

U.S. Department of Justice
Office of Justice Programs
Office for Victims of Crime



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC), is pleased to announce that it is seeking applications for funding for the Enforcing Victims' Rights: Direct Representation Through Legal Clinics project. This project furthers the Department's mission by supporting efforts to enforce the legal rights of crime victims in state, federal, and tribal jurisdictions as authorized by the Crime Victims' Rights Act.

Enforcing Victims' Rights: Direct Representation Through Legal Clinics

Eligibility

Applicants are limited to nonprofit organizations and institutions of higher education (including tribal institutions of higher education). Applicants must demonstrate knowledge and understanding of victims' legal rights, the resources, infrastructure, and capability to conduct a project of national scope, and the organizational capacity to undertake and complete all required activities.

Deadline

Registration with Grants.gov is required prior to application submission.
(See "How To Apply," page 5.)
All applications are due by 8:00 p.m. eastern time on May 20, 2010.
(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: Grants.gov Support Hotline hours of operation are 24 hours, seven days a week except federal holidays.

For assistance with any other requirement of this solicitation, contact Meg Morrow, Attorney Advisor, at 202-305-2986 or by e-mail Meg.Morrow@usdoj.gov.

Grants.Gov number assigned to announcement: OVC-2010-2712

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Enforcing Victims' Rights: Direct Representation Through Legal Clinics (CFDA 16.582)

Overview

This project will support one cooperative agreement to undertake a comprehensive effort to ensure the enforcement of victims' rights at the state, federal, and tribal levels through direct, pro bono representation by legal clinics in criminal court. Funding will be used to provide legal counsel and support services for victims as authorized under the Crime Victims' Rights Act. The grantee will provide intensive financial, administrative, and programmatic technical assistance and training to the legal clinics. Funding for this project is authorized under 42 U.S.C. 10603 (c)(1)(A) and 42 U.S.C. 10603d(d)(4).

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 8:00 p.m. eastern time on May 20, 2010. Please see the "How To Apply" section, page 5, for more details.

Eligibility

Applicants are limited to nonprofit organizations and institutions of higher education (including tribal institutions of higher education). Applicants must demonstrate knowledge and understanding of victims' legal rights, the resources, infrastructure, and capability to conduct a project of national scope, and the organizational capacity to undertake and complete all required activities.

Project-Specific Information

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

Award Amount: \$800,000

Award Period: 12 months

Background: In the past three decades, thousands of victims' rights laws have been enacted at the state and federal levels, including the Crime Victims' Rights Act (CVRA), enacted in 2004 (18 U.S.C. §3771), which provides federal crime victims specific, substantive rights and mechanisms to enforce these rights. However, these state and federal laws are not always recognized as they should be by the criminal justice system. Over the past several years, OVC has devoted substantial resources to ensuring that the rights enumerated in these laws are afforded meaning.

In addition to providing specific rights for victims of federal crime, the CVRA authorized funding to OVC for “the support of organizations that provide legal counsel and support services for victims in criminal cases for the enforcement of crime victims’ rights in federal jurisdictions, and in States and tribal governments that have laws substantially equivalent to the provisions of chapter 237 of title 18, United States Code” (the provisions of the CVRA providing substantive rights to federal crime victims).

Goals, Objectives, and Deliverables: The goal of this project is to advance the CVRA objective of enforcing the rights of crime victims in state, federal, and tribal jurisdictions. Funding will be awarded to support the efforts of one organization or educational institution in providing legal counsel and support services for victims who are involved in state, federal, and tribal criminal court cases. Such legal counsel and support services will be provided through multiple pro bono victim legal clinics that afford victims with direct representation in the enforcement of their statutory and constitutional rights in criminal court.

The grantee must be able to provide intensive financial and administrative oversight and support to the legal clinics. Additionally, the grantee will be expected to provide intensive legal and programmatic technical assistance and training to the clinics as they undertake their efforts to ensure that victims’ rights are enforced.

