

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 the Mass Casualty and Violence at Home and Abroad—OVC Assisting Victims of Crime Conference 2011. Though the award will be made in 2010, the conference will be held in 2011. This program furthers the Department's mission by bringing together first responders; victim service professionals; policymakers; federal, state, local, and tribal agencies; and other allied professionals dealing with international and domestic terrorism and mass violence to share their experiences and knowledge about how to respond to victims/survivors and communities.

OVC FY 2010 Mass Casualty and Violence at Home and Abroad Conference

Eligibility

Applicants are limited to nongovernmental organizations, including faith-based and community-based organizations, colleges or universities (including tribal organizations of higher education), and public agencies (local and state, including federally recognized Indian tribal governments as determined by the Secretary of the Interior and published in the *Federal Register*) that can demonstrate (1) knowledge, understanding, and experience working with victims of terrorism or mass violence at home and abroad; and (2) staff resources and capability to plan and implement a national training conference for approximately 500 first responders, victim service professionals, and other allied professionals. A private nonprofit organization does not have to have 501(c) (3) status to apply for grant funding under this solicitation.

Deadline

Registration with [Grants.gov](#) is required prior to application submission. See "How To Apply," page 11.

All applications are due by 8 p.m. eastern time on July 15, 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:** The [Grants.gov](#) Support Hotline hours of operation are 24 hours, 7 days a week, except federal holidays. For assistance with the requirements of this solicitation, contact Greg Morris, OVC Lead Victim Justice Program Specialist, at 202-616-3458 or greg.morris@usdoj.gov.

Grants.Gov number assigned to announcement: **OVC-2010-2769**

CONTENTS

Eligibility.....	1
Overview.....	3
Deadlines: Registration and Application.....	3
Project-Specific Information	3
Performance Measures.....	10
How To Apply	11
What an Application Must Include:	13
Standard Form 424	
Program Narrative	
Budget and Budget Narrative	
Indirect Cost Rate Agreement (if applicable)	
Description of Applicant's Plan for Collecting Performance Measure Data	
Tribal Authorization Resolution (if applicable)	
Other Attachments	
Selection Criteria.....	19
Review Process	19
Additional Requirements.....	21

OVC FY 2010 Mass Casualty and Violence at Home and Abroad Conference (CFDA # 16.321)

Overview

OVC is committed to enhancing the Nation's capacity to assist crime victims and to providing leadership in changing attitudes, policies, and practices to promote justice and healing for all victims of crime. A cooperative agreement, awarded under this solicitation, will fund the planning and execution of the Mass Casualty and Violence at Home and Abroad—OVC Assisting Victims of Crime 2011 conference. Depending on grantee performance and funding availability, additional funding may be provided for the planning and execution of the 2012 Mass Violence conference. The 2011 Mass Violence conference will provide 2.5–3 days of state-of-the-art training with national experts presenting workshops and keynotes at the conference on multidisciplinary teams and victim-centered approaches to assisting victims of mass violence. This cooperative agreement is authorized at 42 U.S.C. 10603(b) & (c), which authorizes the OVC Director to make supplemental grants to states, victim service organizations, public agencies (including federal, state, local, and tribal governments), and nongovernmental organizations that provide assistance to victims of crime to provide training and technical assistance to victims of acts of terrorism or mass violence both inside and outside the United States.

Deadlines: Registration and Application

The deadline to register is 8:00 p.m. eastern time on July 15, 2010. Please see the “How To Apply” section, page 11, for more details.

Eligibility

Please see eligibility requirement on the title page of this solicitation.

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.

Background and Purpose: Since the 1995 bombing of the Murrah Federal Building in Oklahoma City, our Nation has been challenged to deal with various highly publicized incidents of mass casualty and violence, including the September 11, 2001, terrorist attacks. To address the needs of victims, OVC sponsored a 3-day conference, Mass Casualty and Violence at Home and Abroad—OVC Assisting Victims of Crime, October 19–21, 2009, in Arlington, Virginia.

