



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC), is pleased to announce that it is seeking applications for funding for Services to American Victims of Domestic Violence Abroad. This program furthers the Department's mission by extending services to American Victims living overseas who are often underserved or unserved due to unavailable, appropriate domestic violence services in other countries.

FY10 Services for American Victims of Domestic Violence Abroad

Eligibility

Applicants are limited to private nonprofit organizations, including faith-based and community-based organizations, tribal organizations or public agencies that can demonstrate experiential expertise in the provision of comprehensive services to American victims of domestic violence and their dependents abroad including, but not limited to, crisis hotline support, safety planning, counseling referrals, relocation assistance, and legal assistance.
(See "Eligibility," page 3)

Deadline

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

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

Contact Information

For technical assistance with submitting the application, contact Grants Management System Support Hotline at 1-888-549-9901, option 3 or via e-mail to GMSHelpDesk@usdoj.gov.

Note: [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 Millicent Crawford, Victim Justice Program Specialist, at 202-353-8172 or millicent.crawford@usdoj.gov.

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FY10 Services for American Victims of Domestic Violence Abroad

(CFDA #16.582)

Overview

The statutory authority for this program is 42 U.S.C. § 10603 (c)(1)(A). The goal of this demonstration program is to support one organization that will provide a continuum of services to American citizens experiencing family violence while living in a foreign country. The organization will provide a range of services to these victims including, but not limited to, crisis hotline support, safety planning, counseling referrals, relocation assistance, and legal assistance. The grantee must develop a series of bulletins, to be published by OVC, which address the critical issues for domestic violence services provided to victims abroad and the need for service coordination with providers in the United States to ensure a continuum of services to those victims who elect to return to the U.S.

Through this competitive solicitation, OVC will award one cooperative agreement, for a period of 12 months. Based on grantee performance and the availability of future funds, continuation funding will be available for 2 subsequent years. Funds through this project are intended to identify and serve American victims of domestic violence residing any and everywhere throughout the world except U.S. possessions and territories. Applicants must demonstrate the capacity to provide comprehensive services and related initiatives addressing U.S. citizens abroad. Any current assistance to American victims of domestic violence living abroad should be included.

Deadlines: Registration and Application

Registration is required prior to submission. The deadline to register in GMS is 8:00 p.m. eastern time on May 11, 2010, and the deadline for applying for funding under this announcement is 8:00 p.m. eastern time on May 18, 2010. Please see the "How To Apply" section, page 7 for more details.

Eligibility

General Statement of Eligibility: Eligible applicants are private nonprofit organizations, including faith-based and community-based organizations, or public agencies that can demonstrate: (1) knowledge and understanding of international laws regarding domestic violence; (2) experience in the provision of domestic violence services and advocacy; and (3) staff resources and capability to carry out all activities required by the funded project. A private nonprofit organization does not need 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: One cooperative agreement of up to \$250,000 will be awarded. OVC retains the right to exercise discretion in setting award amounts.

Award Period: 12 months

It is anticipated that the total project period will be for 3 years. The initial budget period will be for 12 months. Pending selection and funding availability, it is anticipated that this project would begin on October 1, 2010.

The SF-424 should indicate funding only for the initial project year. Second- and third-year funding is contingent upon grantee performance and availability of funds.

Detailed information on the purpose of the grant program: All efforts supported by this program must address services to American victims of domestic violence and their dependents residing abroad. For purposes of OVC's Services for American Victims of Domestic Violence Abroad, the following definitions are used:

- "Domestic Violence" refers to a pattern of abusive and threatening behaviors that may include physical, emotional, economic and sexual violence as well as intimidation, isolation and coercion.
- "American" refers to U.S. citizens or lawful permanent residents.
- "Victim" refers to both victims of domestic violence as well as their dependents.
- "Comprehensive Services" means an array of services that can be offered to a client enrolled in the OVC funded project that will address needs identified at the time of intake and service planning. At minimum, these services include comprehensive safety planning, intensive case management, assistance obtaining travel documents, crisis intervention, victim advocacy, danger-to-safety relocation, travel logistics and discounted airfare, safe housing, assistance with emergency and basic needs, telephone counseling and support group, and other necessary services.