Budget Information

Limitation on Use of Award Funds for Employee Compensation; Waiver: With respect to any award of more than \$250,000 made under this solicitation, federal funds may not be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the Federal Government’s Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The 2010 salary table for SES employees is available at www.opm.gov/oca/10tables/indexSES.asp.) Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

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

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

Performance Measures

To assist in fulfilling the Department’s responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must

provide data that measures the results of their work. **Additionally, applicants must discuss in their application their methods for collecting data for performance measures. Please refer to “What an Application Must Include” (below), for additional information on applicant responsibilities for collecting and reporting data.** Grantees are required 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
Support the enforcement of crime victims’ rights through pro bono victim legal clinics that provide direct representation to victims in criminal court.	Percent increase in the number of crime victims that received assistance services.	Number of crime victims that requested assistance services during the reporting period. Total number of crime victims that received assistance prior to receiving funding and during the current reporting period.
	Percent increase in the number of crime victims represented through pro bono services (by court type, i.e., state, federal, and tribal).	Total number of crime victims represented through pro bono services (by court type, i.e., state, federal, and tribal) prior to receiving funding and during the current reporting period.
	Number of technical assistance contacts with legal clinics.	Number of technical assistance contacts with legal clinics.
	Number of training sessions conducted for legal clinics.	Number of training sessions conducted for legal clinics.

How To Apply

Applications will be submitted through Grants.gov. Grants.gov is a “one-stop storefront” that provides a unified process for all customers of federal grants 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 you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **1-800-518-4726**, 24 hours a day, seven 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 application deadline specified.

All applicants are required to complete the following:

1. **Acquire a DUNS Number.** A Data Universal Numbering System (DUNS) number is required for Grants.gov registration. The Office of Management and Budget requires that all

businesses and nonprofit applicants 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 1–866–705–5711 or by applying online at www.dandb.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 Central Contractor Registration (CCR) database. An applicant must be registered in the CCR 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 at least once per year 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 your AOR profile on Grants.gov and create your username and password. You will need to use your organization's DUNS Number to complete this step. For more information about the registration process, go to www.grants.gov/applicants/get_registered.jsp.
4. **Acquire Authorization for your AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at your organization must login to Grants.gov to confirm you as an AOR. Please note that there can be more than one AOR for your organization.
5. **Search for the Funding Opportunity on Grants.gov.** Please use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.582, titled "Crime Victim Assistance/Discretionary Grants," and the funding opportunity number is **OVC-2010-2712**.
6. **Submit an Application Consistent with this Solicitation.** Within 24–48 hours after submitting your electronic application, you should receive an e-mail validation message from Grants.gov. The validation message will tell you whether the application has been received and validated or rejected, with an explanation. **Important:** You are urged to submit your application at least 72 hours prior to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused 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 you experience unforeseen Grants.gov technical issues beyond your control that prevent you from submitting your application by the deadline, you must contact OVC staff within **24 hours after the deadline** and request approval to submit your application. At that time, OVC staff will require you to e-mail the complete grant application, your DUNS number, and provide a Grants.gov Help Desk tracking number(s). After the program office reviews all of the information submitted, and contacts the Grants.gov Help Desk to validate the technical issues you reported, OJP will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be validated, your 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: (1) failure to begin the registration process in sufficient time; (2) failure to follow Grants.gov instructions on how to register and apply as posted on its Web site; (3) failure to follow all of the instructions in the OJP solicitation; and (4) technical issues experienced with the applicant's computer or information technology (IT) environment.

Notifications regarding known technical problems with Grants.gov are posted on the OJP funding Web page, www.ojp.usdoj.gov/funding/solicitations.htm.

What an Application Must Include

This section describes what an application is expected to 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 nevertheless be made to make an award, 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 not responsive to the scope of the solicitation, or do not include a program narrative, budget, and budget narrative will not proceed to peer review and will not receive further consideration.

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

Please see www.grants.gov/assets/SF424Instructions.pdf for instructions on how to complete your SF424. When selecting "type of applicant," if the applicant is a for-profit entity, please select "For-Profit Organization" or "Small Business" (as applicable) in the Type of Applicant 1 data field. For-profit applicants also may select additional applicable categories (e.g., "Private Institution of Higher Education").

