



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 Helping Organizations and Programs Expand (HOPE III) program. This program furthers the Department's mission by providing an opportunity for the collective crime victim services field to expand the vision and impact of the field. Collectively, five grantees will be expected to: (1) undertake a comprehensive analysis of the current state of the crime victims' field in the U.S., with each conducting a critical portion of the analysis; and (2) develop a consensus document that provides a philosophical and strategic framework for defining the role of the field in the country's response to crime and moving the field forward in the future.

OVC FY 10 Helping Organizations and Programs Expand (HOPE III)

Eligibility

Applicants are limited to private nonprofit organizations, institutions of higher education (including tribal institutions of higher education), public agencies, tribal governments, or tribal organizations that can demonstrate knowledge and understanding of the purpose of this solicitation and the staff resources and capability to undertake the project described in this solicitation. 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," pages 19–21)

All applications are due by 8:00 p.m. eastern time on April 20, 2010.
(See "Deadlines: Registration and Application," page 2)

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.

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

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OVC FY 10 Helping Organizations and Programs Expand (HOPE III) (CFDA #16.582)

Overview

The overarching goal for this project is to expand the vision and impact of the crime victim services field. Five grantees will be selected to: (1) collectively undertake a comprehensive analysis of the current state of the crime victims' field in the U.S., with each grantee conducting a critical portion of the analysis; and (2) develop a consensus document that provides a philosophical and strategic framework for defining the role of the field in the country's response to crime and moving the field forward in the future. The final consensus document will include recommendations to OVC and the broader victims' field as well as a detailed blueprint for a national demonstration project (or multiple demonstration projects) focused on implementation of those recommendations. This project is funded through 42 U.S.C. 10603(c)(1)(A) and (c)(3)(E)(ii) of the Victim Compensation and Assistance Act, as amended.

Deadlines: Registration and Application

Registration is required prior to submission. The deadline to register in GMS is 8:00 p.m. eastern time on April 8, 2010, and the deadline for applying for funding under this announcement is 8:00 p.m. eastern time on April 20, 2010. Please see the "How To Apply" section, pages 19–21, for more details.

Eligibility

Applicants are limited to private nonprofit organizations, institutions of higher education (including tribal institutions of higher education), public agencies, tribal governments, or tribal organizations that can demonstrate knowledge and understanding of the purpose of this solicitation and the staff resources and capability to undertake the project described in this solicitation. 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.

Award Amount. \$1,500,000 (four cooperative agreements in the amount of \$250,000 each, and one cooperative agreement in the amount of \$500,000)

Award Period. \$250,000 awards—12 months; \$500,000 award—18 months

Introduction. In 1998, OVC released *New Directions from the Field: Victims' Rights and Services for the 21st Century*. This comprehensive report challenged the Nation "to renew and refocus its efforts to improve the treatment of victims of crime." The report assessed the

substantial progress that had taken place since the President's Task Force on Victims of Crime groundbreaking 1982 report and also set forth recommendations from the crime victims' field for further improving the response to crime victims. After more than 11 years, OVC believes it is time for the victim services field to revisit the goals established in the 1998 Report, examine the progress toward reaching those goals, and chart a course for the future that includes a fresh look at victimization issues that continue to challenge the field, including the identification of challenges that did not exist in the 1990s.

Too many of the critical issues identified in 1998 persist. Efforts to serve crime victims have been further complicated by the rise of mass violence and terrorism, and tremendous advances in technology that were unimaginable when *New Directions* was written.

The crime victims' field is at a critical juncture in its short history. There is a tremendous opportunity to develop a comprehensive, reflective, and forward-thinking strategy to extend the reach and effectiveness of the crime victims' field in our Nation's response to crime. Although the Crime Victims Fund is providing more resources to crime victims than ever before, our efforts are not always integrated and leveraged with other disciplines and institutions to bring change in the daily lives of crime victims. The victims' field must broaden its mission of rebuilding individual lives shattered by crime to include more complete participation in the more comprehensive national efforts to rebuild communities ravaged by crime and economic crisis. We have the leadership of an Administration and Attorney General who are committed to crime victims' issues. Additionally, rising deposits and increased ceilings for the Crime Victims Fund, provide an unprecedented opportunity ensure services and access to justice for all victims, and to make our communities safe havens for citizens to live productive and meaningful lives.

As part of the activities of grants awarded under this solicitation, OVC is asking the field to address several core questions that are integral to developing a forward-looking strategy for the victims' field. OVC expects the field to partner with a broad array of disciplines and institutions at every level—local, tribal, state, national, and federal—to address crime victims within an overarching context of crime victimization in America. Such a perspective requires engaging more than those who interact and/or work directly with victims either in the criminal justice system or the victim assistance fields. Ultimately, OVC's goal is to catalyze the development of a philosophical framework for directing our collective resources and energy to improve responses to crime victims and reshape the role that the victims' field plays in our Nation's response to crime.

Background. *New Directions from the Field* provided a vital contribution to improving the Nation's response to victims, making critical recommendations for action to various discrete professional groups. These recommendations have contributed substantially to the improved response to victims of crime in the past decade. Now, OVC believes, is the time to take the next step and integrate the Nation's response to crime victims into the larger, overall context of crime in this country. Further, we must closely examine victimization issues against the broader societal landscape in which they exist. In the past 10 to 15 years in this country, the landscape in which victims are provided services has shifted dramatically, with many factors contributing to that shift.

