

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 funding under the Multidisciplinary Responses to Families and Communities on Complex Homicide Cases solicitation. This program furthers the Department's mission by identifying promising practices in responding to communities impacted by violence.

FY 2016 Vision 21: Multidisciplinary Responses to Families and Communities in Complex Homicide Cases

Applications Due: June 20, 2016
Eligibility

Purpose Area #1: Eligible applicants for the demonstration project sites are limited to: public agencies; federally recognized tribal governments (as determined by the Secretary of the Interior); private nonprofit organizations (including tribal nonprofit organizations); faith- and community-based organizations; and colleges or universities (including tribal institutions of higher education) that demonstrate: 1) experience in providing direct services to families after a homicide or violent death and 2) experience in implementing a program or intervention that requires significant coordination between service providers, law enforcement, and other entities that engage with families and communities after a homicide or violent crime.

Purpose Area #2: Eligible applicants to provide technical assistance to the demonstration projects are limited to: public agencies; federally recognized tribal governments (as determined by the Secretary of the Interior); private nonprofit organizations (including tribal nonprofit organizations); faith- and community-based organizations; and colleges and universities (including tribal institutions of higher education). Applicants must have: 1) demonstrated experience providing technical assistance in the areas of victimization and support services described in this solicitation and 2) experience developing online publications and resources for broad dissemination to the victim services field.

Eligible applicants may apply for funding as a demonstration site or as a technical assistance provider, but not both. Applicants that apply for both purpose areas will not be considered.

Under both purpose areas, OVC welcomes applications that involve two or more entities that will carry out the funded Federal award activities; however, one eligible entity must be the applicant and the other(s) must be proposed as subrecipient(s). The applicant must be the entity with primary responsibility for administering the funding and managing the entire demonstration

site program or technical assistance program. Only one application per lead applicant will be considered; however, a subrecipient may be part of multiple proposals.

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 June 20, 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 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 Mary Atlas-Terry, Victim Justice Program Specialist, by telephone at 202-353-8473 or by email at Mary.Atlas-Terry@usdoj.gov.

Grants.gov number assigned to this announcement: OVC-2016-9440

Release date: May 2, 2016

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FY 2016 Vision 21: Multidisciplinary Responses to Families and Communities in Complex Homicide Cases (16.582)

A. Program Description

Overview

The Office for Victims of Crime (OVC) is committed to enhancing the Nation's capacity to assist crime victims and provide leadership in changing attitudes, policies and practices to promote justice and healing for all victims of crime. This Vision 21 program will identify promising multidisciplinary responses and evidenced-based practices in addressing the needs of families and communities throughout extremely complex homicide cases. Under Purpose Area #1, OVC will make up to six awards of up to \$600,000 each to organizations that demonstrate experience in using a victim-centered and trauma-informed multidisciplinary approach to responding to families and communities after a homicide. Funding under Purpose Area #1 will also support researcher/practitioner partnerships at each site to conduct program evaluation and identify evidence-based practices that can be used at the local level. Under Purpose Area #2, OVC will make one award of up to \$1.5 million to one technical assistance provider who will identify and address the technical assistance (TA) needs of direct service sites, convene grantee meetings and compile a compendium of promising practices suitable for publication and dissemination to the field. This project is authorized by 42 U.S.C. § 10603(c)(1)(A) and the Commerce, Justice, Science, and Related Agencies Appropriation Act, 2016, sec. 505.

Program-Specific Information

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." Vision 21 recognizes that there are serious challenges to achieving this goal. Service providers struggle to maintain basic services for crime victims and lack the resources and capacity to extend assistance to crime victims from marginalized populations and to victims of new types of crime. There is also the challenge of integrating research and evaluation findings into victim services practice and defining the scope and impact of victimization.

The quality and comprehensiveness of services for family members of homicide victims varies greatly across the United States. Many law enforcement agencies and victim service agencies indicate that they provide services to family members of homicide victims and these services typically include assistance with crime victims' compensation claims, case status updates, assistance with victim impact statements, and other criminal justice related activities. Some service providers also provide individual counseling or peer facilitated support groups. However, these services are often very limited and do not address the comprehensive needs of the family or the community that was impacted by the death. The specialized needs of young children and teenagers are often overlooked. The impact of the traumatic event on the community is often underestimated.

