

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



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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC), is pleased to announce that it is seeking applications for funding for the Fiscal Year (FY) 2010 Identity Theft Victim Assistance Networks Program. OVC intends to award one cooperative agreement in year one to a successful national victim-serving organization, with up to two supplemental awards in each of the two following years (subject to grantee performance and availability of funds), to establish collaborative regional, statewide, or community coalitions dedicated to improving the response (infrastructure, training, outreach tools, and direct victim assistance services) to victims of identity theft. The 3-year effort will include planning and outreach (year one); distribution of up to nine competitive subawards to coalitions/programs and for the provision of networking and training to those coalitions funded in the second year (year two); and evaluation and replication of program models (year three). This program furthers the Department's mission by "enhancing the Nation's capacity to assist crime victims and to provide leadership in changing attitudes, policies, and practices to promote justice and healing for all victims of crime."

# FY 2010 Identity Theft Victim Assistance Networks Program

## Eligibility

Applicants are limited to nonprofit organizations (including tribal organizations) that can demonstrate: (1) knowledge and understanding of needs of financial fraud/identity theft victims, (2) experience in the provision of victim services and coalition building at the national level, (3) staff resources and capability to carry out all activities required by the funded project, (4) the capacity to solicit competitive applications for subawards, and (5) the capacity to issue and manage subawards.

## Deadline

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

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

## Contact Information

For technical assistance with submitting the application, contact the Grants.gov Customer Support Hotline at 1-800-518-4726 or via e-mail to [support@grants.gov](mailto:support@grants.gov).

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

For assistance with any other requirement of this solicitation, contact Laura Ivkovich, Lead Policy Analyst, Office of the Deputy Director, Office for Victims of Crime at 202-616-3576, or by e-mail at [Laura.Ivkovich@usdoj.gov](mailto:Laura.Ivkovich@usdoj.gov).

Grants.Gov number assigned to announcement: OVC-2010-2730

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# FY 2010 Identity Theft Victim Assistance Networks Program (CFDA #16.582)

## Overview

The Office for Victims of Crime (OVC) is committed to enhancing the Nation's capacity to assist crime victims and to provide leadership in changing attitudes, policies, and practices to promote justice and healing for all victims of crime. OVC is responsible for implementing several important pieces of federal legislation that are intended to advance victims' rights and services, as well as improving the skills, knowledge, and abilities of crime victim advocates, service providers, and allied professionals who are responsible for intervening on behalf of victims and witnesses. This program is funded through 42 U.S.C. 10603 (c)(1)(A), which provides funding for training, technical assistance, and demonstration projects.

The ultimate goal of this program is to provide support and guidance to statewide or regional identity theft victim assistance programs and coalitions through a network that provides assistance to victims of identity theft and encourages expansion of existing victim service programs and coalitions. The purpose of the FY 2010 Identity Theft Victim Assistance Networks Program is to help expand the outreach and capacity of victim service programs to better address the rights and needs of victims of identity theft through the establishment of collaborative regional, statewide, or community-based coalitions dedicated to improving the response to victims of identity theft.

## Deadlines: Registration and Application

Registration is required prior to submission. OJP strongly encourages registering with Grants.gov several weeks before the deadline for application submission. The deadline for applying for funding under this announcement is 8:00 p.m. eastern time on June 15, 2010. Please see the "How To Apply" section, page 9, for more details.

## Eligibility

Please refer to the cover page of this solicitation for eligibility under this program.

Applicants are encouraged to review the Civil Rights Compliance section under Additional Requirements in this announcement.

## Project- Specific Information

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

The purpose of the FY 2010 Identity Theft Victim Assistance Networks Program is to help expand the outreach and capacity of victim service programs across the Nation to better address the rights and needs of victims of identity theft. OVC intends to make available discretionary funding (\$1,900,000 for a 3-year effort—with the first year at \$650,000 for planning and outreach; the second year at \$1,000,000 for up to nine competitive subawards

for up to \$50,000 each to coalitions/programs (at least two of the subawards should be for system-based programs), and to provide for networking and training to those coalitions funded in the second year; and the third year at \$250,000 for evaluation and replication of program models) through a cooperative agreement to a successful national victim serving organization to establish collaborative regional, statewide, or community coalitions dedicated to improving the response (infrastructure, training, outreach tools, and direct victim assistance services) to victims of identity theft.