The country has experienced a string of mass violence incidents, including the Oklahoma City bombing in 1996 and numerous school shootings that started with Columbine in 1999. The events escalated with the terrorist attacks in New York City and Washington, D.C., on September 11, 2001, and have continued in the first decade of this century, with events such as the mass shootings at Virginia Tech in 2007, and in Binghamton, New York, in the early part of

2009. The manner in which the victims' field and the criminal justice system respond to these types of events continues to evolve.

Our society has seen tremendous advancements in technology and telecommunications since the mid-1990s that have reshaped the cultural landscape with regard to how people share and receive information. They have resulted in an unprecedented opportunity to reach out to victims and offer innovative mechanisms to provide victims with services. However, these advancements have also created a breeding ground for new crimes, the perpetration of traditional crimes in new ways, and the ability to impact considerably more victims.

The demographics of the U.S. population have changed substantially in the last decade, and projections made by the U.S. Census Bureau indicate that dramatic changes will continue into the middle of the 21st century. These changes are occurring as the result of immigration, birthrates, and longer life expectancy. The increase in immigration has resulted in a new cultural, ethnic, and linguistic diversity that significantly impacts how services must be delivered to victims. There has been growth in the aging population, which will increase even more in the next few decades, leading to increased attention to the issues of elder abuse and victimization of older individuals.

The U.S. has suffered an economic decline, leading to further economic deterioration in communities already burdened by socioeconomic disintegration and high crime. This decline, coupled with a corresponding decrease in private and public funding for victim services and expanding victim populations, mandates that the victims' field undertake a critical analysis of its role in responding to crime and to crime victims.

Enduring Challenges

The victim services field continues to confront numerous persistent challenges that existed in 1998. Several of these challenges are highlighted here to illustrate some of the issues that OVC believes must be examined in a comprehensive analysis of the field.

Child abuse: *Child Maltreatment 2007*, published by the U.S. Department of Health and Human Services, indicated that in 2003, 2004, 2005, 2006, and 2007, the child protection services investigation rate remained at approximately 26 percent of the child population. This information was further analyzed by the Crimes Against Children Research Center, which stated in its report *Updated Trends in Child Maltreatment, 2007*, "New data released by the federal government about reported child maltreatment for 2007 show a mixed and ambiguous picture about recent trends, with overall substantiated cases flat or declining, but child maltreatment fatalities increasing" (Jones and Finkelhor, p. 1). Despite increased training of professionals and improved public awareness, gaps still exist, and child abuse-related issues continue to evolve. The general definitions of child abuse, which have typically included physical abuse, sexual abuse, emotional/psychological abuse, and neglect, have expanded over time to include exposure to domestic violence, exposure to drug activity, cyber exploitation, human trafficking, and many others. As the complexity of child abuse grows, multidisciplinary teams are expected to keep up with increased case loads, often sacrificing best practices to keep up with work demands. The collaborative team work that is essential to fully address the individual and holistic needs of each child continues to be an exception more than a rule, and children continue to fall through the cracks in the system.

Domestic violence: Approximately 1.3 million women and 835,000 men are physically assaulted by an intimate partner annually in the U.S. (*Full Report of the Prevalence, Incidence, and*

Consequences of Violence Against Women. National Institute of Justice and the Centers for Disease Control and Prevention, 2000); however, it is women who are disproportionately murdered by their intimate partners. Each day in this country, four women die as a result of injuries sustained at the hands of an abuser (*Intimate Partner Violence, 1993–2001*, Bureau of Justice Statistics (BJS), 2003), and in recent years, approximately 33 percent of female murder victims and 4 percent of male murder victims were killed by intimate partners (*When Men Murder Women: An Analysis of 2002 Homicide Data*, The Violence Policy Center, 2004).

In FYs 2007 and 2008, more than 3.6 million domestic violence victims received services through programs funded by VOCA. These victims account for nearly half of all victims served by VOCA-funded programs. Domestic violence has been the most common crime for which victims seek assistance in virtually every reporting period for two decades (*2009 OVC Report to the Nation*).

Sexual assault in detention settings: Based on a survey of inmates in 2007, the Bureau of Justice Statistics (BJS) estimated that 60,500 state and federal prisoners had experienced one or more incidents of sexual victimization in the prior 12 months (*Sexual Victimization in State and Federal Prisons Reported by Inmates, 2007*, BJS, 2007). In a report on sexual violence reported by correctional officials in 2006, BJS estimated that 6,528 prisoners made allegations of sexual assault to officials (*Sexual Violence Reported by Correctional Authorities, 2006*, BJS, 2007). The first BJS study suggests that sexual violence is a frequent occurrence, and taken together with the second, it appears likely that sexual violence is substantially underreported. These reports show there is a high prevalence of sexual violence in detention settings (both adult and juvenile) and incarcerated victims do not have adequate support systems in place. The consequences of sexual violence in detention are many: victims experience post-traumatic stress disorder (PTSD), suicidal thoughts, and are more likely to contract sexually transmitted infections. The National Prison Rape Elimination Commission, established by the Prison Rape Elimination Act of 2003, recommended in its 2009 report that the Department of Justice remove the barrier to VOCA funding for treatment and rehabilitation services to incarcerated victims of sexual abuse. Removing this barrier would require a change to the VOCA guidelines. Sexual assault of adults and juveniles in detention settings is an issue that many in the field have shown openness to discussing, but which must be approached thoughtfully in light of limited resources and the complex issues that accompany such a change.