While homicide cases have complex aspects, and have devastating effects on families, for the purpose of this solicitation, OVC is using the term “complex homicide” to describe cases that may require specialized and coordinated responses on the part of victim service providers and law enforcement. These cases may include, but are not limited to, cases involving intra-familial homicide, murder/suicide, child witnesses, mass violence/multiple victim cases, drunk-driving related homicides, gang-related homicides, and police involved shootings where either a police officer or a suspect are killed. These cases present significant challenges to victim service providers and law enforcement officials due to the number of victims and witnesses involved in an investigation, the manner of death, the relationship between the deceased victim and the defendant, circumstances related to the crime scene, if the death was ruled a homicide, media involvement, community reactions, and other circumstances.

The sudden loss of a loved one due to violence has a tremendous impact on the family members and friends left behind. For many, the death notification process is the traumatic event that families will remember forever. In the immediate aftermath of the death, not only must the family take care of the normal tasks related to a death, including funeral planning, estate issues and possibly custody issues for children, they must navigate through the complexities of the investigation, and cope with their own physical and emotional responses to the traumatic event. First responders, victim service providers, law enforcement officers, and investigators often lack the capacity to provide a comprehensive, victim-centered, and trauma-informed response to families immediately after a homicide.

The Multidisciplinary Responses to Family Members and Communities in Complex Homicide Cases Program, one of several Vision 21 programs to be funded this year, will expand the work that has previously been done to improve the field’s response after homicide. For example, to improve the way death notification is given, OVC funded the American College of Emergency Physicians to develop a training for emergency medical professionals (www.acep.org) and the Federal Bureau of Investigation and Penn State University developed an online training available at www.deathnotification.psu.edu. To help communities prepare and respond to victims of mass violence and terrorism, OVC developed the Mass Violence Toolkit, available at www.ovc.gov/pubs/mvt-toolkit. To support families on unsolved or “cold” cases, OVC funded the National Sheriff’s Association to publish a guide for developing law enforcement protocols (www.sheriffs.org/coldcaseguide). OVC has also funded direct services under the OVC *Intensive Case Management for Family Members of Homicide Victims Program*, and provided funding for those sites to replicate their programs in other rural communities and urban high crime settings.

Applicants applying for funding as a demonstration site under this program must describe specific multidisciplinary interventions or approaches that are already in place, but that they would like to improve, or identify promising multidisciplinary approaches that they would like to replicate within in their own jurisdiction. These interventions or approaches should be implemented on cases that are under investigation as a possible homicide. OVC will place a priority on funding projects that plan to begin multidisciplinary team engagement with families and communities within the first 24-48 hours after a death has occurred. OVC intends to fund at least one project to address each of the topics outlined below. Applicants must select one of the topics below and propose to tailor their interventions as necessary to enhance their responses to this type of case.

- 1.) **Intra-familial Homicides:** These cases involve the killing of one family member by another. While often characterized as domestic or intimate partner violence, where one adult kills their intimate partner, these crimes also include the killing of a child by a

parent due to abuse or neglect; the killing of an adult or sibling by a child; and murder/suicide. These crimes are complex in part, because surviving family members have a personal relationship with the offender. They are also complex because the crime often occurs within the home, and if a primary caregiver is killed, may result in the children of the victims needing temporary or long-term placement with another family member or within the child welfare system.

