

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



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) is seeking applications for nine fellowships. This program furthers the Department's mission by assisting OVC in its mission to advance victims' rights and enhance victims' access to comprehensive, research-informed programs and practices.

FY 2016 Fellowship Program

Applications Due: July 11, 2016

Eligibility

Eligible applicants must be individuals (organizations are not eligible to apply) who demonstrate the financial and administrative capacity to manage the cooperative agreement; along with the desire, knowledge, and ability to successfully execute the activities and produce specified resources within the fellowship topical area. The applicant must have prior experience or documented expertise within the topical areas of the fellowships. Applicants may apply for more than one fellowship but will not receive more than one award. The applicant agrees to abstain from any outside employment, either compensated or uncompensated, in subject matter areas related to the fellowship activities, for the duration of the fellowship, unless approved in writing by the Director of OVC. Applicants should read the OVC Fellowship Guidelines at www.ojp.usdoj.gov/ovc/pdf/OVC_Fellowship_Guidelines.pdf.

OVC may elect to make awards for applications submitted under this solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

Deadline

Applicants must register with Grants.gov prior to submitting an application. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 11:59 p.m. eastern time on July 11, 2016.

All applicants are encouraged to read this [Important Notice: Applying for Grants in Grants.gov](#).

For additional information, see [How to Apply](#) in Section D. Application and Submission Information.

Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, or via email to support@grants.gov. The

Grants.gov Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must email the OVC Crime contact identified below **within 24 hours after the application deadline** and request approval to submit their application. Additional information on reporting technical issues is found under “Experiencing Unforeseen Grants.gov Technical Issues” in the [How to Apply](#) section.

For assistance with any other requirements of this solicitation, contact the appropriate person listed below:

Topic	Program Point of Contact	Telephone; Email
Purpose Area 1: Human Trafficking Task Forces	B. Lindsay Waldrop, Victim Justice Program Specialist	202-353-0486; Beatrice.L.Waldrop@ojp.usdoj.gov
Purpose Area 2: Human Trafficking Survivor-Informed Services	B. Lindsay Waldrop, Victim Justice Program Specialist	202-353-0486; Beatrice.L.Waldrop@ojp.usdoj.gov
Purpose Area 3: Mass Violence and Terrorism	Eugenia Pedley, Program Manager	Eugenia.Pedley@ojp.usdoj.gov
Purpose Area 4: Post-Conviction Victim Services	Sharron Fletcher, Lead Victim Justice Specialist	202-305-2358; Sharron.Fletcher@usdoj.gov
Purpose Area 5: Underserved Victims of Sexual Assault	Ivette Estrada, Victim Justice Program Specialist	202-307-0932; Ivette.Estrada@usdoj.gov
Purpose Area 6: Victim Services in Law Enforcement and Prosecution	Jasmine D’Addario-Fobian, Program Specialist	202-305-3332; Jasmine.D’Addario-Fobian@usdoj.gov
Purpose Area 7: Services for Male Victims	Sharron Fletcher, Lead Victim Justice Specialist	202-305-2358; Sharron.Fletcher@usdoj.gov
Purpose Area 8: Model Standards for Victim Assistance	Mary Atlas-Terry, Victim Justice Program Specialist	202-353-3473; Mary.Atlas-Terry@usdoj.gov
Purpose Area 9: Child Sexual Exploitation	Bethany Case, Victim Justice Program Specialist	202-307-3336; Bethany.Case@usdoj.gov

OVC strongly encourages applicants to contact the OVC programmatic point-of-contact to discuss any questions they may have regarding the fellowships or the grant application process.

Grants.gov number assigned to this announcement: OVC-2016-9420

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FY 2016 Fellowship Program (CFDA #16.582)

A. Program Description

Overview

The mission of the Office for Victims of Crime (OVC) is to enhance the Nation's capacity to assist crime victims and to provide leadership in changing attitudes, policies, and practices to promote justice and healing for crime victims. OVC fulfills its mission, in part, by improving the skills, knowledge, and abilities of crime victim service providers and allied professionals who provide services and support for victims, or who help to ensure that victims are aware of their rights and are able to exercise those rights. The cooperative agreements under this fellowship program are authorized by 42 U.S.C. §§ 10603(c)(1)(A) and (c)(3)(E)(i), which authorize funding for training, technical assistance, demonstration projects, and fellowships.

The selected fellows will be expected to work exclusively on approved fellowship activities. Each fellow will provide training, technical assistance, capacity building, assessment, or strategic planning in one of nine specialized purpose areas. Unless approved in writing by the OVC Director, the fellow must refrain from engaging in any outside employment, whether compensated or uncompensated, in subject matter areas related to the fellowship activities.

Program-Specific Information

OVC is responsible for implementing several pieces of federal legislation that are intended to advance victims' rights and services; and improving the skills, knowledge, and abilities of crime victim advocates, service providers, and allied professionals who are responsible for intervening on behalf of victims and witnesses. In addition, OVC is dedicated to helping organizations promote awareness of crime victims' rights and issues and providing appropriate and sensitive services to victims. However, gaps occur in services for crime victims, in the promotion of awareness of crime victims' rights and services, and in other areas where there is potential to help victims of crime. Sometimes these gaps are created because practitioners that serve victims may lack the training to fully appreciate the impact of crime on victims or an understanding of crime victims' rights. Sometimes these gaps occur when policy decisions are made based on outdated data. As a result, the victim services field needs more education about the impact of crime on underserved victims, and support for these victims needs to be increased. OVC fellows are an important part of OVC's ongoing and expanding efforts to provide leadership and support to the crime victims field. The nine purpose areas outlined in this solicitation are areas of victimization where OVC seeks to expand its work.

This competitive solicitation will fund one fellowship in each of the purpose areas for 1 year, with the possibility of continuation funding for 2 additional years, contingent on funding availability and grantee performance. OVC will make grants (in the form of cooperative agreements, which are a type of grant) to individuals to work with OVC in the below purpose areas to enhance the efforts of OVC to facilitate the understanding, development, or enhancement of innovative programs, models, practices, and protocols that serve crime victims. A secondary goal is to foster the professional development of practitioners in the victim assistance field by providing them an opportunity to work closely with federal staff, contractors, grantees, and a myriad of public and private organizations in Washington, DC, and throughout the Nation. The individuals selected for these fellowship awards will support OVC's work to develop evidence-based training, technical assistance, and models for programs and practices that build organizational

and service provider capacity in the relevant purpose areas. Fellows will support OVC staff through the provision of technical assistance to crime victim service organizations and agencies; the design and development of innovative initiatives and training programs; and assessment and capacity-building efforts. All fellows must have excellent oral and written communications skills, as fellows also will be responsible for developing articles and speeches on specific topics and speaking at forums, workshops, and conferences on the topic of their expertise.

Fellowship recipients will work onsite in Washington, DC. Because fellowships are intended to provide professional development opportunities for the fellows and technical expertise that supports OVC's efforts, it is expected that fellowship award recipients will work onsite during normal business hours to facilitate fellow/staff interaction. Fellows will work 80 hours each 2-week drawdown period for the duration of the fellowship and will be allowed 15 days of absences for vacation (with advance notice), and 13 days of absences for illness/medical reasons, during the 12-month period. Fellows will also be allowed paid time off for official federal holidays and other approved time off for federal employees. Fellows are not expected to work onsite on days that Federal Government office buildings or OVC are closed. Individual schedules can be discussed on a case-by-case basis.

Fellows will be required to maintain time records and submit financial and progress reports documenting their work, to help ensure a continuous level of effort. Progress reports will also be used to ensure that the fellow's activities support the stated purpose of the award and that the fellowship's deliverables are being met as established by the approved schedule for that reporting period. The fellow's financial, administrative, and programmatic compliance, and overall performance, will be monitored by a victim justice program specialist within the assigned division, with ultimate oversight by an OVC Deputy Director or their designee. Because an OVC fellowship grant is intended to compensate for an expected level of work during the funding period, any adjustment to a fellow's level of effort during the funding period (e.g., a decrease in the number of days worked beyond that set out above) may require an adjustment of the fellow's drawdown schedule or award budget. OJP will provide workspace and equipment, including telephone, computer, office supplies, and Internet access. Fellows must successfully complete an OJP security clearance before beginning the fellowship at OVC.

OVC will support fellowships in the nine purpose areas listed below. The specific fellowship area should be listed in box number 11 of the Application for Federal Assistance (form SF-424), in the project abstract, and in the project narrative. Applicants who propose more narrowly focused fellowships that focus on their specific interests or a more specific purpose area will not be considered responsive to the solicitation and will not be forwarded for peer review.

Additionally, please note that fellowship awards are not intended to support research or other academic work being pursued by an individual.

The nine purpose areas, corresponding activities, and deliverables for each fellowship are outlined below. OVC invites applications that address one of the following nine purpose areas:

- Purpose Area 1: Human Trafficking Task Forces
- Purpose Area 2: Human Trafficking Survivor-Informed Services
- Purpose Area 3: Mass Violence and Terrorism
- Purpose Area 4: Post-Conviction Victim Services
- Purpose Area 5: Underserved Victims of Sexual Assault
- Purpose Area 6: Victim Services in Law Enforcement and Prosecution
- Purpose Area 7: Services for Male Victims

- Purpose Area 8: Model Standards for Victim Assistance
- Purpose Area 9: Child Sexual Exploitation

Purpose Area 1: Human Trafficking Task Forces Fellowship

To address the problem of human trafficking in the United States, Congress passed, and the President signed into law, the Trafficking Victims Protection Act (TVPA) of 2000 (22 U.S.C. § 7101 et. seq.), which was amended by the Trafficking Victims Protection Reauthorization Act of 2003, and again amended in 2005, 2008, 2013, and 2015. The TVPA seeks to combat “severe forms” of human trafficking by punishing traffickers, protecting victims, and mobilizing U.S. Government agencies to wage a global anti-trafficking campaign. Under this program, a victim of trafficking is defined as a person who has been subjected to a “severe form of trafficking in persons,” which, as defined in 22 U.S.C. § 7102(9), means:

- a. Sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such an act has not attained 18 years of age; or
- b. The recruitment, harboring, transportation, provision, or obtaining of a person for labor or services through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

Since 2004, OVC and the Bureau of Justice Assistance (BJA) have worked collaboratively to develop, fund, and enhance a multidisciplinary anti-human trafficking task force model that ensures that all trafficking victims—regardless of immigration status, gender, age, or form of trafficking—are identified and receive access to a comprehensive array of services, and that the crimes of human trafficking are successfully investigated and prosecuted at the state and federal levels. Over the years, the program has evolved through implementation of promising practices and through feedback from law enforcement, victim service providers, prosecutors, and many subject matter experts in the field. Many of the lessons learned to date about the implementation of multidisciplinary human trafficking task forces can be found in the [Human Trafficking Task Force e-Guide](#), which serves as a technical assistance resource for both new and established task forces. The OVC Trafficking Team works in close coordination with OVC’s Training and Technical Assistance Center (TTAC) to coordinate and deliver training and technical assistance to OVC’s trafficking grantees, BJA’s Anti-Human Trafficking Task Force grantees, and the trafficking victim services community at-large.