The conference program included 29 plenary and breakout presentations offering multidisciplinary perspectives on such issues as the size and nature of mass casualty incidents, and the key players—first responders, victim assistance providers, the media, the public, and the victims themselves. Other topics included collaboration and coordination, financial assistance, self-care for victims and responders, and resources available at the federal, state, and local levels when disasters occur.

First responders and victim assistance professionals were the two major audiences for this conference, which was designed to encourage coordination, communication, and collaboration among all key players in response to a mass casualty incident. Plenary presentations represented both perspectives and breakout sessions focused on specific players.

Breakout sessions on criminal investigations, medical examiner issues, prosecution, and a victim seeking justice helped provide the criminal justice perspective, and helped clarify the roles of police, investigators, and medical examiners.

The victim services perspective on response focused attention on specific populations (e.g., victims with disabilities and special needs), multifaith and multicultural issues, the impact of trauma on mental health, and the need for self-care for victims as well as first responders.

One breakout session focused on the media, a third key player, viewed as a powerful force in shaping public awareness of mass casualty events—which, at best, provides accurate and sensitive accounts and gives victims a voice, or, at worst, spreads fears and retraumatizes victims.

The goal of the conference was to bring together first responders and victim service professionals to define the respective roles and responsibilities of the key players called to respond to mass casualty incidents. The comments received from conference participants suggest that the next conference should expand beyond the working relationship between these two groups. Participants identified the following areas, which they believe deserve further attention:

- Defining roles, responsibilities, and lines of authority. Answer the questions: Who is needed? Who makes the calls? Who is responsible for different roles? The nature and location of the incident determine which responding agency takes the lead. Even when there are clear lines of authority, it is still not clear where and how the victim response component fits into the incident response plan.
- Incident response plan. Explore how a jurisdiction can develop a plan. Identify the necessary steps and the participants who need to be involved. Identify sources of technical assistance for help in integrating a victim response component of an incident response plan.
- Lack of resources. Mass casualty incidents create a surge of needs that tax the existing support systems of law enforcement, fire and rescue, hospitals, and victim assistance organizations.
- Communication and cultural understanding. Foster relationships with the various faith and cultural groups in the community; ask how to best help them and establish trust. Have access to people who can speak the victims' languages.

- Mental health and self-care. Develop agency care plans for dealing with the stresses of first responders and victim assistance providers responding to a mass casualty.
- Media management and planning. Establish professional relationships with the media before a crisis occurs. Choose an appropriate spokesperson and assign a rumor control person when an incident occurs. Establish rules for interviews. Prepare the victims for exposure to the media.
- Use of technologies in communication and information sharing. Examine creative ways to take advantage of evolving communication technologies, especially in rural and sparsely populated areas. Encourage teleconferences and other less costly means of information sharing and collaboration.
- Professional training and cross-training. Offer training and cross-training opportunities for first responders and victim assistance providers that help define roles and foster appreciation of the complementary functions of all responders to the scenes of mass casualty and violence. Include a victim-witness coordinator in all training plans.
- Public awareness and education. Create public information booklets and brochures that advise victims on where to seek help and what to do when they are faced with acts of mass violence.
- People with disabilities. Educate and train first responders and victim service providers to assist persons with different disabilities and other special needs populations.

OVC contends that a coordinated, multidisciplinary response to acts of terrorism or mass violence are integral to ensuring that crime victims receive needed services. OVC believes the key stakeholders in the community must be involved in the planning process to ensure that a victim response component is integrated into an incident response plan.

Goals, Objectives, and Deliverables:

The objectives of this project are the following:

- Plan and implement a national training conference for practitioners who respond to victims of terrorism or mass violence.
- Ensure that the conference provides a state-of-the-art, multidisciplinary training experience for victim services professionals. At a minimum, the grantee must coordinate with appropriate accreditation bodies to make Continuing Education Units (CEU) available at the conference.
- Provide a minimum of \$240,000 in scholarships to competitively selected victim service providers and law enforcement officers. See Deliverable #21 on page 8 for further details.
- Assemble a conference planning committee. See Deliverable #6 on page 7.
- Ensure there is a professional conference planner and adequate staff with expertise in technical assistance, training, planning, and execution in establishing a national conference. See Deliverable #3 below for more details about adequate conference staff and a conference planner.