- 2.) **Child Witnesses to Homicide:** These cases may involve intra-familial homicides as described above, or may involve community violence, mass violence or school shootings. The trauma experienced by witnessing violence can affect every aspect of a person's life, including health, ability to learn, and relationships. OVC is interested in identifying promising victim-centered and trauma-informed multidisciplinary responses and evidenced-based approaches that can be adapted to incidents involving a single child witness or cases involving many children.
- 3.) **Gang-Related Homicides:** For this program, OVC is using the term "gang-related" homicides to describe homicides where the victim or the assailant is known to be a gang member. These cases may involve multiple victims and/or defendants. When the deceased victim is a known member of a gang, efforts to conduct outreach to provide information about crime victims' rights or provide support and assistance to the family may be limited or nonexistent. Because the victim may have been involved in criminal activity at the time of their death, the family may be ineligible for financial assistance through the state Crime Victim Compensation Program. There may be a need to identify innovative strategies to address safety and relocation issues for family members who are also witnesses. Surviving victims, witnesses and their families may not trust many of the systems-based professionals who offer to help them.
- 4.) **Driving Under the Influence (DUI)/Impaired Driving Related Deaths:** Impaired driving crashes are often initially treated as accidents instead of crimes, which hinders the appropriate delivery of victim services, or in some cases, may lead to the absence of services altogether. The first responders for this crime may include highway patrol officers or state troopers who may not have experience in providing sensitive death notification or know how to respond to the victims and families involved in these incidents. As a result, the family of a victim may feel as if their loved one's death is not being taken seriously by responders or the criminal justice system.
- 5.) **Deaths Involving Police Officers:** Many communities across the United States have experienced either the death of a police officer killed by a suspect during the course of an investigation, or the death of a suspect killed by police. Regardless of whether or not these cases are ruled as a homicide, the traumatic impact of the incident on the families of the deceased and the community is tremendous. These cases routinely involve heightened media attention, intense requests for information related to the investigation, and community outrage. Within this topic area, OVC seeks applications from high-crime urban areas to demonstrate promising practices for a multidisciplinary response to the families of persons killed by police officers during an investigation or arrest to ensure that the families are provided with sensitive death notification and provided information and access to trauma-informed services and other support as needed. OVC also seeks proposals to demonstrate promising practices in responding to the families of police officers killed in the line of duty. Applicants under this topic area might include law enforcement agencies with strong partnerships with community-based agencies.

While each demonstration site may approach these issues differently and engage unique partners, OVC seeks to fund projects that include, at minimum, collaborations between law enforcement agencies and community-based victim service providers. OVC anticipates that representatives from the following types of organizations may also be involved in the multidisciplinary response at some of these sites:

- Victim advocates and victim assistance professionals located within police departments or prosecutors' offices
- Mental health professionals
- Social services and child protective services
- The medical examiner or coroner's office
- Medical professionals
- Attorneys
- Community activists
- Faith-based and community organizations
- Survivor-led organizations
- National organizations
- Community-based violence reduction and prevention initiatives.

Applications for demonstration site funding must include a Memorandum of Understanding (MOU), Letter of Intent, or subcontract that confirms the key partners involved in the multidisciplinary response or intervention. The MOU must describe the common intentions and responsibilities of the organizations involved in the program, and sets expectations to work collaboratively to perform specific duties during an agreed upon time frame. See page 24 for what the MOU must include.

Funds through this program may be used by the demonstration sites to support training of staff members of agencies involved in the multidisciplinary approach, to help them better respond to families and communities after a homicide or violent death. Funds may also be used to develop or update outreach materials as needed to support the goals and objectives of this program.

The demonstration sites funded under this program will also be required to collaborate with a local research partner to support their work on this project. The local researcher/evaluator will help the grantee develop a logic model related to the specific intervention proposed, assist the demonstration site with developing data collection procedures, and implement a process evaluation specifically for this project. The evaluation should describe the population that was served, how services were provided to the target group, the implementation of the multidisciplinary collaboration, and assess, to the extent possible, short-term outcomes for families. The research partner will also assist the demonstration site with identifying and documenting the use of evidenced-based practices involved in the services provided to families. (See pages 9-10 for more information about evidence-based practices.) The local research entity must be identified within the application. The application must include a letter of support or an MOU signed by the research partner. Costs related to the evaluation and travel for the researcher to attend grantee meetings must clearly be reflected within the project budget. The research partner must be willing to work in collaboration with OVC and the TA provider to develop the final evaluation plan.

Goals, Objectives, and Deliverables

The overall goal of this program is to 1) identify and document promising victim-centered and trauma-informed multidisciplinary responses and evidence-based practices that are effective in responding to families and communities on complex homicide cases; and 2) disseminate

resources and lessons learned from this project to the victim services field and allied professionals.

