

**U.S. Department of Justice**  
Office of Justice Programs  
*Office for Victims of Crime*



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The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), [Office for Victims of Crime](#) (OVC) is pleased to announce that it is seeking applications for Fiscal Year (FY) 2010 funding of supportive services and information-sharing resources for victims of the September 11, 2001 (9/11), terrorist attacks. With the approaching anniversary of the attacks, victims need a centralized resource to provide case management services to access needed victim services, such as mental health counseling or emotional support, and information on events and activities related to the commemoration of the 9/11 attacks. This program furthers the Department's mission by assisting those who seek to provide services and assistance to the families, emergency responders, survivors, and other victims of 9/11.

# **OVC FY 2010 Support for Victims of the September 11, 2001, Terrorist Attacks**

## **Eligibility**

Applicants eligible for funding include states or the nonprofit victim assistance programs that states fund; public agencies, including (federal, state, and local, including federally recognized Indian tribal governments as determined by the Secretary of the Interior and published in the *Federal Register*); nonprofit victim service organizations; public institutions of higher education (including tribal organizations of higher education) that can demonstrate (1) knowledge, understanding, and experience working with victims of terrorism or mass violence on a national level; and (2) staff resources and capability to plan and implement a national outreach effort to survivors and the families of victims of 9/11, and to provide victim support leading up to and after the anniversary date. A private nonprofit organization does not have to have 501(c) (3) status to apply for grant funding under this solicitation.

## **Deadline**

Registration with [Grants.gov](#) is required prior to application submission.  
(See "How To Apply," page 9.)

All applications are due by 8:00 p.m. eastern time on July 15, 2010.  
(See "Deadlines: Registration and Application," page 4.)

## Contact Information

For technical assistance with submitting the application, contact the Grants.gov Customer Support Hotline at 1-800-518-4726 or via e-mail to [support@grants.gov](mailto:support@grants.gov). The Grants.gov Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays. For assistance with the requirements of this solicitation, contact Greg Morris, OVC Lead Victim Justice Program Specialist, at 202-616-3458 or [greg.morris@usdoj.gov](mailto:greg.morris@usdoj.gov).

**Grants.gov funding opportunity: OVC-2010-2773**

# CONTENTS

<b>Overview</b> .....	4
<b>Deadlines: Registration and Application</b> .....	4
<b>Eligibility</b> .....	4
<b>Project-Specific Information</b> .....	4
<b>Performance Measures</b> .....	7
<b>Reporting Requirements</b> .....	8
<b>How To Apply</b> .....	9
<b>What an Application Must Include</b> .....	11
Standard Form 424	
Program Narrative	
Budget and Budget Narrative	
Indirect Cost Rate Agreement ( <i>if applicable</i> )	
Description of Applicant's Plan for Collecting Performance Measure Data	
Tribal Authorizing Resolution ( <i>if applicable</i> )	
Other Attachments	
<b>Selection Criteria</b> .....	15
<b>Review Process</b> .....	15
<b>Additional Requirements</b> .....	16
<b>Application Checklist</b> .....	17

# **OVC FY 2010 Support for Victims of the September 11, 2001, Terrorist Attacks (CFDA# 16.321)**

## **Overview**

The Antiterrorism and Emergency Assistance Program (AEAP) allows the OVC Director to award grants to support victim assistance in response to an act of terrorism or intentional mass criminal violence. For the purpose of this solicitation, a victim is defined in 42 U.S.C. § 10607(e)(2) as a person that has suffered direct physical, emotional, or pecuniary harm as a result of the commission of a crime. (International victims are eligible to receive service and assistance.) OVC can provide support for consequence management grants to design a multifaceted program for serving 9/11 victims. OVC can also provide technical assistance and training services.

The AEAP is authorized by 42 U.S.C. 10601(d)(5) and 10603b.