Tribal victims: A BJS statistical profile for the years 1992–2002 showed that American Indians and Alaska Natives experienced a per capita rate of violence that was twice that of the U.S. resident population, with rates of violence in every age group that are higher than that of all other races (*American Indians and Crime: A BJS Statistical Profile, 1992–2002*, BJS, 2004). On average, they experienced an estimated one violent crime for every 10 residents age 12 or older, and among American Indians ages 25 to 34, the rate of violent crime victimizations is more than 2½ times the rate for all persons the same age. According to the Indian Health Services Child Abuse Project Web site, an estimated one in four girls and one in seven boys in Indian Country will be victims of sexual abuse.

In tribal communities there are shortages of direct services, including a lack of sufficient health care and access to sexual assault nurse examiners and forensic examiners. Jurisdictional issues often adversely affect the ability of tribal, federal, and local law enforcement to respond adequately to issues of crime in tribal communities. Further, a lack of resources and training and cross-training opportunities prevent allied professionals from obtaining the necessary skills and professional certifications to provide services to tribal crime victims.

Victimization of young African-American men: The continued high rate of victimization—especially homicide—of young African-American men is one that even the public health sector characterized as an epidemic in the 1990s. According to BJS, in 2005, African-American males ages 18 to 24 experienced the highest rate of homicide victimization (*Homicide Trends in the United States*, BJS, 2007). Based on FBI data for 2008, a black male of any age was approximately six times more likely to be a victim of homicide than a white male that year (*New York Times*, 9/15/2009). With respect to violent victimization generally, in 2006, African-American males between the ages of 16 and 19 had the highest rate of violent crime victimization among men and women—African-American or white—in any age group (*Criminal Victimization in the United States—Statistical Tables, 2006*, BJS, 2008).

We know that the circumstances surrounding the victimization of young African-American males in urban, high-crime settings are extremely complex. It is clear, however, that the victim services field has a vital role to play in any response to this issue, and this is a key issue in the development of any new framework for moving forward in the future. A 2001 OVC bulletin on working with victims of gun violence stated the following:

The health care, criminal justice, and media response to these victims [African-American male victims of gun violence] may be less sympathetic than responses to other crime victims. Whatever the reason for the disparate treatment of these victims, we must not ignore them. Assumptions about the blameworthiness of young African-Americans and Hispanics shortchange a large segment of the population and perpetuate racial stereotyping. (*Working With Victims of Gun Violence*, OVC, 2001)

Little has changed in this area since the beginning of the decade. The victims' field must continue to strive to improve reaching and serving these victims.

Emerging Challenges

In addition to the many enduring challenges that the field faces, there is an ever-increasing number of emerging challenges. Highlighted below are a just a few examples of the issues that the field must address in any philosophical framework designed to move the field forward in the future.

The Changing Nature and Reach of Crime

In the past decade, the nature and reach of crime—and it's implications for victims—has changed dramatically. Tremendous advances in technology and telecommunications have exposed individuals in the U.S. to a wide range of cybercrime, including both new financial crimes and opportunities for perpetrating traditional financial crimes in new ways. This is compounded by new opportunities for criminals to extend their reach beyond national borders.

Further, we hear of new environmental crimes that create dumping grounds for toxic chemicals and waste in urban neighborhoods and remote rural sites already devastated by crime and poverty. Because of the nature of some of these crimes, a single case may literally have thousands of victims, complicating any effort to notify victims about the proceedings or their rights in the case. The field needs to take a critical look at the victims affected by all of these sorts of crimes and determine how best to respond.

Identity theft: According to a 2005 national survey by BJS, about 1.6 million households experienced theft of existing accounts other than a credit card (such as a banking account), and 1.1 million households discovered misuse of personal information (such as a Social Security number). Identity theft can wreak havoc and result in the wounding of one's financial future—including one's ability to buy a home, obtain credit, or pass a background check for future employment. While the number of identity theft victims is large and continues to increase, there is a lack of victim assistance services for this underserved category of crime victims. Identity theft is generally not addressed by the mainstream of VOCA-funded programs at the local level.

Computer and online crimes committed abroad: Criminals and organized crime networks have extended their reach beyond national borders, presenting new challenges for criminal justice systems around the world, and posing special problems for U.S. citizens who are victimized by foreigners. U.S. victims are significantly more vulnerable to crimes committed by individuals in other countries involving computer intrusions, telemarketing fraud, consumer fraud, Internet fraud, and identity theft. The vulnerability stems in part from factors including the current economy, disparities in living standards between U.S. citizens and citizens from underdeveloped countries, rapid technological advancements resulting in broader access to global communication systems, and the growth of air travel. When U.S. victims targeted by criminals from countries with complex criminal justice systems or systems that did not contemplate having victims outside the country, defendants may not be held accountable, and victims are unable to seek restitution for their losses. For example, there is a highly organized crime network in Romania that preys on many U.S. victims purchasing items online, but the Romanian criminal justice system does not have adequate resources to hold these criminals accountable, much less to reach out to victims in the U.S.

With greater access to online products and a growing reliance on cheaper materials, individuals have been victimized by products that are not regulated or are counterfeited by criminal syndicates. Such products may deliberately be made with ingredients known to be toxic that can cause illnesses, diseases, and deaths. For example, in 2007, U.S. Immigration and Customs Enforcement authorities confiscated counterfeited Colgate toothpaste, which was found to contain bacteria and diethylene glycol, a compound found in anti-freeze that posed a public health and safety risk to consumers.