Purpose Area #1: Homicide Direct Services Demonstration Projects: Competition ID: OVC-2016-9441

This solicitation will fund six demonstration sites that put in place victim-centered and trauma-informed multidisciplinary responses and evidence-based practices that are effective in responding to complex homicide cases for a 3-year period. Each demonstration site must focus their interventions on one type of homicide detailed within this solicitation and will meet the following objectives and deliverables:

- Provide direct services to families and communities impacted by one or more of the types of homicides outlined within this solicitation using a multidisciplinary approach.
- Hire a Project Coordinator to oversee this initiative at the local site.
- Engage in a partnership with a researcher/evaluator to conduct a process evaluation related to the intervention and identify and document evidence-based practices that are being used at the local site.
- Establish data collection processes to support process evaluation and report on this project.
- Include survivors in the enhancement of the multidisciplinary responses and in the development and implementation of the process evaluation.
- Develop policies and procedures and training resources to support the multidisciplinary intervention proposed.
- Provide training to enhance the capacity of agencies involved in the multidisciplinary team.
- Participate in grantee meetings to support this initiative.
- Provide all final drafts of policies, resources, training materials, PowerPoints used in this initiative to the technical assistance provider for publication and dissemination.

Purpose Area #2: Technical Assistance: Competition ID: OVC-2016-9442

This solicitation will fund one technical assistance provider to support this initiative over the 3-year period. The technical assistance provider will meet the following objectives and deliverables.

- Provide diverse subject matter expertise and innovative assistance to the demonstration sites to ensure they achieve individual project goals.
- Assess the TA needs of the demonstration sites and provide TA to support the project.
- Identify and provide TA on trauma-informed care and evidence-based practices that have been effective in serving family members of homicide victims.
- Identify expert consultants to provide support as needed to the demonstration sites.
- Coordinate two in-person grantee meetings to include six grantee demonstration sites, their primary partners and their research partners.
- Facilitate routine peer-to-peer consultation and networking opportunities among the demonstration sites to promote problem solving and innovation.
- Submit a report about the initiative, suitable for publication.
- Develop a compendium of resources which would be helpful in replicating promising practices identified from each site, such as descriptions of evidence-based practices used, written protocols, outreach materials, training materials, sample MOUs, sample intake forms, etc.

- Work closely with OVC to identify additional resources appropriate for inclusion within the final product and to coordinate this project in coordination with other OVC funded grantees and technical assistance providers.
- Compile final evaluation reports from each site.
- Compile a report of promising practices identified through the initiative.
- Develop and implement a publication, marketing and dissemination plan for the overall report, evaluation reports, and compendium of resources. OVC anticipates that these products may be developed as online or web-based resources that can easily be marketed and disseminated free of charge to the field. The TA provider's budget should include funds to design and edit the resources and publications developed through this project along with their marketing and dissemination.

All of these objectives and activities will be completed in close coordination with OVC's grant monitor and Communications Team and other technical assistance provider partners identified by OVC. The OVC grant monitor and the OVC Communications Team will provide oversight and guidance throughout the development and submission of all materials. OVC will work with the grantee to develop a schedule for the timely development, review, and final submission of all new materials. The grantee is expected to prepare and submit deliverables that are in compliance with OVC's current Publications Guidelines (<http://www.ovc.gov/publications/infores/pubguidelines/welcome.html>).

Any publication or deliverable produced with grant funds must be submitted to OVC 9 months prior to the grant end date to provide adequate time for OVC review, feedback and requests for modification. Fifteen percent of the grant award will be withheld until OVC returns the draft product to the grantee after its review and issues a Grant Adjustment Notice to remove the special condition to allow the grantee to make needed modifications and publish the product. Applicants must be prepared to incorporate substantive and editorial changes to the product per discussion with the OVC grant monitor. If the applicant proposes to publish the resource with the help of a subcontractor, OVC approval must be granted before the subcontract is awarded.

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. The Substance Abuse and Mental Health Services Administration (SAMHSA) also has developed a National Registry of Evidence-Based Programs and Practices which is available online at <http://www.samhsa.gov/nrepp>.

B. Federal Award Information

OVC estimates that it will make up to six awards to under Purpose Area #1 for direct service demonstration sites which may be up to \$600,000 each for a 3-year project period. Under Purpose Area #2, OVC will make one award up to \$1.5 million for a 3-year project period. The total amount of funding dedicated to this initiative is \$5.1million. The anticipated start date for this program is October 1, 2016.