In fiscal year (FY) 2014, OVC and BJA dedicated time and resources to assess the effectiveness of the Enhanced Collaborative Model program. These efforts included an analysis of grantee progress reports and performance measurement data and a qualitative assessment of the human trafficking task forces to learn more about how they were functioning. In addition, OVC TTAC conducted a literature review and developed a “self-needs assessment” for task forces. In particular, the assessment noted challenges with some task forces’ effective identification and rescue of labor trafficking victims. In November 2014, OVC and BJA hosted a roundtable with members of human trafficking task forces to validate elements of the needs assessment tool and the qualitative assessment. Using the information gleaned from these efforts, OVC and BJA modified their joint Enhanced Collaborative Model competitive grant solicitation.

Applicants should be able to demonstrate direct experience working in the field of service provision for victims of human trafficking, preferably within a task force or multidisciplinary setting, and have experience providing training and technical assistance on human trafficking at the local, tribal, state, or federal level. Applicants should have excellent written and oral communication skills.

The Human Trafficking Task Forces Fellowship will address the victim services component of human trafficking task forces, with an emphasis on addressing gaps in task force capacity to identify and rescue victims of labor trafficking, and to work collaboratively with law enforcement and victim service providers to ensure that all victims, including labor trafficking victims, receive needed services. The fellow would work closely with OVC human trafficking program specialists, BJA staff, and a BJA Trafficking Fellow to provide training, technical assistance, and other resources to task forces that need assistance.

Objectives:

1. In collaboration with the BJA Trafficking Fellow and OVC/BJA staff, identify barriers that preclude local law enforcement from identifying labor trafficking or working collaboratively with service providers who support victims of labor trafficking.
2. Foster closer collaboration between local, state, and federal law enforcement agencies, victim service providers, and other stakeholders to ensure that all victims of human trafficking receive needed services.
3. Identify the training and technical assistance needs of anti-human trafficking task forces, regardless of whether or not they are funded by OVC and/or BJA.

Activities:

1. Conduct onsite visits (with the BJA fellow), in consultation with OVC and BJA staff, to at least six task forces around the country to assess the response to trafficking victims, with a particular focus on labor trafficking victims.
2. Provide recommendations to OVC to update the [Human Trafficking Task Force E-Guide](#), with a particular focus on labor trafficking victims.
3. As requested by OVC management, participate in conference panels, workshops, forums, and meetings to share expertise and recommendations for serving victims of sex and labor trafficking.
4. Assist OVC, OVC TTAC, and BJA staff with activities designed to assess the technical assistance, training, and capacity-building needs of anti-human trafficking task forces.
5. Assume lead responsibility for reviewing, updating, and maintaining the human trafficking content on the OVC [website](#), in coordination with OVC staff.
6. Assist OVC staff with reviewing and analyzing semi-annual performance measurement data submitted to OVC by grantees through GMS progress reports and the Trafficking Information Management System, which is used by all OVC trafficking victim service grantees. The fellow will highlight inconsistencies between the performance data and the narrative reports, and will work with OVC and OVC TTAC staff and grantee organizations to reconcile the data.
7. Work with OVC and OVC TTAC staff to plan and implement monthly technical assistance conference calls with trafficking grantees, including identifying potential call topics and speakers.
8. Participate in professional development and training activities in consultation with OVC management to enhance expertise and understanding of the role of task forces in addressing both labor and sex trafficking, as well as key anti-human trafficking legislation, such as the TVPA.
9. Other activities identified by OVC to support the implementation of OVC's Human Trafficking grant, training, and technical assistance programs.
10. Travel to support the execution of the above activities.

Deliverables:

1. Written assessments and recommendations for up to six OVC/BJA Anti-Human Trafficking Task Forces funded under the Enhanced Collaborative Model, requiring

onsite visits (ideally with the BJA Fellow) resulting in written assessments and recommendations for enhancing the response to human trafficking victims, with a specific focus on labor trafficking victims.

2. Content development and updates to the [Human Trafficking Task Force E-Guide](#), with a particular focus on labor trafficking victims.
3. An article suitable for publication as an OVC bulletin on labor trafficking.
4. Written recommendations for the enhancement of existing OVC training or technical assistance products on human trafficking.
5. Updated content to enhance OVC's website on topics related to human trafficking;
6. Analyses of key state statutes and regulations impacting the delivery of services to victims, with a specific focus on labor trafficking victims.
7. Quarterly financial and semi-annual progress reports.
8. Final report to OJP/OVC on the fellowship project, including accomplishments, challenges, and recommendations for improving the fellowship program.

Purpose Area 2: Human Trafficking Survivor-Informed Services Fellowship

Victim-centered, survivor-led services have been integral to the founding, development, and institutionalization of the crime victim assistance and victims' rights fields. In 2013, the Obama Administration released the *Federal Strategic Action Plan on Services for Victims of Human Trafficking in the United States, 2013–2017*, a collaborative effort involving more than 15 agencies across the Federal Government. The plan lays out a 5-year path for further strengthening coordination, collaboration, and capacity across governmental and non-governmental entities dedicated to providing support to victims of human trafficking. An overarching theme of the plan is the integration of survivor experiences and input into responses to all victims of all forms of human trafficking. OVC sponsored two human survivor forums, in 2014 and 2016, to hear from survivors on effective, strategic, and meaningful ways to engage survivor groups and incorporate their perspectives. OVC TTAC has enrolled and used the services of trafficking survivors as TTAC consultants. OVC believes its victim services programs, training, and technical assistance would benefit from the experience, expertise, and unique perspective of a Survivor-Informed Human Trafficking Fellow. Applicants should demonstrate experience working as a victim service provider in the field of human trafficking and should have excellent written and oral communication skills. Additional experience providing training and technical assistance on human trafficking is preferred. Survivors of human trafficking are strongly encouraged to apply.

The goal of the Human-Trafficking Survivor-Informed Services Fellowship is to promote “survivor-informed” services for victims of human trafficking and ultimately to promote engagement and leadership of human trafficking survivors in all aspects of anti-human trafficking activities, particularly the delivery of services.

Objectives:

1. Provide input and recommendations to OVC and the victim assistance field that support the effective engagement of human trafficking survivors in the work of the Federal Government.
2. Develop training, technical assistance, and other informational resources to shape victim-centered resources developed by OVC.

Activities:

1. Provide recommendations to OVC to update the [Human Trafficking Task Force E-Guide](#), with a particular focus on fostering trafficking survivor involvement and leadership.

2. Participate, as requested by OVC management, in conference panels, workshops, forums, and meetings to share expertise and recommendations for serving victims of sex and labor trafficking.
3. Assist OVC and OVC TTAC staff with activities designed to assess the technical assistance, training, and capacity-building needs of organizations that serve trafficking victims, with a focus on survivors' needs.
4. Assist in reviewing, updating, and maintaining the human trafficking content on the OVC [website](#), in coordination with OVC staff.
5. Assist OVC staff with reviewing and analyzing grantee-generated products and publications, and make recommendations for marketing and dissemination.
6. Coordinate a webinar series on trafficking survivor involvement in policy and programming related to human trafficking.
7. Work with OVC staff to develop a 3-year plan for OVC for engaging survivors in the work of OVC and its federal partners.
8. Identify, assess, and develop an article suitable for OVC publication that documents innovative programs throughout the country that encourage, support, and mentor survivors in engaging and leading anti-human trafficking work.
9. In consultation with OVC management, participate in professional development and training activities to enhance expertise and understanding of the importance of survivor engagement and leadership in all aspects of anti-human trafficking work.
10. Other activities identified by OVC that support the implementation of OVC's Human Trafficking grant, training, and technical assistance programs.
11. Travel to support the execution of the above activities.

Deliverables:

1. Written assessments and recommendations to enhance OVC's competitive grant solicitations that encourage and support the involvement of survivors in community, tribal, and state responses to victims of human trafficking.
2. Content development and updates to the [Human Trafficking Task Force E-Guide](#), with a particular focus on trafficking survivor needs and perspectives.
3. Written recommendations for enhancing existing OVC training or technical assistance products on human trafficking that illuminate the important role of survivor leadership and involvement.
4. Updated content to enhance OVC's website on topics related to human trafficking.
5. An article on trafficking survivor engagement and leadership efforts.
6. Quarterly financial and semi-annual progress reports.
7. Final report to OJP/OVC on the fellowship project, including accomplishments, challenges, and recommendations for improving the fellowship program.

Purpose Area 3: Mass Violence and Terrorism Fellowship

OVC supports victims of mass violence and terrorism through the Antiterrorism Emergency Assistance Program (AEAP), which is designed to help jurisdictions that have been overwhelmed after such an incident. Funding for this program comes from the Antiterrorism Emergency Reserve (the Emergency Reserve). AEAP is a mechanism by which the OVC Director may award supplemental crime victim compensation and assistance to respond to an act of terrorism or mass criminal violence. The criminal act has to be of sufficient magnitude that it overwhelms the affected jurisdiction's or program's ability to respond to the event. AEAP funds can assist with crisis response in the initial aftermath of an event; help victims adapt, restore their equilibrium, and deal with the consequences of the event; and facilitate victim participation in the judicial process. AEAP is also designed to support state crime victim compensation administrative agencies in the reimbursement of victims for out-of-pocket expenses.

Additionally, training and technical assistance funds are available to identify resources, assess needs, coordinate services to victims, and develop strategies for responding to an event.

Applicants are required to demonstrate experience working as a victim service provider or allied practitioner in the field of crisis response, and should have excellent written and oral communication skills. Additional experience providing training and technical assistance on crime victim issues related to planning and coordination is preferred.

The goal of the Mass Violence and Terrorism Fellowship is to help OVC assist other government agencies, victim assistance providers, and allied practitioners in responding to mass violence and terrorism incidents by assessing current responses and resources and recommending more effective, integrated, timely, and agile support to victims.

Objectives:

1. Enhance the utility of OVC resources—programmatic, training, and technical assistance—for governmental agencies and the victim assistance field.
2. Support and promote the dissemination of OVC resources and tools that can be used to improve the victim services field's ability to address crime victims' needs.
3. Facilitate collaboration among OVC; federal, state, tribal, and local stakeholders; and practitioners in the victim services field.
4. Work with OVC and OVC TTAC staff to identify practical ways that OVC efforts can be enhanced through evidence-based or -informed practices, innovative approaches, and addressing gaps and challenges in serving the victims of mass violence events.
5. Participate in professional development and training activities relevant to the fellowship.

Activities:

1. Collect and assess information on the use and effectiveness of OVC mass violence resources in the victim service field through various sources, including consulting with OVC staff and OVC TTAC consultants, reviewing publications and news articles, and conducting outreach or interviews with communities and states that have received support through AEAP.
2. Conduct up to six site visits to jurisdictions throughout the country to assess comprehensive and trauma-informed protocols and programs for responding to victims of mass violence and terrorism.
3. Gather and review victim-related emergency preparedness and response information, laws, regulations, and protocols from other relevant federal, state, tribal, and local agencies and victim service organizations that respond to victims of mass violence or terrorism incidents (both domestic and international, involving American citizens).
4. Organize, synthesize, and evaluate information from activities 1 and 2, which may lead OVC to establish or modify resources for more integrated services and victim support, such as the current OVC [Mass Violence Toolkit](#).
5. Identify critical opportunities to interact with communities in preparation for, and in the aftermath of, mass violence or terrorism incidents; and develop strategies to connect these communities with appropriate OVC resources, effectively matching communities with the appropriate resources at the appropriate times.
6. Work with OVC and other key stakeholders to develop a timely and comprehensive plan for the delivery of OVC mass violence resources to other governmental agencies and the victim service field that build upon the lessons learned from past incidents of mass violence and terrorism. The plan should consider how to provide support to communities

(through technical assistance, training, and grant funding) before, during, and in the aftermath of a mass violence incident.