- Work closely with OVC, OJP, and DOJ to identify federal resources and initiatives that would enhance the content of the conference.
- Ensure that the conference is compliant with the Americans With Disabilities Act (ADA). See Deliverable #22 on page 8.
- Evaluate the conference. See Deliverable #25 on page 8.

The applicant must demonstrate how the goals and objectives of the conference will be accomplished by providing a detailed proposal for doing so, along with a realistic budget. OVC will consider applicants that comprehensively address every required deliverable in the solicitation and include a realistic anticipated budget line item to support every deliverable.

Deliverables: OVC will fund one grantee to plan and implement a national training conference for approximately 500 professionals. The applicant awarded funding under this cooperative agreement will work in close coordination and consultation with OVC in all aspects of the development of this conference. The applicant must adhere to the DOJ guidelines for conferences held by cooperative agreement recipients.

Applicants must address all deliverables and activities, including how they will be done and who will do them. The applicant must include the following deliverables and activities when developing the project design and implementation plan for this project:

1. A needs assessment, conducted before the first conference planning committee meeting and in collaboration with the members of the committee. The needs assessment must comprehensively address current gaps, emerging issues, up-to-date training, and technical assistance for victim service professionals. The needs assessment shall describe the current resources that address these needs while identifying training and technical assistance that calls for further development.
2. A 2.5–3-day national training conference.
3. Adequate project staff and consultants. The grantee must utilize the services of an experienced conference planner and demonstrate how they will utilize the conference planner and experienced staff. There must be staff at the conference to support the conference and the attendees, such as staffing the registration desk, monitoring the workshop activities, and providing directions and assistance to all conference attendees. See page 14 for further details under Organizational Capability and Project Management.
4. A competitive selection of hotel venues for the conference. Applicants are advised to consider holding the conference in a city that is readily accessible by several airlines. Lodging rates for the conference hotel must not exceed the federal per diem rate for lodging. Applicants must receive at least three competitive bids for the contracting of hotel, conference and training facility space, audiovisual support, food and beverage costs, and other expenses associated with the hotel or training facility contract. Final selection will be subject to OVC review and concurrence.
5. Assuming the three properties with competitive bids are located in the same metropolitan area, conduct site inspections to better determine their suitability as hotel venues.

6. Planning committee with significant planning expertise. The grant will reimburse travel, lodging, food and beverage, and miscellaneous expenses for committee members and project staff. The applicant must demonstrate how they will utilize the planning committee. In addition, the applicant must show that committee members are knowledgeable about mass casualty and violence incidents. For example, planning committee members must help the grantee identify workshop topics and secure workshop trainers and keynote speakers.
7. Planning committee meeting, preferably at the site of the conference. Grant covers meeting costs (travel and lodging expenses for committee members and project staff). At least one planning committee meeting must be held in person.
8. Support of travel and lodging expenses for up to 50 expert trainers who are selected and vetted by the multidisciplinary planning committee. The grant will not cover consulting fees to trainers or speakers; however, the grant will cover their travel (per diem) and lodging expenses. Speakers and trainers will not be charged conference registration fees and will be invited to attend the entire conference.
9. Support community key stakeholders in the planning process as multidisciplinary teams (this includes police, fire and rescue, investigators, medical examiners, prosecutors, a representative from attorney general's office, victim-witness coordinators, victim service providers and allied professionals, policymakers, persons with disabilities, faith community, cultural groups in the area, and victims of violent crime).
10. Office supplies and supplies for conference registration and resources, including conference letterhead and envelopes.
11. Development and implementation of a broad marketing strategy that will reach all victim service disciplines, organizations, agencies, and professionals.
12. Development of the conference brochure. All hard copies of the brochures will be developed and printed by the grantee at least 6 months before the conference. Grantee must forward the brochure to OVC for review and approval before it goes to print.
13. An online conference registration system, including a plan for registration, a registration form, and registration cost. The conference registration cost may not exceed \$425 per attendee for early registration, nor exceed \$475 per attendee for regular registration.
14. Shipping arrangements and estimated costs to send materials to conference.
15. Conference binder, including agenda, participant information, CDs and/or other pertinent information.
16. Conference evaluation forms (hard copy) for conference participants and a dissemination plan for evaluation forms.
17. Conference audiovisual support, including rent and labor charges.
18. Conference signage and printing.
19. Speaker packets.

