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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) is seeking applications for the 2014 National Crime Victims' Rights Week (NCVWR) Resource Guide. This program furthers the Department's mission by producing a comprehensive kit that serves as a resource for the victims' field in its efforts to heighten public awareness of crime victims' issues nationwide during NCVWR in April 2014, and throughout the year.

## 2014 National Crime Victims' Rights Week Resource Guide

### Eligibility

Eligible applicants are limited to nonprofit organizations, including nonprofit tribal organizations, faith- and community-based organizations, and public agencies.

OVC may elect to make awards for applications submitted under this solicitation in future fiscal years, dependent on the merit of the applications and the availability of appropriations.

### Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. (See "How To Apply," page 15.) All applications are due by 11:59 p.m. eastern time on March 13, 2013. (See "Deadlines: Registration and Application," page 3.)

### Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, or via e-mail to [support@grants.gov](mailto:support@grants.gov).  
**Note:** The [Grants.gov](#) Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

For assistance with any other requirements of this solicitation, contact Kimberly Kelberg, Victim Justice Program Specialist, by e-mail at [kimberly.kelberg@usdoj.gov](mailto:kimberly.kelberg@usdoj.gov).

Grants.gov number assigned to this announcement: OVC-2013-3481

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# 2014 National Crime Victims' Rights Week Resource Guide (CFDA #16.582)

## Overview

This cooperative agreement will support the development of a comprehensive Resource Guide for use by the victims field when planning for local National Crime Victims' Rights Week (NCVRW) events across the Nation in 2014, and throughout the year. Funding for this award is authorized under 42 U.S.C. § 10603(c)(1)(A).

## Deadlines: Registration and Application

Applicants must register with Grants.gov in order to submit an application. The Office of Justice Programs (OJP) encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications well in advance of the application due date. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on **March 13, 2013**. See "How To Apply" on page 15 for details.

## Eligibility

Refer to the title page for eligibility under this program.

## Project-Specific Information

Each April since 1981, NCVRW has been formally designated and commemorated at the federal level. The federal observance coincides with rallies, vigils, and public education campaigns staged in communities throughout the Nation. The widespread observance of the event presents a unique opportunity to articulate a consistent and unified message about the plight of our Nation's crime victims and to draw attention to the work of advocates and activists who work to assist them.

Since 1986, the NCVRW Resource Guide has been developed to assist local victims, survivors, advocates, and communities in planning and preparing for their own annual commemoration of NCVRW. The Resource Guide is released each winter so that the victims field can begin planning for local NCVRW events to be held during the month of April. The Office for Victims of Crime (OVC) strives each year to enhance the content within the Resource Guide to accommodate the changing needs of the field. For example, beginning in 2004, OVC has included in the Resource Guide an NCVRW theme DVD with introductory footage that illustrates the year's theme. The NCVRW theme is selected with input from OVC, national victim service organizations throughout the country, and the victims' field as a whole. The theme becomes the impetus for the look and feel of the Resource Guide. From this, artwork is developed to graphically depict the theme of NCVRW each year. OVC worked to improve access to the artwork by providing the camera-ready artwork in the Resource Guide, in both color and in black and white. The Resource Guide now includes not only all of the camera-ready artwork on CD-ROM for use in the development of promotional materials such as buttons, stickers, and posters, it also includes the entire written contents of the Resource Guide. Placing all of the Resource Guide's contents on CD-ROM helps to reduce its environmental footprint, while still allowing easy access to the Resource Guide's rich content from any computer. The entire [Resource Guide](#) is also available to view or download from OVC's Web site.

Through this cooperative agreement, OVC will continue its efforts to provide this valuable Resource Guide to the victims field to serve as the impetus for communities to generate greater awareness among crime victims, survivors, and allied professionals about victims' rights and services. More information about NCVRW can be found on OVC's Web site at [www.ovc.gov/ncvrw](http://www.ovc.gov/ncvrw).

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

The goal of this program is to produce a comprehensive kit that will serve as a resource for the victims field to support efforts to heighten the public's awareness of crime victim issues nationwide during NCVRW in April 2014, and throughout the year. Ready-made and adaptable, the Resource Guide contains materials such as public awareness posters, model speeches, a sample proclamation, public service announcements, camera-ready artwork, and crime victimization statistical overviews for use by the victims field when planning local NCVRW events across the Nation.