7. Assist with the production of information, training, and technical assistance for victim service and other key stakeholders, such as Victims of Crime Act (VOCA) state administrators, law enforcement officials, and mental health professionals. Materials may include but are not limited to OVC articles and publications, website and social media content, interactive web tools, conference and meeting presentations, and webinars.
8. Develop reports, speeches, and articles to support OVC's training, technical assistance, and capacity-building initiatives to improve the use of OVC's mass violence and terrorism resources by the crime victims field.
9. In consultation with OVC management, participate in professional development and training activities to enhance expertise and understanding of the crisis, short-term, and long-term needs of victims of mass violence and terrorism.
10. Other activities identified by OVC to support the implementation of OVC's programs related to mass violence and terrorism.
11. Travel to support the execution of the above activities.

Deliverables:

1. Provide a written assessment of the use and effectiveness of OVC resources on mass violence in the victim services field, including types of resources used and any gaps or challenges.
2. In coordination with OVC staff, investigate and then draft a report that outlines federal, state, local, and tribal victim-related emergency preparedness response protocols and information (governmental and non-governmental). The report should include any pertinent laws or regulations as they relate to the provision of services to victims of mass violence or terrorism.
3. In close coordination with OVC staff, develop strategies for connecting communities and jurisdictions impacted by mass violence and terrorism with appropriate OVC resources at the appropriate time, taking into account factors such as needs in the immediate aftermath of an incident, short-term needs, and longer-term needs; and if there will be state and/or federal criminal justice involvement.
4. Materials, articles, publications, webinars, and presentations related to OVC's funding, training, and technical assistance related to assisting victims of mass violence and terrorism.
5. Quarterly financial and semi-annual progress reports.
6. Final report to OJP/OVC on the fellowship project, including accomplishments, challenges, and recommendations for improving the fellowship program.

Purpose Area 4: Post-Conviction Victim Services Fellowship

Post-conviction victim services and advocacy are critical to ensure that crime victims understand their legal rights and processes through the entire continuum of their involvement with the juvenile justice and/or criminal justice systems. Most victims also need services and support through some or all of the process. Victim involvement with criminal cases can extend through numerous levels of appeals and at parole and psychiatric review hearings. Cold cases will also be an issue covered under this fellowship, even though there likely has not been a conviction. Capital cases, wrongful convictions, and cold cases raise many unique legal issues for victims—and, for many victims, complex emotional and psychological issues as well. Some victims are interested in restorative justice, including diversion programs (which may or may not involve the victim and restorative justice activities) that lead to accountability and rehabilitation for the offender in lieu of conviction, and, in tribal communities, peacemaking programs or

engaging in a facilitated dialogue with the person who committed the crime. These kinds of programs should be victim-driven and voluntary on the part of the crime victim.

Communities need evidence-based or evidence-informed research, protocols, policies, and programs that can assist them in developing appropriate responses that lead to healing for the victim and the community, along with accountability and rehabilitation for the person who committed the crime. Services and support may happen in the corrections setting; regardless, assistance should be comprehensive, evidence-based or -informed, culturally relevant, and trauma-informed. In many instances, services and interventions may happen long after the conviction, such as in the case of original victims in wrongful convictions or cold cases. Other emerging issues continue to impact crime victims post-conviction or adjudication. In January 2016, the *Montgomery v. Louisiana* decision by the U.S. Supreme Court made retroactive its 2012 decision in *Miller v. Alabama*¹ prohibiting mandatory sentences of life without the possibility of parole for juveniles; this raises the need in the impacted states to develop protocols for victim notification and other services and support.

Applicants should demonstrate experience working as a victim service provider or allied practitioner in post-conviction settings, or experience with restorative justice, wrongful convictions, and cold cases. Applicants should have excellent written and oral communication skills. Additional experience providing training and technical assistance on crime victim issues related to post-conviction issues, restorative justice, original victims in wrongful convictions, and cold cases is preferred.

The goal of the Post-Conviction Victim Services Fellowship is to assist OVC in identifying and promoting promising practices and model policies in the delivery of crime victim services; and ensuring that victims in criminal cases understand and can exercise their rights post-conviction (or, in the case of cold cases, when a perpetrator is identified; and, in wrongful convictions, when the real perpetrator is identified.)

Objectives:

1. Develop and enhance the utility of OVC resources—programmatic, training, and technical assistance—for victim assistance providers, advocates, and allied practitioners who work with or intervene on behalf of victims in post-conviction and cold case settings.
2. Support and promote the dissemination of OVC resources and tools that can be used to improve the ability of victim assistance providers and advocates, as well as juvenile justice and criminal justice system practitioners, to address crime victims' needs in these types of cases.
3. Work with OVC and OVC TTAC staff to identify practical ways to enhance OVC efforts through evidence-based or -informed practices, innovative policies, and protocols and programs, and by addressing gaps and challenges in serving victims in post-conviction settings, cold cases, restorative justice/peacemaking programs, and wrongful convictions.
4. Participate in professional development and training activities relevant to the fellowship.

Activities:

1. Conduct up to six onsite visits to programs and agencies around the country to identify innovative, evidence-informed victim service and advocacy programs and victim-centered restorative justice and peacemaking programs that address the needs of victims in post-conviction settings, cold cases, wrongful conviction cases, and, in some

¹ *Montgomery v. Louisiana*, 136 S.Ct. 718 (Jan. 27, 2016); *Miller v. Alabama*, 132 S.Ct. 2455 (2012).

instances, diversion programs with victim involvement for those who committed the crime.

2. As requested by OVC management, participate, in conference panels, workshops, forums, and meetings to share expertise on the topics of this fellowship.
3. Assist OVC and OVC TTAC staff with activities designed to assess the technical assistance, training, and capacity-building needs of practitioners that intervene with and support crime victims in these types of cases.
4. Assist in reviewing, updating, and maintaining content relevant to these topics on the OVC [website](#) and social media, in coordination with OVC staff.
5. Assist OVC staff with reviewing and analyzing grantee-generated products and publications, and make recommendations for marketing and dissemination.
6. In consultation with OVC management, participate in professional development and training activities to enhance the understanding and importance of cultural competence and trauma-informed responses to crime victims in post-conviction and other settings.
7. Develop articles suitable for OVC publication, including one that documents innovative post-conviction, wrongful conviction, cold case, and restorative justice and peacemaking programs throughout the country that emphasize a victim-centered approach.
8. Develop materials, reports, and workshop and conference presentations to support OVC's training, technical assistance, and capacity-building initiatives to expand trauma-informed, culturally competent, evidence-based resources available to practitioners who serve or intervene on behalf of crime victims in these types of settings or programs.
9. Other activities identified by OVC to support the implementation of this fellowship.
10. Travel to support the execution of the above activities.

Deliverables:

1. Site visit reports from up to six site visits to assess innovative crime victim programming and policy in system-based agencies.
2. A report that assesses existing prosecution and law enforcement-based victim advocacy and victim assistance programs, identifying innovative, evidence-informed, and evidence-based practices, as well as gaps and challenges.
3. Articles suitable for OVC publication, including one that documents innovative post-conviction, wrongful conviction, cold case, and restorative justice and peacemaking programs throughout the country that emphasize a victim-centered approach.
4. Materials, reports, and workshop and conference presentations that support OVC's training, technical assistance, and capacity-building initiatives to expand trauma-informed, culturally competent, evidence-based resources available to practitioners who serve or intervene with crime victims in these types of settings or programs.
5. Updated content for OVC's website and social media.
6. Quarterly financial and semi-annual progress reports.
7. Final report to OJP/OVC on the fellowship project, including accomplishments, challenges, and recommendations for improving the fellowship program.

Purpose Area 5: Underserved Victims of Sexual Assault Fellowship

OVC recognizes the unique issues and challenges that our Nation faces in responding to all victims of sexual assault. Communities and institutions must tailor their efforts to provide interventions that are victim-centered, comprehensive, culturally relevant, flexible, and accessible, regardless of geography, income level, age, race, ethnicity, religion, gender and gender orientation, and sexual preference of the victim. Some populations, such as individuals with disabilities, girls and young women of color, American Indians and Alaska Natives, and victims that identify as lesbian, gay, bisexual, transgender, or queer/questioning (LGBTQ) may

be at higher risk of sexual victimization; while others, such as male victims, elderly victims, victims in correctional and detention facilities, and those with limited English proficiency (LEP), may experience difficulty accessing needed services. Some individuals may be both at a higher risk of sexual victimization and, at the same time, may experience more barriers to finding and accessing appropriate services. Some victims, such as students on college and university campuses and in other educational settings, may face formidable institutional and cultural barriers to reporting victimization, receiving services, and holding their offender accountable. The individual awarded funding under this fellowship program will work with OVC and coordinate with other federal agencies and key stakeholders on a range of issues and efforts being undertaken to build comprehensive and effective strategies to identify and serve underserved victims of sexual assault.

Applicants should demonstrate experience working as a victim service provider or allied practitioner on sexual assault victim-related issues. Applicants should have excellent written and oral communication skills. Additional experience providing training and technical assistance on identifying underserved victims and addressing gaps in services provided is preferred.

The goal of the Underserved Victims of Sexual Assault Fellowship is to assist OVC in identifying and promoting evidence-based and evidence-informed practices, programs, and model policies that ensure that underserved victims of sexual assault have access to culturally competent, victim-centered services and advocacy.

Objectives:

1. Identify needs and gaps as well as successful models and programs in existing victim services for victims of sexual assault, particularly those from underserved populations, from both traditional and nontraditional service providers and institutions, including educational facilities from kindergarten to the university level.
2. Assist in identifying effective strategies to support OVC efforts to promote public awareness and understanding of the dynamics of sexual victimization and the impact on victims of sexual assault, especially when they are not believed or supported by their community.
3. Identify research that promotes an objective understanding and awareness of the correlation between variables such as income, race, ethnicity, age, gender identity, and sexual preference to higher risks for sexual victimization and subsequent barriers to accessing services.
4. Participate in professional development and training activities relevant to the fellowship.

Activities:

1. Participate, as requested by OVC management, in conference panels, workshops, forums, and meetings to share expertise and recommendations to address the needs of underserved victims of sexual assault.
2. Assist OVC and OVC TTAC staff with activities designed to assess the technical assistance, training, and capacity-building needs of organizations that serve victims of sexual assault.
3. Assist OVC staff with reviewing and analyzing grantee-generated products and publications, and make recommendations for marketing and dissemination.

4. Conduct at least six site visits to identify successful programs, protocols, and practices that promote collaborative responses to sexual assault victims among victim advocates, service providers, and other providers and institutions in the community, including medical and mental health providers, schools and colleges, correctional and detention facilities, legal services providers, and other allied practitioners.
5. Assist with the production of information, training, and technical assistance for victim service and other key stakeholders such as Victims of Crime Act (VOCA) state administrators, law enforcement officials, and mental health professionals. Materials may include, but are not limited to, OVC articles and publications, website and social media content, interactive web tools, conference and meeting presentations, and webinars.
6. Develop a fact sheet or bulletin suitable for OVC publication that documents innovative programs throughout the country that encourage and support comprehensive, victim-centered, and multidisciplinary programs that focus on identifying and serving unserved or underserved victims of sexual assault.
7. Other activities identified by OVC to support the implementation of this fellowship.
8. Travel to support the above activities.