U.S. victims of crimes perpetrated abroad are left with no recourse for recouping their losses and have no avenues for obtaining information in the aftermath of their victimization. The victims' field must explore its role in addressing the needs of these victims.

Internet crimes against children: With the increased use and expansion of technology, the number of Internet crimes against children has risen dramatically. Crimes that were classified in the past as child sexual abuse have taken on even more complexities as these abusive acts are memorialized and disseminated widely across the Internet. The issues of revictimization and victim impact related to the viewing of abusive images have yet to be adequately researched and addressed. The complexities related to this type of victimization indicate a need for very specialized treatment and advocacy for victims and their families. Additionally, courts across the country are struggling to determine appropriate sentencing and restitution for offenders.

Changing demographics of the U.S.

Immigration and changing birth rates have changed the face of the U.S., creating much greater diversity in the population. In 2008, the U.S. Census Bureau projected that the minority population, currently one-third of the total population, will be the majority in 2042. By 2050, the

Hispanic population will be about 30 percent of the total population and the Asian population is projected to climb to 9.2 percent. The Census Bureau also predicted that the population of individuals age 65 and older will more than double from 38.7 million to 88.5 million by 2050. In the same time period, the 85 and older population will more than triple, from 5.4 million to 19 million. This substantial shift in the population requires us to rethink how we deliver services to the diverse groups of crime victims in this country. For example, there is a rapidly increasing number of underserved immigrant victims of crime and limited culture-based programs with the capacity to provide effective outreach and direct victim services.

Equally important, the victim services field must ensure that service providers and leadership in the field reflect the demographic diversity of the crime victim population. The field will never be truly successful unless the diversity of its leadership and practicing professionals changes.

The Response From OVC and the Field

Since 1998, OVC has supported numerous national-scope efforts that have addressed various challenges, problems, and needs identified in *New Directions*. The supported projects have focused on a range of issues such as improving the enforcement of and compliance with victims' legal rights, addressing the needs of particular underserved victim populations, developing training and technical assistance for specific professional groups that interact with victims, and the design of promising practice models for national replication.

While these efforts have addressed some of the critical needs identified by the field and have resulted in vital resources, because of limited funding, they have not always been able to strategically and comprehensively address the enduring and emerging challenges faced by the field. In these instances, OVC issued solicitations to fund projects with the then-current knowledge base of the needs and what should be done to address them. Additionally, these individual projects did not always fully reflect the importance of collaboration, which is a key component in filling the gaps in resources for victims. We now realize that a more strategic and holistic approach is needed. A broad range of advocacy organizations and interest groups must be engaged in the discussion—representing issues such as indigent defense, crime prevention, juvenile justice, and offender reentry—in order to fully understand how all of these pieces fit together in the context of meeting the needs of victims. In order to truly address the impact of crime on individuals, the victim services field must play a leadership role in the country's response to crime.

Project Strategy. Under this competitive project, five cooperative agreements will be awarded. An applicant for funding under this solicitation may submit applications for more than one of the five grant projects. However, separate applications must be submitted for each project and only one cooperative agreement will be awarded to a single organization or agency. Four of the grantees will receive funding for 12 months, and one will receive funding for 18 months. Collectively, the five grantees will be expected to: (1) undertake a comprehensive analysis of the current state of the crime victims' field in the U.S., with each conducting a critical portion of the analysis; and (2) develop a consensus document that provides a philosophical and strategic framework for defining the role of the field in the country's response to crime and moving the field forward in the future. The assessment will encompass review of the current nature of victimization, the broad landscape in which victims currently are served, the overarching needs of victims, the needs of organizations and agencies that serve victims, and the resources available. The final consensus document will include recommendations to OVC and the broader victims' field and a detailed blueprint for a national demonstration project (or multiple demonstration projects) focused on implementation of those recommendations.

For purposes of conducting this analysis, OVC will require that the grantees each convene a stakeholder forum of federal, national, state, local, and tribal organizations and agencies that interact with, provide services to, or otherwise impact victims. Participants at these five forums collectively will comprise a national consortium that informs the resulting assessment and recommendations. The various groups of forum participants must be well-conceived and membership of these groups will require OVC approval.

Prior to holding its forum, each 12-month grantee will conduct a thorough literature review in one of the defined issue areas outlined below. The grantee then will convene representatives from 30 to 40 stakeholder organizations and institutions for the forum, as well as crime victim representatives who reflect diversity in both demographics and type of victimization. Based on the literature review and forum discussion, each grantee will develop a report of findings on its defined issue area. The report will be submitted in draft and final versions to OVC and the 18-month grantee.

12-Month Cooperative Agreements

Each of the four 12-month grant projects will focus on one of these broad issue areas:

1. **The role of the crime victims' field in the overall response to crime and delinquency in the U.S.** This project will consider *at a minimum* the following questions:
 - Who are crime victims?
 - Can we always clearly draw a line between victim and offender?
 - Should we consider teenagers who violate the law by “sexting” or posting online photos that may be considered pornographic as victims? What if the teenagers are being manipulated by sexual predators?
 - How do we serve adults and juveniles sexually assaulted in detention settings?
 - With regard to juvenile offenders who were previously and often repeatedly assaulted, do we focus only on their offender issues and not the issues related to their victimization?
 - How do we address sex and labor trafficking of minor U.S. citizens on the streets?
 - While the Trafficking Victims Protection Reauthorization Act defines domestic minors involved in commercial sexual exploitation as victims, juveniles involved in prostitution are routinely treated as offenders rather than victims in many communities. What can the field do to ensure these adolescents involved in prostitution are treated as victims?
 - Who are the unserved and underserved victims?
 - How and why are victims identified as unserved or underserved?
 - How should the victims' field serve those defined as unserved and underserved victims?
 - How can the crime victims' field better use research and evaluation in order to improve services to unserved and underserved victims?
 - Does the field need to shift the focus of its efforts to serve unserved and underserved victims? And if so, how?