Program Strategy: The overall purpose of this demonstration project is to identify promising practices in the delivery of a comprehensive array of services to American victims of domestic violence and their dependents living abroad, including military bases. Specifically, the goals of this demonstration project are to (1.) provide a comprehensive array of timely and high-quality services, to American victims of domestic violence who are residing permanently or temporarily overseas, including military bases. (2.) develop, enhance, or expand the response to American victims of domestic violence abroad; (3.) develop a series of bulletins addressing the critical knowledge gaps in servicing domestic violence victims and their dependents living abroad; and (4.) produce a final report about the implementation of the project, including a discussion of successes, challenges, and lessons learned, that may be disseminated through OVC to the victims' field.

For the purposes of OVC's Services for American Victims of Domestic Violence Abroad, a person eligible for services under this program is:

1. a victim of any form of domestic violence and/or,
2. a dependent of a victim of domestic violence;

3. a citizen or lawful permanent resident of the U.S.,
4. residing either temporarily or permanently overseas, including U.S. military bases, but excluding U.S. possessions and territories.

Deliverables for this demonstration project include:

Year I

1. A revised time task plan within 30 days of the award.
2. Development, enhancement and expansion of a comprehensive service model.
3. Provision of direct services to victims of domestic violence and their dependents.
4. Drafts of a series of bulletins addressing the critical knowledge gaps of domestic violence service providers in the United States working with victims overseas for OVC and external peer review. The applicant should specify the projected number of bulletins that will be developed and the content of each.

Year II

1. A preliminary plan for sustainability of the comprehensive service model after the OVC project ends;
2. Finalized bulletins for dissemination to the field by OVC.

Year III

1. A final report outlining the implementation of the project, including successes, challenges and lessons learned. The report should include *final* versions of documents and resources used during the implementation of the project which may include, but would not be limited to the following:
 - a. Policies and procedures.
 - b. Data collection forms.
 - c. Series of bulletins.
 - d. Community response protocols.
 - e. Training materials.
 - f. Public awareness and outreach resources.

Applicants must demonstrate the capacity to provide effective comprehensive services to American victims of domestic violence and their dependents. Applicants must demonstrate their knowledge and experience regarding international family law as well as obstacles and barriers facing victims of domestic violence abroad. Applicants must document existing services and related initiatives, and propose a comprehensive model of service delivery that will coordinate the various existing resources.

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. 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: Not required

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 provide high-quality and timely comprehensive services to American victims of domestic violence residing abroad.		Percent increase in the number of services (broken down by type of service) provided to American victims of domestic violence residing abroad.	The number of services provided to American victims of domestic violence overseas at the beginning and end of the report period (broken down by type of service).

<p>To address the critical knowledge gaps of domestic violence service providers in the United States working with victims overseas.</p>		<p>Percent increase in the number of American victims of domestic violence overseas served.</p> <p>Number of educational materials (by type) developed.</p>	<p>The number of NEW American victims of domestic violence overseas served for the first time during the report period.</p> <p>The TOTAL number of American victims of domestic violence overseas served during the report period. (This includes new clients and existing clients served during the report period.)</p> <p>Number and type of materials developed.</p> <p>Number and type of materials disseminated.</p>
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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/gmscvt/. If you experience technical difficulties at any point during this process, please e-mail GMSHelpDesk@usdoj.gov or call 1–888–549–9901 (option 3), Monday – Friday from 6:00 a.m. to midnight eastern time, except federal holidays. OJP highly recommends starting the registration process as early as possible to prevent delays in the application submission by the specified deadline.

All applicants are required to complete the following steps:

- 1. Acquire a DUNS Number.** A DUNS number is required to submit an application in GMS. The Office of Management and Budget requires that all businesses and nonprofit applicants for Federal funds include a DUNS (Data Universal Numbering System) number in their application for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling 1–866–705–

5711 or by applying online at <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 OVC and the FY10 Services for American Victims of Domestic Violence Abroad.
- 5. Select the Apply Online Button Associated with the Solicitation Title.** The search results from step 4 will display the solicitation title along with the Registration and Application Deadlines for this funding opportunity. Please select the Apply Online button in the Action Column to create an application in the system.
- 6. Submit an Application Consistent with this Solicitation by Following the Directions in GMS.** Once submitted, GMS will display a confirmation screen stating your submission was successful. **Important:** You are urged to submit your application at least 72 hours prior to the due date of the application.

Note: OJP's Grants Management System (GMS) does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

Experiencing Unforeseen GMS Technical Issues

If you experience unforeseen GMS technical issues beyond your control which prevent you from submitting your application by the deadline, you must contact 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 Helpdesk to validate the technical issues you reported, OJP will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be validated, your application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time;

(2) failure to follow GMS instructions on how to register and apply as posted on its Web site; (3) failure to follow all of the instructions in the OJP solicitation; and (4) technical issues experienced with the applicant's computer or information technology (IT) environment.