OVC may, in certain cases, provide supplemental funding in future years to awards under this solicitation. Important considerations in decisions regarding supplemental funding include, among other factors, the availability of funding, strategic priorities, assessment of the quality of the management of the award (for example, 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 Award¹

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 entity²) 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).

¹ 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)).

² 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.

(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](#).

Budget Information

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.

For additional cost sharing and match information, see the [Financial Guide](#).

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.

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.³ The 2016 salary table for SES employees is available at the Office of Personnel Management [website](#). 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.) For employees who charge only a portion of their time to an award, the allowable amount to be charged is equal to the percentage of time worked times the maximum salary limitation.

The Assistant Attorney General 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.

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](#).

³ OJP does not apply this limitation on the use of award funds to the nonprofit organizations listed at Appendix VIII to 2 C.F.R. Part 200.

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. 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, and Budget Narrative. 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 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

The project abstract should clearly indicate whether the applicant is apply for funding through Purpose Area #1 – Homicide Direct Service Demonstration Site or for Purpose Area #2 – Technical Assistance. Direct Service Demonstration Site applicants must identify the type of complex homicide that this project plans to address. Applications submitted for both projects will not be considered.

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

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

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 25 double-spaced pages in 12-point font with 1-inch margins. If an applicant 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:

- a. **Purpose Area #1 Applicants:** Applicants for demonstration site funding must describe the specific jurisdictional and geographical boundaries of the community that will be impacted by the project. Applicants must document the number of homicides that occurred within the target community in 2015. Applicants must identify the type of complex homicide case that this project will attempt to address (see page 5-6), and if possible, provide the number of deaths from these types of cases that occurred within 2015. Cite the source of this data. The applicant must clearly describe the need for this project to address the families of this specific type of death, and identify the gap in services that this project intends to fill.
- b. **Purpose Area #2 Applicants:** Applicants for funding as a technical assistance provider must clearly describe the need for the project by citing data about homicide rates in the United States and by documenting an understanding of the issues faced by family members of victims killed in the

types of complex cases outlined on pages 5–6. Applicants must document an understanding of the various service strategies and multidisciplinary team work that is often required on these cases and explain how this project will help the victim services field.

- b. **Project Design and Implementation:** This section should include the following items:
- a. **Project Goals and Objectives:** All applicants must clearly state the project goals and objectives. The objectives should be measurable and relate specifically to the goals and objectives that relate to the Purpose Area against which they are applying.
 - b. **Purpose Area #1 Applicants:** See page 8 for full description of expected tasks and deliverables that the direct service demonstration sites are expected to accomplish through this project. Demonstration Site applicants must clearly describe the specific multidisciplinary approach or intervention that will be explored within this project and name the partners within the community that will be engaged in the multidisciplinary work. This section must include information about how the multidisciplinary response will be activated after a death occurs and how, and when, contact will be made with the families and communities impacted. The applicant must outline the project phases, tasks, activities, staff responsibilities and clear descriptions of interim deliverables and final products that will be completed through this grant. This section must also include the specific roles and responsibilities of all members of the multidisciplinary team. MOUs, letters of intent or subcontracts with these key partners must be submitted with the application.
 - c. **Purpose Area #2 Applicants:** Technical Assistance applicants must clearly describe a plan for providing training and technical assistance for the six demonstration sites, a plan for supporting logistics of in-person meetings, and a plan for compiling, publishing and disseminating information about the promising practices identified through this initiative. This section should outline steps for accomplishing all tasks outlined for the technical assistance provider on pages 8–9. MOUs with the key partners or experts that will help with this project must be submitted with the application.
 - d. **Time-Task Plan:** All applicants must also submit, as a separate attachment, a time-task plan that clearly outlines all phases of the work that will be accomplished for this project. The time-task plan, covering the 3-year period of the award, must include project goals; related objectives and activities, including statewide strategy development and implementation, training, evaluation, and programmatic and financial reporting timelines; and the key staff responsible for completing each task. See page 9 for information about submission of draft deliverables for OVC for review, 9 months before the end date of the award.
- c. **Capabilities and Competencies:**
- a. **All Applicants:** All applicants must describe how the program will be managed including a list of personnel responsible for managing various aspects of the project, a description of their roles and responsibilities, and the staff member's unique qualifications that will enable them to fulfill the grant

requirements. This section should also include information to demonstrate the organization's experience and capacity managing federal grants.