- What partnerships should the crime victims' field forge in order to better and more holistically serve victims?
 - Because no victim wants the wrong person to be convicted for the crime, can we forge relationships with the indigent defense field to support the mutual interest in avoiding wrongful convictions?
 - How does the field build partnerships with the crime prevention field in order to capitalize on the areas of overlapping interest?
 - What partnerships could better support the needs of victims of juvenile offenders?
 - How could partnerships assist the field in addressing the victim-related needs of juvenile offenders in the system who were victimized previously?
 - Are there partnerships that the field could build to better support services to victims of crimes perpetrated abroad?
 - What role should restorative justice play in the crime victims' field?
 - What are the implications of offender rehabilitation and reentry for the crime victims' field?
 - Do partnerships with advocates for juvenile justice issues, prevention, truth-in-sentencing, indigent defense, and offender rehabilitation and reentry help or diminish efforts to serve victims of crime?

- How can the advancement of crime victims' rights be better integrated into the larger victims' field and ultimately into the broader criminal justice field?

2. **Building capacity in the crime victims' field to better serve victims of crime.** Some of the issues to be considered *at a minimum* are the following:

- Is the current network of local, state, tribal, and national organizations, agencies, and institutions sufficient to meet the enduring and emerging needs of crime victims?
 - Are organizations and agencies generally equipped to address the range of victims' needs?
 - Where are the resource gaps and what is needed to fill them?
 - Is funding the only issue or are there others resource needs?
 - What are the barriers for established organizations? For fledgling organizations?
 - What would be most helpful to organizations at the various levels? More targeted funding? More flexibility? Fewer restrictions? Better ability to identify funding resources?
 - Are there unfunded or underfunded organizations that could play a critical role in providing assistance to victims (e.g., law enforcement agencies that have not traditionally received significant funding; immigrant advocacy organizations that are in the forefront of services to victims of human trafficking; faith-based organizations; organizations that provide civil legal assistance to domestic violence victims on custody issues; or organizations that provide legal assistance to victims in the enforcement of their rights in criminal proceedings)?

- What are the available sources of funding?
 - How do organizations at various levels obtain information about funding sources?

- How is information relayed to the organizations that need it?
 - What are the difficulties or barriers that organizations have in obtaining funding to provide victim services?
 - Considering the numerous federal funding streams, are federal agencies directing resources for victim services as they should be?
 - Would comprehensive resource mapping yield helpful information for federal agencies in directing resources where they are needed?
- What improvements in flexibility would be useful in increasing resources for victim services?
 - What changes to the VOCA guidelines would provide greater results in removing existing barriers and providing increased flexibility to serve certain victims of crime?
 - Are there gaps not currently covered under VOCA that should be?
 - Are there more comprehensive approaches that could be taken by OVC, the Office of Justice Programs, the Department of Justice, and other federal agencies?
 - How can we forge ties among victim advocates, criminal justice practitioners, and a diverse array of allied professionals, as well as other nontraditional partners, to further rights and services for victims of crime and create a fundamentally fair justice system for all?
 - How can OVC and the field facilitate expanded diversity among victim service providers and leadership in the crime victims' field?
3. **Enduring challenges in the crime victims' field that still are being addressed.**
Some examples of the persistent issues OVC expects to be addressed include the following (the list is not meant to be comprehensive):

- What are the issues that prevent the field from fully serving victims of domestic violence?
 - What role do factors such as the economic downturn, lack of employment, or affordable housing play?
 - To what extent is the enforcement of protection orders an issue?
 - How can the field better address the needs of victims of domestic violence?
- What are the issues that continue to confront the field in meeting the needs of child abuse victims?
 - Is a lack of resources the sole problem or does the field need a fundamentally different approach to addressing child abuse?
- What does the field need in order to better address the high victimization rates—especially homicide—among young African-American men?
 - How can services be made more accessible and appropriate for this population of victims?
 - Are there partnerships that the field could forge that would be helpful in improving services to these victims?

- What are the needs of victims of sexual assault in adult and juvenile detention settings?
 - What barriers must be overcome in order to serve these victims?
 - Will removing the barrier in the VOCA guidelines to serving this victim population help fulfill the needs?
 - What needs to be done to better address the issue of victimization in Indian Country?
 - Are the appropriate resources being directed to Indian Country, particularly in light of the high rates of poverty and crime victimization?
 - What are the jurisdictional issues that impede the investigation and prosecution of crimes in Indian Country and prevent victims from receiving access to justice?
 - What role can the victims' field play to facilitate change?
 - With the projected growth in the older population in the U.S. by midcentury, what should the crime victims' field do to improve current services to victims of elder abuse and to prepare to provide services to a potentially larger population of victims?
 - What partnerships would support improved services to this population of victims?
 - What professional groups need to be trained on the issue of elder abuse, and how should training be delivered to them?
 - How can the field help to make services for victims with disabilities truly accessible—both physically and attitudinally?
 - In light of the lack of data on the victimization of individuals with disabilities in institutional settings, what does the field need to do?
 - What training is needed in the field to support the improvement of services to this population of victims?
4. **Emerging challenges the crime victims' field has yet to address.** The following are some examples of the emerging issues that must be considered (the list is not meant to be comprehensive):
- How has the victims' field responded to the dramatic increase in cybercrime?
 - Does the field need new victim response models that include mechanisms for working not just across state boundaries, but across national borders as well?
 - What are the implications due to the increase in financial crimes, including fraud and identity theft?
 - With the increase in cybercrime, what special issues must the field address in light of the breakdown of national boundaries and the victimization of individuals in the U.S. by perpetrators in other countries?
 - What are the issues to consider related to the rise in online child pornography and sexual exploitation of minors?
 - Are there changes that the field needs to make in order to better identify and serve these new and expanding populations of victims?

