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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) is pleased to announce that it is seeking applications for funding of *An Evidence-Based Approach to Understanding and Addressing Vicarious Trauma in Victim Assistance Professionals, Law Enforcement Officers, and Other First Responders* program. This program furthers the Department's mission by examining, assessing, identifying, and pilot-testing evidence-based policies, practices, procedures, and protocols designed to facilitate an understanding and comprehensive addressing of vicarious (or secondary) traumatic stress in victim assistance professionals, law enforcement personnel, and other first responders.

## **OVC FY 2013 An Evidence-Based Approach to Understanding and Addressing Vicarious Trauma in Victim Assistance Professionals, Law Enforcement Officers, and Other First Responders**

### **Eligibility**

Eligible applicants are limited to private nonprofit organizations (including tribal nonprofit organizations), colleges and universities (including tribal institutions of higher education), tribal governments, and tribal organizations. Applicants must demonstrate the knowledge and experience necessary to develop a national scope, state-of-the-art training and technical assistance project that focuses on understanding and addressing vicarious trauma in victim assistance professionals, law enforcement officers, and other first responders; and to disseminate the information to the field.

### **Deadline**

Applicants must register with [Grants.gov](#) prior to submitting an application. (See "How To Apply," page 19.) All applications are due by 11:59 p.m. eastern time on June 13, 2013. (See "Deadlines: Registration and Application," page 4.)

### **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 e-mail to [support@grants.gov](mailto:support@grants.gov).

**Note:** The [Grants.gov](#) Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

For assistance with any other requirements of this solicitation, contact Meg Morrow, Attorney Advisor, by telephone at 202-353-0591 or by e-mail at [Meg.Morrow@usdoj.gov](mailto:Meg.Morrow@usdoj.gov).

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# An Evidence-Based Approach to Understanding and Addressing Vicarious Trauma in Victim Assistance Professionals, Law Enforcement Officers, and Other First Responders (CFDA # 16.582)

## Overview

Through the *An Evidence-Based Approach to Understanding and Addressing Vicarious Trauma in Victim Assistance Professionals, Law Enforcement Officers and Other First Responders* (AVT) project, the Office for Victims of Crime (OVC) will support the examination, assessment, identification, and pilot testing of evidence-based policies, practices, procedures, and protocols designed to facilitate an understanding and comprehensive addressing of vicarious (or secondary) traumatic stress in victim assistance professionals, law enforcement personnel, and other first responders who are subject to the impact of traumatic stress due to large-scale incidents of criminal mass violence or a series of exposures to an accumulation of traumatizing incidents. This project is funded through 42 U.S.C. 10603(c)(1)(A).

## Deadlines: Registration and Application

Applicants must register with Grants.gov in order to submit an application. The Office of Justice Programs (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. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on June 13, 2013. See "How To Apply" on page 19 for details.

## Eligibility

Refer to the title page for eligibility under this program.

## Project- Specific Information

### Background

OVC will award a cooperative agreement to develop and test a national-scope training and technical assistance toolkit designed to support agencies' response to vicarious trauma with a two-part effort:

### Part 1

Conduct a comprehensive assessment of policies, practices, procedures, and protocols that demonstrate effectiveness in understanding and addressing trauma. Identify existing resources that will deliver the stated outcomes of the assessment effectively; conduct gap analysis identifying any necessary resources that do not currently exist; construct a toolkit; and develop a

national-scope, multi-site pilot testing plan to implement, evaluate, and fine-tune the technical assistance toolkit for AVT.

## Part 2

Implement, evaluate, and refine the national-scope, multi-site pilot testing plan to deliver state-of-the-art training and technical assistance for AVT.

AVT will feature a partnership comprised of, at a minimum, a national law enforcement organization, a national victim assistance organization, and a mental health organization that is fluent in evidence-based models for treating traumatic stress. The law enforcement and victim assistance organizations must have a collective indepth knowledge and history of successful outreach to the Nation's law enforcement community, victim assistance providers, and other first responders. It is recognized that reaching the varied professionals in the victim assistance field will pose significant challenges.