OVC will fund one grantee to conceptualize, develop, and produce a user-friendly Resource Guide for victim service providers, victim advocates, allied professionals, and the general public to use in preparation for NCVRW in April 2014, and throughout the year. The applicant awarded funding under this cooperative agreement will work in close coordination and consultation with OVC on all aspects of the development of the Resource Guide. The applicant must consider the following tasks when developing the project design and implementation plan for this project:

- Attend regular meetings with OVC project staff to review and discuss Resource Guide components and draft materials.
- Develop a detailed time-task plan with steps for program development, implementation, and evaluation that designates staff responsible for the implementation of each task.
- Develop a week-by-week production timeline. The production timeline shall include all major tasks (i.e., project kick-off meeting; theme development and selection; competitive bid process for graphic design, printing, and reproduction of all Resource Guide materials; graphic design development and presentation to OVC; Resource Guide content development; OVC review and feedback on all Resource Guide content; onsite press inspection of printed Resource Guide contents as well as the 22" x 28" theme poster; and evaluation of the usefulness of the Resource Guide by users). Delivery date for print materials to the printer and the CD-ROM to OVC for development of the online Resource to be posted on OVC's Web site is **November 1, 2013**; however, the actual date may vary depending on the date of the grant award.
- Create a Development Outline that includes all the proposed Resource Guide's components and the design specifications for print pieces, as applicable.
- Develop a Theme Narrative that provides a conceptual framework for the 2014 NCVRW theme to be shared with each of the Resource Guide's project partners.
- Collaborate with OVC project staff to develop artistic concepts that graphically depict the OVC-approved 2014 NCVRW theme to be utilized in the form of posters, Resource Guide cover art, and camera-ready artwork to be included in hard copy Resource Guides and on the CD-ROM containing all of the Resource Guide's content. The applicant should submit a minimum of three distinct and original comprehensive illustrations and/or photographs that graphically depict the 2014 NCVRW theme. Photographs can be the applicant's original photography or photographs that are in the public domain or are available for purchase. The applicant should plan for additional rounds of design and/or revisions to the original illustrations or photographic concepts as requested by OVC. The final approved design concept will be applied to a 22" x 28" poster and Resource Guide cover art, as well as throughout the Resource Guide and its contents.

- Develop the written content of the Resource Guide, which may include items such as a sample speech, proclamation, and press release, and public service announcements. All final written material submitted to OVC must be professionally edited prior to submission, and at least 30 days prior to the established date for delivery to the printer.
- Develop statistical information on the most current crime trends available. The applicant may be required to meet with OVC and the Bureau of Justice Statistics (BJS) to conceptualize the most effective means of communicating statistical information to the victims field. Coordination with BJS is required for the review of statistical information provided within the Resource Guide.
- Develop a plan for incorporating materials from national victim advocacy organizations into the Resource Guide, as needed.
- Provide information and examples on how the field can use the contents of the Resource Guide throughout the year for the observance of other victim-related proclaimed weeks or months (e.g., Domestic Violence Awareness Month).
- In consultation with OVC, obtain an NCJ number, barcode, and corresponding graphic artwork from OVC's Resource Center to be incorporated into the design of the final printed Resource Guide and theme poster. Also, obtain a separate NCJ number and barcode to be used on all shipping and packing materials sent to OVC's warehouse.
- Deliver camera-ready Resource Guide files for posting to OVC's Web site for download by the field. The camera-ready files must be delivered to OVC in a format that allows for the seamless conversion to 508-compliant PDF files. The content developer must also provide alternative tag descriptions for any images, charts, or other graphics that appear throughout the Resource Guide. Close coordination with OVC or its designee is required for this task.
- Develop an evaluation to measure Resource Guide user satisfaction that includes a plan for soliciting feedback. The evaluation should also capture ways in which both the Resource Guide and the theme DVD were used by the field to heighten the public's awareness of crime victims' issues. The grantee is encouraged to consider developing an online form to capture the evaluation data. The reportable data must be analyzed and summarized prior to submission to OVC.
- Print, collate, and assemble the Resource Guide, including the duplication/replication of all Resource Guide products (CD-ROM, DVD, and 22" x 28" NCVRW theme posters). All associated costs should be reflected in the Budget Detail Worksheet and Budget Narrative. The applicant also will be responsible for ensuring the proper shipment of all final Resource Guide products to OVC's warehouse, where they will then be disseminated to the field.

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

OVC anticipates that it will make one award of up to \$350,000 for a 12-month project period for the purpose of producing the 2014 NCVRW Resource Guide. Supplemental Fiscal Year 2014 funding may be available up to \$350,000 for the purpose of producing the 2015 NCVRW Resource Guide.