20. Conference food and beverages for all conference attendees, including continental breakfast each day, plenary session lunches, and snack/coffee breaks in afternoons with vegan and/or vegetarian dietary options (in accordance with the [OJP Financial Guide](#)).
21. Competitive selection and administration of the \$240,000 in scholarships for victim service providers, law enforcement officials, and other stakeholders (subject to final concurrence of OVC). Grantee should require all scholarship recipients to report back after the conference on the difference the training conference made.
22. A plan to ensure that the conference is ADA compliant. All past conferences have provided required ADA accommodations, and conference sites have been fully accessible for individuals with disabilities and other needs, such as dietary needs or other restrictions.
23. A time-task plan that clearly identifies major activities and products for the duration of the project period. The plan must include the designation of organizational responsibility, a schedule for the completion of the activities (such as competitive selection of hotel venue, selection of planning committee members, etc.), and the submission of finished projects (brochure, online registration form, etc.). In preparing the time-task plan, the Gantt chart, or schedule, applicants should make certain that all project activities will occur within the proposed project period. Every deliverable and activity outlined in the solicitation must be addressed and applicants must indicate how they will be done and by whom. The plan must include a marketing plan for the conference.
24. Quarterly financial and semiannual progress reports, including a final report (within 90 days of project completion) that provides recommendations for enhancing the design and content of the conference, and a conference cost report (within 45 days after the end of the conference) that details conference expenses paid by award funds.
25. Evaluation data. The applicant must include a plan to perform basic evaluation of the project, incorporating the performance measures identified in this solicitation, evaluation form, and any other performance indicators identified by the applicant and make recommendations for improving the design and execution of the conference. See Plans for Measuring Progress and Outcomes on page 14.

Amount and length of awards: One cooperative agreement of up to \$655,000 will be awarded to either a nongovernmental organization (including faith-based and community-based organizations), a college or university (including tribal organizations of higher education), or a public agency (local, state, or tribal governments) for the purpose of planning and implementing a national training conference for approximately 500 professionals. The funding for this award is authorized under 42 U.S.C. 10603(b) & (c).

One award will be made for an 18-month period of time. Contingent upon grantee performance and funding availability, additional funding may be provided for the planning and execution of the 2012 Mass Violence conference.

NOTE: OVC cannot fund projects that request funding to support the ongoing operation of existing programs or for prevention or research-related initiatives.

For the purpose of this solicitation, the term “stakeholder” includes police, fire and rescue, investigators, medical examiners, prosecutors, representatives from attorney general’s offices, victim-witness coordinators, victim service providers and allied professionals, policymakers,

persons with disabilities, faith community, cultural groups in the area, and victims of violent crime.

Please see page 15 for specific information related to budget.

In order to provide background and reference material for prospective applicants interested in organizing the 2011 conference, a synopsis document entitled *OVC 2009 Mass Casualty and Violence at Home and Abroad Conference* will be posted on the OVC Training and Technical Assistance Web site. It provides a compendium of the conference proceedings, evaluation results, participant comments, and recommendations for future plenary sessions, workshops, and breakout sessions.

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 <http://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 nonfederal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

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

Match Requirement: There is no match required under this solicitation.

Program Income: All income generated as a direct result of the conference-funded project shall be deemed program income (for example, any training fees that are generated would be considered program income). Program income may be used to supplement project costs or reduce project costs, or may be refunded to the Federal Government. Program income may only be used for allowable program costs and must be expended prior to additional OJP drawdowns. Contingent upon grantee performance and funding availability, and subject to OVC approval, any program income not used in the planning and execution of the 2011 conference may be used in the initial planning of the 2012 conference.

