



The [U.S. Department of Justice](#), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC), is pleased to announce that it is seeking applications for funding for the Fiscal Year (FY) 2010 National Day of Remembrance for Murder Victims grant solicitation. This program furthers the Department's mission by increasing the public's awareness of crime victims' issues and rights and to strengthen the capacity of victim service providers to serve and support victims in accessing needed services and rights to which they are entitled.

OVC FY 2010 National Day of Remembrance for Murder Victims

Eligibility

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

Deadline

Registration with OJP's Grants Management System (GMS) is required prior to application submission. (See "How to Apply," page 3)

All applications are due by 8:00 p.m. eastern time on April 8, 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.

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 Kimberly Kelberg, Victim Justice Program Specialist, at 202-305-2903 or by e-mail at kimberly.kelberg@usdoj.gov.

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FY2010 National Day of Remembrance for Murder Victims (CFDA # 16.582)

Overview

This grant will support the observance of the National Day of Remembrance for Murder Victims in Washington, D.C., on September 25, 2010. Funding for this award is authorized under 42 U.S.C. § 10603 (c)(1)(A).

Deadlines: Registration and Application

Registration is required prior to submission. The deadline to register in GMS is 8:00 p.m. eastern time on March 30, 2010, and the deadline for applying for funding under this announcement is 8:00 p.m. eastern time on April 8, 2010. Please see the "How To Apply" section, page 5, for more details.

Eligibility

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

Program-Specific Information

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

Award Amount: One grant will be awarded in the amount of \$150,000 to either a private nonprofit organization, including faith- and community-based organizations, or a public agency, for the purpose of planning and holding a national observance in Washington, D.C., that coincides with the observance of the 2010 National Day of Remembrance for Murder Victims.

Award Period: Up to 12 months

Background: September 25 was established as a National Day of Remembrance for Murder Victims as a result of unanimously passed resolutions by the U.S. Senate on October 16, 2007 (S. Res. 326), and the U.S. House of Representatives on May 14, 2007 (H. Res. 223). OVC will award one grant for the purpose of planning and executing a public awareness event in Washington, D.C. to commemorate the observance of the 2010 National Day of Remembrance for Murder Victims. OVC believes that honoring the memory of victims lost to homicide and acknowledging the resulting long-term trauma for families, communities, and the Nation is an important way of promoting public awareness of the impact of violent crime.

Project Strategy: OVC will fund one grantee to organize an event on September 25, 2010, in Washington, D.C., to coincide with the 2010 National Day of Remembrance for Murder Victims.

This event provides an opportunity to disseminate information nationwide about the issues that survivors of homicide face and how to better support and serve surviving victims of homicide. Victim service providers, allied professionals, and those who have lost a loved one to homicide will come together and discuss the issues that survivors face after homicide and how to best respond to their needs. The event will also be a networking and information sharing opportunity among attendees. The grantee shall also be available to provide technical assistance to communities across the country that are interested in planning a local event to commemorate the National Day of Remembrance for Murder Victims.

The grantee will be responsible for the development of resource packets that include information for survivors as well as victim service professionals. The resource packets should include the following:

- Information about victim rights and how it applies to family members of homicide victims;
- Information to assist families in navigating the criminal justice system;
- Information about the impact of trauma on families and resources for providing trauma-informed care;
- Descriptions and contact information for cutting-edge programs to foster peer-to-peer learning and collaboration;
- Information about national and local resources for victim service providers and other professionals who work with those who have lost a loved one to homicide; and
- Current homicide-related statistics illustrating the devastating effect of homicide on individuals and communities.

The resource packets will be disseminated to participants attending the event, as well as to service providers and other professionals throughout the Nation. The grantee will be responsible for developing a marketing and dissemination plan for the resource packets.

To help plan and promote the D.C.–based event, the grantee must involve a broad base of victim constituency groups, with an emphasis on organizations that provide services and support to family members and loved ones of homicide victims. Further, the grantee shall develop a competitive process so that financial support is available to send representatives from homicide support organizations around the Nation to attend the event in Washington, D.C. Travel costs associated with this objective must be factored into the budget.

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.

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 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. *[For solicitations related to research and statistics, delete "Assistant Attorney General (AAG) for the Office of Justice Programs," and insert, as applicable, "Director of the National Institute of Justice," "Director of the Bureau of Justice Statistics," or "Administrator of the Office of Juvenile Justice and Delinquency Prevention."]* 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: No match is required under this solicitation.