Deliverables:

1. Site visit reports describing promising or evidence-informed programs, protocols, or policies within communities or institutions that have strengthened interventions and services for populations at higher risk of sexual victimization or who encounter difficulties in accessing needed services and interventions.
2. Updates and content development on the issues covered by this fellowship, suitable for the OVC [website](#) and social media.
3. Content suitable for publication as an OVC bulletin or fact sheet on the issues faced by unserved and underserved victims of sexual assault in reporting victimization, asserting their rights, and readily accessing needed services.
4. Written recommendations to enhance existing OVC training or technical assistance products on sexual assault.
5. Assist OVC staff with reviewing and analyzing grantee-generated products and publications, and make recommendations for marketing and dissemination.
6. Quarterly financial and semi-annual progress reports.
7. Final report to OJP/OVC on the fellowship project, including accomplishments, challenges, and recommendations for improving the fellowship program.

Purpose Area 6: Victim Services in Law Enforcement and Prosecution Fellowship

Criminal justice system-based victim services, including law enforcement and prosecution-based victim services, are areas where OVC seeks to expand its resource development, training, and technical assistance work. Community-based and system-based victim services both play important but uniquely different roles in working with victims of crime. While system-based advocates and services providers have a role in helping victims address their victimization, they also have a role in helping victims identify and address any barriers they may have to participating in the investigation or prosecution of a crime. It is vital for law enforcement and prosecution personnel, including advocates and victim-witness specialists, to understand the scope and limitations in their work with crime victims, and to understand and be responsive to the impact of trauma on crime victims.

OVC has a long history of working with law enforcement agencies to improve the response to victims. Several years ago, OVC worked in partnership with the International Association of Chiefs of Police (IACP) to develop *A 21st Century Strategy for Enhancing Law Enforcement*

Response to Victims, which is now referred to as ELERV. This document discusses the evolution of enhanced victim response, summarizes its four key principles, identifies the seven critical needs of victims, and illustrates the potential of community partnerships in the implementation of the strategy. OVC also has a history of providing training and technical assistance, through the OVC TTAC, to promote the enhancement of both law enforcement and prosecution-based victim services. In December 2015, Attorney General Loretta E. Lynch announced new guidance from the U.S. Department of Justice on Identifying and Preventing Gender Bias in Law Enforcement Response to Sexual Assault and Domestic Violence. The individual awarded funding under this fellowship program will work with OVC on a range of issues and efforts being undertaken, including those mentioned above, to build capacity for the provision of effective, trauma-informed victim services within law enforcement and prosecution agencies.

The goal of the Victim Services in Law Enforcement and Prosecution Fellowship is to assist OVC in identifying and promoting promising practices and model policies in the delivery of crime victim services within law enforcement agencies and prosecuting attorney's offices that are evidence-based or informed, culturally relevant, and trauma-informed.

Applicants should demonstrate experience working as a victim service provider, advocate, or program manager in either law enforcement or prosecution-based settings. Applicants should have excellent written and oral communication skills. Additional experience providing training and technical assistance on knowledge and skill building for system-based providers or advocates is preferred.

Objectives:

1. Support OVC's work to develop evidence-based and evidence-informed training, technical assistance, and models for programs and practices that build system-based advocacy and support services for all victims of crime.
2. Collaborate with OVC staff, OVC technical assistance providers, and other pertinent DOJ representatives to promote the implementation of the ELERV Strategy, the DOJ's new guidance on identifying and preventing gender-biased policing, and other OVC-supported law enforcement initiatives identified during the fellowship.
3. Identify promising practices, emerging needs, and gaps in law enforcement and prosecution-based crime victim services, including collaborations between community-based and system-based advocacy to meet the full spectrum of crime victims' needs;
4. Participate in professional development and training activities relevant to the fellowship.

Activities:

1. Conduct up to six onsite visits to programs and agencies around the country to identify innovative, evidence-informed victim service and advocacy programs in law enforcement and prosecutorial agencies.
2. As requested by OVC management, participate in conference panels, workshops, forums, and meetings to share expertise and recommendations for system-based victim advocates and service providers.
3. Assist OVC and OVC TTAC staff with activities designed to assess the technical assistance, training, and capacity-building needs of law enforcement and prosecutorial agencies that intervene on behalf of and support crime victims.
4. Assist in reviewing, updating, and maintaining content relevant to this topic on the OVC website, in coordination with OVC staff.
5. Assist OVC staff with reviewing and analyzing grantee-generated products and publications, and make recommendations for marketing and dissemination.

6. Develop articles suitable for OVC publication, including one that documents innovative programs throughout the country that foster and support ongoing collaboration between system-based and community-based advocates, leading to more effective services for victims.
7. Develop materials, reports, and workshop and conference presentations to support OVC's training, technical assistance, and capacity-building initiatives to expand evidence-based resources available to system-based crime victim advocates and victim service programs.
8. Work with OVC management and staff to track and analyze the use of state formula VOCA victim assistance funds to support law enforcement- and prosecution-based victim services as well as the development of newly created victim service programs within these types of agencies.
9. Participate in professional development and training activities, in consultation with OVC management, to enhance expertise and understanding of the unique but complementary roles of community-based and system-based advocates, as well as the importance of culturally competent and trauma-informed responses to crime victims from law enforcement and prosecutors.
10. Other activities identified by OVC to support the implementation of this fellowship.
11. Travel to support the execution of the above activities.

Deliverables:

1. Site visit reports of visits made to relevant programs to assess innovative crime victim programming and policies in system-based agencies.
2. A report that provides an assessment of existing prosecution- and law enforcement-based victim advocacy and victim assistance programs, identifying innovative, evidence-informed, and evidence-based practices, as well as gaps and challenges.
3. Materials, reports, and workshop and conference presentations, to support OVC's training, technical assistance, and capacity-building initiatives to expand evidence-based resources to system-based crime victim advocates and victim service programs.
4. Development and updates to OVC [website](#) and social media content on the role of law enforcement- and prosecution-based service providers.
5. Articles suitable for publication as an OVC bulletin or fact sheet on the scope and efficacy of system-based advocacy for crime victims.
6. A written assessment of the use and scope of VOCA state formula victim assistance funding awarded to law enforcement and prosecutorial agencies by state VOCA administering agencies.
7. Quarterly financial and semi-annual progress reports.
8. A final report to OJP/OVC on the fellowship project, including accomplishments, challenges, and recommendations for improving the fellowship program.

Purpose Area 7: Services for Male Victims Fellowship

OVC's *Vision 21: Transforming Victim Services Final Report (Vision 21)* envisions that "all crime victims in the 21st century can readily access a seamless continuum of evidence-based services and support that will allow them to begin physical, emotional, and financial recovery."² However, *Vision 21* recognized there are serious challenges to achieving this goal. Improving the field's understanding of violence and trauma and how to reach victims that have traditionally been outside the aegis of the victim assistance field are critical challenges for OVC and the victim assistance field. In FY 2015, OVC funded a large demonstration initiative, *Supporting Male Survivors of Violence*, that focused on a population group that experiences high rates of

² OVC, *Vision 21: Transforming Victim Services Final Report*, May 2013, <http://ovc.ncjrs.gov/vision21/index.html>.

victimization—boys and young men of color. Although young men of all races between the ages of 16 and 24 experience higher rates of violence than any other age group, data collected by the Bureau of Justice Statistics from 1996 to 2007 show that young African-American men were the most likely to be robbed every year, most likely to be victimized by violence overall in 6 of the 11 years of the study, and second most likely to be victimized in 4 of the 11 years of the study. Additional data from the Centers for Disease Control and Prevention indicate that homicide is the leading cause of death for young African American males, the second leading cause of death for Latino males, and the third leading cause of death for American Indian and Alaska Native males between 10 and 24 years old.³

All survivors of violent crime need and deserve ready access to trauma-informed, culturally relevant support and services. Although most practitioners in the victim assistance field understand the need to extend assistance and support to this victim population, the infrastructure and capacity to reach and serve these victims in meaningful ways presents challenges for victim assistance providers and advocates.

Applicants should demonstrate experience working in violence interruption, victim assistance, or juvenile justice settings. Applicants should have excellent written and oral communication skills. Additional experience providing training and technical assistance on crime victim issues faced by male victims, including boys and young men of color, is preferred.

The goal of the Services for Male Victims Fellowship is to support OVC efforts to increase the quality and accessibility of services and support available to male victims that are harmed by violence, especially boys and men of color. The fellowship recipient will work with OVC and key stakeholders to expand trauma-informed services for this victim population.

Objectives:

1. To increase and strengthen the amount of evidence-based or evidence-informed training, technical assistance, and research resources available to victim service providers and other allied practitioners who work with crime victims.
2. Assist OVC in assessing and measuring progress made in the victim assistance field to extend services and support to male victims, especially boys and young men of color.
3. Work with OVC and OJP staff to enhance grant and programmatic activities related to male survivors of violent crime.
4. Participate in professional development and training activities relevant to the fellowship.

Activities:

1. Identify strategies, practices, and programs that reach and serve male victims, especially boys and men of color, that can readily be adapted to traditional and system-based victim service providers. This may involve up to six site visits to assess programs and protocols.
2. Conduct a literature review of research related to male victims in general, and boys and men of color specifically, that can inform OVC's funding, training and technical assistance.
3. Assist OVC coordination with initiatives that relate to this victimization topic, such as OVC's joint [demonstration project](#) with the Office of Juvenile Justice and Delinquency Prevention on assisting boys and young men of color who are victims of violence, and the Obama Administration's [My Brother's Keeper](#).

³ Centers for Disease Control and Prevention, Leading Cause of Death Reports, National and Regional, 1999–2013, http://webappa.cdc.gov/sasweb/ncipc/leadcaus10_us.html.

4. Assist OVC with tracking the types of victim service programs and their performance metrics funded through state formula VOCA victim assistance funding as a result of the greatly increased appropriations cap for the Crime Victims Fund in FYs 2015 and 2016 that serve a large percentage of male victims, particularly boys and young men of color.
5. Assist OVC with coordinating OVC participation in conferences, forums, trainings, and other events related to this victimization topic by identifying appropriate venues and working with OVC staff to develop information, technical assistance, and conference and workshop presentation proposals.
6. In consultation with OVC management, prepare and deliver presentations on the topic of male victims, trauma, and appropriate interventions and support.
7. Work with OVC staff and OVC funded technical assistance providers to identify appropriate training and technical assistance with requests from grantees and victim service providers.
8. Develop web content and other information, articles, publications, webinars, and presentations related to OVC's funding, training, and technical assistance related to the issue of reaching and serving male victims.
9. Travel as needed to execute the activities of the fellowship.

Deliverables:

1. Site visit reports of visits made to relevant programs.
2. A comprehensive list of relevant programs, protocols, strategies, and practices that may be relevant to OVC and the large victim assistance field.
3. Literature review report of applicable research, including evidence-based and evidence-informed practices, victimization data, and program evaluation.
4. Workshop and conference presentations for approval by OVC.
5. Information, training, and technical assistance materials, including website and social media materials.
6. Quarterly financial and semi-annual progress reports.
7. A final report to OJP/OVC on the fellowship project, including accomplishments, challenges, and recommendations for improving the fellowship program.