### **Goals, Objectives, and Deliverables**

The goal of the project is ultimately to identify and test the effectiveness of state-of-the-art training and technical assistance to the victim assistance, law enforcement, and other first responder fields.

**Note:** Applicants must submit as part of their application a decision tree that outlines the major components of the project, which include critical variables and key decision points using an “**if this, then...**” and “**if not this, then...**” type of analysis. Examples of decision tree components may include successful or unsuccessful identification of evidence-based resources, hiring of a consultant for toolkit dissemination, program evaluator decisions, etc. **(Required with application.)**

The objectives of this project are the following:

## Part 1

1. Assess which policies, practices, procedures, and protocols have evidence of their effectiveness in understanding and addressing trauma. This assessment may include mental health and wellness prevention and treatment, cultural competency for mental health professionals, programmatic models, peer to peer support standards, a variety of training materials (such as executive-level awareness training, recognition of traumatic stress symptoms, targeting individual officer's needs, peer support programs, and suicide prevention programs), budgetary policies, labor and disability law and policy, etc.
2. Identify existing resources that will effectively provide the stated outcomes. Conduct gap analysis that includes assessment results, existing resources, and needed resources that do not currently exist.
3. Develop and compile the technical assistance toolkit resources.
4. Develop a national-scope, multi-site pilot testing plan to implement, evaluate, and fine-tune the technical assistance toolkit.

**Note:** The project will reach a critical decision point after the assessment, review of resources, gap analysis, toolkit construction, and pilot testing site plan are completed. Work will not proceed to **Part 2** until OVC receives and approves the recipient's assessment report, toolkit resources, and proposed pilot testing site plan. This plan must include a logic model that

articulates activities, outputs/performance measures, outcomes, and evaluation measures. The plan must also include a time and task chart that assigns deadlines and responsibilities.

## Part 2

Implement, evaluate, and refine the toolkit using the pilot testing site plan to deliver state-of-the-art training and technical assistance.

The project deliverables for Parts 1 and 2 of this project are the following:

## Part 1

Deliverables for Part 1 of this project will include a detailed assessment of policies, practices, procedures, and protocols demonstrating effectiveness in understanding and addressing vicarious trauma in victim assistance professionals, law enforcement officers, and other first responders; a report of existing resources that will effectively provide the stated outcomes of the assessment; gap analysis that includes assessment results, existing resources, and needed resources that do not currently exist; a training and technical assistance toolkit; and a national-scope, multi-site pilot testing plan designed to examine the efficacy of the training and technical assistance toolkit. The pilot testing plan must include the logic used to select the test sites.

## Part 2

Deliverables for Part 2 of this project will include a time and task chart that assigns deadlines and responsibilities; a final report detailing the results of the activities conducted for the pilot testing site plan, including number and type of organizations reached; and pilot testing program evaluation and results.

**OVC will consider a more comprehensive dissemination of the toolkit in a second continuation phase with additional funding, depending on grantee performance in the first 24-month phase and the availability of funding.**

## **Evidence-based Programs or Practices**

OJP places a strong emphasis on the use of data and evidence in policymaking and programming in criminal justice. 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; and
- 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. OJP's [CrimeSolutions.gov](http://CrimeSolutions.gov) Web site is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

### **Amount and Length of Awards**

OVC anticipates that it will make one award of up to \$1,250,000 for a 24-month project period. Continuation funding for an additional 12–24 months may be awarded depending on grantee performance in the first 24-month phase and the availability of funding.

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

### **Budget Information**

#### **Limitation on Use of Award Funds for Employee Compensation; Waiver**

With respect to any award of more than \$250,000 made under this solicitation, recipients may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. The 2013 salary table for SES employees is available at [www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/](http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/). Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The Assistant Attorney General (AAG) for OJP may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. An applicant requesting a waiver should include a detailed justification in the budget narrative of the application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit the budget.