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, recipients may not use federal funds to pay total cash compensation (salary plus cash 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 2012 salary table for SES employees is available at [www.opm.gov/oca/12tables/indexSES.asp](http://www.opm.gov/oca/12tables/indexSES.asp). Note: A recipient may compensate an employee at a greater 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 Assistant Attorney General for OJP may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. An applicant requesting a waiver should include a detailed justification in the Budget Narrative of the 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 the budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service the individual will provide, 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**

OJP encourages applicants to review the OJP guidance on conference approval, planning, and reporting that is available on the OJP Web site at [www.ojp.gov/funding/confcost.htm](http://www.ojp.gov/funding/confcost.htm). This guidance sets out the current OJP policy, which requires all funding recipients that propose to hold or sponsor conferences (including meetings, trainings, and other similar events) to minimize costs, requires OJP review and prior written approval of most conference costs for cooperative agreement recipients (and certain costs for grant recipients), and generally prohibits the use of OJP funding to provide food and beverages at conferences. The guidance also sets upper limits on many conference costs, including facility space, audio/visual services, logistical planning services, programmatic planning services, and food and beverages (in the rare cases where food and beverage costs are permitted at all).

Prior review and approval of conference costs can take time (see the guidance for specific deadlines), and applicants should take this into account when submitting proposals. Applicants also should understand that conference cost limits may change and check the guidance for updates before incurring such costs.

Note on food and beverages: OJP may make exceptions to the general prohibition on using OJP funding for food and beverages, but will do so only in rare cases where 1) food and beverages are not otherwise available (e.g., in extremely remote areas); 2) the size of the event and capacity of nearby food and beverage vendors would make it impractical to not provide food and beverages; or 3) a special presentation at a conference requires a plenary address where conference participants have no other time to obtain food and beverages. Any such exception requires OJP's prior written approval. The restriction on food and beverages 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 affect direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

### **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 for individuals with limited English proficiency may be allowable. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

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

**Match Requirement**

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

**Performance Measures**

To assist DOJ with 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. OJP will require any award recipient, 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>To support the development of the 2014 NCVRW Resource Guide, which will serve as a resource for the victims field in its efforts to heighten the public's awareness of crime victim issues nationwide during NCVRW in April 2014 and throughout the year.</p>	<p>Number of Resource Guides disseminated to the field.</p>	<p>Number of Resource Guides disseminated to the field.</p> <p>Number of downloads from the OVC website for the Resource Guide.</p>
	<p>Percentage increase of new requests for the Resource Guide through the OVC Resource Center.</p>	<p>Number of new requests received for the Resource Guide through the OVC Resource Center during the current reporting period.</p> <p>Number of new requests received for the Resource Guide through the OVC Resource Center during the previous reporting period.</p>



	Percentage of evaluations rating the materials as satisfactory or better.	Number of evaluations of the Resource Guide received during the current reporting period.  Number of evaluations of the Resource Guide rating it as useful.
	Number of visits to the OVC Web site for the Resource Guide.	Number of "hits" on the OVC Web site for the Resource Guide during the current reporting period.

OJP does not require applicants to submit performance measures data with their applications. 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" for additional information.

### Notice of Post-Award FFATA Reporting Requirement

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

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

### What an Application Should Include

Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are determined to be nonresponsive to the scope of the solicitation, or that do not include the application elements that OVC has designated 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: Project Abstract; Program Narrative; Budget Detail Worksheet and Budget Narrative; Production Timeline; and Resumes of Key Personnel. Applicants may combine the Budget Narrative and the Budget Detail Worksheet in one document; however, if an applicant submits only one document, it must contain **both** narrative and detail information.



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

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

The SF-424 is a required standard form used 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. Abstract**

The Abstract should describe in one page the overall project goals and objectives, as well as final grant deliverables. The Abstract does not count against the 25-page limit for the Program Narrative.

**Permission to share Abstract and Contact Information with private funders.** It is unlikely that OVC will be able to fund all promising applications under this solicitation, but it may have the opportunity to share information with private foundations regarding promising but unfunded applications. Applicants should indicate whether they give OVC permission to share their Abstract and Contact Information for both the authorized representative and point of contact with potentially interested private foundations. Granting this permission will not affect OJP’s funding decisions, and, if the application is not funded, it will not guarantee that information will be shared, nor will it guarantee funding from any other source.