The collaborative partner organizations and coalitions will work with the national victim serving organization to establish a formal resource network of victim assistance providers to help these providers better address the rights and needs of victims of identity theft across the Nation. The ultimate goals of this program are to: (1) provide support and guidance to statewide or regional identity theft victim assistance programs and coalitions in a network; (2) encourage expansion of existing victim service programs and coalitions to address the rights and needs of this underserved population; and (3) offer helpful guidance to victim service programs and coalitions on how they can improve their current service delivery portfolio at the local, state, and regional level to better address the needs of and assistance to victims of identity theft.

**Background and Purpose:** According to a 2005 national survey by the Bureau of Justice Statistics, about 1.6 million households experienced theft of existing accounts other than a credit card (such as a banking account), and 1.1 million households discovered misuse of personal information (such as a Social Security number). For financial fraud crimes (such as identity theft, mortgage fraud, financial exploitation of elders, etc.), victims often report feeling they have been violated both of their personal information or finances and of their good name, and report feeling traumatized by the ordeal (especially when the crime involves someone they know or trusted). Identity theft can wreak havoc and have a negative impact on one's financial future—including one's ability to buy a home, obtain credit, or pass a background check for future employment. While the number of identity theft victims is high and continues to increase, there is a lack of victim assistance services for this underserved category of crime victims.

Based on availability of funding and successful completion of year one efforts, OVC will make available funding for year two efforts so that the organization can serve as a pass-through, or intermediary, for funding to establish or expand collaborative statewide or regional coalitions dedicated to improving the response to victims of identity theft. The intermediary will help each of the sites develop or expand a network of comprehensive services to victims of identity theft. Once funded in year two, these collaborative partners and coalitions will work with the national victim-serving organization to establish a formal resource-sharing network to help victim assistance providers address the rights and needs of victims of identity theft across the Nation. Based on availability of funding and successful completion of year two efforts, OVC will make available funding for year three efforts that will involve evaluation and replication of the successful aspects of the program models funded as subawards in year two. The ultimate goal of this program is to provide support and guidance to statewide or regional identity theft victim assistance programs and coalitions through a network that provides assistance to victims of identity theft and encourages expansion of existing victim service programs and coalitions. The program will also offer guidance (newsletters, webinars, national or regional training opportunities, model program materials/toolkits, etc.) to victim service programs, allied organizations, and coalitions on how they can improve their victim assistance service delivery portfolio at the local, state, and regional levels to better provide victim assistance services and address the needs of victims of identity theft.

Much like other strategic approaches developed by OVC to build networks of victim service programs that meet the new and emerging needs of crime victims and the programs that serve them (e.g., Helping Outreach Programs to Expand II, Enhancing Public Awareness and Outreach for Victims in Underserved Communities Program), OVC is working to ensure the availability of comprehensive services through a network of programs that address the rights and needs of victims of identity theft. Through the Identity Theft Victim Assistance Networks Program, OVC will help unite the field of new and existing victim service programs. OVC will fund the establishment of the infrastructure to improve the system of collaborative, statewide, or regional coalitions and enable current victim advocates to strengthen their networks, their collective victim assistance efforts, and their communication to improve the disparate responses to the needs and rights of the Nation's victims of identity theft.

### ***Goals, objectives, and deliverables:***

The Identity Theft Victim Assistance Networks Program will award one cooperative agreement to a national nonprofit organization that will support the planning activities of regional, statewide, or community-based organizations in serving victims of identity theft during FY 2010–2011, and based on successful completion of year one activities, will grant competitive subawards to help unite the field of new and existing victim service programs to improve their assistance to this underserved group. OVC is particularly interested in increasing the development and capacity of victim serving organizations to respond to the needs and rights of victims of identity theft.

