



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 under the Fiscal Year (FY) 2011 Tribal Victim Assistance in Alaska Fellowship Program. This program furthers the Department's mission by supporting the activities of a fellow to assist OVC in its mission to advance technical assistance and outreach to enhance services to tribal victims of crime in remote and rural Alaska Native (AN) villages and associations.

OVC FY 11 Tribal Victim Assistance in Alaska Fellowship Program

Eligibility

Applicants must be individuals who demonstrate the knowledge and skills to successfully leverage and facilitate access to public and private programs and services for victims of crime in remote communities, with an emphasis on coordinating and communicating with key federal, state, and victim service stakeholders and providers who serve American Indian and Alaska Native victims of crime. Preference will be given to applicants who can demonstrate experience relevant to the unique demands of working with AN villages and associations, including experience working in AN villages and/or with AN associations, preferably with direct experience living and working in Alaska.

Deadline

Registration with [Grants.gov](#) is required prior to application submission. (See "How To Apply," page 13.) All applications are due by 11:59 p.m. eastern time on May 17, 2011. (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. **Note:** The Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

For assistance with any other requirement of this solicitation, contact Kathleen Gless, Victim Justice Program Specialist, at 202-307-6049 or by e-mail to kathleen.gless@usdoj.gov. (Applicants are strongly advised to contact Ms. Gless before developing an application.)

Grants.gov number assigned to announcement: OVC-2011-3000

CONTENTS

Overview.....	3
Deadlines: Registration and Application.....	4
Eligibility.....	4
Program-Specific Information.....	4
Performance Measures.....	10
Notice of New Post-Award Reporting Requirements.....	11
How To Apply.....	11
What an Application Should Include.....	13
Information to Complete the Application for Federal Assistance, Standard Form (SF) 424	
Program Narrative	
Plan for Collecting the Data Required for this Solicitation’s Performance Measures	
Budget Detail Worksheet and Budget Narrative	
Additional Attachments	
Other Standard Forms	
Selection Criteria.....	15
Review Process.....	17
Additional Requirements	18
Application Checklist.....	20

OVC FY 11 Tribal Victim Assistance in Alaska Fellowship Program (CFDA #16.582)

Overview

The mission of the Office for Victims of Crime (OVC) is to enhance the Nation's capacity to assist crime victims and provide leadership in changing attitudes, policies, and practices to promote justice and foster healing for victims of crime. OVC fulfills its mission, in part, by improving the skills, knowledge, and abilities of crime victim service providers and allied professionals who provide services and support for victims; and by helping to ensure that victims are aware of their rights and have access to services and support that uphold crime victims' rights.

OVC has utilized its statutory authority to fund fellowships that further OVC's mission and support the overall goals of the Department of Justice (DOJ). Fellows assist OVC in meeting the larger field's need for evidence-based training, technical assistance, and other resources in different areas. Through this program, OVC is seeking an applicant that will support OVC and DOJ's Alaska Native Action Team (ANAT) in improving the quality of life for Alaska Natives (AN) in rural and remote villages, with a focus on leveraging and making accessible public and private programs and services to victims of crime in these remote communities, with an emphasis on coordinating and communicating with key federal, state, and victim service stakeholders. The successful candidate will live and work in Alaska, and have the necessary knowledge of and experience in working with the unique cultures of AN.

The fellowship recipient is expected to live and work in Alaska. The fellow will work 80 hours per each 2-week pay period for the duration of the fellowship, be allowed 15 days of annual leave and 13 days of sick leave during each 12-month period, and be allowed paid time off for official federal holidays and other approved time off for federal employees. If needed, workspace and equipment, including office supplies and telephone, computer, and Internet access, will be supported by OVC through this award. The applicant should state the costs for workspace and equipment in their application and provide justification for these costs. (See pages 10 and 16 for detailed information.) The fellow may need to complete a security clearance before beginning the fellowship.