**3. Program Narrative**

The Program Narrative should not exceed 25 double-spaced pages in 12-point font with 1-inch margins. If the Program Narrative fails to comply with these length-related restrictions, OVC may consider such noncompliance in peer review and in final award decisions.

The following sections should be included as part of the Program Narrative.

- a. **Statement of the Problem:** Must describe the need for the project and provide a clear statement of how funding will support the project’s value to the victims field.
- b. **Project Design and Implementation:** Must describe the project strategy and discuss how the strategy will address the identified problems and support the goals and objectives. The applicant’s strategy or design must include a description of project phases, tasks, activities, staff responsibilities, and clear descriptions of the interim deliverables and final products. The applicant must develop a time-task plan that clearly identifies major activities and products for the duration of the project period and the designation of staff responsibility. Submission of financial and progress reports must be included in the time-task plan. The applicant must also develop a week-by-week production timeline or schedule and ensure that all activities occur within the proposed project period. **The applicant should keep in mind the OVC requirement that final drafts of all publications are to be submitted to OVC 120 days prior to the end of the grant period.** For further guidance on OVC’s publication process, OVC’s Publishing Guidelines for Print and Web Media is available online at: [www.ojp.usdoj.gov/ovc/publications/infores/pubguidelines/welcome.html](http://www.ojp.usdoj.gov/ovc/publications/infores/pubguidelines/welcome.html).

The applicant also should describe the dissemination plan for the final product. 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 victim assistance or criminal justice mailing lists, then applicants should be prepared to provide specific names and contact information. Most publications will be uploaded to the OVC Web page.

- c. **Capabilities and Competencies:** The application must include a clear description of the applicant's management structure and, if the application is for continuation funding, must 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. The applicant 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. The applicant 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 also should provide detailed information about staff committed to working on the project contingent upon receipt of funding.
- d. **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.**

#### 4. 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). Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet.

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

- b. **Budget Narrative**

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

Applicants should demonstrate in their Budget Narrative how they will maximize cost effectiveness of grant expenditures. Budget Narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project. For example, the Budget Narrative should detail why planned in-person meetings are

necessary, or how technology and collaboration with outside organizations could be used to reduce costs without compromising quality.

The Budget Narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs, 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.

**5. Indirect Cost Rate Agreement**

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.) Attach a copy of the rate approval to the application. Applicants that do not have an approved rate may request one through their cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. If DOJ is the cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at [www.ojp.usdoj.gov/funding/pdfs/indirect\\_costs.pdf](http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf).

**6. Additional Attachments**

Under this solicitation, OVC designates the following additional application elements as critical: Resumes of Key Personnel and Production Timeline.

**a. Resumes of Key Personnel**

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

**b. Production Timeline**

The applicant shall submit a detailed week-by-week production timeline for all aspects of the development of the 2014 NCVRW Resource Guide. The production timeline shall indicate a delivery of all products to competitively selected print and/or CD-ROM/DVD reproduction vendor(s) no later than **November 1, 2013**.

**c. Applicant disclosure of pending applications**

Applicants are to disclose whether they have pending applications for federally funded assistance that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to state agencies that will be sub-awarding federal funds).

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

- the federal or state funding agency
- the solicitation name/project name
- the point of contact information at the applicable funding agency

Federal or State Funding Agency	Solicitation Name/ Project Name	Name/Phone/E-mail for Point of Contact at Funding Agency
DOJ/COPS	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov
HHS/ Substance Abuse & Mental Health Services Administration	Drug Free Communities Mentoring Program/ North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

Applicants should include the table as a separate attachment to their application, with the file name “Disclosure of Pending Applications.” Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page. (e.g., “[Applicant Name] does not have pending applications within the last 12 months for federally funded assistance that include requests for funding or support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.”)

**7. Other Standard Forms**

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

- a. [Standard Assurances](#)\*  
Applicants must read, certify, and submit this form in GMS prior to the receipt of any award funds.
- b. [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.
- c. [Accounting System and Financial Capability Questionnaire](#)  
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 must download, complete, and submit this form.

\*These OJP Standard Assurances and Certifications are forms that applicants accept in GMS. They are not additional forms to be uploaded at the time of application submission.