- What impact has resulted from the increase in immigration, changes in birthrates of specific populations, and more generally, the changing demographics of the U.S.?
- How can organizations in the field incorporate direct services to human trafficking victims into their existing service model?
 - What is the current knowledge base in the field about human trafficking and its various forms (including knowledge about both the federal Trafficking Victims Protection Act and the prevalence of state trafficking statues that identify available state-supported services for victims)?
 - What community barriers must be overcome in order to assist these victims (social, cultural, etc.)?
 - What changes in the VOCA guidelines would help facilitate services to these victims?
 - Beyond funding, how can OVC and the field support local victim service organizations that are seeking to address human trafficking within their community or geographic service region?
- What are the issues that prevent the field from fully serving youth including, but not limited to, runaway/homeless youth, who are commercially sexually exploited and trafficked?
 - What are the specific service needs of this group of victims that are not being addressed?
 - How can services be made more accessible and appropriate to comprehensively address the needs of this population of victims?
 - What partnerships would support improved services to this population of victims?
- What impact has the rise in social media had on the provision of victim services?
 - How do people currently seek and obtain information?
 - What does this mean for how the field of victim services provides outreach, education, and services?

18-Month Cooperative Agreement

The 18-month grantee will analyze the information in the four reports developed by the 12-month grantees on the stated topics and synthesize it into a cohesive and comprehensive assessment and report of recommendations. Based on the information presented in the four individual reports, this overarching report also must address the following more overarching issues:

1. What are the political, policy, and philosophical perspectives and challenges in the field of victim services and how can we overcome them?
2. What actions do agencies and organizations need to take at the federal, national, state, local, and tribal levels?
3. What is the role of OVC in fostering implementation of the recommended changes?

This grantee then will convene a forum of 30 to 40 representatives of federal, national, state, local, and tribal organizations and agencies, which may include some who participated in the prior forums as well as new participants, to discuss the overall draft report. Based on the input

and feedback from the participants in this forum, the 18-month grantee will write the final consensus report of recommendations and blueprint for a demonstration project to implement the recommendations.

The grantee also must synthesize the enormous amount of information it collects into a blueprint for a national demonstration project to which OVC would dedicate competitive funding in later years. This blueprint must include a detailed plan for: (1) recommending the focused parameters of a competitive solicitation for the demonstration project(s); (2) disseminating the funding through subgrants; and (3) the overall administration of the demonstration project. The demonstration project or projects would address most of the issues from a holistic perspective. OVC intends to fund separately a comprehensive independent evaluation of the demonstration project.

Goals, objectives, and deliverables. The overarching goal for this project is to provide a voice for the collective crime victim services field in expanding the vision and impact of the field. Collectively, five grantees will be expected to: (1) undertake a comprehensive analysis of the current state of the crime victims' field in the U.S., with each conducting a critical portion of the analysis; and (2) develop a consensus document that provides a philosophical and strategic framework for defining the role of the field in the country's response to crime and moving the field forward in the future. The final consensus document will include recommendations to OVC and the broader victims' field and a detailed blueprint for a national demonstration project (or multiple demonstration projects) focused on implementation of those recommendations.

12-Month Cooperative Agreements

The deliverables for each of the four 12-month grantees are the following:

1. Hiring or dedicating a full-time project director for the overall project implementation, either as an employee of the organization or as a consultant. This position will be responsible for the day-to-day activities under the grant, including coordination and oversight of the stakeholder group membership, managing the literature review, management of the stakeholder forum, development of the report of findings, coordination with the project directors for the other four grants, attendance at the other four forums, and maintaining contact with OVC staff. Hiring the project director must occur within 1 month of the grant start date.
-  2. Establishment of a stakeholder group of 30 to 40 representatives of entities that interact with, serve, or impact victims of crime that will consider and deliberate on issues in a specific, defined topic area. The group must include representation from federal, national, state, local, and tribal agencies and organizations, and must include players that have not traditionally been involved in discussions around issues related to crime victims. Proposed group members should be an integral part of the application for funding and letters of support or intent from all potential members of the group should be included in the application. Final selection of members must be made in coordination with the other 12-month grants to ensure that membership of these groups is not identical. (Some overlap may be acceptable.) OVC will have final approval authority of the group membership after award of the grant. Establishment of this group must occur within 2 months of grant start date.