## **Deadlines: Registration and Application**

Registration is required prior to submission. The Grants.gov application deadline for funding under this announcement is 8:00 p.m. eastern time on July 15, 2010. Please see the "How To Apply" section, page 10, for more details.

## **Eligibility**

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

## **Project-Specific Information**

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

## **Range of Services OVC Will Support**

The objective of this program is to improve services and assistance by providing supplemental resources to assist victims of terrorism and mass violence. This objective is consistent with the Office of Justice Programs' Strategic Goal 3.1 to provide compensation and services to victims

and their survivors. In cases of terrorism or mass violence occurring within the United States, 42 U.S.C. §10603b(b) authorizes OVC to provide a variety of services for the benefit of victims of terrorist acts or mass violence. The range of services that OVC may support is listed below:

- Victim advocate personnel costs
- Case management of victim services
- Child and dependent care
- Coordination of services
- Counseling and group therapy
- Employer and creditor intervention
- Rehabilitation expenses
- Temporary housing and per diem
- Travel and transportation
- Information and referral
- Outreach, awareness, and education
- Toll free telephone lines, including automated informational telephone services
- Victim/community needs assessment
- Outreach to identify victims
- Victim information (Web sites, printed, and electronic)
- Victim participation in commemorative events related to the 9/11 anniversary

**Commemorative Activities:** The applicant must include a plan for working collaboratively with other organizations to plan events and activities to commemorate the 10th anniversary of 9/11. Any such proposed events and activities must be designed to address the emotional needs and concerns of the survivors and victims of 9/11.

**Administrative Costs:** Funding may be used to support activities that are deemed necessary and essential to the provision of services, such as the hiring of additional staff to administer AEAP award funds. The OVC Director has the discretion to approve a portion of the award for administrative costs on a case-by-case basis. This approval may be granted as part of the initial award or via a grant adjustment requested by the award recipient.

Allowable expenses are based, in part, on activities authorized in guidelines established for OVC's Federal Emergency Assistance Fund and the *VOCA Victim Assistance Program Guidelines*.

Services identified under the Guidelines are intended to complement services that are available from other agencies and organizations. For instance, an applicant would not be precluded from receiving funding from OVC under AEAP merely because it received funding from the United Way or a federal agency, such as the Department of Defense; however, the applicant would be required to demonstrate how AEAP funding received complemented (not duplicated) and enhanced its ability to meet an unmet need.

Only one award will be made for all the assistance outlined in this solicitation. OVC will work closely with applicants to ensure the most appropriate utilization of resources from all affected entities. Applicants should identify other public and private entities that have been consulted in the process of preparing the application and describe how the proposed services fit within the overall scheme for addressing victim needs. OVC will consider the level of coordination and the

availability of resources from other federal, state, local, and tribal agencies and private entities in making funding determinations.

### **Plan for Coordination**

The applicant must include a plan for working collaboratively with OVC and other public and private entities that are involved. Extensive coordination with agencies such as state emergency preparedness, state mental health, local chapters of the American Red Cross and the United Way, and other entities should be outlined in the application.

### **Amount, Length, and Extensions of Awards**

**Size of Grant Awards:** OVC is willing to award up to \$1,500,000 for the first 24 months. OVC expects this award will support costs for services and related allowable activities during and after the 10<sup>th</sup> anniversary. Depending upon the number and duration of the commemorative activities and reasonable costs the recipient may incur over and above the initial award, OVC may consider a request for an extension and supplemental funding.

**Grant Period:** The grant period is up to 24 months, unless otherwise specified in this solicitation. Requests for extensions and/or supplements will be considered on a case-by-case basis. Under the Victims of Crime Act (VOCA), no AEAP grant may exceed 48 months in duration, including extensions and/or supplements (*Federal Register*, Vol. 67, No. 21, Thursday, January 31, 2002, pages 4822–4833.)