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

#### **Minimization of Conference Costs**

OJP encourages applicants to review the OJP guidance on conference approval, planning, and reporting that is available on the OJP Web site at [www.ojp.gov/funding/confcost.htm](http://www.ojp.gov/funding/confcost.htm). This guidance sets out the current OJP policy, which requires all funding recipients that propose to hold or sponsor conferences (including meetings, trainings, and other similar events) to minimize costs; requires OJP review and prior written approval of most conference costs for cooperative agreement recipients (and certain costs for grant recipients); and generally prohibits the use of OJP funding to provide food and beverages at conferences. The guidance also sets upper limits on many conference costs, including facility space, audio/visual services, logistical planning services, programmatic planning services, and food and beverages (in the rare cases where food and beverage costs are permitted at all).

Prior review and approval of conference costs can take time (see the guidance for specific deadlines), and applicants should take this into account when submitting proposals. Applicants

also should understand that conference cost limits may change and they should check the guidance for updates before incurring such costs.

Note on food and beverages: OJP may make exceptions to the general prohibition on using OJP funding for food and beverages, but will do so only in rare cases where food and beverages are not otherwise available (e.g., in extremely remote areas); the size of the event and capacity of nearby food and beverage vendors would make it impractical to not provide food and beverages; or a special presentation at a conference requires a plenary address where conference participants have no other time to obtain food and beverages. Any such exception requires OJP’s prior written approval. The restriction on food and beverages does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not affect direct payment of per diem amounts to individuals in a travel status under your organization’s travel policy.

**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 of the OJP "Other Requirements for OJP Applications" Web page at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

**Match 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.

**Performance Measures**

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
To identify and test the effectiveness of state-of-the-art training and technical assistance to the victim assistance, law enforcement, and other first responder fields.	Number of deliverables that meet OVC’s expectations for depth, breadth, scope, and quality of project and purpose.	Number of deliverables that meet OVC’s expectations for depth, breadth, scope, and quality of project and purpose.

	Percent of deliverables completed on time.	Number of deliverables completed.  Number of deliverables completed on time.
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OJP does not require applicants to submit performance measures data with their applications. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section “What an Application Should Include” on page 10 for additional information.

**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 “Other Requirements for OJP Applications” Web page ([www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm)). Applicants whose proposals may involve a research or statistical component also should review the “Confidentiality” section on that Web page.

**Notice of Post-Award FFATA Reporting Requirement**

Applicants should anticipate that OJP will require all recipients (other than individuals) of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding. Reports regarding subawards will be made through the FFATA Subaward Reporting System (FSRS), found at [www.fsrs.gov](http://www.fsrs.gov).

Please note also that applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

## 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 (with decision tree), Budget Detail Worksheet, and Budget Narrative. Applicants may combine the Budget Narrative and the Budget Detail Worksheet in one document; however, if an applicant submits only one document, it must contain **both** narrative and detail information.

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 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).

### 2. Project Abstract

Applications should include a high-quality "Project Abstract" that summarizes the proposed project in 400 words or less. Project abstracts 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.

*The Abstract should describe in one page the overall project goals and objectives, as well as final project deliverables. All project abstracts should follow the detailed template available at [www.ojp.usdoj.gov/funding/Project\\_Abstract\\_Template.pdf](http://www.ojp.usdoj.gov/funding/Project_Abstract_Template.pdf).*

Permission To Share Abstract and Contact Information with Private Funders: It is unlikely that OVC will be able to fund all promising applications under this solicitation, but it may have the opportunity to share information with private foundations regarding

promising but unfunded applications. Applicants should indicate whether they give OVC permission to share their abstract and contact information for both the authorized representative and point of contact with potentially interested private foundations. Granting this permission will not affect OJP's funding decisions, and if the application is not funded, it will not guarantee that 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 promising but 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 25 double-spaced pages in 12-point font with 1-inch margins, and must include 6 separate sections: Problem Statement, Project Goals and Objectives, Project Design/Implementation Plan (including a decision tree), Capabilities and Competencies, and Plans for Measuring Progress and Outcomes. If the program narrative fails to comply with these length-related restrictions, OVC may consider such noncompliance 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 provide strong rationale for the project and provide a clear statement of how the funding will support the project's value to both victims and the trauma field by meeting a stated goal. The problem statement must make a convincing case that the project addresses a gap in existing resources that does not duplicate existing resources.
- b. **Project Goals and Objectives:** The applicant must specify the goals and objectives of the project. The goals should state the overall purpose of what is to be accomplished. The objectives should be measurable, relate directly to the issues described in the statement of the problem, and describe the steps necessary to reach the goals or how the goals will be accomplished.
- c. **Project Design and Implementation Plan:** The project design and implementation plan must describe the project strategy and discuss how the strategy will address the identified problems and support the goals and objectives. The applicant must convincingly document that the proposed project will be national in scope, meaning the deliverables will be of utility to many communities throughout the Nation as opposed to only to a specific state or jurisdiction. The applicant's strategy or design must include clear descriptions of project phases, tasks, activities, staff responsibilities, interim deliverables, and final products.