3. There must be a comprehensive literature review related to questions/issues outlined for the particular topic, as well as for any additional questions or issues identified by the grantee. This must occur within 2 months of the grant start date.
4. A 2-day forum with the stakeholder group identified (see #1), with a report produced from the forum discussions. This forum should occur within the third or fourth month of the grant start date. The scheduling of the forum must be coordinated with the other forums so they are not scheduled for the same dates.
5. Developing a report in coordination with the stakeholder group and OVC that documents and synthesizes the results of the literature review and forum findings, and includes the literature review and report of forum discussions as appendices to the report. This draft report should be submitted to OVC and the 18-month grantee within 6 months of the grant start date.
6. Final report, revised to reflect the feedback of OVC and the 18-month grantee on the draft report, submitted to OVC and the 18-month grantee by the end of the 12-month project period.

18-Month Cooperative Agreement

The deliverables for the 18-month grantee will be the following:

1. Hiring or dedicating a full-time project director for the overall project implementation, either as an employee of the organization or as a consultant. This position will be responsible for directing the day-to-day activities under the grant, including coordination and oversight of the stakeholder group membership, planning and implementing the forum, developing the draft report synthesizing the reports on the four defined topic areas, completing the final report of recommendations for the field and demonstration project blueprint, ensuring coordination among the activities of the five grantees, attending the forums convened by the other four grantees, and maintaining contact with the OVC staff. Hiring of the project director must occur within 1 month of the grant start date.
-  2. Establishment of a stakeholder group of 30 to 40 representatives of diverse organizations and institutions that interact with, serve, and/or impact victims of crime that will consider and deliberate on the report synthesizing the findings of the other four projects and making recommendations for the future of the field. Participants in this group must include individuals from federal, national, state, tribal, and local entities. Proposed group members should be an integral part of the application for funding and letters of support or intent from all potential members of the group should be included in the application. Final selection of members must be made in coordination with the other 12-month grant projects to ensure that membership of these groups is not identical. (Some overlap will be likely and desirable.) OVC will have final approval authority of the group membership after award of the grant. Establishment of this group must occur within 4 months of the grant start date.
3. Analysis of the findings of each of the four other grant projects and development of one comprehensive draft report based on the findings of these projects. This draft report will be considered by the stakeholder group and will set forth proposed recommendations for the future direction of the victim services field. The draft report also must outline a proposed blueprint for a multiyear, national demonstration project—or multiple demonstration projects—to which OVC could dedicate funding through a competitive solicitation to

implement the recommendations. This blueprint should include a plan for: (1) competitively awarding funding to an agency or organization (or multiple entities) that would administer the demonstration project(s); (2) distribution of subawards to national, state, local, and tribal agencies and organizations; and (3) documentation of the demonstration project. The draft report must be submitted to OVC and sent to the stakeholder group members within 8 months of grant start date.

4. A forum of the stakeholder group membership to consider, discuss, and provide input and feedback on the comprehensive draft report described. The deliberations of this forum must be recorded for purposes of inclusion with the final report. This forum must occur within 10 months of grant start date.
5. Based on the input and feedback of the forum participants, revision of the draft report of recommendations for the future direction of the field and an outline of a demonstration project blueprint. This report must be submitted to OVC within 12 months of the grant start date.
6. Revision of the report to incorporate OVC's comments and submission of the final report of recommendations and blueprint to OVC by the end of the 18-month project period.

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: No portion of any award of more than \$250,000 made under this solicitation may be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The 2010 salary table for SES employees is available at www.opm.gov/oca/10tables/indexSES.asp.)

Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

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

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

Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. **Additionally, applicants must discuss in their application their methods for collecting data for performance measures. Please refer to "What an Application Must Include" (below), for additional information on applicant responsibilities for collecting and reporting data.** Performance measures for this solicitation are as follows:

Objective	Catalog ID	Performance Measures	Data Grantee Provides
<p>The purpose of these cooperative agreements is to: (1) undertake assessments of various critical issues that will inform a consensus report on the future direction the victims' field should take; (2) formulate consensus recommendations for building capacity in the field, including recommendations for actions to be taken at the federal, national, state, local, and tribal level.</p>		<p>Number of stakeholders.</p> <p>Conduct a comprehensive literature review (12-month grantees).</p> <p>Number of forums convened to bring together stakeholders from victim services field.</p> <p>Number of Final Reports that meet OVC's standards for quality and completeness.</p>	<p>Number of stakeholders.</p> <p>Stakeholder group membership list.</p> <p>Report of literature review (12-month grantees).</p> <p>Number of forums convened.</p> <p>Report documenting forum deliberations and providing findings based on literature review and forum discussion (12-month grantees).</p>

		Develop a comprehensive report that sets forth consensus recommendations for the future direction of the victim service field and design a blueprint for a national demonstration project (or multiple demonstration projects) that OVC would fund competitively to begin implementation of the consensus recommendations.	Comprehensive report that sets forth consensus recommendations for the future direction of the victim services field and a blueprint for an OVC demonstration project to implement those recommendations. (18-month grantee).
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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. The Office of Justice Programs 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 <http://www.dnb.com/us/>. 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 OVC FY 10 Helping Organizations and Programs Expand (HOPE III) solicitation.
5. **Select the Correct Solicitation Title.** Some OJP solicitations posted in GMS contain multiple purpose areas, denoted by the solicitation categories identified in the solicitation title. If you are applying to a solicitation with multiple solicitation categories, you must select the appropriate solicitation title for the intended purpose area of your application. The application will be peer reviewed according to the requirements of the purpose area under which it is submitted.
6. **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.
7. **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 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 email 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 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 www07.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 one-page summary that describes the project's purpose, goals, and objectives, as well as the activities that will be implemented to achieve these goals and objectives, methods, and outcomes. **This section must clearly specify the particular grant project for which funding is being sought (as outlined in the solicitation).**
- **Problem Statement:** The problem statement must describe the need for the project and provide a clear statement of how funding will support the project's value to the victims' field by meeting a stated goal. The problem statement should convincingly document that the project is needed to address national resource gaps in the field or to address emerging national issues for which there are few or no resources to assist providers. Evidence for the need must be provided – merely stating that the problem or gap exists will not suffice.
- **Project Goals and Objectives:** The applicant must specify the goals and objectives of the project. The objectives must be measurable and relate directly to the issues described in the problem statement. The goals should state the overall purpose of what is to be accomplished. The objectives should describe the steps necessary to reach the

goals or how the goals will be accomplished. The application should clearly describe how funding will support the overall success of the project.