**Grant Extensions and Continuations:** If award funds are not expended by the end of the grant period, they must be returned to OVC and deobligated in accordance with the applicable provisions of the *OJP Financial Guide* and Section 1402(e) of VOCA. Requests for extensions must meet the “emergency relief” requirement as determined by the OVC Director and the OJP Office of General Counsel, and will be considered on a case-by-case basis. A grant adjustment is required to change the grant period, such as an extension of the project period (no-cost extension). The grantee must request an extension at least 30 calendar days prior to the project end date.

OJP’s standard practice for granting extensions is no more than 12 months past the original project end date. Requests for extensions require justification of extraordinary circumstances.

In those instances when an extension request is denied, the OVC program manager will work with the grantee to close the award and deobligate unused grant funds. Within 90 days of the project end date, the grantee must submit a final progress report and financial report. Upon submission of both reports, the program manager will submit the grant closeout to the Office of the Chief Financial Officer and any unused grant funds will be deobligated.

### **Budget Information**

**Limitation on Use of Award Funds for Employee Compensation; Waiver:** With respect to any award of more than \$250,000 made under this solicitation, federal funds may not be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the Federal Government’s Senior Executive Service (SES) at an agency with a Certified SES Performance

Appraisal System for that year. (The 2010 salary table for SES employees is available at [www.opm.gov/oca/10tables/indexSES.asp](http://www.opm.gov/oca/10tables/indexSES.asp). Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with nonfederal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

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

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

**Match Requirement:** There is no formula or matching requirement.

## 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. 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. **Additionally, applicants must discuss in their application their methods for collecting data for performance measures. Please refer to "What an Application Must Include" (page 11), for additional information on applicant responsibilities for collecting and reporting data.** The performance measures assume the victims' needs would go unmet without the supplemental assistance available under AEAP.

Performance measures for this solicitation are as follows:

Objective	Performance Measures	Other Data Grantee Provides
Assist victims by increasing the number and availability of services for victims of terrorism and mass violence.	Number of victims served (by type of service, e.g., crisis counseling, therapy).	Total number of victims requesting assistance with services.
	Percent of victims served (by type of service, e.g., crisis counseling, therapy).	Total number of victims served (by type of service, e.g., crisis counseling, therapy).
	Number of collaborative partnerships developed to provide coordinated services	Number of collaborative partnerships developed to provide coordinated services to

	<p>to victims (by type of service and partnership).</p> <p>Number of outreach communications to victims utilizing innovative media such as Web site hits, e-newsletters, conference calls, direct mailings, etc.</p> <p>Percent of victims that reported satisfaction with services provided (as indicated by a survey instrument).</p>	<p>victims (by type of service and partnership).</p> <p>Number of outreach communications to victims utilizing innovative media such as Web site hits, e-newsletters, conference calls, direct mailings, etc.</p> <p>Total number of surveys completed.</p> <p>Total number of victims reporting satisfaction with the services provided.</p>
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## Progress Reporting Requirements for all AEAP Crime Victim Assistance Recipients

Recipients of OVC Antiterrorism Emergency Reserve funds are required to submit semiannual and final progress reports. The narrative of the report should contain the following information documenting how funds were expended and the impact of funds in responding to terrorism and mass violence:

### 1. Description of Services Provided

Recipients are required to provide a narrative summation of the activities and efforts supported by Antiterrorism Emergency Reserve funds to include a description of coordination efforts, intra-agency and interagency protocols, new services and programs established, and other large-scale activities.

**Note:** This information is used to assess service needs of victims and communities following a large-scale criminal disaster.

### 2. Service Statistics

Recipients are required to provide detailed information on victims served (i.e., direct or indirect), types of services rendered, number of victims assisted, amount of funding expended, purpose of each expenditure, e.g., hire staff, secure space, subcontract(s) for services (include the number of subcontracts, description of the activity subcontracted, the name of the contract recipient), conduct training, equipment, travel, and transportation.