The fellow will be expected to work exclusively on approved fellowship activities during the award period, and, unless approved in writing by the OVC Director, to refrain from engaging in any outside employment, whether compensated or uncompensated, in subject matter areas related to the fellowship activities.

The cooperative agreement under the Tribal Victim Assistance in Alaska Fellowship Program is authorized by 42 U.S.C. 10603 (c) (1) (A) and (c) (3) (E), which authorizes funding for training, technical assistance, demonstration projects, and fellowships.

Deadlines: Registration and Application

Registration is required prior to submission. The Office of Justice Programs (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 11:59 p.m. eastern time on May 17, 2011. Please see "How To Apply" on page 12 for more information.

Eligibility

Applicants must be individuals who demonstrate the knowledge and skills to successfully leverage and facilitate access to public and private programs and services for victims of crime in remote communities, with an emphasis on coordinating and communicating with key federal, state, and victim service stakeholders and providers who serve American Indian and Alaska Native (AI/AN) victims of crime. Preference will be given to applicants who can demonstrate experience relevant to the unique demands of working with AN villages and associations, including experience working in AN villages and/or with AN associations, preferably with direct experience living and working in Alaska.

Program-Specific Information

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

Award Amount: Up to \$175,000 (depending on professional experience, salary history, and proposed travel costs.) For specific budget information regarding salary, travel, office space, and equipment, see page 14.

Background: OVC is dedicated to helping organizations promote awareness of crime victims' rights and issues and providing appropriate services to victims. However, there are still gaps in services for crime victims, in the promotion of awareness of crime victims' rights and services, and in other areas where there is great potential to help victims of crime. Sometimes, these gaps are created because practitioners are not aware or do not fully understand the effect of crime on victims or lack awareness of crime victims' rights statutes. OVC addresses these gaps through its innovative work in the development of national-scope training and technical assistance initiatives that inform and support the efforts of practitioners who serve crime victims.

For these reasons, OVC is responsible for implementing several important pieces of federal legislation intended to advance victims' rights and services; and improving the skills, knowledge, and abilities of crime victim advocates, service providers, and allied professionals responsible for intervening on behalf of victims and witnesses. The four key pieces of federal legislation that guide and direct OVC funding activities are the following:

- The Victim and Witness Protection Act of 1982, at 18 U.S.C. 1501, as amended, which promotes rights and services for victims of crime within the federal system and serves as the foundation of the *Attorney General Guidelines for Victim and Witness Assistance*.
- The Victims of Crime Act (VOCA) of 1984, at 42 U.S.C. 10601, as amended, which established the Crime Victims Fund and authorizes programs to support grants for victim compensation, victim assistance services, and improvements in child abuse investigation

and prosecution; as well as discretionary grants for training, technical assistance, demonstration projects, and program evaluation.

- The Trafficking Victims Protection Act (TVPA) of 2000, at 22 U.S.C. 7101, as amended, which is intended to combat trafficking of persons through prevention, prosecution, enforcement, protection, and assistance to victims of trafficking.
- The Crime Victims' Rights Act of 2004 (CVRA), at 18 U.S.C. 3771, as amended, which is intended to protect federal crime victims' rights, including the right to be protected from the accused; the right to be heard at any public proceeding involving the release, plea, or sentencing of the accused; the right to be treated with fairness and respect; the right to timely notice of any public proceeding involving the crime or any release or escape of the accused; the right to proceedings free from unreasonable delay; the right to confer with a government attorney; and the right to full and timely restitution.

Serving crime victims in Alaska presents unique challenges because many rural, remote AN communities are impoverished, isolated, and lack victim assistance services. In August 2010, a team of DOJ leaders traveled to Alaska to obtain first-hand knowledge of the unique public safety and criminal justice needs and challenges of AN villages and associations. The team traveled across the state and participated in several meetings with government officials and representatives of nonprofit service providers in three remote AN villages (Selawik, Gambell, and Savoonga), two regional hubs (Kotzebue and Nome), and one large urban city (Anchorage). As a result of the team's experiences, an ANAT was formed with representation from a number of DOJ components including the Office on Violence Against Women (OVW), the Office of Community Oriented Policing Services (COPS), the Office of Tribal Justice, the Executive Office of the U.S. Attorneys, the Bureau of Justice Assistance, and OVC.