- b. **Purpose Area #1 Applicants:** This section should include information about the applicant's experience in providing direct services to families after a homicide and their experience with implementing a program or intervention that requires significant coordination between service providers, law enforcement and other entities that engage with families and communities after a homicide. This section should also address the experience and expertise of the primary partners that will be involved in the multidisciplinary effort.
- c. **Purpose Area #2 Applicants:** This section should include information about the applicant's experience in providing technical assistance to victim service providers and law enforcement agencies working with family members of homicide victims and must describe experience with developing online publications and resources for broad dissemination to the victim services field. This section should also address experience and expertise of primary partners or consultants that may be used on this project.

d. **Plan for Evaluation and Collecting the Data Required for this Solicitation's Performance Measures**

- a. **All Applicants:** All applicants must include a plan to evaluate the extent to which the project met goals and objectives using, at minimum, the required performance measures outlined below.
- b. **Purpose Area #1 Applicants:** This section of the application must include a plan to collaborate with a local research partner to implement the evaluation activities described on page 7 of this solicitation. An MOU, Letter of Intent, or subcontract with a local researcher/evaluation consultant must be submitted at the time of the application. See page 24 for what the MOU should include.

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:

	<p>Number of agency policies or procedures created, amended or rescinded.</p>	<p>Preferred data source are program records. The intent is to measure progress toward the goals for Vision 21.</p> <p>Count the number of cross program or agency policies or procedures created, amended or rescinded during the report period. A policy is a plan or specific course of action that guides the general goals and directives of programs and/or agencies. A procedure is the established or correct method of doing something. Include policies and procedures that are relevant to the topic area of the program or that affect program operations. Preferred data source are program records, meeting minutes or summaries.</p> <p>The intent is to measure progress toward the goals of Vision 21.</p>	<p>Number of program/agency policies or procedures created, amended or rescinded during the reporting period.</p>
	<p>Number of groups/organizations/agencies participating in multi-jurisdictional linkages initiative.</p>	<p>Multijurisdictional linkages are collaborations between groups/organizations/agencies for a common goal.</p>	<p>a.) Baseline Question: the number of groups/organizations/agencies participating in the quarter prior to Vision 21 funding.</p>

	<p>Percent of agencies that implement evidence-based programs or practices.</p> <p>Number of victims served through the partnership.</p> <p>Number of services provided.</p>	<p>Entities may be community based coalitions, consortiums, non-profit agencies, tribal organizations, government agencies, community and faith based organizations, etc.</p> <p>Types are state, regional or local partnerships.</p> <p>Intent is to measure increase in partnerships as a result of Vision 21 Funding.</p> <p>Evidence-based programs or practices are best practice models which include program models that have shown to be effective through rigorous evaluation and replication.</p> <p>Services may include direct services.</p>	<p>b.) Number of groups/organizations/agencies that participate as a result of Vision 21 funding during the reporting period.</p> <p>a. Baseline Question: Number of agencies involved in the partnership. b. Number of agencies that utilize an evidenced-based program or practice in the delivery of services.</p> <p>a. Baseline Question: Number of victims served in the quarter prior to the start of the grant. b. Number of victims served during the reporting period.</p> <p>Number of services provided to victims during the reporting</p>
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	Identify the underserved population for which your group has decided to target for services.	Grantees will answer narratively.	period, broken down by type of service. a. Baseline Question: Underserved population targeted for services during the grant period.
<p><u>Purpose Area #2 Technical Assistance Provider</u></p> <p>To provide effective TA resources that enhance the capacity of the demonstration sites to implement victim centered, trauma-informed multidisciplinary approaches and evidenced based practices for responding to families after a homicide.</p>	<p>Percentage of technical assistance recipients who will implement policy and program changes as a result of TA provided.</p> <p>Number of technical assistance requests completed.</p> <p>Number of technical assistance program materials developed.</p>	<p>The intent is to measure the extent to which technical assistance impacts policies and program changes. These changes translate to reaching and serving more victims of crime, addressing gaps in the field or enhancing and transforming services for victims of crime.</p> <p>Count the number of requests for technical assistance received during the reporting period.</p> <p>Completion of a TA request is one for which documentation can be made to demonstrate that the requestor's needs have been met/satisfied. TA services may be delivered in-person, via email, telephone, mobile platforms, etc.</p> <p>The intent is to measure completion progress for materials that are planned for development under</p>	<p>a. Number of recipients reporting that policy or program changes will be implemented based on training and technical assistance.</p> <p>b. Number of recipients who received technical assistance.</p> <p>a. Number of technical assistance requests received during the reporting period.</p> <p>b. Number of technical assistance requests completed during the reporting period.</p> <p>a. Baseline Question: Number of materials planned for development during the entire grant period.</p>