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

What an Application Must Include

This section describes what an application is expected to include and sets out a number of elements. Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application and, should a decision nevertheless be made to make an award, may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are not responsive to the scope of the solicitation, or do not include a program narrative, budget, budget narrative, or tribal resolution (if applicable), will not proceed to peer review and will not receive further consideration.

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

Standard Form 424

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

Program Narrative

The program narrative should not exceed 25 doubled-spaced pages in 12-point font with 1-inch margins and must include six separate sections: Project Abstract, Problem Statement, Project Goals and Objectives, Project Design/Implementation Plan, Organizational Capability and Project Management, and Plans for Measuring Progress and Outcomes. Applicants should anticipate that if the program narrative fails to comply with these length-related restrictions, such that it provides a significant competitive advantage, the failure to comply may be considered in peer review and in final award decisions. Each section is described below.

Please note that the time-task plan is not included in the 25-page limit, and may be submitted as a separate attachment. The plans for training and evaluation may also be submitted as separate attachments.

- **Project Abstract:** 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:** The problem statement must provide strong rationale for the project and clearly describe the applicant's awareness of incidents of domestic violence among

Americans living overseas, including military bases, but excluding U.S. possessions and territories. Applicants must document existing services and related initiatives responding to American victims of domestic violence and their dependents living abroad. The applicant must demonstrate how the proposed comprehensive services initiative will address the goals of this program.

- **Project Goals and Objectives:** The applicant must specify the goals and objectives of the project. The objectives should describe the steps necessary to reach the goals and how the goals will be accomplished. The goals and objectives must be clearly specified, relate directly to the problem statement, and should focus on the items listed in the Program Strategy on page 4.
- **Project Design/Implementation Plan:** The project design and implementation plan must describe the project strategy and discuss how the strategy will address the identified problems and support the goals and objectives. The applicant's strategy or design must include a detailed description of how each of the services listed on page 4 will be provided, either in-house through specific project partners, to American victims of domestic violence and their dependents living abroad.

Time-Task Plan: Applicants must develop a time-task plan that clearly identifies major activities for the duration of the project period. This plan must include the designation of persons responsible for each task, a schedule for the completion of the activities including submission of quarterly and semi annual reports, and the submission of finished products/deliverables. 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 and the submission of a revised time-task plan within 30 days of the award. Applicants must plan to develop products such as training materials, brochures, or other outreach materials for dissemination should be aware of the requirement to submit all drafts to OVC for review and approval at least 10 working days in advance of release. In addition, final drafts deliverables intended for dissemination by OVC must be submitted to OVC within 120 days prior to the end date of the grant.

- **Organization Capability and Project Management:** Organizational capability will be assessed on the basis of (1.) the applicant's described management structure and financial capability; (2.) results of current grant efforts (if applicable); and (3.) the applicant's project management plan and documentation of the professional staff members' unique qualifications to perform their assigned tasks.

Applicants must state their experience with managing federal grants that support direct services to crime victims, and must document their administrative and financial capacity to manage federal grants. If the applicant has other grants to provide services to American victims of domestic violence and their dependents living abroad, the applicant must describe the scope of each of these grants and describe how activities and data collection on these projects will be tracked separately to avoid duplication.

It is essential that applicants clearly demonstrate the qualifications and experience of their direct service staff and subcontractor partners. Applicant must document that key staff on the project have completed or will complete training in connection with domestic violence advocacy and/or working with children living with violence include documentation that the applicant possesses the requisite staff and subject matter expertise in the area of domestic

violence and International Family Law. Applicants must describe how the program will be managed and include an organizational chart or information describing the roles and responsibility of key organizational and functional components and personnel. The applicant must include a detailed staffing structure and a clear plan for the provision of case management for victims enrolled in the project. Key staff, including case managers, must have prior victim service experience or must be under the direct supervision of a senior case manager/project director who has such experience.

Applicants must also include a list of personnel responsible for managing and implementing the major stages of the project. Resumes of key staff should be attached. If additional staff will be hired to complete the project, the applicant should provide a job description and identify the selection criteria for the position. Applicants must include a description of the current and proposed professional staff members' unique qualifications that will enable them to fulfill their grant responsibilities. 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:** The performance measures must be stated in the application as well as a description of how they will collect data to support the performance measures for this grant.
- **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 <http://www.ovc.gov/fund/forms.htm> and view the two model privacy certificates available for adaptation.

