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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 2011 National Crime Victims' Rights Week (NCVRW) Community Awareness Project. This program furthers the Department's mission by supporting public awareness and community outreach and education activities for crime victims' rights and services.

# OVC FY 2010 National Crime Victims' Rights Week Community Awareness Project

## Eligibility

Applicants are limited to private nonprofit organizations, including faith-based and community-based organizations, colleges or universities, public agencies or tribal organizations, and governments. A private nonprofit organization that serves crime victims does not have to have 501(c)(3) status to apply for grant funding under this solicitation. (See "Eligibility," page 3)

## Deadline

Registration with [OJP's Grant Management System](#) (GMS) is required prior to application submission. (See "How To Apply," pages 7-9)

All applications are due by 8:00 p.m. eastern time on May 18, 2010.  
(See "Deadlines: Registration and Application", page 3)

## Contact Information

For technical assistance with submitting the application, contact the Grants Management System Support Hotline at 1-888-549-9901, option 3, or via e-mail to [GMSHelpDesk@usdoj.gov](mailto:GMSHelpDesk@usdoj.gov). **Note:** The [GMS](#) Support Hotline hours of operation are Monday-Friday from 6:00 a.m. to midnight eastern time, except federal holidays.

For assistance with any other requirement of this solicitation, contact Olivia Schramm, Victim Justice Program Technician, at 202-616-8803 or by e-mail [Olivia.Schramm@usdoj.gov](mailto:Olivia.Schramm@usdoj.gov).

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# National Crime Victims' Rights Week Community Awareness Project (CFDA #16.582)

## Overview

The statutory authority for this program is 42 U.S.C. § 10603 (c)(1)(A). This cooperative agreement will support the provision of financial and technical assistance to 60 communities nationwide to conduct public education and awareness activities on crime victims' rights and services in their jurisdictions during the 2011 National Crime Victims' Rights Week (NCVRW). All final decisions as to which communities will be funded by the intermediary will be made by the Director of the Office for Victims of Crime.

## Deadlines: Registration and Application

Registration with [OJP's Grants Management System \(GMS\)](#) (GMS) is required prior to application submission. The deadline to register in GMS is 8:00 p.m. eastern time on May 11, 2010, and the deadline for applying for funding under this announcement is 8:00 p.m. eastern time on May 18, 2010. Please see the "How To Apply" section, page 7, for more details.

## Eligibility

Applicants are limited to private nonprofit organizations, including faith-based and community based organizations, colleges or universities, public agencies or tribal organizations, and governments. A private nonprofit organization does not have to have 501(c)3 status to apply for grant funding under 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:** 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. True to its mission, OVC is responsible for implementing several important pieces of federal legislation that are intended to advance victims' rights and services, as well as improving the skills, knowledge, and abilities of crime victim advocates, service providers, and allied professionals who are responsible for intervening on behalf of victims and witnesses.

The four key pieces of federal legislation that guide and direct OVC funding activities are the 1982 Victim and Witness Protection Act 18 U.S.C. 1501, as amended, which promotes rights and services for victims of crime within the federal system and serves as the foundation of the Attorney General Guidelines for Victim and Witness Assistance; the 1984 Victims of Crime Act (VOCA), as amended at 42 U.S.C. 10601, which establishes the Crime Victims Fund and authorizes programs to support grants for victim compensation, victim assistance services,

improvement of child abuse investigation and prosecution, as well as discretionary grants for training, technical assistance, demonstration projects, and program evaluation; the Victims of Trafficking and Violence Protection Act of 2000 at 22 U.S.C. 7101, as amended, which is intended to combat trafficking of persons through prevention, prosecution, enforcement, protection, and assistance to victims of trafficking; and, most recently, the Crime Victims' Rights Act of 2004 at 42 U.S.C. 10603d, as amended, which is intended to protect federal crime victims' rights, including the following: the right to be protected from the accused; the right to be heard at any public proceeding involving the release, plea, or sentencing of the accused; the right to be treated with fairness and respect; the right to timely notice of any public proceeding involving the crime or any release or escape of the accused; the right to proceedings free from unreasonable delay; the right to confer with a government attorney; and the right to full and timely restitution.

The first NCVRW occurred in 1981, and every April since, OVC has supported local communities throughout the Nation in their observances of NCVRW. Victim service providers typically conduct rallies, candlelight vigils, and a host of other events during this week to promote awareness of victims' rights and needs. To support these activities and to minimize the financial burden on victim assistance agencies, OVC distributes an annual Resource Guide that contains resources such as sample public service announcements, victimization statistics, camera-ready art files, and—in recent years—a short NCVRW educational DVD. Although many victim assistance agencies have conducted awareness activities, these initiatives have not always been successful in reaching out to the full range of victim service providers or they may not have been focused on all types of crime victimization. Victim assistance agencies have extremely limited funding and staff to support their public education and awareness activities. Consequently, these service providers have had little opportunity to expand the reach of their campaigns and to generate innovative mechanisms for greater impact.