**Deliverables:** The deliverables required by OVC for this program include the following:

#### **Year One**

- 1) Create logic model for planning, design, implementation, execution, and evaluation of outreach, subaward, and training programs for the 3-year project.
- 2) Design/modify and test subaward process to be used in year two.
- 3) Conduct inventory and analysis of regional and statewide coalitions and community-based organizations' challenges and obstacles to developing new or expanding existing services to meet the needs of identity theft victims in their communities.
- 4) Develop training, marketing, and outreach plan based on inventory and analysis of regional and statewide coalitions and community-based service needs.
- 5) Conduct outreach to potential applicants.
- 6) Establish criteria for selection of the subrecipients.
- 7) Establish a solicitation for which potential subrecipients can apply.
- 8) Draft and submit to OVC an analysis report on the current challenges and obstacles for regional and statewide coalitions and community-based organizations in meeting the needs of victims of identity theft, and a recommended plan for addressing these challenges through the year two subaward competitive solicitation.
- 9) Develop evaluation plan.
- 10) Submit semiannual award progress reports to OVC.
- 11) Submit quarterly financial status reports to OVC.

#### **Year Two**

- 1) Develop and maintain a pool of eligible subaward applicants. The grantee will work closely with OVC to identify applicants eligible for a subaward.
- 2) Implement a streamlined, competitive process to award up to \$450,000 in subgrants to regional, statewide, and community-based organizations and coalitions. The

grantee will work closely with the OVC monitor to disseminate the solicitation to appropriate organizations across the country using a variety of advertising media, including written and electronic newsletters, clearinghouses, listservs, and Web sites. The grantee will conduct a competitive subaward process and submit recommendations for funding of each eligible applicant to OVC for approval. The grantee must provide each applicant written notification of the final resolution of its application and forward a copy to OVC.

- 3) Work with the selected subrecipients to ensure that only allowable activities are funded.
- 4) Manage and monitor subrecipient awards.
- 5) Provide technical assistance to subrecipients. The grantee will coordinate with the OVC monitor on each request for technical assistance.
- 6) Ensure that subrecipients complete a progress report that summarizes the following: number of identity theft victims served (by type of identity theft); number of advocates trained; number of volunteers trained; number of service providers trained; and types of services provided.
- 7) Draft and submit to OVC a recommended technical assistance guidance toolkit (e.g., newsletters, webinars, national or regional training opportunities, model program materials) for use by victim service programs and coalitions to improve their victim assistance service delivery portfolio at the local, state, and regional levels to better provide services that address the needs of victims of identity theft.
- 8) Draft a report on the ongoing and future technical assistance and networking needs of regional and statewide coalitions and community-based organizations and recommendations for meeting the needs of victims of identity theft through a competitive subaward solicitation process.
- 9) Submit semiannual award progress reports to OVC.
- 10) Submit quarterly financial status reports to OVC.
- 11) Keep OVC abreast of issues or concerns with subrecipients.

### **Year Three**

- 1) Provide technical assistance to subrecipients. The grantee will coordinate with the OVC monitor on each request for technical assistance.
- 2) Determine program services that can easily be shared with and replicated by other victim assistance programs and coalitions capable of addressing the rights and needs of victims of identity theft. The grantee will work with OVC to conduct site visits as necessary and analyze subrecipient reports to identify what works and what can easily be replicated.
- 3) Submit semiannual award progress reports to OVC.
- 4) Submit quarterly financial status reports to OVC.

**Amount and Length of Awards:** One cooperative agreement will be awarded for \$650,000 (first year), with two supplemental awards (\$1,000,000 for the second year and \$250,000 for the third year, for a total of \$1,900,000). Funding under this announcement for years two and three is contingent on grantee performance. All OVC awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

**Award Period:** 12 months (with possible 24 months of supplemental funding)

## Budget Information

**Limitation on Use of Award Funds for Employee Compensation; Waiver:** With respect to any award of more than \$250,000 made under this solicitation, federal funds may not be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The 2010 salary table for SES employees is available at [www.opm.gov/oca/10tables/indexSES.asp](http://www.opm.gov/oca/10tables/indexSES.asp).) Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

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

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

## Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Grantees are required to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. **Additionally, applicants must discuss in their application their methods for collecting data for performance measures. Please refer to "What an Application Must Include" (below), for additional information on applicant responsibilities for collecting and reporting data.** Performance measures for this solicitation are as follows:

Objective	Catalog ID	Performance Measure(s)	Data Grantee Provides
The purpose of the FY 2010 Identity Theft Victim Assistance Networks Program is to help expand the outreach and capacity of victim service programs to better address the rights and		Percent increase in number of programs (by program type) participating in the network.	Number of programs (by program type) participating in network.
		Percent increase in victims served (by type of identity theft).	Number of victims served (by type of identity theft).