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.

Applicants should anticipate that if the program narrative fails to comply with these length-related restrictions, such that it provides a significant competitive advantage, the failure to comply may be considered in peer review and in final award decisions.

- **Project Abstract:** The application should include a one-page summary that describes the project's purpose, goals, and objectives, as well as the activities that will be implemented to achieve these goals and objectives, methods, and outcomes.
- **Problem Statement:** The problem statement 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 by meeting a stated goal. The problem statement should convincingly document that the project is needed to address national resource gaps in the field or to address emerging national issues for which there are few or no resources to assist providers. Evidence for the need must be provided, merely stating that the problem or gap exists will not suffice.
- **Project Goals and Objectives:** The applicant must specify the goals and objectives of the project. The objectives must 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. The application should clearly describe how funding will support the overall success of the project.
- **Project Design/Implementation Plan:** 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. It must include sufficient detail so that OVC staff and external reviewers can understand what will be accomplished, how it will be accomplished, and who will accomplish it. The applicant's strategy or design must include a description of project phases, tasks, activities, staff responsibilities, and clear descriptions of interim deliverables and final products. It must include a time-task plan that clearly identifies objectives, major activities, and products. All proposed tasks must be presented in a way that allows a reviewer to see the logical progression of tasks and relate the tasks directly to the accomplishment of the project goal(s) and objectives.

The time-task plan presented in chart form will not be included as part of the 25-page narrative limitation.

The applicant must describe the strategy, tasks, and time-task plan for the effort. Applicants must develop a time-task plan that clearly identifies major activities and products. This plan must include the designation of organizational responsibility, a schedule for the completion of the activities, and the submission of finished products. In preparing the time-task plan, applicants should make certain that all project activities will occur within the proposed project period. The plan also must provide for the submission of financial and progress reports. All recipients are required to submit semiannual progress reports and quarterly financial reports.

- **Organizational Capability and Project Management:** Applications must include a clear description of the applicant's management structure. Applicants must demonstrate how their resources, capabilities, and experience will enable them to achieve the goals and objectives. The applicant must document both its financial and administrative capability to undertake, manage, and complete a national-scope, federally funded project in adherence with the OJP

Financial Guide. Applicants must include a description of the proposed professional staff members' unique qualifications that will enable them to fulfill their grant responsibilities. 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. 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.

- **Plans for Measuring Progress and Outcomes:** Evaluation is critical to ensure that each OVC project is operating as designed and achieving its goals and objectives. Accordingly, each application must provide a plan to assess the project's effectiveness and to evaluate accomplishment of project goals and objectives. Applicants should describe how they will assess performance in attaining the identified outcomes. Goals and objectives must be clearly stated, links established between program activities and objectives, and performance measures identified. Performance measures will address a mix of immediate and intermediate outcomes and, as appropriate and feasible, information on long-term impact. 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.

Budget Narrative Attachment Form

The applicant is required to complete the budget narrative and budget detail worksheet (see description below). The budget narrative justifies or explains each budget item and relates it to project activities. The budget narrative provides a justification for all proposed costs and should closely follow the content of the budget detail worksheet. For example, the narrative should explain how fringe benefits were calculated, how travel costs were estimated, why particular items of equipment or supplies must be purchased, and how overhead or indirect costs were calculated. The budget narrative should justify the specific items listed in the budget detail worksheet in all cost categories and demonstrate that all costs are reasonable. The applicant must demonstrate that there is sufficient staff and time to accomplish the proposed tasks in a cost-effective manner. Applicants must show cost-effective and efficient use of grant resources, demonstrating that all grant-related expenses are necessary for project completion.

Please see the OJP Financial Guide for questions pertaining to budget including allowable and unallowable costs at www.ojp.usdoj.gov/financialguide/.