**Note:** This information is used for future revisions to the Antiterrorism and Emergency Assistance Program guidelines, to improve the development of training and technical assistance by OVC, to document expenditure of funds, and to document the impact and effectiveness of the federal intervention.



### 3. **Description of Plans for Addressing Longer-Term and Unmet Needs**

Recipients are required to describe any ongoing needs of the victims and community, any unmet needs, and resources available or needed to support services once these federal funds are exhausted.

**Note:** This information is used to assess the time frames for established types of assistance, the level of funding available from OVC, to identify additional sources of funding, and to make modifications to the Antiterrorism and Emergency Assistance Program guidelines, as appropriate, to meet unmet needs.

### 4. **Evaluation/Assessment of the Effectiveness of the Response**

Recipients are required to describe findings of any assessment of the victim service strategy, victim satisfaction with services rendered, and lessons learned. They must address the impact on victims who received services (e.g., how did victims benefit from the services made available via this funding?), and provide anecdotal information, such as feedback received from victims, etc.

5. The **Financial Status Report**: The recipient agrees that it will submit quarterly financial status reports to OJP online (at <https://grants.ojp.usdoj.gov>) using the SF 425 Federal Financial Report form, not later than 30 days after the end of each calendar quarter. A report must be submitted every quarter in which the award is active, even if there has been no financial activity during the reporting period. The final report is due 90 days after the end date of the award. Future awards and fund drawdowns will be withheld if the financial status reports are delinquent. Financial Status Address questions concerning the Grants Management System (GMS) to the GMS Help Desk at 1-888-549-9901.

6. The **Semiannual Progress Report**: (referenced on the preceding page) describes activities during the reporting period and the status or accomplishment of objectives as set forth in the approved application for funding. Progress reports must be submitted within 30 days after the end of the reporting periods, which are January 1 through June 30, and July 1 through December 31, for the life of the award. Due 90 days after the end date of the award, the final report summarizes the progress toward achieving the award's goals and objectives, describes the significant results, and identifies any products developed under the award. Report format will be provided to the recipient by OJP. Future awards and fund drawdowns may be withheld if the progress reports are delinquent. Progress reports must be submitted directly into the GMS system at <https://grants.ojp.usdoj.gov>. Address questions concerning GMS to the GMS Help Desk, 1-888-549-9901.

## How To Apply

Applications will be submitted through Grants.gov. Grants.gov is a "one-stop storefront" that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding. Complete instructions on how to register and submit an application can be found at [www.grants.gov](http://www.grants.gov). If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **1-800-518-4726**, 24 hours, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur and it can take up to several weeks** for first-time registrants to receive confirmation and a user password. The Office of Justice Programs highly

recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the application deadline specified.

- 1. Acquire a DUNS Number.** A Data Universal Numbering System (DUNS) number is required for [Grants.gov](http://Grants.gov) registration. The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a DUNS number in their applications for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling 1-866-705-5711 or by applying online at [www.dnb.com](http://www.dnb.com). Individuals are exempt from this requirement.
- 2. Acquire or Renew Registration with the Central Contractor Registration Database.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. An applicant must be registered in the CCR to successfully register in Grants.gov. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about CCR registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).
- 3. Acquire an Authorized Organization Representative (AOR) and a Grants.gov Username and Password.** Complete your AOR profile on Grants.gov and create your username and password. You will need to use your organization's DUNS number to complete this step. For more information about the registration process, go to [www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp).
- 4. Acquire Authorization for your AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at your organization must login to Grants.gov to confirm you as an AOR. Please note that there can be more than one AOR for your organization.
- 5. Search for the Funding Opportunity on Grants.gov.** Please use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.321, titled "Antiterrorism Emergency Reserve," and the funding opportunity number is **OVC-2010-2773**.
- 6. Submit an Application Consistent with this Solicitation.** Within 24-48 hours after submitting your electronic application, you should receive an e-mail validation message from Grants.gov. The validation message will tell you whether the application has been received and validated or rejected, with an explanation. **Important:** You are urged to submit your application at least 72 hours prior to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification.