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 | Catalog ID | Performance Measure(s) | Data Grantee Provides |
|--|------------|--|--|
| To support the planning and execution of a public awareness event to coincide with the National Day of Remembrance for Murder Victims on September 25, 2010. | 2340 | Percentage of the overall capacity of the ceremony venue filled. | Number of attendees at the ceremony compared to the overall capacity of the ceremony venue. |
| | 2328 | Percent of respondents showing an increase in knowledge as a result of the educational forum as indicated by a post evaluation survey. | Number of respondents to the post evaluation survey. Number of respondents indicating an increase in knowledge as a result of the educational forum. |
| | 2329 | Percent of survey respondents indicating increased access to resources as a result of the educational forum. Percentage of attendees rating the ceremony as “extremely satisfying” or “satisfying.” | Percent of survey respondents indicating increased access to resources as a result of the educational forum. Percentage of attendees rating the ceremony as “extremely satisfying” or “satisfying.” |

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/. If you experience technical difficulties at any point during this process, please email the 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 (Data Universal Numbering System) 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 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 <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.
- 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/.
- 4. Search for the Funding Opportunity on GMS.** After you log-in 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 FY 2010 National Day of Remembrance for Murder Victims 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 Addressing All of the Requirements Outlined in 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 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 GMS Help Desk tracking number(s). After the program office reviews all of the information submitted and contacts the GMS Help Desk 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 website; (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.

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 <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").

Program Narrative

The program narrative should not exceed 25 double-spaced pages in 12-point font with 1-inch margins, and must include six separate sections: Project Abstract; Problem Statement; Project Goals and Objectives; Project Design/Implementation Plan; Organizational Capability and Project Management; and Plans for Measuring Progress and Outcomes. Each section is described below.

- **Project Abstract:** The application should include a 1-page summary that describes the purpose of the project, 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. The objectives should be measurable and relate directly to the issues described in the problem statement. The goals should state the overall purpose of what is to be accomplished. The objectives should describe the steps necessary to reach the goals or how the goals will be accomplished.
- **Project Design/Implementation Plan:** The project design and implementation plan must describe the project strategy and how the strategy will address the identified problems and support. For example, how will the applicant promote the national observance and raise the public's awareness about the issues faced by those who have lost a loved one to homicide? 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, products, and staff assigned to each task.
- **Organizational Capability and Project Management:** Applications must include a clear description of the applicant's management structure and, if the application is for continuation funding, must document the organization's success in implementing previous phases of the project. Applicants must include a description of the current and/or proposed professional staff members' unique qualifications that will enable them to fulfill their grant responsibilities. Applicants must describe how the program will be managed and include an organizational chart or information describing the roles and responsibilities of key organizational and functional components and personnel. Applicants 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 who have committed to work on the project contingent upon receipt of funding.
- **Plans for Measuring Progress and Outcomes:** Evaluation is critical to ensure that each OVC project is operating as designed and achieving its goals and objectives. Accordingly, each application must provide a plan to assess the project's effectiveness and to evaluate the 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. 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. 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 www.ojp.gov/financialguide/index.htm.

- **Budget Narrative Attachment Form:** The applicant is required to complete the budget narrative form and the budget detail worksheet (see description below). The budget narrative justifies or explains each budget item and relates it to project activities. The budget narrative provides a justification for all proposed costs and should closely follow the content of the budget detail worksheet. For example, the narrative should explain how fringe benefits were calculated, how travel costs were estimated, why particular 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
- **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/ocfo.htm and clicking on Standard Forms.

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 Comptroller (OC), unless the grantee has previously attended this seminar. Specific information (such as dates and locations of upcoming OC events) can be found at www.ojp.usdoj.gov/oc/fmts/index.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 from the Department of Justice Resource Center (1-800-421-6770) and also 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.

Indirect Cost Rate Agreement

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

Plan for collecting the data required for performance measures. (See "Performance Measures," above.)

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.