Purpose Area 8: Model Standards for Victim Assistance Fellowship

Achieving Excellence: Model Standards for Serving Victims and Survivors of Crime (Model Standards) was developed by the National Victim Assistance Standards Consortium through an OVC grant to the University of South Carolina. *Model Standards* is intended as a resource for victim services practitioners and program administrators to improve the quality and consistency of their responses to crime victims. *Model Standards* helps to strengthen organizational capacity by describing the types of policies and practices that should be in place within organizations that serve crime victims. The new OVC publication will include three sets of standards: program standards, competency standards, and ethical standards; an updated glossary; and links to additional resources. The model standards are intended as guidelines and encouragements to practitioners, rather than mandates and requirements. They are purposefully broad to address the wide range of crime victims and survivors served within our field. The model standards serve as a template for users to adapt to specific needs.

OVC plans to publish the standards as an online resource on the OVC [website](#) by December 2016, and is currently developing resources to plan and support a comprehensive public awareness effort as well as working across OVC and with its many grantees to ensure that key elements of *Model Standards* are consistent with and integrated into other OVC training and technical assistance resources. Applicants can review previous model standards developed by

OVC at <http://ualr.edu/avaa/uploads/2010/07/Victim%20Standards.pdf> to gain a better understanding of OVC's intent. The new Model Standards has been expanded and updated.

Applicants should demonstrate experience administering victim assistance programs. Applicants should have excellent written and oral communication skills. Additional experience providing training and technical assistance on building the capacity of victim assistance programs and providers is preferred.

The purpose of the Model Standards for Victim Assistance Fellowship is to assist OVC with finalization of *Achieving Excellence: Model Standards for Serving Victims and Survivors of Crime*, and to support OVC's efforts to disseminate information and provide technical assistance on the use and implementation of the model standards throughout the crime victims' field.

Objectives:

1. Support and promote the dissemination of information about *Model Standards* in collaboration with all of OVC's training and technical assistance grantees and contractors to ensure that information about *Model Standards* is communicated broadly throughout the field.
2. Provide training and technical assistance to victim assistance organizations and service providers that want to implement the model standards.
3. Assist OVC in adding to and modifying *Model Standards* as new information or issues emerge.
4. Participate in professional development and training activities relevant to the fellowship.

Activities:

1. Work with the OVC Publications Team and the National Victim Assistance Standards Consortium to finalize the publication of this new resource.
2. Support OVC staff with the development of a marketing plan for the resource, including development of promotional materials (fliers, web content, social media messages, lists of frequently asked questions, etc.) that will educate and engage the field on the use of *Model Standards*.
3. Conduct up to six site visits to assist with the implementation and assessment of *Model Standards* in a program, community, or state.
4. Develop and present training materials and other related resources on the utilization of *Model Standards* with victim service stakeholders for forums, workshops, and conferences.
5. Work across OVC Divisions to make sure that all OVC grantees, including OVC-funded training and technical assistance providers, are aware of *Model Standards*, and work with them to disseminate information to their constituencies, including State Victim Assistance Academies, VOCA Compensation and Assistance Administrators, and VOCA subgrantees.
6. Provide presentations about *Model Standards* to consultants supported through OVC TTAC.
7. Work with OVC and the field to modify, expand, and enhance *Model Standards* as needed.
8. Develop reports, talking points, and articles about the utility of *Model Standards* that are suitable for dissemination as an OVC bulletin or fact sheet.
9. Participate in professional development and training activities, in consultation with OVC management, to enhance understanding of *Model Standards* and how it can be used to build capacity in the field.
10. Other activities identified by OVC to support the implementation of this fellowship.

11. Travel, as needed, to execute the activities of the fellowship.

Deliverables:

1. Marketing plan and complementary promotional materials.
2. Site visit reports from visits made to programs implementing *Model Standards* in part or in full.
3. Presentations on *Model Standards* suitable for victim service providers, trainers, and consultants.
4. Content suitable for OVC [website](#) and social media updates.
5. OVC bulletin or fact sheet on *Model Standards*, including why and how standards should be implemented.
6. Content development to update or modify *Model Standards*, as needed.
7. Quarterly financial and semi-annual progress reports.
8. Final report to OJP/OVC on the fellowship project, including accomplishments, challenges, and recommendations for improving the fellowship program.

Purpose Area 9: Child Sexual Exploitation Fellowship

For the purposes of this solicitation only, the term “child sexual exploitation” (CSE) refers to the (single or repeated) act of—or lack of appropriate action to prevent—engaging a minor (i.e., through use, employment, persuasion, inducement, enticement, coercion) in any sexually explicit conduct, regardless of the child’s relationship to the exploiter. Examples of child sexual exploitation include creating and sharing visual depictions of child sexual abuse (commonly referred to as child pornography), child sex trafficking, luring for sexual abuse, and advertisements of this type of sexual misconduct. While law enforcement efforts to identify, arrest, and prosecute perpetrators of CSE have been underway for decades, much remains unclear about the victims of these crimes—who they are, what services they need, what services and resources are already available, and what service gaps exist. This fellowship is dedicated to helping OVC develop and carry out a plan to ensure victims of CSE receive appropriate responses and services. The fellow will work under the direction of OVC staff and management to carry out this goal and will work closely with other government agencies (including DOJ’s Committee on the National Strategy for Child Exploitation Prevention and Interdiction), victim assistance providers, allied professionals, and other key stakeholders to facilitate communication and collaboration.

Applicants should demonstrate experience working as a victim service provider or allied practitioner who has served sexually exploited children and youth. Applicants should have excellent written and oral communication skills. Additional experience providing training and technical assistance on crime victim issues related to the sexual exploitation of children and youth is preferred.

The goal of the Child Sexual Exploitation Fellowship is to help OVC improve responses and services to victims of child sexual exploitation in the United States. OVC wants to identify practical ways to use available programmatic, training, and technical assistance resources to best support victims of CSE. The fellow will help identify ways to improve existing efforts when possible (e.g., existing programs, trainings, models, practices, protocols) and identify gaps and ways to fill them.

Objectives:

1. Promote collaborative efforts to support victims of CSE across government agencies (including DOJ’s Committee on the National Strategy for Child Exploitation Prevention

and Interdiction), victim assistance providers, allied professionals, and other key stakeholders.

2. Identify opportunities to strengthen the victim assistance field's awareness and use of existing resources and identify practical ways to supplement these efforts with additional materials for use by various disciplines that intervene with or serve these victims.
3. Provide relevant subject-matter expertise to inform OVC efforts such as strategic planning, gap analysis with subsequent recommendations, and deliverables (e.g., written products).
4. Participate in professional development and training activities relevant to the fellowship.

Activities:

1. Participate in internal and external stakeholder meetings, forums, and conferences for the purpose of providing information on DOJ and OJP/OVC efforts to address and improve the awareness of, and responses to, victims of child sexual exploitation.
2. Facilitate opportunities for communication and collaboration with partners and stakeholders, including survivors of CSE.
3. Assist OVC staff in developing strategies to implement the victim services-related recommendations from the 2016 DOJ National Strategy for Child Exploitation Prevention and Interdiction; the recently released strategy is available at: www.justice.gov/psc/national-strategy-child-exploitation-prevention-and-interdiction and www.justice.gov/psc/file/842411/download.
4. Conduct up to six visits to jurisdictions across the United States to identify innovative, evidence-based or -informed, culturally competent practices, programs, and protocols to assist victims of CSE.
5. Identify and assess existing efforts underway—technical assistance, training, and capacity-building needs of multidisciplinary teams (e.g., prosecutors and law enforcement, victim service providers, medical providers) regarding victims of child sexual exploitation.
6. Determine ways to improve the content and dissemination of DOJ-funded and/or OVC-funded training, technical assistance, and information-sharing initiatives to educate multidisciplinary teams about CSE, particularly the role of every discipline in providing victim-centered responses.
7. Provide relevant subject-matter expertise to develop new materials such as website and social media content, and help OVC to identify other relevant experts that can assist in these efforts.
8. Develop reports, speeches, articles, and other written materials, as needed, to support DOJ and OVC's training, technical assistance, and capacity-building initiatives to expand evidence-based resources and collaboration for multidisciplinary teams.
9. Participate in professional development and training activities, in consultation with OVC management, to enhance expertise in CSE and the needs of and available resources for victims.
10. Other activities identified by OVC to support the implementation of this fellowship.
11. Travel, as needed, to execute the activities of the Fellowship.

Deliverables:

1. A report to OVC that provides a comprehensive examination of the needs of, and resources available to support, CSE victims; as well as recommendations to OVC and others on practical ways to supplement existing efforts.

2. A report that outlines specific strategies to implement the victim services-related recommendations from the 2016 DOJ National Strategy for Child Exploitation Prevention and Interdiction.
3. Site visit reports describing up to six promising or evidence-informed programs, protocols, or policies within communities or institutions that have strengthened interventions and services for CSE victims.
4. Content to expand and update OVC's website and social media on CSE or to support presentations at workshops, forums, and conferences.
5. Content on CSE suitable for publication as an OVC bulletin, fact sheet, or talking points and other supporting content.
6. Content to support DOJ and OVC's training, technical assistance, and capacity-building initiatives to expand evidence-based resources and collaboration for multidisciplinary teams.
7. Quarterly financial and semi-annual progress reports.
8. A final report to OJP/OVC on the fellowship project, including accomplishments, challenges, and recommendations for improving the fellowship program.

Evidence-Based Programs or Practices

OJP strongly emphasizes the use of data and evidence in policy making and program development in criminal justice, juvenile justice, and crime victim services. OJP is committed to:

- Improving the quantity and quality of evidence OJP generates
- Integrating evidence into program, practice, and policy decisions within OJP and the field
- Improving the translation of evidence into practice

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. The [OJP CrimeSolutions.gov](http://OJP.CrimeSolutions.gov) website is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

B. Federal Award Information

OVC anticipates that it will make one award of up to \$150,000 to each of the nine purpose areas for a 12-month project period. The program is designed to span a total of 3 years, contingent upon grantee performance and availability of funds to support the second and third years of the fellowship. OVC may, in certain cases, provide supplemental funding in future years to awards under this solicitation. Important considerations in decisions regarding supplemental funding for years two and three include, among other factors, the availability of funding, strategic priorities, assessment of the quality of the management of the award (e.g., timeliness and quality of progress reports), and assessment of the progress of the work funded under the award.

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

Type of Award⁴

OVC expects that it will make any award from this solicitation in the form of a cooperative agreement, which is a particular type of grant used if OVC expects to have ongoing substantial involvement in award activities. Substantial involvement includes direct oversight and involvement with the grantee organization in implementation of the grant, but does not involve day-to-day project management. See [Administrative, National Policy, and other Legal Requirements](#), under [Section F. Federal Award Administration Information](#), for details regarding the federal involvement anticipated under an award from this solicitation.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including any recipient or subrecipient funded in response to this solicitation that is a pass-through entity⁵) must, as described in the Part 200 Uniform Requirements set out at 2 C.F.R. 200.303:

- (a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the recipient (and any subrecipient) is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- (b) Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards.
- (c) Evaluate and monitor the recipient’s (and any subrecipient’s) compliance with statutes, regulations, and the terms and conditions of Federal awards.
- (d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- (e) Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive or the recipient (or any subrecipient) considers sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

In order to better understand administrative requirements and cost principles, applicants are encouraged to enroll, at no charge, in the Department of Justice Grants Financial Management Online Training available [here](#).