Unless specified by OVC, program income should be used as earned and expended as soon as possible. If the cost is allowable under the federal grant program, then the cost would be allowable using program income. If program income earned on a discretionary grant during the

grant period remains at the end of the grant period, the recipient should request a no-cost extension of the grant period to provide the recipient with ample time to expend the program income for allowable project purposes. If there is no special condition on the award concerning the accounting for program income earned after the funding period, then such program income can be used at the discretion of the recipient.

The federal portion of program income must be accounted for up to the same ratio of federal participation as funded in the conference. For example, a discretionary project funded with 100-percent federal funds must account for and report on 100 percent of the total program income earned. If the total program income earned was \$20,000, the recipient must account for and report the \$20,000 as program income on the Financial Status Report. The applicant must identify the amount of program income it anticipates generating from the total conference registration fees for the 2.5–3-day conference, as well as any fees generated from conference exhibitors. The applicant must specifically address each program income item with a thorough explanation on how they arrived at that number.

Privacy Certificate. OVC and recipients of OVC funding are subject to confidentiality requirements protecting research and statistical information collected that is identifiable to a private person under the DOJ regulations found at 28 CFR Part 22. Identifying characteristics include, but are not limited to, identifiers such as name, address, Social Security number or other identifying number, fingerprints, voiceprints, photographs, genetic information, or any other item or combination of data about a person that could reasonably lead, directly or indirectly, by reference to other information, or to identification of that individual(s). OVC requires recipients of OVC funding to submit a privacy certificate prior to engaging in any project activities that involve data collection on individuals through observations, interviews, reports, or review of administrative records, or any project tasks likely to result in the gathering or development of information identifiable to individuals. OVC-funded activities that require a privacy certificate prior to conducting the activity include, but may not be limited to, a needs assessment, program evaluation, survey, or focus group interviews. If the applicant's project includes any activity listed above, the applicant must include a privacy certificate with the application materials submitted. For sample privacy certificates, visit www.ovc.gov/fund/forms.htm and view the two model privacy certificates available for adaptation.

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 measure the results of their work. **Additionally, applicants must discuss their data collection methods in the application. Please refer to the "What an Application Must Include" section (below), which outlines 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 Measures	Data Grantee Provides
<p>The purpose of the cooperative agreement is to provide a state-of-the-art, national, multidisciplinary training conference to improve the response to victims of terrorism and/or mass violence.</p>	<p>Number of professionals trained.</p> <p>Number of hours professionals are trained.</p> <p>Percent of conference attendees using scholarship support.</p> <p>Percent of participants who completed the conference evaluations who strongly or generally agree the training program is relevant to their professional needs.</p>	<p>Number of professionals trained.</p> <p>Number of hours professionals are trained.</p> <p>Number of people attending the conference using scholarships.</p> <p>Number of participants who completed the conference evaluations who strongly or generally agree the training program is relevant to their professional needs.</p> <p>Number of attendees at the conference, including a break-out by discipline.</p>

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, 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 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.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 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 16.321, titled *Antiterrorism Emergency Reserve*, and the funding opportunity number is **OVC-2010-2769**.
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: 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 (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

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

Standard Form 424

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.

- **Project Abstract:** The application should include a 1-page summary that describes the applicant's goals, objectives, and deliverables that will help to execute the conference. See pages 5–8.
- **Problem Statement:** The problem statement must describe current needs for a mass casualty conference and provide a clear statement of how OVC funding support of the conference is needed to enhance responses to victims of terrorism and mass violence.
- **Project Goals and Objectives:** The applicant must specify the goals and objectives of the conference. The goals for the conference should state the overall purpose of what is to be accomplished. The objectives should describe the steps necessary to reach and/or accomplish the goals, should be measurable, and relate directly to the gaps and up-to-date training and technical support the applicant deems necessary for victim services professionals, law enforcement personnel, and other allied professionals. See Deliverables, pages 6–8, and Budget Narrative, page 15.
- **Project Design/Implementation Plan:** The conference design and implementation plan must describe the 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 the phases, tasks, activities, and staff responsibilities, and clear descriptions of interim deliverables and final products in establishing the national-scope conference. It must include a time-task plan that clearly identifies objectives, major activities, and products.