## Selection Criteria

Applications will be reviewed using the following criteria:

1. Statement of the Problem (20%)
2. Project Design and Implementation (40%)
3. Capabilities and Competencies (20%)
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%)
5. Budget: complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget Narratives should demonstrate how applicants will maximize cost effectiveness of grant expenditures. Budget Narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.<sup>1</sup> (15%)

## 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. 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. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. 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, reviews 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 may consider 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 encourages applicants to review the information pertaining to

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<sup>1</sup> Generally speaking, a reasonable cost is a cost that if, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

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
- Civil Rights Compliance Specific to State Administering Agencies
- 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
- Policy and Guidance for Conference Approval, Planning, and Reporting
- OJP Training Guiding Principles for Grantees and Subgrantees

## How To Apply

Applicants must submit applications through Grants.gov, a “one-stop storefront” to find federal funding opportunities and apply for funding. Applicants must first register with Grants.gov in order to submit an application through Grants.gov. Find complete instructions on how to register and submit an application at [www.Grants.gov](http://www.Grants.gov). Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800–518–4726** or **606–545–5035**, 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 several weeks** for first-time registrants to receive confirmation and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications well in advance of the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

**Note:** OVC encourages all prospective applicants to sign up for Grants.gov e-mail notifications regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for e-mail updates will be notified.

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 a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating 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. Call Dun and Bradstreet at 866–705–5711 to obtain a DUNS number or apply online at [www.dnb.com](http://www.dnb.com). A DUNS number is usually received within 1–2 business days.
2. **Acquire registration with the System for Award Management (SAM). SAM replaces the Central Contractor Registration (CCR) database** as the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. (Previously, organizations that had submitted applications via Grants.gov were registered with CCR, as it was a requirement for Grants.gov registration. SAM registration replaces CCR as a prerequisite for Grants.gov registration.) Applicants must **update or renew their SAM registration annually** to maintain an active status.

Applicants that were previously registered in the CCR database must, at a minimum—

- Create a SAM account; and
- Log in to SAM and migrate permissions to the SAM account (all the entity registrations and records have already been migrated.)



Applicants that were not previously registered in the CCR database must register in SAM prior to registering in Grants.gov. Information about SAM registration procedures can be accessed at [www.sam.gov](http://www.sam.gov).

3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS number must be used to complete this step. For more information about the registration process, go to [www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp).
4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. Note that an organization can have more than one AOR.
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 OVC-2013-3481.
6. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. Applicants that expend any funds for lobbying activities must provide the detailed information requested on the *Disclosure of Lobbying Activities* form (SF-LLL). Applicants that do 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 message will state whether OJP has received and validated the application, or rejected it, with an explanation. **Important:** OJP urges applicants to submit applications **well in advance** of the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion 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**

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the OVC contact identified in the Contact Information section on the solicitation cover page **within 24 hours after the application deadline** and request approval to submit their application. The e-mail must describe the technical difficulties and include a timeline of the applicant's submission efforts, the

complete grant application, the applicant's DUNS number, and any Grants.gov Help Desk or SAM tracking number(s). **Note: OVC does not automatically approve requests.** After the program office reviews the submission and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application is approved or denied. If the technical issues reported cannot be validated, OJP will reject the application as untimely.

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

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

## 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, the application submission process, and/or the application review/peer review process. Feedback may be provided to [OJPSolicitationFeedback@usdoj.gov](mailto:OJPSolicitationFeedback@usdoj.gov).

**IMPORTANT:** This e-mail is for feedback and suggestions only. Replies are **not** sent from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, **you must** directly contact the appropriate number or e-mail listed on the front of this solicitation document. These contacts are provided to help ensure that you can directly reach an individual who can address your specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please e-mail your resume to [ojppeerreview@lmbps.com](mailto:ojppeerreview@lmbps.com). The OJP Solicitation Feedback e-mail account cannot forward your resume. **Note:** Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.

# Application Checklist

## 2014 NCVRW Resource Guide

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: **\$350,000**.

### What an application should include:

- \_\_\_\_\_ Application for Federal Assistance (SF-424) (see page 9)
- \_\_\_\_\_ Abstract (see page 9)
- \_\_\_\_\_ Program Narrative (see page 9)
- \_\_\_\_\_ Budget Detail Worksheet (see page 10)
- \_\_\_\_\_ Budget Narrative (see page 10)
- \_\_\_\_\_ Disclosure of Lobbying Activities (SF-LLL) (see page 16)
- \_\_\_\_\_ Indirect Cost Rate Agreement (if applicable) (see page 11)
- \_\_\_\_\_ Additional Attachments (see page 11)
  - \_\_\_\_\_ Disclosure of Pending Applications (see page 12)
- \_\_\_\_\_ Other Standard Forms as applicable (see page 12), including:
  - \_\_\_\_\_ Accounting System and Financial Capability Questionnaire (if applicable)