To address these issues, OVC implemented a competitive funding opportunity in 2004 that, through an intermediary, provides local communities with up to \$5,000 in funding for costs associated with NCVRW awareness activities. To date, this initiative has enhanced the ability of almost 300 communities throughout the United States to raise awareness of and access to crime victims' rights and services. The after-action reports provided by the organizations receiving funding indicate that most were able to use this funding to take their activities to the next level. They leveraged the funding from OVC to obtain in-kind support from the business, civic, education, faith, mental health, medical, and media sectors in their community. The awareness campaigns were more comprehensive and inclusive, integrating the efforts of other disciplines who serve crime victims and reaching great numbers of crime victims, including victims in underserved populations such as ethnic and immigrant communities and victims with disabilities.

OVC is continuing this initiative and the selected applicant will serve as the technical assistance provider and will assist OVC in the application review and selection process.

**Goals, Objectives, and Deliverables:** The project goal is to financially, programmatically, and administratively support approximately 60 subgrants of up to \$5,000 each to victim assistance organizations nationwide and to provide technical assistance to the recipient organizations. The recipient organizations will use this funding and technical assistance to support the following:

- Promoting 2011 NCVRW events, victims' rights, and victim services.
- Designing and printing educational materials.

- Purchasing supplies and materials for awareness events and activities.
- Supporting NCVRW event speakers (not to exceed \$450 per speaker per day, based on an 8-hour day).
- Developing a broad, collaborative approach that highlights services for all types of crime victims.

**Subrecipient eligibility:** Public agencies, nonprofit organizations, community-based victim service organizations, faith-based organizations, tribal organizations, and community coalitions committed to ensuring the rights of and services for crime victims will be eligible to apply for the reimbursable contract funding for the Community Awareness Projects held during NCVRW 2011. A private nonprofit organization that serves crime victims does not have to have 501(c)(3) status to apply. VOCA-funded organizations are also eligible to apply. Applicants selected for funding will be required to submit an after-action report on their NCVRW activities, including data on performance measures and financial outlays.

The successful applicant must be positioned to undertake a nationwide solicitation of proposals and the delivery of technical assistance to recipient organizations. The successful applicant must be capable of marketing the project so that it meets the goal of funding a project in every state. A group of expert reviewers who are familiar with NCVRW and the victim assistance field, and who are willing to volunteer their services to review every application received and be a part of the selection process, must be assembled.

**Project activities and deliverables:**

- Develop and administer the community project outreach and application processes (final recommendations require the approval of the OVC Director).
- Establish a Review Committee to review, grade, and comment on each application submitted. The Review Committee should meet after all applications are scored to discuss and determine which applications move forward to the OVC Director for final approval.
- Advertise and publicize the funding availability through OVC and other public venues.
- Establish an NCVRW Community Awareness Project Web site to advertise the funding opportunity; provide FAQs for first-time applicants; link to the main OVC NCVRW Web site; and establish user names and passwords for the selected applicants to provide them with assistance to carry out their projects.
- Provide technical assistance to each selected subrecipient organization through use of an interactive Internet-based video conferencing program and individual consultation via e-mail and telephone.
- Adhere to the OJP Financial Guide (<http://www.ojp.usdoj.gov/financialguide/>). The Community Awareness Project subrecipients **may** be approved for up to \$5,000 reimbursement under this funding for the following activities:
  - Purchase of advertising in print media, radio, television, or outdoor advertising to promote NCVRW events, victims' rights, and available services.
  - Design and printing of promotional or educational materials.
  - NCVRW event speakers (NOT to exceed \$450 per day for each speaker). Supplemental funding from other sources cannot be used to exceed this daily limitation.
  - Design and printing of posters, invitations, fliers, and other promotional materials.
  - Rental of space to conduct NCVRW activities and events.
  - Purchase of supplies, materials, and equipment used in public awareness events and activities.

○ **Reasonable** purchases of refreshments for an education event open to the public.  
The following reimbursements will **NOT** be approved for subrecipients:

- Salaries.
  - Organizational overhead or operational costs.
  - Refreshments costs not associated with public awareness events or programs.
  - Entertainment (such as bands).
  - Costs associated with fundraising activity or event.
  - Bar charges or alcoholic beverages.
  - Food and beverage costs associated with award events or ceremonies.
  - Construction costs.
  - Cash prizes, including gift cards, associated with contests, raffles, or drawings.
  - Costs associated with promotional items, such as pins, buttons, or badges that are not directly tied to the 2011 NCVRW theme and are not reasonable.
- Receive, review, and summarize after-action reports, including documentation and verification of expenses and requests for reimbursement.
  - Submit quarterly financial and biannual progress reports.
  - Prepare a final report to OVC on the overall project, including recommendations for improvement and a list of innovative practices for inclusion in the 2012 NCVRW Resource Guide.