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

## **Experiencing Unforeseen Grants.gov Technical Issues**

If you experience unforeseen Grants.gov technical issues beyond your control that prevent you from submitting your application by the deadline, you must contact OVC staff within **24 hours after the deadline** and request approval to submit your application. At that time, OVC staff will require you to e-mail the complete grant application, your DUNS number, and provide a Grants.gov Help Desk tracking number(s). After the program office reviews all of the information submitted, and contacts the Grants.gov Help Desk to validate the technical issues you reported, OJP will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be validated, your application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time; (2) failure to follow Grants.gov 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 environment.

Notifications regarding known technical problems with Grants.gov are posted on the OJP funding Web page, [www.ojp.usdoj.gov/funding/solicitations.htm](http://www.ojp.usdoj.gov/funding/solicitations.htm).

**CFDA Number 16.321:** The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.321, titled Antiterrorism Emergency Reserve.

## **What an Application Must Include**

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

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

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

### **Standard Form 424**

Please see [www.grants.gov/assets/SF424Instructions.pdf](http://www.grants.gov/assets/SF424Instructions.pdf) for instructions on how to complete your SF 424. When selecting "type of applicant," if the applicant is a for-profit entity, please select "For-Profit Organization" or "Small Business" (as applicable) in the Type of Applicant 1

data field. For-profit applicants also may select additional applicable categories (e.g., "Private Institution of Higher Education").

### **Program Narrative**

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

**Project Abstract:** The application should include a one-page summary that describes the applicant's goals, objectives, and deliverables that will help to execute the project.

**Project Development and Design:** This project will address the needs of victims and family members approaching, during, and immediately following the 9/11 anniversary. Since 9/11, those impacted have experienced trauma due to loss, guilt related to survival, complicated grief and posttraumatic stress disorder, anxiety and depression, substance abuse, and job loss, often compounded by physical health problems. There are intergenerational issues: children growing up without parents struggle to understand their loss; single parents face the difficulties of raising their family alone, grandparents are estranged from their daughter- or son-in-law and lose contact with their grandchildren as parents remarry and move on; and children face developmental issues as they reach milestones in their lives. There is also the complicated trauma of the manner in which their loved ones died, and that every year they have to witness the event over and over again in the media. The project development and design should address the following components:

- Outreach Process—Proposals should include an outreach strategy to convey information about the upcoming activities and events pertaining to the 10<sup>th</sup> anniversary of the attacks to the 9/11 victim community. Such a process may utilize a database of 9/11 victims and make use of innovative means of communication, such as a Web sites, e-newsletters, direct mailings, teleconferences, and other forms of outreach communication. Bilingual and culturally appropriate services should be made available to those victims who request such services.
- Disability accommodations should be consistent with the American With Disabilities Act.
- Travel, Lodging, and Food Service for Commemorative Events—Proposals should facilitate victim attendance by enabling as many victims and support persons as possible to travel without personal financial sacrifice. This will entail developing procedures for transportation, hotel, and food service or vouchers. Without such support, many will be denied the opportunity to attend or be forced to incur costs on top of grievous losses.
- Safe Haven—Provide a secure, convenient, and accessible location where information, resources, child care services, meals, leisure, and recreational activities are available to not only meet the physiological needs of victims but also to help address their emotional needs during the 9/11 commemorative activities.