The time-task plan should include submission of quarterly financial and semiannual progress reports, as well as reports required by conference reporting guidelines.

- **Organizational Capability and Project Management:** Applications must include a clear description of the applicant's management structure, including a description of the proposed professional staff members' unique qualifications that will enable them to fulfill the grant responsibilities, including financial, administrative, and programmatic.

Applicants must describe how the program will be managed and include an organizational chart or information describing the roles and responsibilities of key organizational and functional components and personnel. Applicants must also include a list of personnel responsible for managing and implementing the major stages of the project. Applicants should identify the selection criteria of staff and will also provide detailed information about staff committed to work on the project contingent upon receipt of funding. To do this, applicants must document the staff's ability to administer and help manage the execution of a national-scope conference, including staff job descriptions and copies of résumés for proposed key staff positions. There must be adequate staff at the conference to support the conference and the attendees.

Applicants must document their ability to financially and administratively manage the execution of a national-scope conference and how they will adhere to OJP financial guidelines and conference reporting guidelines (see page 16). The project director must have the substantive expertise and experience to perform crucial leadership functions, and the time to dedicate to the development and completion of the conference, including providing needed guidance and supervision to hired staff (see Deliverables, pages 6–8).

Applicants must also describe the role that the planning committee will play in planning the conference. The committee should consist of representatives from various disciplines dealing with terrorism and mass casualty events who will work closely with the grantee to develop the topical content of the conference, as well as identify and secure workshop plenary speakers for the conference (see Deliverables #6 on page 7).

- **Plan 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 conference's effectiveness and to evaluate the accomplishment of project goals and objectives. Applicants should describe how they will conduct the needs assessment and how they will assess the performance of their identified outcomes. Goals and objectives must be clearly stated. Data must be provided on the performance measures established for this solicitation, including the following: the number of hours professionals are trained, percent of conference attendees using scholarship support, and percent of participants who strongly or generally agree the training program is relevant to their professional needs.

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 (see Deliverables #25, page 8).

Budget and Budget Narrative

Budget Narrative Attachment Form

The applicant is required to complete a budget narrative form and budget detail worksheet (see description below). The budget narrative justifies or explains each budget item and relates it to the project deliverables. 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 comprehensiveness of the budget expenses will be an important factor in reviewing the applications. Applicants should design a budget that supports the travel and expenses of all workshop and plenary speakers in the absence of financial support from the speakers' organizations. Doing so will help to ensure that experts who are also excellent trainers are able to provide the training. No consulting fees will be paid to trainers or speakers.

From the total amount of up to \$655,000, the successful applicant will provide funding in the amount of \$240,000 under this grant to support scholarships for stakeholders (see page 9 for definition) that covers conference fees, travel, and lodging expenses. The grantee will work in close coordination with OVC to administer the scholarships. The grantee will administer \$240,000 of scholarship funding for up to 40 stakeholder teams who meet the scholarship criteria, demonstrate financial need, and are willing to send 4 to 5 team members from different stakeholder disciplines. The teams will be eligible for scholarships of up to \$6,000. All scholarships are provided on a reimbursable basis only, and the grantee should require all stakeholders to report back after the conference on the difference the training conference made.

All applications must comprehensively address every required deliverable in the solicitation along with a realistic anticipated budget line item to support each deliverable. For each line item listed below, see Deliverables, pages 6–8, for descriptions.

OVC staff and peer reviewers will examine the identified project tasks, milestones, and assignment of staff resources within the framework of the proposed budget. 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 conference development, implementation, and successful 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.

Budget Detail Worksheet

The completion of this form in support of the budget narrative form described above is required. The budget detail worksheet must list the cost of each budget item and show how the costs were calculated. 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. A sample budget detail worksheet form, which can be used as a guide to assist you in preparation of the budget detail worksheet and narrative, can be downloaded by visiting www.ojp.usdoj.gov/funding/forms/budget_detail.pdf.