		the Vision 21 funded program. Baseline questions are answered once, but can be edited if necessary.	b. Number of materials developed and completed during the reporting period.
	Number of TA recipients satisfied with the information provided.	The intent is to measure the extent to which providers of technical assistance services are able to meet the needs of victims and/or professionals as a result of the Vision 21 funding.	a. Number of TA recipients who completed a satisfaction survey during the report period. b. Number of recipients who reported satisfaction with the technical assistance during the report period.

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 applicant, 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/EvidenceResearchEvaluationRequirements.htm) web page (www.ojp.gov/funding/Explore/SolicitationRequirements/EvidenceResearchEvaluationRequirements.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 must provide calculations that support the cost of project activities over the entire 3-year project period.

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/ line and line item 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.

When completing both the Budget Detail Worksheet and Budget Narrative, applicants must include the following:

Purpose Area #1 – Demonstration Sites:

- Evaluation: Applicants should include costs that specifically support the evaluation activities described on page 7.
- Travel for Required Meetings and Trainings: Applicants should plan to include costs associated with travel, lodging, per diem, and ground transportation for each of the following required events:
 - Three OVC grantee meetings (planned by OVC). One meeting to be held during each year of the award. One person, for two days in Washington, DC.
 - Two Grantee Meetings for this project (planned by the TA provider). Two to 4 people, including evaluation consultant and key multidisciplinary partners. Two days in location to be determined.

Purpose Area #2 – Technical Assistance Provider:

- Budget must include costs related to travel to three OVC grantee meetings (planned by OVC). One meeting to be held during each year of the award. One person, for two days in Washington, DC.
- Budget must include costs for convening two in-person grantee meetings for staff and project partners involved in this specific demonstration project.. (Approximately four people from each demonstration site.)
- See page 12 of this solicitation for information related to planning for meeting and training costs.
- Budget must include costs related to editing, design, publication and dissemination of online or web-based resources and materials compiled through this project. For more information about expected deliverables, see page 9.

Consultant Rates: Consultant rates may not exceed the maximum of \$650 per day or, if paid by the hour, \$81.25 per hour for a maximum 8-hour workday.

c. Non-Competitive Procurement Contracts in Excess of Simplified Acquisition Threshold

If an applicant proposes to make one or more non-competitive procurements of products or services, where the non-competitive 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.⁴

⁴ See 2 C.F.R. § 200.414(f).

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, the application should include appropriate legal documentation, as described above, from all tribes that would receive services or 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 unable to submit an application that includes a fully-executed (i.e., signed) copy of appropriate legal documentation, as described above, consistent with the applicable tribe's governance structure, should, at a minimum, submit an unsigned, draft version of such legal documentation as part of its application (except for cases in which, 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. 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.

8. Additional Attachments

a. Memorandum of Understanding (MOU), Letters of Intent or Subcontract Agreements with Key Collaborative Partners

Demonstration Sites: The application must include documentation to confirm the commitment of each partner mentioned within the application. This includes local researcher/evaluator that will assist with the evaluation of the demonstration sites and key partners involved in the multidisciplinary response. MOUs and Letters of Intent must include the following:

- (1) names of the organizations involved in the agreement;
- (2) scope of the direct service(s) and other work to be performed under the agreement;
- (3) duration of the agreement; and

(4) estimated cost of actual services provided (if applicable).