**Project Decision Tree:** Applicants must submit a decision tree that outlines the major components of the project and includes critical variables and key decision points using an "if this, then..." and "if not this, then..." type of analysis. Examples of decision tree components may include successful or unsuccessful identification of evidence-based resources, hiring of a consultant for toolkit dissemination, program evaluator decisions, etc.

The implementation plan must include a logic model that articulates activities, outputs/performance measures, outcomes, and evaluation measures. The plan must also include a time and task chart that assigns deadlines and responsibilities.

A time-task plan must include the designation of organizational responsibility, a schedule for the completion of the activities, and the submission of finished products. In preparing the time-task plan, Gant chart, or schedule, applicants should make certain that all project activities will occur within the proposed project period.

- d. **Capabilities and Competencies:** Organizational capability will be assessed on the basis of the applicant's described management structure and financial capability, results of current grant efforts (if applicable), and the applicant's project management plan and documentation of the professional staff members' unique qualifications to perform their assigned tasks. Applicants must describe how the program will be managed and include an organizational chart or information describing the roles and responsibilities of key organizational and functional components and personnel. Applicants must also include a list of personnel responsible for managing and implementing the major stages of the project. If additional staff will be hired to complete the project, the applicant should identify the selection criteria. Applicants should also provide detailed information about staff committed to work on the project contingent upon receipt of funding. Applicants must state their administrative and financial capability to manage federal grants. Applicant must document that key staff on the project possess the requisite subject matter expertise.

Applications must demonstrate a partnership comprised of, at a minimum, a national law enforcement organization, a national victim assistance organization, and a mental health organization that is fluent in evidence-based models for treating traumatic stress. Applications must clearly document the partners' collective in-depth knowledge and history of successful outreach to the Nation's law enforcement community, victim assistance providers, and other first responders.

- e. **Plan for Collecting the Data Required for this Solicitation's Performance Measures:** Submission of performance measure data is not required for the application. Performance measures 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 the applicant will gather the required data should the applicant receive funding.
- f. **Other:** Applicants should keep in mind the OVC requirement that final drafts of all publications, including videos and online documents or materials, are to be submitted 120 days prior to the end of the grant period. In most instances, the draft publication will undergo an external review by subject matter experts retained by OVC to provide written comments on the publication's accuracy, relevance, and readability, and to provide suggestions to enhance the publication. In all instances, the publication will be reviewed internally by OVC and other DOJ agencies. OVC's Publishing Guidelines for Print and Web Media is online at [www.ojp.usdoj.gov/ovc/publications/infores/pubguidelines/welcome.html](http://www.ojp.usdoj.gov/ovc/publications/infores/pubguidelines/welcome.html) or further

guidance on the publication process. Applicants should describe the dissemination plan for the product or services and provide recommendations for dissemination of any products. If those recommendations include nontraditional groups, such as organizations or agencies not likely to be included in a victim assistance or criminal justice mailing list, then applicants should be prepared to provide specific names and contact information. In most instances, publications that have been reviewed, revised by the grantee, and subsequently approved for publication by OVC will be printed by OVC and disseminated through the OVC Resource Center at the expense of OVC. Most publications also will be uploaded to the OVC Web site.

#### 4. Budget Detail Worksheet and Budget Narrative

##### a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at [www.ojp.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.gov/funding/forms/budget_detail.pdf). Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet.