ANAT meets on an ongoing basis and works collaboratively in developing a comprehensive approach to improving public safety in AN communities. One of ANAT's goals is to support an improved quality of life for AN that can be achieved by reducing the levels of domestic and sexual violence; supporting initiatives that seek to reduce access to and use of alcohol and drugs; supporting local law enforcement; and seeking out culturally appropriate strategies that help keep communities free of violence. To address this goal, a Justice for Alaska Natives Action Plan (JANAP) was developed, of which the selected fellow is one element that will further both OVC and the Department's initiatives to address Alaska's public safety and justice needs.

Purpose: This fellowship position will support OVC and ANAT in improving the quality of life for AN in rural and remote villages, with a focus on victim service needs, public safety, and the justice challenges these communities face. The successful candidate will live and work in Alaska, have extensive knowledge of and experience in working with AN communities and associations; and assist OVC and ANAT in leveraging and improving the accessibility of public and private programs and services to victims of crime in remote AN communities, with an emphasis on coordination and communication with key federal, state and victim service stakeholders.

Program Strategy: The fellowship recipient will support OVC and ANAT in their efforts to foster collaborative partnerships with allied federal and state agencies and organizations, and enhance technical assistance and outreach efforts to tribal victims of crime in remote and rural AN villages. OVC fellowships are intended to span one to three years. OVC is seeking applicants that are committed to (potentially) a 3-year fellowship. This solicitation is seeking

applicants for year one, phase one, with the potential for continuation into years two and three. Years two and three are subject to the performance of the grantee, the availability of appropriated funds, and any modifications or additional requirements that may be imposed by law.

Goals: The two overarching goals of this fellowship program are to assess and identify the extent of public safety and justice needs and challenges of rural and remote AN villages, with a focus on services to victims of crime; and to improve the accessibility of victim services, public safety, and relevant federal and state services and programs for AN villages and associations. Goals will be achieved by working in collaboration with OVC and ANAT and through the continued development of the JANAP.

Objectives: The objectives of this program are—

1. To assess the condition of public safety and justice needs and challenges in AN communities, with a focus on services to victims of crime.
2. To assist in the coordination and communication of existing public and private initiatives.
3. To work with key tribal, government, public, and private partners to improve access to and support for victims of crime in remote AN villages.
4. To enhance OVC and ANAT's commitment and strategies to improve public safety and justice needs for victims of crime in AN villages.

Activities: The fellowship recipient will focus on the following activities:

Phase One —Year One

- Meet with OVC and ANAT members to discuss and solidify the planning, implementation, and oversight of the fellowship program. This will include establishing a system of close and continuous communication with OVC and ANAT on activities, established partnerships, public and private funding opportunities, lessons learned, current applicable research, and other relevant information; and identifying key partners (federal, state, public, and private agencies/organizations, and AN villages and associations).
- Coordinate with OVC and ANAT to develop criterion for selecting communities with which to work. This criterion will include the number and location of villages, existing victim services, and the level of existing law enforcement and public safety resources available to the village. Once the villages are selected, OVC and ANAT will ask that the fellow work with the communities to conduct site visit(s) and an initial analysis surveying the communities' public safety and justice needs and challenges, with a focus on services to victims of crime.
- Once the villages are identified, work with OVC and ANAT to create a Site Visit Plan. The Site Visit Plan will highlight partnerships established within the village and with relevant public and private partners (e.g., tribal councils and leadership, AN associations and corporations, and OJP Program Specialists, who monitor projects specific to the community/village, federal and state stakeholders, etc.); and community member engagement (e.g., potential meetings, listening sessions, and individual appointments). The Site Visit Plan will ensure that ANAT's criterion for village selection, strategic program goals,

and objectives are woven into the plan and reflect ANAT's evolving JANAP. Note: The Site Visit Plan will be contingent upon availability of funding (*estimated* \$60,000 per year to support travel costs), weather, and other unforeseen challenges, and may need to be revisited with OVC and ANAT throughout the project period.