## Amount and Length of Award

**Award Amount:** One cooperative agreement will be made in the amount of \$375,000.

**Award Period:** Up to 12 months.

## 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](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 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

**Match Requirement:** There is no match requirement for this program.

## 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 Measures	Data Grantee Provides
<p>Increase public awareness of crime victims' rights and services nationwide during the 2011 NCVRW.</p> <p>Strengthen the capacity of victim assistance agencies to develop a broad, collaborative approach that highlights services for all types of crime victims.</p>	Percentage of states and territories represented.	Number of states/territories selected, compared to total number of states/territories identified.
	Number of NCVRW events supported.	Number of NCVRW events supported.
	Number of educational materials (by type) developed by subgrantees.	Number of educational materials (by type) developed by subgrantees.
	Number of collaborative partners involved in the NCVRW events.	Number of educational materials distributed (by type) by subgrantees.  Number of collaborative partners involved in the NCVRW events.

## How to Apply

Applications will be submitted through OJP's Grants Management System ([GMS](#)). [GMS](#) is a Web-based, data-driven computer application that provides cradle to grave support for the application, award, and management of grants at OJP. Applicants should begin the process immediately to meet the GMS registration deadline, especially if this is the first time they have used the system. Complete instructions on how to register and submit an application in GMS can be found at [www.ojp.usdoj.gov/gmscbt/](http://www.ojp.usdoj.gov/gmscbt/). If you experience technical difficulties at any point during this process, please email the [GMSHelpDesk@usdoj.gov](mailto:GMSHelpDesk@usdoj.gov) or call 1-888-549-9901(option 3), Monday-Friday from 6:00 a.m. to midnight eastern time, except federal holidays. OJP highly

recommends starting the registration process as early as possible to prevent delays in the application submission by the specified deadline.

All applicants are required to complete the following steps:

- 1. Acquire a DUNS Number.** A DUNS number is required to submit an application in GMS. The Office of Management and Budget requires that all businesses and nonprofit applicants for Federal funds include a DUNS (Data Universal Numbering System) number in their application 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](http://www.dnb.com). Individuals are exempt from this requirement.
- 2. Acquire or Renew Registration with the Central Contractor Registration (CCR) Database.** CCR registration is required to receive funding. OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. 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](http://www.ccr.gov).
- 3. Acquire a GMS Username and Password.** If you are a new user, please create a GMS profile by selecting the first time user link under the sign-in box of the [GMS](#) home page. For more information on how to register in GMS, go to [www.ojp.usdoj.gov/gmscbt/](http://www.ojp.usdoj.gov/gmscbt/).
- 4. Search for the Funding Opportunity on GMS.** After you login to GMS or complete your GMS profile for your username and password, go to the Funding Opportunities link on the left hand side of the page. Please select Office for Victims of Crime and the 2011 National Crime Victims' Rights Week Community Awareness Project solicitation.
- 5. Select the Apply Online Button Associated with the Solicitation Title.** The search results from step 4 will display the solicitation title along with the Registration and Application Deadlines for this funding opportunity. Please select the Apply Online button in the Action Column to create an application in the system.
- 6. Submit an Application Consistent with this Solicitation by Following the Directions in GMS.** Once submitted, GMS will display a confirmation screen stating your submission was successful. **Important:** You are urged to submit your application at least 72 hours prior to the due date of the application.

**Note: OJP's Grants Management System (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 GMS Technical Issues**

If you experience unforeseen GMS technical issues beyond your control which prevent you from submitting your application by the deadline, you must contact the Office for Victims of Crime staff **within 24 hours after the deadline** and request approval to submit your application. At that time, the Office for Victims of Crime staff will require you to e-mail the complete grant application, your DUNS number, and provide a GMS Help Desk tracking number(s). After the program office reviews all of the information submitted as well as contacts the GMS Helpdesk to validate the technical issues you reported, OJP will contact you to either approve or deny the request. 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 GMS 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 GMS are posted on the OJP funding Web page, [www.ojp.usdoj.gov/funding/solicitations.htm](http://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, budget narrative, tribal resolution (if applicable), and 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.

### **Standard Form 424**

Please see [www.grants.gov/assets/SF424Instructions.pdf](http://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").

### **Selection Criteria**

1. *Statement of the Problem/Program Narrative (10%)*
2. *Project Design and Implementation (30%)*
3. *Capabilities/Competencies (25%)*
4. *Budget (20%)*

5. *Impact/Outcomes and Evaluation/Plan for Collecting Data for Performance Measures*  
(15%)

**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. 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. Each section is described below.