- **Project Design/Implementation Plan:** The project design and implementation plan must describe the project strategy and discuss how the strategy will address the identified problems and support the goals and objectives. It must include sufficient detail so that OVC staff and other reviewers can understand what will be accomplished, how it will be accomplished, and who will accomplish it. The applicant's strategy or design must include a description of project phases, tasks, activities, staff responsibilities, and clear descriptions of interim deliverables and final products. It must include a time-task plan that clearly identifies objectives, major activities, and products. All proposed tasks must be presented in a way that allows a reviewer to see the logical progression of tasks and relate the tasks directly to the accomplishment of the project goal(s) and objectives.

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

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

- **Organizational Capability and Project Management:** Applications must include a clear description of the applicant's management structure. Applicants must demonstrate how their resources, capabilities, and experience will enable them to achieve the goals and objectives. The applicant must document both its financial and administrative capability to undertake, manage, and complete a national-scope, federally funded project in adherence with the OJP Financial Guide. Applicants must include a description of the proposed professional staff members' unique qualifications that will enable them to fulfill their grant responsibilities. Applicants must describe how the program will be managed and include an organizational chart or information describing the roles and responsibilities of key organizational and functional components and personnel. If additional staff will be hired to complete the project, the applicant should identify the selection criteria. Applicants should also provide detailed information about staff committed to work on the project contingent upon receipt of funding.
- **Plans for Measuring Progress and Outcomes:** Evaluation is critical to ensure that each OVC project is operating as designed and achieving its goals and objectives. Accordingly, each application must provide a plan to assess the project's effectiveness and to evaluate accomplishment of project goals and objectives. Applicants should describe how they will assess performance in attaining the identified outcomes. Goals and objectives must be clearly stated, links established between program activities and objectives, and performance measures identified. Performance measures will address a mix of immediate and intermediate outcomes and, as appropriate and feasible, information on long-term impact. The evaluation plan should identify all resources that will be devoted to conducting the assessment, including identification of staff members and staff time, use of outside consultants to assist with the assessment, and any other

support costs associated with conducting an evaluation. Assessment information will be submitted as part of the semiannual progress report, as well as part of the final report due within 90 days of project completion.

Budget Narrative Attachment Form

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

Budget Detail Worksheet

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

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

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

- 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 Chief Financial Officer (OCFO), unless the grantee has previously attended this seminar. Specific information (such as dates and locations of upcoming OCFO events) can be found at www.ojp.usdoj.gov/training/fmts.htm.

- 2) Program Match:** An in-kind match is not required for this grant.

- 3) **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.
- 4) **Contracts over \$100,000:** All contracts over \$100,000 must be competed or a compelling sole source justification must be provided with the application.
- 5) **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.
- 6) **Any proposed program income (for example, registration fees for a training event or conference) must be identified.** Program income should not be included on the budget detail worksheet, but reflected in a document accompanying the budget that clearly shows the income and how it will be expended in the context of the project.
- 7) **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.
- 8) **Budget amount:** A budget for a 12-month grant project must not exceed \$250,000 and a budget for an 18-month grant must not exceed \$500,000.

Indirect Cost Rate Agreement:

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

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

Other Program Attachments

Remaining attachments include the following materials:

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

Selection Criteria

Applications will be reviewed by a peer review panel ***based on the required elements described in detail on pages 21 to 24*** (Program Narrative, Budget and Budget Narrative, and all other required attachments). The following weights will be applied to each section of the proposal:

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

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. OVC reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with basic minimum program or legislative requirements as stated in the solicitation (including, but not limited to, requirements as to timeliness, proper format, and responsiveness to the scope of the solicitation).

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. OVC may use either internal peer reviewers, external peer reviewers, or a combination to review the applications 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 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.

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 [Office of Justice Programs 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
Helping Organizations and Programs Expand (HOPE III)

Before submitting your application, please address the following:

Eligibility. Applicants are limited to private nonprofit organizations, institutions of higher education (including tribal institutions of higher education), public agencies, tribal governments, or tribal organizations that can demonstrate knowledge and understanding of the purpose of this solicitation and the staff resources and capability to undertake the project described in this solicitation. A private nonprofit organization does not have to have 501(c)(3) status to apply for grant funding under this solicitation.

The Federal Request is within Allowable Limits (12-month award–\$250,000; 18-month award–\$500,000)

The application contains:

- _____ Project Abstract
- _____ Statement of the Problem
- _____ Project Design and Implementation
- _____ Organizational Capability and Project Management
- _____ Budget Narrative
- _____ Budget Detail Worksheet
- _____ Plan for Measuring Progress and Outcomes

Program Narrative Format:

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

Other Required Components:

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