- Facilitate and coordinate site visits with OVC and ANAT. The fellow will develop key relationships with government (federal and state), public, and private agencies that directly or indirectly support the villages. This includes coordinating with DOJ and OJP Program Specialists to conduct joint site visits; coordinating with key stakeholders within the region who are familiar and experienced with AN villages, bring diverse perspectives to intervention challenges, and are knowledgeable about the resources needed and currently available for specific villages; working with key stakeholders to facilitate and conduct meetings with AN village community members; and serving as a resource to provide technical assistance on existing federal funding initiatives including the OJP, COPS, and OVW grant application processes.
- Work with OVC, ANAT, and identified partners to conduct an initial analysis of the identified AN villages. The analysis will involve the communities in the identification of issues, challenges, and needs. The initial analysis will help to identify the public safety and justice needs and challenges of the community, with a focus on services to victims of crime; assess currently available policies, procedures, resources, and services; assess the functionality of a local multidisciplinary or coordinated team response to victims of crime, if one exists; and identify gaps, deficiencies, and barriers in policies, procedures, and services for providing a comprehensive response to victims of crime specific to the community (e.g., transportation; weather; insufficient resources; a lack of commitment or support from law enforcement, tribal associations, or tribal leadership, etc.). The analysis may address the following questions: What is the infrastructure? What are the enduring and emerging challenges? What are the residents' perceptions of crime and victimization? Who are the victims of crime? Who responds to victims of crime? What short-term and long-term resources can be leveraged and implemented? What are the existing village and local resources (e.g., village talents, expertise and volunteerism, community health aides, family safety homes, telemedicine, state funded facilities.)
- Collaborate with OVC's State Compensation Assistance Division; Alaska STOP (Services, Training, Officers, Prosecutors) VOCA; Alaska STOP Violence Against Women Act (VAWA); state agencies that administer VOCA and VAWA funding; members of the DOJ Coordinated Tribal Assistance Solicitation initiative; and representatives from tribal communities to identify accessibility barriers and develop information and other resources that streamline and/or increase access to compensation benefits, victim assistance funding, and formula and discretionary funding opportunities for AN villages and associations.
- Facilitate and communicate existing and new training and technical assistance and public and private funding opportunities to AN villages and associations to improve their understanding of and capacity to administer formula and discretionary funding awarded by DOJ components, (i.e., DOJ and OJP Federal Grant and Cooperative Agreement processes).
- Serve as a point of contact and conduit of information for OVC and ANAT. The fellow's experience, activities, perspectives, and initial assessment of the villages may be incorporated into OVC and ANAT's evolving strategies.

- At the request of OVC management, participate in stakeholder meetings, forums, and conferences for the purpose of providing information on OJP/OVC and ANAT efforts to address victims of crime and public safety issues in AN villages. Additionally, the fellow will participate in existing state and federal collaborations, with a focus on leveraging public and private resources to improve AN villages' and associations' access to opportunities and services. The fellow will work with OVC and ANAT to establish innovative partnerships that support the overall objective to improve public safety and justice needs in AN villages for victims of crime and the community.
- Submit a summary report to OVC and ANAT after each site visit that identifies key initiatives and includes, at a minimum, established partnerships, programs, and training and technical assistance efforts, successes, challenges, promising practices, and project updates. The progress report will include recommendations for improving the Fellowship Program and the ANAT's evolving JANAP.
- Present findings and recommendations to OVC and ANAT after each site visit by telephone conference or through other technological methods. The presentations may include recommendations for improving the fellowship program and ANAT's evolving JANAP. Details for the presentation (e.g., in-person, via Skype, webinar, phone conference, etc.) are to be determined.
- Meet with OVC and ANAT members to revisit and revise the planning, implementation, and oversight of the fellowship program. (It is estimated that this will occur 6 months into the program period.)
- Participate in professional development and training activities in consultation with OVC management.
- Travel to support the execution of the above activities. Note: Many AN communities are geographically isolated, and some can only be reached by unconventional methods of transportation. It is not uncommon, for example, to find tribal communities in Alaska that are accessible only by snowmobile, boat, or amphibious plane. Some tribal communities can only be reached by driving several hundred miles on unpaved roads. Geographic isolation affects the level of services that are needed, such as access to information and technology. Tribes located near towns or urban areas are more likely to have access to current information and technology.