<p>needs of victims of identity theft through the establishment of collaborative regional, statewide, or community-based coalitions dedicated to improving the response to victims of identity theft.</p>		<p>Percent increase in advocates, volunteers, and service providers trained.</p> <p>Percent increase in types of identity theft of services provided (by type of identity theft).</p> <p>Percentage of trainees completing evaluations/surveys reporting an improved ability to perform their duties.</p>	<p>Number of advocates trained.</p> <p>Number of volunteers trained.</p> <p>Number of service providers trained.</p> <p>Number of identity theft (by type of service) services provided.</p> <p>Number of evaluations/surveys completed.</p> <p>Number of trainees completing evaluations/surveys reporting an improved ability to perform their duties.</p>
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## How To Apply

Applications will be submitted through Grants.gov. Grants.gov is a “one-stop storefront” that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding. Complete instructions on how to register and submit an application can be found at [www.grants.gov/index.jsp](http://www.grants.gov/index.jsp). If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **1-800-518-4726**, 24 hours 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 up to several weeks** for first-time registrants to receive confirmation and a user password. The Office of Justice Programs highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the application deadline specified.

All applicants are required to complete the following:

1. **Acquire a DUNS Number.** A Data Universal Numbering System (DUNS) number is required for [Grants.gov](http://Grants.gov) registration. The Office of Management and Budget requires that all businesses and nonprofit applicants for Federal funds include a DUNS number in their applications for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling 1-866-705-5711 or by applying online at [www.dnb.com](http://www.dnb.com). Individuals are exempt from this requirement.

2. **Acquire or Renew Registration with the Central Contractor Registration Database.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. An applicant must be registered in the CCR to successfully register in Grants.gov. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about CCR registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).
3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov Username and Password.** Complete your AOR profile on Grants.gov and create your username and password. You will need to use your organization's DUNS number to complete this step. For more information about the registration process, go to [www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp).
4. **Acquire Authorization for your AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at your organization must login to Grants.gov to confirm you as an AOR. Please note that there can be more than one AOR for your organization.
5. **Search for the Funding Opportunity on Grants.gov.** Please use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.582, titled FY 2010 Identity Theft Victim Assistance Networks Program, and the funding opportunity number is OVC-2010-2730.
6. **Submit an Application Consistent With This Solicitation.** Within 24–48 hours after submitting your electronic application, you should receive an e-mail validation message from Grants.gov. The validation message will tell you whether the application has been received and validated or rejected, with an explanation. **Important:** You are urged to submit your application at least 72 hours prior to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification.

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

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

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time; (2) failure to follow Grants.gov instructions on how to register and apply as posted on its Web site; (3) failure to follow all of the instructions in the OJP solicitation; and (4) technical issues experienced with the applicant's computer or information technology environment.

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

## **What an Application Must Include**

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

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

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

### **Standard Form 424**

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

### **Program Narrative**

Please see "Selection Criteria #1" below.

### **Budget and Budget Narrative**

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

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

### **Indirect Cost Rate Agreement**

Applicants that do not have a federally negotiated indirect cost rate and wish to establish one can submit a proposal to their cognizant federal agency. Generally, the cognizant federal agency is the agency that provides the preponderance of direct federal funding. This can be determined by reviewing an organization's schedule of federal financial assistance. If DOJ is

your cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at. [www.ojp.usdoj.gov/funding/pdfs/indirect\\_costs.pdf](http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf)

**Other Attachments**, such as résumés of key personnel, letters of support, and memoranda of understanding, where appropriate.

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

## **Selection Criteria**

1. *Statement of the Problem/Program Narrative (15%)*
2. *Project Design and Implementation (30%)*
3. *Capabilities/Competencies (25%)*
4. *Budget (15%)*
5. *Impact/Outcomes and Evaluation/Plan for Collecting Data for Performance Measures (15%)*

### **1. Statement of the Problem/Program Narrative**

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

Applicants should anticipate that if the program narrative fails to comply with these length-related restrictions, such that it provides a significant competitive advantage, the failure to comply may be considered in peer review and in final award decisions.