- **Project Abstract:** The application should include a 1-page summary that describes the purpose of the project, goals and objectives, progress to date if the application is for continuation funding, and activities that will be implemented to achieve the project's goals and objectives, methods, and outcomes.
- **Problem Statement:** The problem statement 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.
- **Project Goals and Objectives:** The applicant must specify the goals and objectives of the project and if the application is for continuation funding, must describe the accomplishments and document the progress of the existing project. The objectives should be measurable and relate directly to the issues described in the problem statement. The goals should state the overall purpose of what is to be accomplished. The objectives should describe the steps necessary to reach the goals or how the goals will be accomplished (see full description of Project Goals on page 4-5).
- **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. 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.

The applicant must describe the strategy, tasks, and time-task plan for developing the services and products. The applicant must develop a time-task plan that clearly identifies major activities and products for the duration of the project period. 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, the Gant chart, or schedule, 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. **The applicant should keep in mind the OVC requirement that final drafts of all publications, including videos, are to be submitted 120 days prior to the end of the grant period. In most instances, the draft publication will undergo an external review by subject matter experts retained by OVC to provide written comments on the publication's accuracy, relevance, and readability, and to provide suggestions to enhance the publication. In all instances, the publication will be reviewed internally by OVC and other DOJ agencies.** OVC's Publishing Guidelines for

Print and Web Media is online at [www.ojp.usdoj.gov/ovc/publications/infores/pubguidelines/welcome.html](http://www.ojp.usdoj.gov/ovc/publications/infores/pubguidelines/welcome.html) for further guidance on the publication process.

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

The applicant must describe how the program will be managed and include an organizational chart or information describing the roles and responsibilities of key organizational and functional components and personnel. The applicant must also include a list of personnel responsible for managing and implementing the major stages of the project. If additional staff will be hired to complete the project, the applicant should identify the selection criteria. Applicants should also provide detailed information about staff committed to working on the project contingent upon receipt of funding.

- **Plan for collecting the data required for performance measures. (See "Performance Measures," above.)** 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. Goals and objectives must be clearly stated, links must be established between program activities and objectives, and performance measures must be identified. Data must be provided on the performance measures established for this solicitation as outlined in the Performance Measures section of this solicitation.

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

### **Budget and Budget Narrative**

A sample budget worksheet can be found at [www.ojp.gov/funding/forms/budget\\_detail.pdf](http://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.

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

In addition to what is included in the Budget Worksheet (see link above), the Budget should also include line items for the following:

- **Review Committee**—Must show the breakdown for each day of the in-person review committee meeting:
  - Travel
  - Lodging for approximately three nights in a central meeting location
  - Per Diem

- Other, which may include:
  - Review Committee Meeting Room Rental
  - Internet/Video Conferencing Costs
  - Printing
  - Postage/Shipping
  - Costs associated with Certificates of Appreciation to the successful applicants
  - Etc.

### **Other Attachments**

Remaining attachments include the following materials:

- **Resumes 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).

### **Review Process**

OJP is committed to ensuring a fair and open process for awarding grants. OVC reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

Peer reviewers will be reviewing the applications submitted under this solicitation that meet basic minimum requirements. OVC may use either internal peer reviewers, external peer reviewers, or a combination to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. Eligible applications will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations 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 OVC, 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, 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 [http://www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://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
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with OJP's [Financial Guide](#)
- Suspension or Termination of Funding
- Non-Profit 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

## National Crime Victims' Rights Week Community Awareness Project

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

### Eligibility Requirement

Applicants are limited to private nonprofit organizations, including faith-based and community-based organizations, colleges or universities, public agencies or tribal organizations, and governments. A private nonprofit organization that serves crime victims does not have to have 501(c)(3) status to apply for grant funding under this solicitation.

\_\_\_\_\_ The Federal Amount Requested is within the Allowable Limit(s) of \$375,000.00

### The Application Components:

- \_\_\_\_\_ Project Abstract
- \_\_\_\_\_ Statement of the Problem/Program
- \_\_\_\_\_ Project Goals and Objectives
- \_\_\_\_\_ Project Design and Implementation
- \_\_\_\_\_ Organizational Capability and Project Management
- \_\_\_\_\_ Budget Narrative
- \_\_\_\_\_ Budget Detail Worksheet
- \_\_\_\_\_ Impact/Outcomes and Evaluation/Plan for Collecting Data for Performance Measures
- \_\_\_\_\_ Project Timeline
- \_\_\_\_\_ Position Descriptions
- \_\_\_\_\_ Letters of Support
- \_\_\_\_\_ Privacy Certificate
- \_\_\_\_\_ Memoranda of Understanding

### 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
- \_\_\_\_\_ Other standard forms as applicable (see page 13), including:
  - \_\_\_\_\_ Disclosure of Lobbying Activities (if applicable)
  - \_\_\_\_\_ Accounting System and Financial Capability Questionnaire (if applicable)