Deliverables:

- Semi-annual progress reports and presentations (see above) that include recommendations to OVC and ANAT.
- A resource map of federal, state, and tribal public safety initiatives across identified regions and villages in Alaska. This includes public and private resources that speak to public safety, justice, and victims of crime issues (e.g., substance abuse programs, suicide prevention initiatives, elder and youth programs, education, telemedicine activities, behavioral health, etc.)
- A site visit plan that illustrates the site visits to the identified rural and remote AN villages. Sites and site plans will be developed in collaboration with OVC and ANAT.

- An agenda for each site visit that illustrates the program goals and objectives and is reflective of the site visit plan. It should include a list of points of contact with key community members, agencies, and individuals; and plans for meetings or listening sessions. Agendas will be developed in collaboration with OVC and ANAT.
- Reports, speeches, and articles developed at the request of OJP and OVC management to support their efforts to raise understanding and awareness of AI/AN victims of crime in AN villages.
- Quarterly financial and semi-annual progress reports.
- A final report to OJP, OVC, and ANAT on the fellowship project, including accomplishments, challenges, and recommendations for improving the fellowship program and ANAT's evolving JANAP.

Phase Two—Years Two and Three

Years two and three and following phases are subject to the performance of the grantee, the availability of appropriated funds, and any modifications or additional requirements that may be imposed by law. Potential activities after year one may include assisting the communities in accessing and leveraging resources to enhance their response to public safety and justice needs and challenges, with a focus on services to victims of crime; and strengthening existing partnerships and establishing new partnerships at the local, state, federal, and corporate levels to streamline resources and improve access to funding opportunities available to AN villages. These activities may address the following questions: What needs to be done? What can be done? What resources are required? Who is responsible for getting it done?

Award Amount

Up to \$175,000 (depending on professional experience, salary history, and proposed travel costs.)

Budget Information

Detailed information on allowable program costs is provided on pages 14–15.

Applicants may apply for funding to include the following:

Personnel (Salary): OVC will pay salaries ranging from \$40,000 to \$95,000, depending on education, experience, and salary history. No exceptions to the salary ceiling of \$95,000 will be granted. Benefits are not included as part of salary.

Travel: Travel will involve site visits with other OVC or OJP staff, attendance of conferences and meetings (both local and outside of Alaska), and participation in training and professional development training. The applicant should budget for the following: one visit to Washington, D.C. to meet ANAT and OVC (estimated 1.5 days); three or four site visits (estimated 21 days per visit); DOJ Financial Training (for the financial POC); and additional travel costs to support project-related activities and/or to attend professional development trainings/conferences, with the notation that date, location, and nature of travel will be determined in consultation with OVC management and ANAT after the award is made. The

maximum request for travel funding may not exceed \$60,000. Note: Many AN communities are geographically isolated and some can only be reached by unconventional methods of transportation. The applicant should include in the budget narrative a notation that travel costs such as per diem and lodging will not exceed the federal guidelines. Travel expenses should be listed in section C of the Budget Detail Worksheet.

Supplies: Supplies may include expenses to cover professional reference materials and resources relating to the fellowship activities (not to exceed \$500), and business cards (not to exceed \$30). The maximum request cannot exceed \$530.

Other Costs: The applicant may request funds for other costs such as a cell phone, Blackberry, computer, and internet; funds to maintain communication with OVC and ANAT; and activities related to the program’s activities and deliverables. The maximum request cannot exceed \$1500.