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:

1. **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 the Chief Financial Officer (OCFO), unless the grantee has previously attended this seminar within the last 2 years. Specific information (such as dates and locations of upcoming OCFO events) can be found at www.ojp.usdoj.gov/training/fmts.htm.
2. **Consultant Rates:** Consultant rates may not exceed the maximum of \$450/day, or if paid by the hour, \$56.25/hour for a maximum 8-hour workday per award.
3. **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.
4. **OJP Financial Guide:** All grantees are required to comply with the regulations and requirements outlined in the OJP Financial Guide. The Financial Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. Copies are available through the OJP Web site at www.ojp.usdoj.gov/financialguide/index.htm. This document will govern the administration of funds by all successful applicants and their contractors.
5. **Conference Support Guidelines:** The applicant must adhere to the Department of Justice conference guidelines, including the special condition on conference cost reporting that is included in all OJP cooperative agreement awards.

OVC strongly recommends that applicants review the OJP Financial Guide to ensure submitted proposals meet financial and administrative requirements for federal grants, and the Conference Reporting Guidelines.

1. Any proposed program income (for example, registration and exhibitor fees for the 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.

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.

Indirect Cost Rate Agreement

Indirect costs are allowed provided the applicant has a federally approved indirect cost rate agreement.

Tribal Authorizing Resolution

If an application is being submitted by either (1) a tribe or tribal organization, or (2) by a third party proposing to provide direct services or assistance to residents on tribal lands, then a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable governing body authorizing the inclusion of the tribe or tribal organization and its residents must be included with the application. In those instances when an organization or consortium of tribes proposes to apply for a grant on behalf of a tribe or multiple specific tribes, then the application must include a resolution from all tribes that will be included as a part of the services/assistance provided under the grant.

Other 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). Résumés or job descriptions must be included for the project director and for the conference planner. Applications that do not document proficiency in mass violence issues for the project director, and planning and execution of conferences for the conference planner will be deemed unresponsive, regardless of the submitted proposal. OVC must approve all personnel for key positions that are filled on the basis of a job description submitted with the application (required).
- **Other attachments** as needed (if applicable).

Selection Criteria

Applications will be reviewed by a peer review panel using the following criteria, similar to, and including what is discussed on pages 13–17. **No budget should be submitted for an amount exceeding \$655,000.**

- **Statement of the Problem/Program Narrative (10%).** The problem statement must provide a strong rationale for the 2011 conference and clearly describe how the proposed multidisciplinary perspectives, training, and keynote speakers will be of value to the victim service professionals. The problem statement should convincingly document that these initiatives are needed to successfully address the gaps and emerging issues for which there are few or no resources to assist providers. The goals and objectives must be clearly specified and related directly to the problem statement. The goal(s) should state the overall purpose of what is to be accomplished. The objectives should describe the steps necessary to accomplish the goal(s), within the context of what the project has already accomplished.
- **Project Design and Implementation (35%).** The strategy/methodology must include sufficient detail so that the OVC point of contact 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 accomplishment of the conference goal(s) and objectives. Projected activities should be realistic and reflect the time, staff, and funding allocated to the implementation of the conference. For example, the application must comprehensively describe all activities and deliverables that demonstrate the applicant's capacity to develop, implement, and follow through with the 2.5–3 day national-scope training conference. The applicant must demonstrate that the conference will be

multidisciplinary. This section must also document how the deliverables (training, technical assistance, or promising practices, models, and programs) will be of utility to providers in communities across the Nation after the conference. Every deliverable and activity must be addressed, as well as how it will be done and by who (see Deliverables, pages 6–8).

Applicants must demonstrate: (1) an expert understanding of conference planning; (2) an expert understanding of training and technical assistance in a conference setting; and (3) the ability to plan a high quality national-scope conference, using innovative and cost-cutting strategies. Applicants must attach to the application a memorandum of agreement or a letter of support from a national-scope law enforcement organization that will administer the law enforcement scholarships for the conference.