⁴ See generally 31 U.S.C. §§ 6301-6305 (defines and describes various forms of federal assistance relationships, including grants and cooperative agreements (a type of grant)).

⁵ For purposes of this solicitation (or program announcement), “pass-through entity” includes any entity eligible to receive funding as a recipient or subrecipient under this solicitation (or program announcement) that, if funded, may make a subaward(s) to a subrecipient(s) to carry out part of the funded program.

Budget Information

Under no circumstances will the amount of the award exceed \$150,000. Detailed information on allowable and unallowable expenses is on pages 30–31.

Cost Sharing or Matching Requirement

This solicitation does not require a match. However, if a successful application proposes a voluntary match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

Pre-Agreement Cost (also known as Pre-Award Cost) Approvals

Pre-agreement costs are costs incurred by the applicant prior to the start date of the period of performance of the grant award.

OJP does not typically approve pre-agreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. If approved, pre-agreement costs could be paid from grant funds consistent with a grantee's approved budget, and under applicable cost standards. However, all such costs prior to award and prior to approval of the costs are incurred at the sole risk of an applicant. Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs. Should there be extenuating circumstances that appear to be appropriate for OJP's consideration as pre-agreement costs, the applicant should contact the point of contact listed on the title page of this announcement for details on the requirements for submitting a written request for approval. See the section on Costs Requiring Prior Approval in the [Financial Guide](#), for more information.

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs

OJP strongly encourages applicants that propose to use award funds for any conference-, meeting-, or training-related activity to review carefully—before submitting an application—the OJP policy and guidance on conference approval, planning, and reporting available at www.ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm. OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most conference, meeting, and training costs for cooperative agreement recipients and of some conference, meeting, and training costs for grant recipients; and (3) set cost limits, including a general prohibition of all food and beverage costs.

Costs Associated with Language Assistance (if applicable)

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

For additional information, see the "Civil Rights Compliance" section under "Solicitation Requirements" in the [OJP Funding Resource Center](#).

C. Eligibility Information

For eligibility information, see the title page.

For additional information on cost sharing or matching requirements, see [Section B. Federal Award Information](#).

Limit on Number of Application Submissions

If an applicant submits multiple versions of the same application, OVC will review only the most recent system-validated version submitted. Applicants may apply for more than one Fellowship but OVC will not make multiple awards to a single applicant. For more information on system-validated versions, see [How to Apply](#).

D. Application and Submission Information

What an Application Should Include

Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are determined to be nonresponsive to the scope of the solicitation, or that do not include the application elements that OVC has designated to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, OVC has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet, Budget Narrative, and **a resume or curriculum vitae of the Fellowship applicant**. Applicants may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one budget document, it must contain **both** narrative and detail information. Please review the “Note on File Names and File Types” under [How to Apply](#) to be sure applications are submitted in permitted formats.

OJP strongly recommends that applicants use appropriately descriptive file names (e.g., “Program Narrative,” “Budget Detail Worksheet and Budget Narrative,” “Timelines,” “Memoranda of Understanding,” “Resumes”) for all attachments. Also, OJP recommends that applicants include resumes in a single file.

1. Information to Complete the Application for Federal Assistance (SF-424)

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and the OJP Grants Management System (GMS) take information from the applicant’s profile to populate the fields on this form. When selecting “type of applicant,” if the applicant is a for-profit entity, select “For-Profit Organization” or “Small Business” (as applicable).

Intergovernmental Review: This funding opportunity (program) **is not** subject to [Executive Order 12372](#). (In completing the SF-424, applicants are to make the appropriate selection in response to question 19 to indicate that the “Program is not covered by E.O. 12372.”)

2. Project Abstract

Applications should include a one-page, high-quality project abstract that summarizes the proposed project in 400 words or less. The project abstract should clearly describe the title and topic of the fellowship that the applicant is applying for, activities that will be

implemented, and materials that will be developed to achieve the project's goals and objectives, methods, and outcomes. The project abstract should be:

- Written for a general public audience.
- Submitted as a separate attachment, with "Project Abstract" as part of its file name.
- Single-spaced, using a standard 12-point font (Times New Roman) with 1-inch margins.

As a separate attachment, the project abstract will **not** count against the page limit for the program narrative.

All project abstracts should follow the detailed template available at ojp.gov/funding/Apply/Resources/ProjectAbstractTemplate.pdf.

Permission to Share Project Abstract With the Public: It is unlikely that OVC will be able to fund all applications submitted under this solicitation, but it may have the opportunity to share information with the public regarding unfunded applications, for example, through a listing on a web page available to the public. The intent of this public posting would be to allow other possible funders to become aware of such proposals.

In the project abstract template, applicants are asked to indicate whether they give OJP permission to share their project abstract (including contact information) with the public. Granting (or failing to grant) this permission will not affect OJP's funding decisions, and, if the application is not funded, granting permission will not guarantee that abstract information will be shared, nor will it guarantee funding from any other source.

Note: OJP may choose not to list a project that otherwise would have been included in a listing of unfunded applications, should the abstract fail to meet the format and content requirements noted above and outlined in the project abstract template.

3. Program Narrative

The program narrative should not exceed 20 double-spaced pages, in 12-point font with 1-inch margins, and must include 6 separate sections: Project Abstract (not counted in the 20-page limitation), Problem Statement, Project Goals and Objectives, Project Design and Implementation Plan, Professional Capability and Competencies, and Plan for Collecting the Data Required for this Solicitation's Performance Measures. Each section is described below. If the program narrative fails to comply with these length-related restrictions, noncompliance may be considered in peer review and in final award decisions.

The following sections should be included as part of the program narrative:

- a. Statement of the Problem.** The problem statement must describe an understanding of the Fellowship Purpose Area and provide a clear statement of how funding will support the project's value to the victims field.
- b. Project Goals and Objectives:** The applicant must specify the goals and objectives of the fellowship. The objectives should be measurable and relate directly to the issues described in the problem statement, and should be in direct alignment with goals and objectives described in the purpose area of the solicitation. 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.

- c. Project Design and Implementation Plan:** The project design and implementation plan must describe the process of completing the fellowship objectives, activities, and deliverables described in each fellowship purpose area. It must include a time-task plan that clearly identifies objectives, major activities, and deliverables. The time-task plan also must provide for the submission of required quarterly financial status reports and semiannual progress reports. Fellows must plan attend one Regional Financial Management Training Seminar in Washington, DC, sponsored by OJP's Office of the Chief Financial Officer (OCFO), for grantees. Specific information, such as dates and locations of upcoming events, can be found at www.ojp.usdoj.gov/training/financial.htm.
- d. Professional Capability/Competencies and Project Management:** Applicants must include a clear description of their academic and professional expertise in the subject matter areas of specialization of the fellowship, and the applicant's unique qualifications that will enable them to fulfill the grant responsibilities. Applicants should demonstrate that they possess the flexibility, skills, and temperament to operate in a fast-moving environment on multiple activities, sometimes with very short turnaround time. Applicants should document their ability to work collegially and collaboratively as a member of a team or teams across divisions, offices, agencies, and practitioners in the field. The applicant must demonstrate sufficient subject matter and project management expertise and other necessary skills, such as oral and written communication and technological proficiency with specific software programs, to perform crucial functions of the specific fellowship. Resumes or curriculum vitae must be included as a separate attachment. See guidance on page 33 for details about what to include.
- e. Plan for Collecting the Data Required for this Solicitation's Performance Measures:** 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 fellowship's effectiveness and to evaluate the accomplishment of project goals and objectives. Applicants should describe how they will assess performance in attaining the outcomes identified for the project. Goals and objectives must be clearly stated, links must be established between program activities and objectives, and performance measures must be identified. Performance measures will address a mix of immediate and intermediate outcomes and, as appropriate and feasible, information on long-term impact. The performance measures for this project are listed on page 29 of this solicitation. They are included as an alert that successful applicants will be required to submit specific data to OVC as part of their reporting requirements. For the application, the applicant should indicate an understanding of these requirements and discuss how they will gather the required data, should the applicant receive funding.

To demonstrate program progress and success, as well as, to assist the Department with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. OJP will require any award recipient, post award, to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides
Assist OVC in identifying and promoting evidence-based and -informed practices, programs, model policies, and training and technical assistance that promote victim access to culturally competent, victim-centered services and advocacy.	Number of materials developed or enhanced.	Number of speeches, articles, reports, Web-based products, and public awareness and educational activities developed or enhanced and disseminated on specific areas of crime victimization.
	Number of meetings, conferences, or forums attended.	Number of meetings, conferences, or forums attended to provide information on OVC initiatives on crime victimization and/or to assess the training, technical assistance, and capacity-building needs of the crime victims field.
	Number of recommendations developed.	Number of recommendations provided to OVC management.
	Number of training activities conducted.	Number of trainings and technical assistance trainings conducted on the needs of the crime victims field.
	Number of deliverables that meet expectations.	Number of deliverables that meet OVC's expectations, as outlined in the solicitation.

OVC does not require applicants to submit performance measures data with their application. Performance measures are included as an alert that OVC will require successful applicants to submit specific data as part of their reporting requirements. For the application, applicants should indicate an understanding of these requirements and discuss how they will gather the required data, should they receive funding.

Note on Project Evaluations

Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute “research” for purposes of applicable DOJ human subjects protection regulations. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP’s performance measure data reporting requirements likely do not constitute “research.” Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as “a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge” 28 C.F.R. § 46.102(d). For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the “Research and the Protection of Human Subjects” section of the [OJP Funding Resource Center](http://www.ojp.gov/funding/Explore/SolicitationRequirements/EvidenceResearchEvaluationRe) web page (www.ojp.gov/funding/Explore/SolicitationRequirements/EvidenceResearchEvaluationRe)

[uirements.htm](#)). Applicants whose proposals may involve a research or statistical component also should review the “Data Privacy and Confidentiality Requirements” section on that web page.

4. Budget Detail Worksheet and Budget Narrative

a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/Apply/Resources/BudgetDetailWorksheet.pdf. Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet. The Budget Detail Worksheet should be broken down by year.

For questions pertaining to budget and examples of allowable and unallowable costs, see the Financial Guide at <http://ojp.gov/financialguide/DOJ/index.htm>.

b. Budget Narrative

The budget narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

Applicants should demonstrate in their budget narratives how they will maximize cost effectiveness of grant expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs, and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

When completing both the Budget Detail Worksheet and Budget Narrative, applicants must consider the following guidance.

The following are the only **allowable** expenses under this solicitation:

- Personnel (salary), located in section A of the Budget Detail Worksheet. OVC will pay salaries depending on education, experience, and salary history. Benefits are not included as part of salary. If the application is selected for an award, applicants may be required to provide a copy of their last two federal tax returns (with SSN redacted) or other documentation of salary or consulting income history.
- Fringe benefits, located in section B of the Budget Detail Worksheet, may include life, health, and disability insurance; state workers' compensation; retirement plan; FICA (the employer match of 7.65 percent of salary only); and a public transportation stipend that does not exceed \$255 monthly, based on actual expenses. (This amount is based on the current maximum transit subsidy monthly benefit for federal

employees and is subject to change.) Applicants must clearly identify which benefits they are requesting and the actual calculations. For example, if the individual is requesting health insurance, the applicant should indicate the amount paid monthly and multiply by 12 to get the annual expense.