If an applicant is unable to obtain a signed copy of a tribal resolution documenting support for its application, then, at a minimum, the applicant must submit an unsigned, draft tribal resolution as part of its application. If an applicant fails to submit either a signed or an unsigned copy of a tribal resolution as part of its application, then it will be eliminated from funding consideration. If selected for funding, any applicant that has submitted an unsigned tribal resolution must submit the signed copy of the tribal resolution to OJP within 30 days of acceptance of the award. In all such cases, use of and access to funds will be contingent on receipt of the signed tribal resolution.

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).
- **Letters of support and/or memoranda of understanding (MOU)** should be provided from agencies and organizations whose support and collaboration is integral to the successful implementation of the project (if applicable).

Selection Criteria

Applications will be reviewed by a peer review panel using the assignments of percentage weight for each of the following criteria. Applicants should also refer to "What an Application Must Include" on page 6 for more detailed information on what should be included in the application.

- **Project Abstract (5 points):** The application should include a one-page summary that describes the purpose of the project, goals, and objectives; and activities that will be implemented to achieve the project's goals and objectives, methods, and outcomes.
- **Problem Statement (5 points):** The problem statement must describe the need for the project and provide a clear statement of how funding will support the project's value to the victims' field by meeting a stated goal. The problem statement should convincingly

document that the project is needed to address resource gaps in the field or 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. If the application is for continuation funding, these new goals and objectives should be addressed within the context of what the project has already accomplished. The objectives should describe the steps necessary to accomplish the goal(s), within the context of what the project has already accomplished.

- **Project Goals and Objectives (10 points):** The applicant must specify the goals and objectives of the project. The objectives should be measurable and relate directly to the issues described in the problem statement. The goals should state the overall purpose of what is to be accomplished. The objectives should describe the steps necessary to reach the goals or how the goals will be accomplished.
- **Project Design/Implementation Plan (25 points):** The program 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 project goals(s) and objectives. Projected activities should be realistic and reflect the time, staff, and funding allocated to the project. A clear picture of the contents or components of the product or training is important, as is a detailed plan for packaging and disseminating the product to user groups.
- **Organizational Capability and Project Management (20 points):** 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, financial capability and, if the application is for continuation funding, the results of current grant efforts; and (2) the applicant's project 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.
- **Plans for Measuring Progress and Outcomes (15 points):** Applicants must describe their plan for measuring project progress and success. All applications must contain a plan for evaluating the accomplishment of project goal(s) 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.
- **Budget and Budget Narrative (20 points):** 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 budget 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 applicant must demonstrate that there is sufficient staff and time to accomplish the proposed tasks in a cost-effective manner. The applicant is required to complete the **budget narrative form** and the **budget detail worksheet**. The budget narrative justifies or explains each budget item and relates it to project activities. The budget narrative provides a justification for all proposed costs and should closely follow the content of the budget detail worksheet. 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.

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 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 U.S. Department of Justice employee. An internal reviewer is a current U.S. Department of Justice employee who is well-versed or has expertise in the subject matter of this solicitation. Eligible applications will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer, 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, who may also give consideration to factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance
- Faith-Based and Other Community Organizations

- Confidentiality and Human Subjects Protection (if applicable)
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Nonsupplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [OJP Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in excess of \$5,000,000—federal taxes certification requirement

Application Checklist

FY2010 National Day of Remembrance for Murder Victims

The Office for Victims of Crime will conduct an initial screening for the items below. If any of these items listed below are missing, your application will not move forward in the peer review process.

Eligibility:

Yes No—Applicants are limited to private nonprofit organizations, including faith-based and community-based organizations, or public agencies.

The Federal Request is within Allowable Limits:

Yes No—\$150,000 Maximum Allowable Request

The application contains:

- Yes No—Project Abstract
- Yes No—Problem Statement
- Yes No—Project Goals and Objectives
- Yes No—Project Design/Implementation Plan
- Yes No—Organizational Capability and Project Management
- Yes No—Plans for Measuring Progress and Outcomes
- Yes No—Budget Narrative
- Yes No—Budget Detail Worksheet

Program Narrative/Abstract Format:

- Yes No—Double-spaced
- Yes No—12-point standard font
- Yes No—1" standard margins
- Yes No—Narrative is 25 pages or less

Other Required Components:

- Yes No—Standard 424 Form
- Yes No—DUNS number
- Yes No—Program Narrative indicates application category
- Yes No—Project Timeline
- Yes No—Position Descriptions
- Yes No—Letters of Support/MOUs
- Yes No—Certifications