For questions pertaining to budget and examples of allowable and unallowable costs, see the OJP Financial Guide at [www.ojp.usdoj.gov/financialguide/index.htm](http://www.ojp.usdoj.gov/financialguide/index.htm).

- 1) **Travel for training:** Applicants should plan to attend an annual OVC discretionary grantee meeting in Washington, D.C.; and, with the exception of local grantees, should include line items detailing all estimated travel expenses associated with attending this meeting. Applicants should budget for a 3-day meeting. Applicants that receive annual funding of more than \$100,000 should also budget costs to attend one Financial Management Training Seminar sponsored by OJP's Office of the Chief Financial Officer (OCFO)(unless the grantee has previously attended this seminar) or take the online Financial Management Training course offered to all grantees. Specific information about the dates and locations of upcoming OCFO Financial Management Training Seminars can be found at [www.ojp.usdoj.gov/training/fmts.htm](http://www.ojp.usdoj.gov/training/fmts.htm). To access the online Financial Management Training course please go to the OJP Training and Technical Assistance Web site at [www.ojp.usdoj.gov/training/training.htm](http://www.ojp.usdoj.gov/training/training.htm).
- 2) **Consultant rates:** Consultant rates may not exceed the maximum of \$450/day or, if paid by the hour, \$56.25/hour for a maximum 8-hour work day.
- 3) **Consultant travel:** Travel costs associated with project staff who are not directly employed by the grantee organization must be listed under the Consultant Category on the budget information sheet.
- 4) **OJP Financial Guide:** All grantees are required to comply with the regulations and requirements outlined in the OJP Financial Guide. The Financial Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. Copies are available through the OJP Web site at [www.ojp.usdoj.gov/financialguide/index.htm](http://www.ojp.usdoj.gov/financialguide/index.htm). This document will

govern the administration of funds by all successful applicants and their contractors.

**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 demonstrate 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.

**5. Indirect Cost Rate Agreement (if applicable)**

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) Attach a copy of the rate approval 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. If DOJ is the cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at [www.ojp.usdoj.gov/funding/pdfs/indirect\\_costs.pdf](http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf).

**6. Tribal Authorizing Resolution (if applicable)**

Tribes, tribal organizations, or third parties proposing to provide direct services or assistance to residents on tribal lands should include in their applications a resolution, a letter, affidavit, or other documentation, as appropriate, that certifies that the applicant has the legal authority from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for a grant on behalf of a tribe or multiple specific tribes, then the application should include appropriate legal documentation, as described above, from all tribes that would receive services/assistance under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without an authorizing resolution or comparable legal documentation from each tribal governing body) may submit, instead, a copy of its consortium bylaws with the application.

Applicants that are unable to submit with the application a fully executed (i.e., signed) copy of appropriate legal documentation, as described above, consistent with the

applicable tribe’s governance structure, should, at minimum, submit an unsigned, draft version of such legal documentation as part of its application (except in cases where, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, OVC will make use of and access to funds contingent on receipt of the fully executed legal documentation.

**7. Additional Attachments**

**a. Applicant disclosure of pending applications**

Applicants are to disclose whether they have pending applications for federally funded assistance 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 be subawarding federal funds).

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement 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, and
- the point of contact information at the applicable funding agency.