Budget Narrative: 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 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. Budgets must dedicate adequate and reasonable funding to support services and not dedicate the preponderance of funding to salary/benefits for non-service providing staff and operational costs.

Budget Detail 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. 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 template of a fillable PDF budget detail worksheet form, which can be used as a guide to assist you in preparation of the budget detail worksheet and narrative, is available at http://www.ojp.usdoj.gov/funding/forms/budget_detail.pdf.

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

Indirect Cost Rate Agreement (if applicable): Indirect costs are allowed provided the applicant has a federally approved indirect cost rate agreement. A copy of the federally approved indirect cost rate agreement should be provided as an attachment to the application.

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

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

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:** For positions that are vacant, provide job descriptions outlining roles and responsibilities and provide the selection criteria for the proposed new positions (required).
- **MOUs/ Contracts/ Letters of Support** must be provided to document payment structures with organizations that will be providing direct services to clients served under this grant (required).

- **A Detailed Time-Task plan** must be provided (required).
- **A Privacy Certificate** must be provided (required).
- **Financial Capability Questionnaire:** Applicants that are nonprofit or commercial organizations, and have never received any grants from OJP, are required to complete the Financial Capability Questionnaire form. The form must be submitted along with a copy of the organization's most recent audited Financial Statements (review if audited Financial Statements are not available). This form is available at <http://www.ojp.usdoj.gov/funding/forms.htm> under Accounting System and Financial Capability Questionnaire.
- **Other attachments** as needed (if applicable).

Selection Criteria

The section entitled "What an Application Must Include", detailed above, provides the required information that will serve as the selection criteria of this project. Each section of the application will be evaluated using the weighted percentages below.

1. Statement of the Problem/Program (10%)
2. Project/Program Design and Implementation (30%)
3. Capabilities/Competencies (30%)
4. Budget (15%)
5. Impact/Outcomes and Evaluation/Plan for Collecting Data for Performance Measures (15%)

Review Process

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

Peer reviewers will be reviewing the applications submitted under this solicitation that meet basic minimum requirements. OVC may use either internal peer reviewers, external peer reviewers, or a combination to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current U.S. Department of Justice employee. An internal reviewer is a current U.S. Department of Justice employee who is well-versed or has expertise in the subject matter of this solicitation. Eligible applications will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer (OCFO), in consultation with the OVC, conducts a financial review of applications for potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget and budget narrative accurately explain project costs; and determines

whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final grant award decisions will be made by the Assistant Attorney General (AAG), who may also give consideration to factors including, but not limited to, underserved populations, 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's [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

GRANTS VERSUS COOPERATIVE AGREEMENTS

Cooperative agreements are used when substantial collaboration is anticipated between OVC and the award recipient during performance of the proposed activities.

Responsibility for general oversight and redirection of the project, if necessary, rests with OVC. OVC will review and approve all activities in the requirements under the various stages, as enumerated in the solicitation. This includes review and approval in a timely manner of all key personnel selections, consultants, assessments, plans, instruments, manuals, and documents developed or identified for use during the project, with suggestions for modification.

Responsibility for the coordination of topics addressed or services rendered will be shared by OVC and the recipient. Where appropriate, the recipient will act jointly with OVC to determine modifications to the program plan or budget, and design data collection instruments. In executing this responsibility, OVC requires that its program specialist meet periodically with the recipient (as determined by OVC) throughout the life of the project to discuss project activities, plans, problems, and solutions. Responsibility for the day-to-day conduct of the project rests with the recipients. This specifically includes operations, data collection, analysis, and interpretation.

Application Checklist

FY 2010 Services for American Victims of Domestic Violence Abroad

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

Eligibility Requirement:

Applicants are limited to private nonprofit organizations, including faith-based and community based organizations, tribal organizations or public agencies that can demonstrate experiential expertise in the provision of comprehensive services to American victims of domestic violence and their dependents abroad including, but not limited to, crisis hotline support, safety planning, counseling referrals, relocation assistance, and legal assistance.

_____ The Federal Amount Requested is Within the Allowable Limit of \$100,000.

The Application Components:

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

Program Narrative/Abstract Format:

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

Other:

- _____ Standard 424 Form
- _____ DUNS Number
- _____ Certifications
- _____ Other standard forms as applicable, including:
- _____ Disclosure of Lobbying Activities (if applicable)
- _____ Accounting System and Financial Capability Questionnaire (if applicable)