- Travel expenses, listed in section C of the Budget Detail Worksheet, will involve site visits, attendance at conferences and meetings, and participation in training and professional development training. Applicants should budget for six to eight trips, depending on the purpose area for which they are applying. All trips should be budgeted at \$1,500 each, with a notation that date, location, and nature of travel will be determined in consultation with OVC management after the award is made. ***The applicant should include in the Budget Narrative a notation that travel costs such as per diem and lodging will not exceed the federal guidelines.***
- Supplies, located in section E of the Budget Detail Worksheet, may include expenses to cover professional reference materials and resources relating to the fellowship activities (not to exceed \$500) and business cards (not to exceed \$30).
- Other costs, located in section H of the Budget Detail Worksheet, may include costs for a cell phone or smart phone to maintain communication with OVC staff. (Fellows may opt instead to use a DOJ-issued Samsung Galaxy S4 at no cost, in which case personal cell phone costs may not be included in the budget.)
- Expenses associated with professional development and training relating to the OVC fellowship project. Fees for up to four trainings at up to \$1,000 each should be included. Note: Many training opportunities will be in the Washington, DC, area, and, consequently, local for an onsite fellow; however, final decisions will be made in consultation with OVC management. Applicants should identify the type of training that they believe would be most helpful to them in carrying out fellowship activities.

The following expenses are **not allowable** under this solicitation:

- Equipment (section D of the Budget Detail Worksheet), such as costs for laptops or other equipment that will be supplied by OJP.
- Moving expenses.
- International travel.
- Indirect costs.

c. Noncompetitive Procurement Contracts In Excess of Simplified Acquisition Threshold

If an applicant proposes to make one or more noncompetitive procurements of products or services, where the noncompetitive procurement will exceed the simplified acquisition threshold (also known as the small purchase threshold), which is currently set at \$150,000, the application should address the considerations outlined in the [Financial Guide](#).

d. Pre-Agreement Cost Approvals

For information on pre-agreement costs, see [Section B. Federal Award Information](#).

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only under the following circumstances:

- (a) The applicant has a current, federally approved indirect cost rate; or
- (b) The applicant is eligible to use and elects to use the “de minimis” indirect cost rate described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.414(f).

Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. For the definition of Cognizant Federal Agency, see the "Glossary of Terms" in the [Financial Guide](#). For assistance with identifying your cognizant agency, please contact the Customer Service Center at 1-800-458-0786 or at ask.ocfo@usdoj.gov. If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at <http://www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf>.

In order to use the "de minimis" indirect rate, attach written documentation to the application that advises OJP of both the applicant's eligibility (to use the "de minimis" rate) and its election. If the applicant elects the "de minimis" method, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. In addition, if this method is chosen then it must be used consistently for all federal awards until such time as you choose to negotiate a federally approved indirect cost rate.⁶

6. Applicant Disclosure of High Risk Status

Applicants are to disclose whether they are currently designated high risk by another federal grant making agency. This includes any status requiring additional oversight by the federal agency due to past programmatic or financial concerns. If an applicant is designated high risk by another federal grant making agency, you must email the following information to OJPComplianceReporting@usdoj.gov at the time of application submission:

- The federal agency that currently designated the applicant as high risk
- Date the applicant was designated high risk
- The high risk point of contact name, phone number, and email address, from that federal agency
- Reasons for the high risk status

OJP seeks this information to ensure appropriate federal oversight of any grant award. Disclosing this high risk information does not disqualify any organization from receiving an OJP award. However, additional grant oversight may be included, if necessary, in award documentation.

7. Additional Attachments

a. Applicant Disclosure of Pending Applications

Applicants are to disclose whether they have pending applications for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to State agencies that will subaward federal funds).

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement

⁶ See 2 C.F.R. § 200.414(f).

comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

- The federal or state funding agency
- The solicitation name/project name
- The point of contact information at the applicable funding agency

Federal or State Funding Agency	Solicitation Name/ Project Name	Name/Phone/Email for Point of Contact at Funding Agency
DOJ/COPS	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov
HHS/Substance Abuse & Mental Health Services Administration	Drug Free Communities Mentoring Program/North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

Applicants should include the table as a separate attachment to their application. The file should be named “Disclosure of Pending Applications.”

Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page (e.g., “[Applicant Name on SF-424] does not have pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.”)

b. Resumes and Curriculum Vitae

Resumes or curriculum vitae must be attached to the application to support the Professional Capability/Competencies and Project Management section and should include all relevant employment and volunteer experience. Resumes should provide contact information for previous supervisors and indicate whether or not the supervisor can be contacted. All required attachments must be included to document experience and capability; optional attachments may be used to document specific skills that will assist in the successful completion of the fellowship project.

c. Research and Evaluation Independence and Integrity

If a proposal involves research and/or evaluation, regardless of the proposal’s other merits, in order to receive funds, the applicant must demonstrate research/evaluation independence, including appropriate safeguards to ensure research/evaluation objectivity and integrity, both in this proposal and as it may relate to the applicant’s other current or prior related projects. This documentation may be included as an attachment to the application which addresses BOTH i. and ii. below.

- i. For purposes of this solicitation, applicants must document research and evaluation independence and integrity by including, at a minimum, one of the following two items:

- a. A specific assurance that the applicant has reviewed its proposal to identify any research integrity issues (including all principal investigators and subrecipients) and it has concluded that the design, conduct, or reporting of research and evaluation funded by OVC grants, cooperative agreements, or contracts will not be biased by any personal or financial conflict of interest on the part of part of its staff, consultants, and/or subrecipients responsible for the research and evaluation or on the part of the applicant organization;

OR

- b. A specific listing of actual or perceived conflicts of interest that the applicant has identified in relation to this proposal. These conflicts could be either personal (related to specific staff, consultants, and/or subrecipients) or organizational (related to the applicant or any subgrantee organization). Examples of potential investigator (or other personal) conflict situations may include, but are not limited to, those in which an investigator would be in a position to evaluate a spouse's work product (actual conflict), or an investigator would be in a position to evaluate the work of a former or current colleague (potential apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization could not be given a grant to evaluate a project if that organization had itself provided substantial prior technical assistance to that specific project or a location implementing the project (whether funded by OJP or other sources), as the organization in such an instance would appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research or evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability of an evaluation or research product is a problem and must be disclosed.

- ii. In addition, for purposes of this solicitation applicants must address the issue of possible mitigation of research integrity concerns by including, at a minimum, one of the following two items:

- a. If an applicant reasonably believes that no potential personal or organizational conflicts of interest exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion. Applicants **MUST** also include an explanation of the specific processes and procedures that the applicant will put in place to identify and eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or subrecipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest.

OR

- b. If the applicant has identified specific personal or organizational conflicts of interest in its proposal during this review, the applicant must propose a specific and robust mitigation plan to address conflicts noted above. At a minimum, the plan must include specific processes and procedures that the applicant will put in place to eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or subrecipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan, if any, will be accepted as proposed.

Considerations in assessing research and evaluation independence and integrity will include, but are not be limited to, the adequacy of the applicant's efforts to identify factors that could affect the objectivity or integrity of the proposed staff and/or the organization in carrying out the research, development, or evaluation activity; and the adequacy of the applicant's existing or proposed remedies to control any such factors.

8. Financial Management and System of Internal Controls Questionnaire

In accordance with the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.205, Federal agencies must have in place a framework for evaluating the risks posed by applicants before they receive a Federal award. To facilitate part of this risk evaluation, **all** applicants (other than an individual) are to download, complete, and submit this [form](#).

9. Disclosure of Lobbying Activities

All applicants must complete this information. Applicants that expend any funds for lobbying activities are to provide the detailed information requested on the form Disclosure of Lobbying Activities (SF-LLL). Applicants that do not expend any funds for lobbying activities are to enter "N/A" in the text boxes for item 10 ("a. Name and Address of Lobbying Registrant" and "b. Individuals Performing Services").

How to Apply

Applicants must register in and submit applications through Grants.gov, a primary source to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at www.Grants.gov. Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, 24 hours a day, 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 several weeks** for first-time registrants to receive confirmation and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification. OVC strongly encourages all prospective applicants to sign up for Grants.gov email [notifications](#) regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for updates will be automatically notified.

Browser Information: Grants.gov was built to be compatible with Internet Explorer. For technical assistance with Google Chrome, or another browser, contact Grants.gov Customer Support.

Note on Attachments. Grants.gov has two categories of files for attachments: mandatory and optional. OJP receives all files attached in both categories. Please insure all required documents are attached in the mandatory category.

Note on File Names and File Types: Grants.gov only permits the use of certain specific characters in names of attachment files. Valid file names may include only the characters shown in the table below. Grants.gov is designed to reject any application that includes an attachment(s) with a file name that contains any characters not shown in the table below.

Characters	Special Characters		
Upper case (A – Z)	Parenthesis ()	Curly braces { }	Square brackets []
Lower case (a – z)	Ampersand (&)	Tilde (~)	Exclamation point (!)
Underscore (_)	Comma (,)	Semicolon (;)	Apostrophe (')
Hyphen (-)	At sign (@)	Number sign (#)	Dollar sign (\$)
Space	Percent sign (%)	Plus sign (+)	Equal sign (=)
Period (.)	When using the ampersand (&) in XML, applicants must use the “&#amp;” format.		

Grants.gov is designed to forward successfully submitted applications to the OJP 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.” GMS may reject applications with files that use these extensions. It is important to allow time to change the type of file(s) if the application is rejected.

All applicants are required to complete the following steps:

OJP may not make a federal award to an applicant organization until the applicant organization has complied with all applicable DUNS and SAM requirements. Individual applicants must comply with all Grants.gov requirements. If an applicant has not fully complied with the requirements by the time the federal awarding agency is ready to make a federal award, the federal awarding agency may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

Individual applicants should search Grants.gov for a funding opportunity for which individuals are eligible to apply. Use the Funding Opportunity Number (FON) to register. Complete the registration form at <https://apply07.grants.gov/apply/IndCPRegister> to create a username and password. Individual applicants should complete all steps except 1, 2 and 4.

- 1. Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating 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. Call Dun and Bradstreet at 866–705–5711 to obtain a DUNS number or apply online at www.dnb.com. A DUNS number is usually received within 1-2 business days.

2. **Acquire registration with the System for Award Management (SAM).** SAM is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. Applicants must **update or renew their SAM registration annually** to maintain an active status. SAM registration and renewal can take as long as 10 business days to complete.

Applications cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. Once the SAM registration/renewal is complete, **the information transfer from SAM to Grants.gov can take up to 48 hours.** OJP recommends that the applicant register or renew registration with SAM as early as possible.

Information about SAM registration procedures can be accessed at www.sam.gov.

3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization’s DUNS number must be used to complete this step. For more information about the registration process for organizations, go to www.grants.gov/web/grants/register.html. Individuals registering with Grants.gov should go to <http://www.grants.gov/web/grants/applicants/individual-registration.html>.
4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization’s AOR. The E-Biz POC will need the Marketing Partner Identification Number (MPIN) password obtained when registering with SAM to complete this step. Note that an organization can have more than one AOR.
5. **Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance number for this solicitation is 16.582, titled “OVC FY 2016 Fellowship Program,” and the funding opportunity number is OVC-2016-9420.