Federal or State Funding Agency	Solicitation Name/ Project Name	Name/Phone/E-mail 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 separate attachment with the file name “Disclosure of Pending Applications” to their application. 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] does not have pending applications within the last 12 months for federally funded assistance 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. **Privacy Certificate:** OVC and recipients of OVC funding are subject to confidentiality requirements protecting research and statistical information collected that is identifiable to a private person under the DOJ regulations found at 28 CFR Part 22. Identifying characteristics include, but are not limited to, identifiers such as name, address, Social Security number or other identifying number, fingerprints, voiceprints, photographs, genetic information, or any other item or combination of data about a person that could reasonably lead, directly or indirectly, by reference to other information, or to identification of that individual(s). OVC requires recipients of OVC funding to submit a Privacy Certificate prior to engaging in any project activities that involve data collection on individuals through observations, interviews, reports, review of administrative records, or any project tasks likely to result in the gathering or development of information identifiable to individuals. OVC-funded activities that require a Privacy Certificate prior to conducting the activity include, but may not be limited to, a needs assessment, program evaluation, survey, or focus group interview. **If the applicant's project includes any activity listed above, the applicant must include a privacy certificate with the application materials submitted.** For sample privacy certificates, visit [www.ojp.usdoj.gov/ovc/grants/help.html#forms](http://www.ojp.usdoj.gov/ovc/grants/help.html#forms) and view the two model privacy certificates available for adaptation.
  - c. **Résumés of key personnel** must be provided. For positions that are vacant, provide job descriptions outlining roles and responsibilities and provide the selection criteria for the proposed new positions (required).
  - d. **Letters of support and/or memoranda of understanding (MOU)** should be provided from agencies and organizations whose support and collaboration is integral to the successful implementation of the project (if applicable).
  - e. **A detailed time-task plan** must be provided.
8. **Other Standard Forms**  
 Additional forms that OJP may require in connection with an award are available on OJP's funding page at [www.ojp.usdoj.gov/funding/forms.htm](http://www.ojp.usdoj.gov/funding/forms.htm). For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Note in particular the following forms:
- a. [Standard Assurances](#)<sup>\*</sup>  
 Applicants must read, certify, and submit this form in GMS prior to the receipt of any award funds.
  - b. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)<sup>\*</sup>  
 Applicants must read, certify, and submit in GMS prior to the receipt of any award funds.
  - c. [Accounting System and Financial Capability Questionnaire](#)  
 Any applicant (other than an individual) that is a non-governmental entity and that has not received any award from OJP within the past 3 years must download, complete, and submit this form.

\*These OJP Standard Assurances and Certifications are forms that applicants accept in GMS. They are not additional forms to be uploaded at the time of application submission.

## Selection Criteria

The Program Narrative elements (see pages 11–13) will be weighted as follows:

1. Statement of the Problem (10%)
2. Project Goals and Objectives (10%)
3. Project Design and Implementation Plan (including decision tree) (40%)
4. Capabilities and Competencies (25%)
5. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%)
6. Budget: complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should 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.<sup>1</sup> (10%)

## 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. OVC may use either internal peer reviewers, external peer reviewers, or a combination, to review the applications. 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 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. 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, and available funding.

The OCFO, in consultation with OVC, reviews applications for potential discretionary awards to evaluate the fiscal integrity and financial capability of applicants, examines proposed costs to determine if the budget detail worksheet and budget narrative accurately explain project costs, and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the AAG, who may consider factors including, but not limited

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<sup>1</sup> Generally speaking, a reasonable cost is a cost that if, 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.

to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

## **Additional Requirements**

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- Civil Rights Compliance
- Civil Rights Compliance Specific to State Administering Agencies
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with the [OJP Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006

- Awards in Excess of \$5,000,000—Federal Taxes Certification Requirement
- Policy and Guidance for Conference Approval, Planning, and Reporting
- OJP Training Guiding Principles for Grantees and Subgrantees

## How To Apply

Applicants must submit applications through Grants.gov, a “one-stop storefront” to find federal funding opportunities and apply for funding. Applicants must first register with Grants.gov in order to submit an application through Grants.gov. Find complete instructions on how to register and submit an application at [www.Grants.gov](http://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.

**Note:** OVC encourages all prospective applicants to sign up for Grants.gov e-mail notifications regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for e-mail updates will be notified.

All applicants are required to complete the following steps:

1. **Acquire a 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 to 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](http://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 replaces the Central Contractor Registration (CCR) database** as 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. (Previously, organizations that had submitted applications via Grants.gov were registered with CCR, as it was a requirement for Grants.gov registration. SAM registration replaces CCR as a pre-requisite for

Grants.gov registration.) Applicants must **update or renew their SAM registration annually** to maintain an active status.

Applicants that were previously registered in the CCR database must, at a minimum:

- Create a SAM account.
- Log in to SAM and migrate permissions to the SAM account (all the entity registrations and records have already been migrated).