Match Requirement: **This solicitation does not require a match.**

Performance Measures

To assist in fulfilling the Department’s responsibilities under the Government Performance and Results Act (GPRA), Public Law 103-62, applicants that receive funding under this solicitation must provide data that measure the results of their work. Any award recipient will be required, post-award, to provide the data requested in the “Data Grantee Provides” column so that OJP can calculate values for the “Performance Measures” column. Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides
<p>The purpose of the cooperative agreement is to support OVC and ANAT in improving the quality of life for AN in rural and remote AN villages and associations, with a focus on the unique public safety and criminal justice needs and challenges of remote and rural AN villages and associations.</p>	<p>Number of materials developed.</p> <p>Number of conferences or forums attended</p> <p>Number of partnerships established</p>	<p>Number of presentations, reports, products, and public awareness and education activities disseminated to key village, community, state, and federal stakeholders.</p> <p>Number of meetings, conferences, conference calls, and forums attended to provide information on OVC and ANAT initiatives on crime victimization and/or to assess the training, technical assistance, and capacity-building needs of the crime field for remote AN villages and associations.</p> <p>Number of new partnerships formed to enable information sharing and improve response to victims of crime in remote and rural AN villages and associations.</p>

	Number of recommendations developed.	Number of recommendations developed for OVC Fellowship Program and JANAP.
--	--------------------------------------	---

Submission of performance measures data is not required for the application. Instead, applicants should discuss in their application their proposed methods for collecting performance measure data. Please refer to “What an Application Should Include” on page 13 for additional information.

Notice of New Post-Award Reporting Requirements

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

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

How To Apply

Applications will be submitted through Grants.gov, a “one-stop storefront” that provides a unified process for all customers of federal awards 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. Applicants who experience technical difficulties at any point during the application process should call the Grants.gov Customer Support Hotline at **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. OJP highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the specified application deadline.

Applicants are encouraged to read the **OVC Fellowship Guidelines**, which can be accessed at: www.ojp.gov/ovc/pdf/txt/OVC_Fellowship_Guidelines.pdf.

All applicants are required to complete the following steps:

1. **Acquire a DUNS number.** A DUNS number is required for Grants.gov registration. 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. In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number

OVC-2011-3000

in their application for a new award or renewal of an existing award. The DUNS number will be used throughout the grant lifecycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling Dun and Bradstreet at 866–705–5711 or by applying online at www.dnb.com. Individuals are exempt from this requirement.

2. **Acquire or renew registration with the Central Contractor Registration (CCR) database.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the CCR database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. An applicant must be registered in the CCR to successfully register in Grants.gov. 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 annually** to maintain an active status. Information about CCR registration procedures can be accessed at www.ccr.gov.
3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS number must be used to complete this step. For more information about the registration process, go to www.grants.gov/applicants/get_registered.jsp.
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. Please note that there can be more than one AOR for the 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 "Crime Victim Assistance/Discretionary Grants," and the funding opportunity number is OVC-2011-3000.
6. **Submit an application consistent with this solicitation by following the directions on Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The validation message will state whether the application has been received and validated, or rejected, with an explanation. **Important:** Applicants are urged to submit applications **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 an applicant experiences unforeseen Grants.gov technical issues beyond the applicant's control that prevent submission of its application by the deadline, the applicant must contact OVC staff **within 24 hours after the deadline** and request approval to submit the application.

At that time, OVC staff will instruct the applicant to submit specific information detailing the technical difficulties. The applicant must e-mail a description of the technical difficulties, a timeline of submission efforts, the complete grant application, the applicant DUNS number, and Grants.gov Help Desk tracking number(s) received. After the program office reviews all of the information submitted and contacts the Grants.gov Help Desk to validate the technical issues reported, OJP will contact the applicant to either approve or deny the request to submit a late application. If the technical issues reported cannot be validated, the 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: failure to begin the registration process in sufficient time, failure to follow Grants.gov instructions on how to register and apply as posted on its Web site, failure to follow all of the instructions in the OJP solicitation, and technical issues experienced with the applicant's computer or information technology environment.