- **Capabilities/Competencies (20%).** Applicants must demonstrate how their resources, capabilities, and experience will enable them to achieve the goals and objectives. The applicant must 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 (1) the applicant's described management structure; (2) capability to financially and administratively plan and execute a national-scope conference; and (3) the applicant's conference management plan and documentation of the professional staff members' unique qualifications to perform their assigned tasks. Applicants must clearly establish that their experience and resources enable them to achieve the goals and objectives that they propose to accomplish with the funding. The applicant must describe the planning committee and must specifically demonstrate their use of a professional conference planner. Job descriptions and résumés for key personnel and professional conference planner should be included. Applicants must describe how they will adhere to OJP financial guidelines and conference reporting guidelines (see page 16).
- **Budget (25%).** OVC staff and other reviewers will examine the identified project tasks, milestones, and assignment of staff resources within the framework of the proposed budget. Budgets must specifically address each line item listed in the solicitation on pages 16-17, and must include a thorough explanation of how they arrived at the figures. Budgets must also include an attachment that outlines program income and how it will be used to support the conference. Applicants should estimate the anticipated number of attendees and the conference registration and exhibitor fees that will be charged, and include this program income in the total project application budget. 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. 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. The comprehensiveness of expenses will be an important factor in reviewing the applications. Applicants should design a budget that supports the travel and expenses of all workshop and plenary speakers in the absence of financial support from the speaker's organization. Doing so will help to ensure that experts who are also excellent trainers are able to provide the training. Travel costs for consultants must be included under the Consultants category (not under Travel). No consulting fees will be paid to trainers or speakers. Lodging rates for the conference hotel must not exceed the federal per diem rate for lodging.
- **Impact/Outcomes and Evaluation/Performance Measures (10%).** Applicants must describe their plan for measuring project progress and success. All applications must contain a plan for evaluating the accomplishment of project goals and objectives. All

applications must describe how data will be collected to report on the performance measures established for this solicitation. Applicants must describe how the evaluation data will be gathered and analyzed and the resources that are being committed for this purpose (see Deliverables #25 on page 8). Applicants must also use previous conference evaluation data, provided by OVC, as a baseline measurement to make overall improvements to the conference. Additionally, applicants must include the specific evaluation data described in the required Performance Measures on pages 10–11.

Review Process

OJP is committed to ensuring a standardized 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 program or legislative requirements as stated in the solicitation.

Peer reviewers will be reviewing the applications submitted under this solicitation, as well. OVC may use either internal peer reviewers, external peer reviewers, or a combination of both 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 an expert in the field of the subject matter of a given solicitation who is a current DOJ employee. Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all other requirements will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

After the peer review is finalized, the OCFO, in consultation with OVC, conducts a financial review of all 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. OCFO also reviews the award document and verifies the OJP Vendor Number.

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, who may also give consideration to factors including, but not limited to, underserved populations, strategic priorities, past performance, and available funding when making awards.

Additional Requirements

Successful applicants selected for award must agree to comply with additional applicable requirements prior to receiving grant funding. We strongly encourage you to review the list below 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
- Funding to Faith-Based Organizations

- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) Compliance
- DOJ Information Technology Standards
- Single Point of Contact Review
- Nonsupplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of the Chief Financial Officer [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

Application Checklist
OVC FY 2010 Mass Casualty and Violence at Home and Abroad Conference

OVC will conduct an initial screen for the items below.

Eligibility Requirement:

- Nongovernmental organizations, including faith-based and community-based organizations
- Public agencies, including federal, state, local, and tribal governments
- Public institutions of higher education

Applicants must be able to demonstrate (1) knowledge, understanding, and experience working with victims of terrorism or mass violence at home and abroad; and (2) staff resources and capability to plan and implement a national training conference for approximately 500 first responders, victim service professionals, and other allied professionals.

Application Components:

- Program Narrative
- Project Abstract
- Problem Statement
- Project Goals and Objectives
- Project Design/Implementation Plan
- Organizational Capability and Project Management
- Plan for Measuring Progress and Outcomes
- Budget Narrative
- Budget Detail Worksheet
- Indirect Cost Rate Agreement (if applicable)
- Resumes of Key Personnel
- Letters of Support and/or Memoranda of Agreement

Program Narrative/Abstract Format:

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

Other:

- Standard 424 Form
- DUNS Number
- Certifications