- **Media Relations**—The applicant should provide an intermediary to prepare victims for media contact and coordinate media interviews with victims and families to reduce the possibility of retraumatization.
- **Needs Assessment of Individual and Community Needs**—The applicant should identify the best practices for assessing the specific needs of victims, family members, and the 9/11 community during the 9/11 activities. This assessment will direct/inform the development of appropriate services to victims. This assessment will be submitted as part of the semiannual progress report.
- **Collection of information on resources available to victims and survivors.**
- **Mental Health Counseling**—In order to address the potential mental health needs of victims, and to provide for these additional victim assistance services, the applicant may provide mental health counseling services to ensure victims' mental health needs are appropriately addressed or provide referrals for trauma-informed services. This may also involve coordinating limited medical services.
- **Case Management and Other Mental Health Support**—The applicant should offer assessments, referrals, support groups, case management, mental health screenings, special counseling for children, and parenting education. This should also entail a plan to provide long-term mental health services for posttraumatic responses that may be triggered pre- and post-9/11 anniversary activities and events.

**Project Goals and Objectives:** The applicant must specify the goals and objectives of the project. The goals for the project should state the overall purpose of what is to be accomplished. The objectives should describe the steps necessary to reach and/or accomplish the goals and should be measurable.

**Project Design/Implementation Plan:** The project design and implementation plan must describe the strategy and discuss how the strategy will address the identified needs and support the goals and objectives. It must include a time-task plan that clearly identifies objectives and major activities. The time-task plan should include submission of quarterly financial and semiannual progress reports.

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

Applicants must describe how the project will be managed and include an organizational chart or information describing the roles and responsibilities of key organizational and functional components and personnel.

**Plan for Measuring Progress and Outcomes:** Evaluation is critical to ensure that each OVC project is operating as designed and achieving its goals and objectives. Accordingly, each application must provide a plan to assess the project's effectiveness and to evaluate the accomplishment of project goals and objectives. Applicants should describe how they will

conduct the needs assessment and how they will assess the performance of their identified outcomes. Goals and objectives must be clearly stated. Data must be provided on the performance measures established for this solicitation, including the following: number of victims served (by type of service, e.g., crisis counseling, therapy; number of collaborative partnerships formed as a result of AEAP funding to develop new programs and essential services to aid victims of terrorism and mass violence; number of new services and/or best practices established to assist victims of terrorism and mass violence as a result of funding; and percent of victims that reported satisfaction with services provided [as indicated by a survey instrument]).

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.

Applicants should anticipate that if any portion of the program narrative exceeds these length-related restrictions, such that it provides a significant competitive advantage, that portion of the narrative will not be reviewed in peer review or considered in final award decisions.

### **Budget and Budget Narrative**

A sample budget worksheet can be found at [www.ojp.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.gov/funding/forms/budget_detail.pdf). If you submit a different format, you must include the budget categories as listed in the sample budget worksheet.

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

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.

## **Selection Criteria**

*Project Development and Design (25%)*

*Project Design and Implementation (20%)*

*Capabilities/Competencies (25%)*

*Budget (15%)*

*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. OVC reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent.

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

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

The Office of the Chief Financial Officer, in consultation with OVC, conducts a financial review of applications for potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget and budget narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final grant award decisions will be made by the Assistant Attorney General, who may also give consideration to factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

## Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. We strongly encourage you 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](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) Compliance (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 the 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**

### **OVC FY 2010 Support for Victims of the September 11, 2001, Terrorist Attacks**

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

#### Eligibility Requirement:

- State victim assistance program
- Public agencies, including federal, state, local, and tribal governments
- Public institutions of higher education
- Victim service and nongovernmental organizations

#### The Application Components:

- Statement of the Problem/Program
- Project Design and Implementation
- Capabilities/Competencies
- Budget Narrative
- Budget Detail Worksheet
- Impact/Outcomes and Evaluation/Plan for Collecting Data for Performance Measures
- Project Timeline
- Position Descriptions
- Letters of Support

#### Program Narrative/Abstract Format:

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

#### Other:

- Standard 424 Form
- DUNS Number
- Certifications
- Other standard forms as applicable (see page 12), including Disclosure of Lobbying Activities (if applicable)
- Accounting System and Financial Capability Questionnaire (if applicable)