**Project Abstract.** The application should include a one-page summary that describes the purpose of the project, goals and objectives, and activities that will be implemented to achieve the project's goals and objectives, methods, and outcomes.

**Problem Statement.** The problem statement must describe the need for the project and provide a clear statement of how funding will support the project's value to the victims' field by meeting a stated goal.

**Project Goals and Objectives.** The applicant must specify the goals and objectives of the project. The objectives should be measurable and relate directly to the issues described in the problem statement. The goals should state the overall purpose of what is to be accomplished. The objectives should describe the steps necessary to reach the goals or how the goals will be accomplished. The application should clearly describe how funding will support the overall success of the project.

### **2. Project Design and Implementation**

The project design and implementation plan must describe the project strategy and discuss how the strategy will address the identified problems and support the goals and objectives. The applicant's strategy or design must include a description of project phases, tasks, activities, staff responsibilities, and clear descriptions of interim deliverables and final products. It must include

a time-task plan that clearly identifies objectives, major activities, and products. The time-task plan presented in chart form will not be included as part of the 25-page narrative limitation. The applicant must describe the following:

**The strategy, tasks, and time-task plan for project implementation.** Applicants must develop a time-task plan that clearly identifies major activities and products for the duration of the project period. This plan must include the designation of organizational responsibility, a schedule for completion of activities, and submission of finished products. In preparing the time-task plan, the Gant chart, or schedule, applicants should make certain that all project activities will occur within the proposed project period. The plan also must provide for the submission of financial and progress reports. All recipients are required to submit semiannual progress reports and quarterly financial reports.

**Applicants should keep in mind the OVC requirement that final drafts of all publications, including videos, are to be submitted 120 days prior to the end of the grant period. In most instances, the draft publication will undergo an external review by subject matter experts retained by OVC to provide written comments on the publication's accuracy, relevance, and readability, and to provide suggestions to enhance the publication. In all instances, the publication will be reviewed internally by OVC and other DOJ agencies.** For further guidance on the publication process, please refer to OVC's Publishing Guidelines for Print and Web Media, available online at [www.ojp.usdoj.gov/ovc/publications/infores/pubguidelines/welcome.html](http://www.ojp.usdoj.gov/ovc/publications/infores/pubguidelines/welcome.html).

The strategy should clearly describe—

- a) The project's intended services and deliverables.
- b) Coordination of the project with other organizations, including victim services and any additional joint or cooperative efforts.
- c) Dissemination plan for any training products or awareness materials that will be disseminated as a result of the proposed project. Products should be provided in accessible formats. Applicants should provide recommendations for dissemination by OVC. If those recommendations include nontraditional groups, such as organizations or agencies not likely to be included in a victim assistance or criminal justice mailing list, then applicants should be prepared to provide specific names and contact information. In most instances, publications that have been reviewed, revised by the grantee, and subsequently approved for publication by OVC will be printed by OVC and disseminated through the OVC Resource Center at the expense of OVC. Most publications also will be uploaded to the OVC Web page. However, product and/or publication dissemination may be limited to the organization alone. In this case, both a plan and line item for funding organization-wide dissemination should be included in the application.

### **3. Capabilities/Competencies**

Applications must include a descriptive statement about the applicant's (1) knowledge and understanding of needs of financial fraud/identity theft victims; (2) experience in the provision of victim services and advocacy; and (3) staff resources and capability to carry out all activities required by the funded project.

Applications must include a clear description of the applicant's management structure and of the current and proposed professional staff members' unique qualifications that will enable them to fulfill the grant responsibilities.

Applicants must describe how the program will be managed and include an organizational chart or information describing the roles and responsibilities of key organizational and functional components and personnel. Applicants must also include a list of personnel responsible for managing and implementing the major stages of the project. If additional staff will be hired to complete the project, the applicant should identify the selection criteria. Applicants should also provide detailed information about staff who has committed to work on the project contingent upon receipt of funding.

The project director must have both the substantive expertise and experience to perform crucial leadership functions and sufficient time to devote to the project to provide the needed guidance and supervision. Job descriptions and copies of résumés for proposed key staff positions should be included.