Budget Detail Worksheet

A sample budget worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. If you submit a different format, you must include the budget categories as listed in the sample budget worksheet. The completion of this form is required in support of the budget narrative form described above. The budget detail worksheet must list the cost of each budget item and show how the costs were calculated. All identified costs should accurately reflect the tasks, staff time, supplies, and travel necessary to accomplish the grant-related work, if applicable. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee to be paid through grant funds. The budget detail worksheet should present a complete and detailed itemization of all proposed costs. All

identified costs should accurately reflect the tasks, staff time, supplies, and travel necessary to accomplish the grant-related work, if applicable. (Completion of this form is required).

Note: Total costs specified in the Budget Detail Worksheet must match the total amount on line 15.g of the SF 424.

When completing both the budget narrative attachment form and the budget detail worksheet, applicants must also consider the following:

- **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 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 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.tech-res-intl.com/doj-octraining/.
- **Program Match:** An in-kind match is not required for this grant.
- **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 workday per award.
- **Contracts over \$100,000:** All contracts over \$100,000 must be competed or a compelling sole source justification must be provided with the application.
- **Travel:** Travel costs associated with project staff who are not directly employed by the grantee organization must be listed under the Consultant Budget category on the budget information sheet.
- **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.
- **OJP Financial Guide:** All grantees are required to comply with the regulations and requirements outlined in the OJP *Financial Guide*. The *Financial Guide* includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. Copies are available from the Department of Justice Resource Center (1-800-421-6770) and also through the OJP Web site at www.ojp.usdoj.gov/FinGuide/. This document will govern the administration of funds by all successful applicants and their contractors.
- **Budget amount:** A budget must not exceed \$800,000.
- **Indirect Cost Rate Agreement:** Indirect costs are allowed provided the applicant has a federal approved indirect cost rate agreement.
- **Plan for collecting the data required for performance measures. (See "Performance Measures" above.)**

- **Other Program Attachments**

Remaining attachments include the following materials:

- **Résumés of key personnel** must be provided. For positions that are vacant, provide job descriptions outlining roles and responsibilities and provide the selection criteria for the proposed new positions (required).
- **Letters of support and/or memoranda of understanding (MOU)** should be provided from agencies and organizations whose support and collaboration is integral to the successful implementation of the project (if applicable).

Selection Criteria

Applications will be reviewed by a peer review panel ***based on the required elements described in detail on pages 7–11*** (Program Narrative, Budget and Budget Narrative, and all other required attachments). The following weights will be applied to each section of the proposal:

- ***Project Abstract (5%)***
- ***Statement of the Problem (10%)***
- ***Project Goals and Objectives (10%)***
- ***Project Design and Implementation (25%)***
- ***Organizational Capability and Project Management (20%)***
- ***Budget (15%)***
- ***Plans for Measuring Progress and Outcomes (15%)***

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. The Office for Victims of Crime 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 be reviewing the applications submitted under this solicitation that meet basic minimum requirements. The Office for Victims of Crime 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 U.S. Department of Justice employee. An internal reviewer is a current U.S. Department of Justice 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, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer (OCFO), in consultation with the Office for Victims of Crime, conducts a financial review of applications for potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget 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 grant award decisions will be made by the Assistant Attorney General (AAG), who may also 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. We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality and Human Subjects Protection (if applicable)
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Nonsupplanting 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

Application Checklist

Enforcing Victims' Rights: Direct Representation through Legal Clinics

The application check list has been created to aid you in developing your application.

Eligibility requirement: Applicants are limited to nonprofit organizations and institutions of higher education (including tribal institutions of higher education). _____

The federal request is within Allowable Limits (\$800,000). _____

The application components:

- _____ Project Abstract
- _____ Statement of the Problem
- _____ Project Design and Implementation
- _____ Organizational Capability and Project Management
- _____ Budget Narrative
- _____ Budget Detail Worksheet
- _____ Plan for Measuring Progress and Outcomes
- _____ Other Program Attachments (resumes; letters of support/MOUs)

Program Narrative format:

- _____ Double-spaced
- _____ 12-point standard font
- _____ 1" standard margins
- _____ Narrative is 25 pages or less

Other:

- _____ Standard 424 Form
- _____ DUNS number
- _____ Program Narrative (indicates defined issue area to be addressed)
- _____ Project Timeline
- _____ Position Descriptions
- _____ Certifications