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

What an Application Should Include

This section describes what an application should 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 be made to make an award, it 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 some application elements are so critical that applications unresponsive to the scope of the solicitation, or that do not include a program narrative, budget detail worksheet, and budget narrative, will neither proceed to peer review nor receive further consideration.

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

1. **Standard Form 424**

Please see www.grants.gov/assets/SF424Instructions.pdf for instructions on how to complete your SF-424. When selecting "type of applicant," if the applicant is a for-profit entity, please select "For-Profit Organization" or "Small Business" (as applicable) in the Type of Applicant 1 data field. For-profit applicants also may select additional applicable categories (e.g., "Private Institution of Higher Education").

2. **Program Narrative**

The program narrative should not exceed 20 doubled-spaced pages in 12-point font with 1-inch margins and must include 6 separate sections—Project Abstract, Problem Statement, Project Goals and Objectives, Project Design/Implementation Plan, Professional Capability and Project Management, and Plans for Measuring Progress and Outcomes. See additional descriptions of these categories on page 15 of the solicitation under "Selection Criteria."

3. Budget and Budget Narrative

The applicant is required to complete the Budget Detail Worksheet (the final page being a budget summary) and a budget narrative. The budget narrative justifies each budget item that is identified in the Budget Detail Worksheet and explains how each item relates to project activities. The budget narrative should be clear and consistent with all costs proposed in the Budget Detail Worksheet. For example, the narrative should explain how fringe benefits were calculated, how travel costs were estimated, and why particular equipment or supplies must be purchased. Note: Total costs specified in the Budget Detail Worksheet and in the budget narrative should match the total amount of line 15.g of the SF-424.

A sample budget detail worksheet can be found at 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.usdoj.gov/financialguide/index.htm.

When completing both the Budget Detail Worksheet and budget narrative, applicants must consider the following:

Expenses that are **allowable** under this solicitation include the following:

Personnel/salary (located in section A of the Budget Detail Worksheet.) If the application is selected for an award, applicants will be required to provide a copy of their last two federal tax returns as documentation of salary or consulting income history as part of the initial financial review. OVC will pay salaries ranging from \$40,000 to \$95,000, depending on education, experience, and salary history. No exceptions to the salary ceiling of \$95,000 will be granted. Benefits are not included as part of salary.

Fringe benefits (located in section B of the Budget Detail Worksheet) may include life, health, and disability insurance; state workers' compensation; retirement plan; FICA (the employer match of 7.65% of salary only); and a public transportation stipend that does not exceed \$230.00 monthly (based on actual expenses). Applicants must clearly identify which benefits they are requesting and the actual calculations. For example, if the individual is requesting health insurance, the applicant should indicate the amount paid monthly and multiply by twelve to get the annual expense.

Travel will involve site visits, attendance of conferences and meetings (in Washington, D.C., and throughout Alaska), and participation in training and professional development. **Applicants may budget for travel totaling \$60,000** with the notation that date, location, and nature of travel will be determined in consultation with OVC management after the award is made. The applicant should include in the budget narrative a notation that travel costs such as per diem and lodging will not exceed the federal guidelines. Travel expenses should be listed in section C of the Budget Detail Worksheet.

Supplies (located in section E of the Budget Detail Worksheet) may include expenses to cover professional reference materials and resources relating to fellowship activities (not to exceed \$500) and business cards (not to exceed \$30). The maximum request cannot exceed \$530.

Other Costs (located in section H of the Budget Detail Worksheet) may include costs for a cell phone, Blackberry, computer, and internet; to maintain communication with OVC and ANAT; and for activities related to the program's activities and deliverables. The maximum request cannot exceed \$1500.

