshop facilitators.

3. Post the conference materials to the grantee's Web site and prepare the Final Conference Report.

Amount and Length of Awards
One grant of $150,000 will be awarded for a 12-month award period.

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

Budget Information

Match Requirement: No match is required.

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
Disseminate innovative approaches to affect change in the administration of VOCA grants to maximize assistance to victims in the state.	Number of hours of training received.	Number of training hours received by participants.
	Number of participants who successfully completed the training.	Number of participants who successfully completed the training.
	Number of stakeholders who participated in training.	Number of VOCA administrators and VOCA staff who participated in training.
	Percentage of participants reporting that the training was relevant to their needs.	Number of participants reporting by evaluation.
		Number of participants reporting an improved ability to perform their duties as a result of training.

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" (below) for additional information.

Notice of New Post-Award Reporting Requirements

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). Applicants whose proposals involve a research or statistical component should also review the "Confidentiality" section of that Web page.

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, 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 Data Universal Numbering Systems (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. 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.

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. 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 "*OVC FY 2011 National Joint Training Conference for VOCA Victim Assistance and Victim Compensation Administrators*," and the funding opportunity number is OVC-2011-3037.

6. **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 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.

What an Application Should Include

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, and tribal resolution (if applicable), 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). Please see www.grants.gov/assets/SF424Instructions.pdf for instructions on how to complete your SF-424.

2. **Program Narrative**
   The program narrative should not exceed 25 double-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.

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

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

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

- **Project Goals and Objectives:** The applicant should specify the goals and objectives of the project and, if the application is for continuation funding, should describe the accomplishments and document the progress of the existing project. The objectives should be measurable and relate directly to the issues described in the problem statement. The goals should state the overall purpose of what is to be accomplished. The objectives should describe the steps necessary to reach the goals or how the goals will be accomplished.

- **Project Design/Implementation Plan:** The project design and implementation plan should describe the project strategy and discuss how the strategy will address the identified problems and support the goals and objectives. The applicant's strategy or design should include a description of project phases, tasks, activities, staff responsibilities, and clear descriptions of interim deliverables and final products. It should include a time-task plan that clearly identifies objectives, major activities, and products.

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

  The applicant should also describe the dissemination plan for the product or services. Applicants should provide recommendations for dissemination of any products. If those recommendations include nontraditional groups, such as organizations or agencies not likely to be included in a victim assistance or criminal justice mailing list, then applicants should be prepared to provide specific names and contact information. In most

instances, publications that have been reviewed, revised by the grantee, and subsequently approved for publication by OVC will be printed by OVC and disseminated through the OVC Resource Center at the expense of OVC. Most publications also will be uploaded to the OVC Web page.

- **Organizational Capability and Project Management:** Applications should include a clear description of the applicant's management structure and, if the application is for continuation funding, should document the organization's success in implementing previous phases of the project. Applicants must include a description of the current and proposed professional staff members' unique qualifications that will enable them to fulfill their grant responsibilities.

  Applicants should 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 should 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 members who have committed to work on the project contingent upon receipt of funding.

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

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

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, please see the OJP Financial Guide at www.ojp.usdoj.gov/financialguide/index.htm.

b. **Budget Narrative**
The budget narrative should thoroughly and clearly describe <u>every</u> 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 <u>all</u> 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. **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. Please note in particular the following forms:

a. [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.)

b. [Disclosure of Lobbying Activities](#) (Required for any applicant that expends any funds for lobbying activities; this form must be downloaded, completed, and then uploaded.)

c. [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.)

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

Selection Criteria

1. Statement of the Problem/Program (15%)
The problem statement should provide a strong rationale for the project and clearly describe how the proposed project will be of value to the victims field by meeting a stated goal. The goals and objectives should be clearly specified and relate directly to the problem statement. The goal(s) should state the overall purpose of what is to be accomplished, within the context of what the project has already accomplished. The objectives should describe the steps necessary to accomplish the goal(s), within the context of what the project has already accomplished.

2. Project Design and Implementation (25%)
The project strategy/methodology should include sufficient detail so that the OVC grant monitor or other reviewers can understand what will be accomplished, how it will be accomplished, and who will accomplish it. All proposed tasks should be presented in a way that allows a reviewer to see the logical progression of tasks and to be able to relate the tasks directly to the accomplishments of the project goal(s) and objectives. Projected activities should be realistic and reflect the project's allocated time, staff, and funding. A clear picture of the contents or components of the product or training is important as well as

a detailed plan for packaging and disseminating the product to user groups. Detailed procedures for pilot testing and refining the products should be included, where applicable.

3. Capabilities/Competencies (25%)
    The applicant should demonstrate how their resources, capabilities, and experience will enable them to achieve the goals and objectives. The applicant should document its capability to undertake and complete a national-scope, federally funded project, including evidence that the applicant possesses the requisite staff and expertise. Organizational capability will be assessed on the basis of the applicant's described management structure, results of the current grant efforts, and financial capability; and the applicant's project management plan and documentation of the professional staff member's unique qualifications to perform their assigned tasks. Applicants should clearly establish that their experience and resources enable them to achieve the goals and objectives that they propose to accomplish with funding.

4. Budget (25%)
    The OVC grant monitor will examine the identified project tasks, milestones, and assignment of staff resources within the framework of the proposed budget. The applicant should demonstrate that there is sufficient staff and time to accomplish the proposed tasks in a cost-effective manner. Applicants should show cost-effective and efficient use of grant resources, demonstrating that all grant-related expenses are necessary for project completion. Tasks and activities described in the narrative should parallel the budget. All identified costs should accurately reflect the tasks, staff time, supplies, and travel necessary to accomplish the grant-related work, if applicable.

5. Impact/Outcomes and Evaluation/Plan for Collecting Data for Performance Measures (10%)
    The applicant should describe all proposed activities that will be undertaken to measure and evaluate impact/outcomes of the project. The OVC monitor will assess these activities based on the following criteria:

    *   Extent to which the evaluation plan provides detailed information for increasing the effectiveness of the management and administration of the project, documents that objectives have been met, and determines the overall effectiveness of the project.

    *   Extent to which the proposed methods of evaluation are thorough, feasible, and appropriate to the goals, objectives, and outcomes of the proposed project.

    *   Adequacy of the identified performance measures to demonstrate whether, and to what extent, the proposed strategy is meeting its short-term, intermediate, and long-term objectives.

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

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the 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 (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 OJP 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 Joint Training Conference for VOCA Victim Assistance and Victim Compensation Administrators

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

Eligibility Requirement: Applicants are limited to national associations, private nonprofit organizations, including faith- and community-based organizations, colleges or universities, public agencies, or tribal organizations and governments.

_____ The federal amount requested is within the allowable limit(s) of $150,000.

What an Application Should Include:
_____ Application for Federal Assistance (SF-424)   (see page 7)
_____ Program Narrative   (see page 7)
_____ Budget Detail Worksheet   (see page 9)
_____ Budget Narrative   (see page 10)
_____ Other Standard Forms as applicable (see page 10), including:
     _____ Disclosure of Lobbying Activities (if applicable)
     _____ Accounting System and Financial Capability Questionnaire (if applicable)

OVC-2011-3037