The MOU should name the project partners involved in the initiative, express a commitment to perform specific duties, state a cost (if any) for the work to be performed under the agreement, and establish the timeframe of the partnership.

Technical Assistance Provider: Submit MOUs as described above, if applicable.

- b. Resumes of Key Staff:** Submit resumes of all key personnel identified in the application. OJP recommends that resumes be included in a single file.
- c. Time-Task Plan or Timeline:** Please refer to the description of the time-task plan included in the Project Design and Implementation Plan section of the Program Narrative on page 15.

d. 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 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. 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 sub-recipients) 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.

9. 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](#).

10. 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 <https://apply07.grants.gov/apply/IndCPRegister>.
- 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 “Crime Victim Assistance/Discretionary Grants” and the funding opportunity number is OVC-2016-9440.
- 6. 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: Homicide Direct Service Demonstration Project
Competition ID #: OVC-2016-9441**

**Purpose Area 2: Technical Assistance
Competition ID #: OVC-2016-9442**

- 7. 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 June 20, 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

Applications will be evaluated and rated based on the extent to which the application meets the selection criteria indicated below. The requirements for meeting each criteria are described in the "What an Application Must Include" section of the solicitation.

1. Statement of the Problem (20%)
2. Project Design and Implementation (40%)
3. Capabilities and Competencies (20%)
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%)
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.⁵ (10%)
6. Other Attachments (MOUs, Letters of Intent, Subcontracts, and Resumes of Key Staff) (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:

⁵ 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.

- 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 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.

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 requirements⁶ 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](#).

⁶ 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)).

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.

Special Reporting requirements may be required by OJP depending on the statutory, legislative or administrative obligations of the recipient or the program.

G. Federal Awarding Agency Contact(s)

For Federal Awarding Agency Contact(s), see the title page.

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 Vision 21: Multidisciplinary Responses to Families and Communities in Complex Homicide Cases

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 29)
- _____ Acquire or renew registration with SAM (see page 29)

To Register with Grants.gov:

- _____ Acquire AOR and Grants.gov username/password (see page 29)
- _____ Acquire AOR confirmation from the E-Biz POC (see page 29)

To Find Funding Opportunity:

- _____ Search for the Funding Opportunity on Grants.gov (see page 30)
- _____ Select the correct Competition ID: OVC-2016-9440 (see page 30)

Purpose Area 1: Homicide Direct Service Demonstration Project Sites

Competition ID#: OVC-2016-9441

Purpose Area 2: Technical Assistance

Competition ID #: OVC-2016-9442

- _____ Download Funding Opportunity and Application Package (see page 30)
- _____ Sign up for Grants.gov email [notifications](#) (optional) (see page 28)
- _____ 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 12)

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 30)

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

- _____ contact Grants.Gov Customer Support Hotline and 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 up to \$600,000, for direct service demonstration sites and up to \$1.5 million for a technical assistance provider.

Eligibility Requirement:

Purpose Area #1: See title page for eligibility information.

Purpose Area #2: See title page for eligibility information.

What an Application Should Include:

_____ Application for Federal Assistance (SF-424)	(see page 13)
_____ Project Abstract	(see page 13)
_____ Program Narrative	(see page 14)
_____ Budget Detail Worksheet	(see page 22)
_____ Budget Narrative	(see page 22)
_____ Indirect Cost Rate Agreement (if applicable)	(see page 23)
_____ Tribal Authorizing Resolution (if applicable)	(see page 24)
_____ Applicant Disclosure of High Risk Status	(see page 24)
_____ Additional Attachments	
_____ MOUs, Letters of Intent, Subcontracts	(see page 24)
_____ Resumes of Key Staff	(see page 25)
_____ Time-Task Plan/Timeline	(see page 25)
_____ Applicant Disclosure of Pending Applications	(see page 25)
_____ Research and Evaluation Independence and Integrity	(see page 26)
_____ Financial Management and System of Internal Controls Questionnaire	(see page 27)
_____ Disclosure of Lobbying Activities (SF-LLL)	(see page 27)
_____ Employee Compensation Waiver request and justification (if applicable)	(see page 11)