Applicants that were not previously registered in the CCR database must register in SAM prior to registering in Grants.gov. Information about SAM registration procedures can be accessed at [www.sam.gov](http://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, go to [www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp).
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. 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 (CFDA) number for this solicitation is 16.582, titled "Crime Victim Assistance/Discretionary Grants," and the funding opportunity number is OVC-2013-3623.
6. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. Applicants that expend any funds for lobbying activities must provide the detailed information requested on the *Disclosure of Lobbying Activities* form (SF-LLL). Applicants that do not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.
7. **Submit an 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 an e-mail validation message from Grants.gov. The message will state whether OJP has received and validated the application, or rejected it, with an explanation. **Important:** OJP urges applicants to submit applications **well in advance** of 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.

**Note: Grants.gov only permits the use of specific characters in names of attachment files. Valid file names may only include the following characters: A-Z, a-z, 0-9, underscore ( \_ ), hyphen (-), space, and period. Grants.gov will forward the application to 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.”

### **Note: Duplicate Applications**

If an applicant submits multiple versions of an application, OVC will review the most recent version submitted.

### **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 e-mail 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 e-mail 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 the technical issues reported cannot be validated, OJP will reject the application as untimely.

The following conditions are not valid reasons to permit late submissions: failure to register in sufficient time, failure to follow Grants.gov instructions on how to register and apply as posted on its Web site, failure to follow each instruction in the OJP solicitation, and technical issues with the applicant's computer or information technology environment, including firewalls.

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

### **Provide Feedback to OJP on This Solicitation**

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. Feedback may be provided to [OJPSolicitationFeedback@usdoj.gov](mailto:OJPSolicitationFeedback@usdoj.gov).

**IMPORTANT:** This e-mail 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 e-mail 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 e-mail your resume to [ojppeerreview@lmbps.com](mailto:ojppeerreview@lmbps.com). The OJP Solicitation Feedback e-mail account cannot 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

### An Evidence-Based Approach to Understanding and Addressing Vicarious Trauma in Victim Assistance Professionals, Law Enforcement Officers and Other First Responders

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

\_\_\_\_\_ **Eligibility Requirement:** Eligible applicants are limited to private nonprofit organizations (including tribal nonprofit organizations), colleges and universities (including tribal institutions of higher education) tribal governments, and tribal organizations. Applicants must demonstrate the knowledge and experience necessary to develop a national scope, state-of-the-art training and technical assistance project that focuses on understanding and addressing vicarious trauma in victim assistance professionals, law enforcement officers, and other first responders; and to disseminate the information to the field.

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

\_\_\_\_\_ The federal amount requested is within the allowable limit(s) of \$1,250,000.

#### What an Application Should Include:

- \_\_\_\_\_ Application for Federal Assistance (SF-424) (see page 10)
- \_\_\_\_\_ Project Abstract (see page 10)
- \_\_\_\_\_ Program Narrative (including decision tree) (see page 11)
- \_\_\_\_\_ Budget Detail Worksheet (see page 13)
- \_\_\_\_\_ Budget Narrative (see page 14)
- \_\_\_\_\_ Indirect Cost Rate Agreement (if applicable) (see page 14)
- \_\_\_\_\_ Tribal Authorizing Resolution (if applicable) (see page 14)
- \_\_\_\_\_ Additional Attachments (see page 15)
  - \_\_\_\_\_ Disclosure of Pending Applications (see page 15)
  - \_\_\_\_\_ Privacy Certification (see page 16)
  - \_\_\_\_\_ Resumes of Key Personnel (see page 16)
  - \_\_\_\_\_ Letters of Support and/or MOU (see page 16)
  - \_\_\_\_\_ A Detailed Time-Task Plan (see page 16)
- \_\_\_\_\_ Other Standard Forms as applicable including: (see page 16)
  - \_\_\_\_\_ Standard Assurances (see page 16)
  - \_\_\_\_\_ Certifications Regarding Lobbying, Debarment, Suspensions and Other Responsibility Matters; and Drug-Free Workplace Requirements (see page 16)
  - \_\_\_\_\_ Financial Capability Questionnaire: (see page 16)
  - \_\_\_\_\_ Disclosure of Lobbying Activities (SF-LLL) (see page 20)