Select the correct Competition ID. Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If applying to a solicitation with multiple Competition IDs, select the appropriate Competition ID for the intended purpose area of the application.

Purpose Area 1: Human Trafficking Task Forces	OVC-2016-9421
Purpose Area 2: Human Trafficking Survivor-Informed Services	OVC-2016-9422
Purpose Area 3: Mass Violence and Terrorism	OVC-2016-9423
Purpose Area 4: Post-Conviction Victim Services	OVC-2016-9424
Purpose Area 5: Underserved Victims of Sexual Assault	OVC-2016-9425
Purpose Area 6: Victim Services in Law Enforcement and Prosecution	OVC-2016-9426
Purpose Area 7: Services for Male Victims	OVC-2016-9427
Purpose Area 8: Model Standards for Victim Assistance	OVC-2016-9428
Purpose Area 9: Child Sexual Exploitation	OVC-2016-9429

6. **Submit a valid application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive two notifications from Grants.gov. The first will confirm the receipt of the

application and the second will state whether the application has been successfully validated, or rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received and then receive a rejection notice a few minutes or hours later. Submitting well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges applicants to submit applications **at least 72 hours prior** to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 11:59 p.m. eastern time on July 11, 2016.

Click [here](#) for further details on DUNS, SAM, and Grants.gov registration steps and timeframes.

Note: Duplicate Applications

If an applicant submits multiple versions of the same application, OVC will review only the most recent system-validated version submitted. See Note on File Names and File Types under [How to Apply](#).

Experiencing Unforeseen Grants.gov Technical Issues

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must contact the Grants.gov [Customer Support Hotline](#) or the [SAM Help Desk](#) (Federal Service Desk) to report the technical issue and receive a tracking number. Then applicant must email the OVC contact identified in the Contact Information section on page 2 **within 24 hours after the application deadline** and request approval to submit their application. The email must describe the technical difficulties, and include a timeline of the applicant's submission efforts, the complete grant application, the applicant's DUNS number, and any Grants.gov Help Desk or SAM tracking number(s). **Note: OVC does not automatically approve requests.** After the program office reviews the submission, and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the applicant failed to follow all required procedures, which resulted in an untimely application submission, OJP will deny the applicant's request to submit their application.

The following conditions are generally insufficient to justify late submissions:

- Failure to register in SAM or Grants.gov in sufficient time (SAM registration and renewal can take as long as 10 business days to complete. The information transfer from SAM to Grants.gov can take up to 48 hours.)
- Failure to follow Grants.gov instructions on how to register and apply as posted on its website.
- Failure to follow each instruction in the OJP solicitation.
- Technical issues with the applicant's computer or information technology environment, including firewalls, browser incompatibility, etc.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding web page at <http://ojp.gov/funding/index.htm>.

E. Application Review Information

Selection Criteria

1. Statement of the Problem (10%)
2. Project Design and Implementation (30%)
3. Capabilities and Competencies (45%)
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (10%)
5. Budget: complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should generally demonstrate how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.⁷ (5%)

Review Process

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

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. For purposes of assessing whether applicants have met basic minimum requirements, OJP screens applications for compliance with specified program requirements to help determine which applications should proceed to further consideration for award. Although program requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP grant programs:

- Applications must be submitted by an eligible type of applicant
- Applications must request funding within programmatic funding constraints (if applicable)
- Applications must be responsive to the scope of the solicitation
- Applications must include all items designated as "critical elements"
- Applicants will be checked against the System for Award Management (SAM)

For a list of critical elements, see "What an Application Should Include" under [Section D. Application and Submission Information](#).

OVC may use internal peer reviewers, external peer reviewers, or a combination, to assess applications meeting basic minimum requirements on technical merit using the solicitation's selection criteria. An external peer reviewer is an expert in the subject matter of a given solicitation who is not a current DOJ employee. An internal reviewer is a current DOJ or federal employee who is well-versed or has expertise in the subject matter of this solicitation. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. Peer reviewers' ratings and any resulting recommendations are advisory only, although their views are considered carefully. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance under prior OVC and OJP awards, and available funding. OVC may elect to interview fellowship applicants, telephonically or in person, as a final step in the award decision process.

⁷ Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

OJP reviews applications for potential discretionary awards to evaluate the risks posed by applicants before they receive an award. This review may include but is not limited to the following:

1. Financial stability and fiscal integrity
2. Quality of management systems and ability to meet the management standards prescribed in the Financial Guide
3. History of performance
4. Reports and findings from audits
5. The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on award recipients
6. Proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and whether those 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 award decisions will be made by the Assistant Attorney General, who may consider factors including, but not limited to, peer review ratings, underserved populations, geographic diversity, strategic priorities, past performance under prior OVC and OJP awards, and available funding when making awards.

F. Federal Award Administration Information

Federal Award Notices

OJP sends award notification by email through GMS to the individuals listed in the application as the point of contact and the authorizing official (E-Biz POC and AOR). The email notification includes detailed instructions on how to access and view the award documents, and how to accept the award in GMS. GMS automatically issues the notifications at 9:00 p.m. eastern time on the award date (by September 30, 2016). Recipients will be required to log in; accept any outstanding assurances and certifications on the award; designate a financial point of contact; and review, sign, and accept the award. The award acceptance process involves physical signature of the award document by the authorized representative and the scanning of the fully-executed award document to OJP.

Administrative, National Policy, and other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the agency-approved project proposal and budget, the recipient must comply with award terms and conditions, and other legal requirements, including but not limited to OMB, DOJ or other federal regulations which will be included in the award, incorporated into the award by reference, or are otherwise applicable to the award. OJP strongly encourages prospective applicants to review the information pertaining to these requirements **prior** to submitting an application. To assist applicants and recipients in accessing and reviewing this information, OJP has placed pertinent information on its [Solicitation Requirements](#) page of the [OJP Funding Resource Center](#).

Please note in particular the following two forms, which applicants must accept in GMS prior to the receipt of any award funds, as each details legal requirements with which applicants must provide specific assurances and certifications of compliance. Applicants may view these forms in the Apply section of the [OJP Funding Resource Center](#) and are strongly encouraged to review and consider them carefully prior to making an application for OJP grant funds.

- [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)
- [Standard Assurances](#)

Upon grant approval, OJP electronically transmits (via GMS) the award document to the prospective award recipient. In addition to other award information, the award document contains award terms and conditions that specify national policy requirements⁸ with which recipients of federal funding must comply; uniform administrative requirements, cost principles, and audit requirements; and program-specific terms and conditions required based on applicable program (statutory) authority or requirements set forth in OJP solicitations and program announcements, and other requirements which may be attached to appropriated funding. For example, certain efforts may call for special requirements, terms, or conditions relating to intellectual property, data/information-sharing or -access, or information security; or audit requirements, expenditures and milestones, or publications and/or press releases. OJP also may place additional terms and conditions on an award based on its risk assessment of the applicant, or for other reasons it determines necessary to fulfill the goals and objectives of the program.

Prospective applicants may access and review the text of mandatory conditions OJP includes in all OJP awards, as well as the text of certain other conditions, such as administrative conditions, via [Mandatory Award Terms and Conditions](#) page of the [OJP Funding Resource Center](#).

As stated above, OVC anticipates that it will make any award from this solicitation in the form of a cooperative agreement. Cooperative agreement awards include standard “federal involvement” conditions that describe the general allocation of responsibility for execution of the funded program. Generally stated, under cooperative agreement awards, responsibility for the day-to-day conduct of the funded project rests with the recipient in implementing the funded and approved proposal and budget, and the award terms and conditions. Responsibility for oversight and redirection of the project, if necessary, rests with OVC.

In addition to any “federal involvement” condition(s), OJP cooperative agreement awards include a special condition specifying certain reporting requirements required in connection with conferences, meetings, retreats, seminars, symposium, training activities, or similar events funded under the award, consistent with OJP policy and guidance on conference approval, planning, and reporting.

General Information about Post-Federal Award Reporting Requirements

Recipients must submit quarterly financial reports, semi-annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements. Future awards and fund drawdowns may be withheld if reports are delinquent.

G. Federal Awarding Agency Contact(s)

For federal awarding agency contact(s), see the title page.

⁸ See generally 2 C.F.R. 200.300 (provides a general description of national policy requirements typically applicable to recipients of Federal awards, including the Federal Funding Accountability and Transparency Act of 2006 (FFATA)).

For contact information for Grants.gov, see the title page.

H. Other Information

Provide Feedback to OJP

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, the application submission process, and/or the application review/peer review process. Provide feedback to OJPSolicitationFeedback@usdoj.gov.

IMPORTANT: This email is for feedback and suggestions only. Replies are **not** sent from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, **you must** directly contact the appropriate number or email listed on the front of this solicitation document. These contacts are provided to help ensure that you can directly reach an individual who can address your specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please email your resume to ojppeerreview@lmsolas.com. The OJP Solicitation Feedback email account will not forward your resume. **Note:** Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.

**Application Checklist
FY 2016 OVC Fellowship Program**

This application checklist has been created to assist in developing an application.

What an Applicant Should Do:

Prior to Registering in Grants.gov:

- _____ Acquire a DUNS Number (see page 37)
- _____ Acquire or renew registration with SAM (see page 37)

To Register with Grants.gov:

- _____ Acquire AOR and Grants.gov username/password (see page 37)
- _____ Acquire AOR confirmation from the E-Biz POC (see page 37)

To Find Funding Opportunity:

- _____ Search for the Funding Opportunity on Grants.gov (see page 37)
- _____ Select the correct Competition ID (see page 37)
- _____ Download Funding Opportunity and Application Package (see page 37)
- _____ Sign up for Grants.gov email [notifications](#) (optional) (see page 36)
- _____ Read [Important Notice: Applying for Grants in Grants.gov](#)
- _____ Read OJP policy and guidance on conference approval, planning, and reporting available at [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](#) (see page 25)

After Application Submission, Receive Grants.gov Email Notifications That:

- _____ (1) application has been received,
- _____ (2) application has either been successfully validated or rejected with errors (see page 38)

If No Grants.gov Receipt, and Validation or Error Notifications are Received:

- _____ contact OVC regarding experiencing technical difficulties (see page 2)

General Requirements:

- _____ Review the [Solicitation Requirements](#) in the OJP Funding Resource Center.

Scope Requirement:

- _____ The federal amount requested is within the allowable limit(s) of \$150,000.

Eligibility Requirement: Eligible applicants must be individuals (organizations are not eligible to apply) who demonstrate the financial and administrative capacity to manage the cooperative agreement; along with the desire, knowledge, and ability to successfully execute the activities and produce specified resources within the fellowship topical area.

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 26)
- _____ Project Abstract (see page 27)
- _____ Program Narrative (see page 27)
- _____ Budget Detail Worksheet (see page 30)
- _____ Budget Narrative (see page 30)
- _____ Indirect Cost Rate Agreement (if applicable) (see page 31)
- _____ Applicant Disclosure of High Risk Status (see page 32)

_____	Additional Attachments	
_____	Applicant Disclosure of Pending Applications	(see page 32)
_____	Resumes or Curriculum Vitae	(see page 33)
_____	Research and Evaluation Independence and Integrity	(see page 34)
_____	Financial Management and System of Internal Controls Questionnaire	(see page 35)
_____	Disclosure of Lobbying Activities (SF-LLL)	(see page 35)
_____	Employee Compensation Waiver request and justification (if applicable)	(see page 26)