#### **4. Budget**

The OVC program management staff and peer reviewers will examine the identified project tasks, milestones, and assignment of staff resources within the framework of the proposed budget. The applicant must demonstrate that there is sufficient staff and time to accomplish the proposed tasks in a cost-effective manner. Applicants must show cost-effective and efficient use of grant resources, demonstrating that all grant-related expenses are necessary for project completion. Tasks and activities described in the narrative should parallel the budget. All identified costs should accurately reflect the tasks, staff time, supplies, and travel necessary to accomplish the grant-related work, if applicable.

Applicants should plan to attend an annual OVC discretionary grantee meeting in Washington, D.C., and, with the exception of local grantees, should include line items detailing all estimated travel expenses associated with attending this meeting. If local, applicants should include a statement in their narrative acknowledging that they will attend the meeting. Applicants should also budget costs to attend one Financial Management Training Seminar sponsored by OJP's Office of the Chief Financial Officer (OCFO), unless the grantee has previously attended this seminar within the past year. Specific information, such as dates and locations of upcoming OCFO events, can be found at [www.ojp.usdoj.gov/training/fmts.htm](http://www.ojp.usdoj.gov/training/fmts.htm).

#### **5. Impact/Outcomes and Evaluation**

Evaluation is critical to ensure that each OVC project is operating as designed and achieving its goals and objectives. Accordingly, each application must provide a plan to assess the project's effectiveness and to evaluate accomplishment of project goals and objectives. Applicants should describe how they will assess performance in attaining the outcomes identified for the project. Goals and objectives must be clearly stated, links must be established between program activities and objectives, and performance measures must be identified. Performance measures will address a mix of immediate and intermediate outcomes and, as appropriate and feasible, information on long-term impact.

The evaluation plan should identify all resources that will be devoted to conducting the assessment, including identification of staff members and staff time, use of outside consultants

to assist with the assessment, and other support costs associated with conducting an evaluation.

Assessment information will be submitted as part of the semiannual progress report, as well as part of the final report due within 90 days of project completion.

OVC is required to report its programmatic results annually, in accordance with the Government Performance and Results Act. OVC summarizes the individual results and outcomes of all discretionary grant programs, indicating whether the programs are successfully meeting their objectives. OVC depends on its grantees to provide accurate, timely, and relevant information on grant progress and impact. Increasingly, these findings will provide justification for continuing OVC's discretionary grant program. Performance measures identified by the applicant from the solicitation should be included in the application.

## **6. Other**

The Other Program Attachments file must include the following materials:

**Résumés of key personnel** must be provided. For positions that are vacant, provide job descriptions outlining roles and responsibilities and provide the selection criteria for the proposed new positions (required). Résumés or job descriptions **must** be included for the key personnel. OVC must approve all personnel for key positions that are filled on the basis of a job description submitted with the application (required).

**Letters of support and/or memoranda of understanding (MOU)** need to be provided from agencies and organizations whose support and collaboration is integral to the successful implementation of the project.

**Other attachments** as needed (if applicable).

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

The Office of the Chief Financial Officer, in consultation with OVC, conducts a financial review of applications for potential discretionary awards and cooperative agreements to evaluate the

fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget and budget narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

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

## **Additional Requirements**

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

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality and Human Subjects Protection (if applicable)
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Nonsupplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property

- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in excess of \$5,000,000—federal taxes certification requirement

**Application Checklist**  
**FY 2010 Identity Theft Victim Assistance Networks Program**

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

**Eligibility Requirement:**

**Nonprofit Organizations** (including tribal organizations) that can demonstrate: (1) knowledge and understanding of needs of financial fraud/identity theft victims, (2) experience in the provision of victim services and coalition building at the national level, (3) staff resources and capability to carry out all activities required by the funded project, (4) the capacity to solicit competitive applications for subawards, and (5) the capacity to issue and manage subawards.

\_\_\_\_\_ The Federal Amount Requested is Within the Allowable Limit(s) of \$650.000

**The Application Components:**

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

**Program Narrative/Abstract Format:**

- \_\_\_\_\_ Double-spaced
- \_\_\_\_\_ 12-point standard font
- \_\_\_\_\_ 1" standard margins
- \_\_\_\_\_ Narrative is 30 pages or less

**Other:**

- \_\_\_\_\_ Standard 424 Form
- \_\_\_\_\_ DUNS Number
- \_\_\_\_\_ Certifications
- \_\_\_\_\_ Other standard forms as applicable (see page 15)