Expenses that are **not allowable** under this solicitation are the following:

- (1) Equipment (section D of the Budget Detail Worksheet), such as costs for computer equipment, printers, or other equipment for either on or offsite fellows. OVC will supply equipment to the onsite fellow; as per page 3 of this solicitation, offsite fellows are required to have this equipment.
 - (2) International travel.
 - (3) Moving expenses.
4. **Description of the Applicant's Plan for the Collection of the Data Required for Performance Measures**
 5. **Certifications**
 6. **Required Attachments:**
 - a. Resume;
 - b. Minimum of three, but no more than five, professional and/or academic references;
 - c. List of financial and/or professional affiliations.
 7. **Other Attachments:** Additional attachments are optional and may include items such as academic transcripts (applicants may provide transcripts for any post-secondary education and OVC reserves the right to request certified copies of transcripts before making the grant award), certifications of key training, or writing samples.

Selection Criteria

1. Project Abstract and Statement of the Problem (20%)
2. Project Goals and Objectives (10%)
3. Project (Fellowship Program) Design and Implementation Plan (25%)
4. Capabilities and Competencies (20%)
5. Budget (10%)
6. Plans for Measuring Progress and Outcomes (15%)

Project Abstract and Problem Statement (20%): The application should include a 1-page summary (Project Abstract) that clearly describes the title/topic of the fellowship for which the applicant is applying, activities that will be implemented, and materials that will be developed to achieve the project's goals and objectives, methods, and outcomes. 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.

Project Goals and Objectives (10%): The applicant must specify the goals and objectives of the specific fellowship for which they are applying. 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. (For detailed information on project goals and objectives, see pages 6–9.)

Project (Fellowship Program) Design and Implementation Plan (25%): The project design and implementation plan must describe the fellowship objectives and activities and discuss how the strategy will address the identified problems and support the goals and objectives. Additionally, the applicant must include a time-task plan that clearly identifies objectives, major activities, and deliverables. Details on the objectives and activities can be found on page 6. The time-task plan presented in chart form will not be included as part of the 20-page narrative limitation. The time-task plan also must provide for the submission of required quarterly financial status reports and semi-annual progress reports. Fellows must attend one Regional Financial Management Training Seminar, sponsored by OJP’s Office of the Chief Financial Officer (OCFO) for grantees. Specific information, such as dates and locations of upcoming OCFO events, can be found at www.esi-bethesda.com/OJPtraining/locations.html.

Professional Capability/Competencies and Project Management (20%): Applications must include a clear description of the applicant’s experience relevant to the unique demands of working with AN villages and associations, including experience working in AN villages and/or with AN associations. Applicants may include academic and professional expertise in the subject matter areas of specialization of the fellowship, as well as the applicant’s unique qualifications that will enable them to fulfill the grant responsibilities. Applicants should demonstrate that they possess the flexibility, skills, and temperament to operate and facilitate between various paced environments on multiple activities. Applicants should document their ability to work collaboratively with AN villages and associations/corporations and public and private stakeholders, and to work as a member of a team or teams across divisions, offices, agencies, and practitioners in the field. The applicant must demonstrate sufficient subject matter and project management expertise and other necessary skills, such as communication and writing, to perform crucial functions of the specific fellowship. Resumes should be attached to the narrative to support this section and should include all employment and volunteer experience specific to Alaska and AN. Resumes should provide contact information for previous supervisors and indicate whether or not the supervisor can be contacted. All required attachments (see below) must be included to document experience and capability; optional attachments may be used to document specific skills that will assist in the successful completion of the fellowship project.

Budget (10%): OVC and OJP staff will examine the identified project budget to ensure that all expenses are allowable and necessary for the completion of the fellowship and comport with the requirements of the OJP Financial Guide. Applications that exceed the \$175,000 limitation for this solicitation will be considered nonresponsive and will not be reviewed. Applications that request more than \$95,000 for salary (figure does not include benefits) will be considered nonresponsive to the application. Applications that request more than \$60,000 for travel will be considered nonresponsive to the application. While the use of the Budget Detail Form is not required, applicants must follow the format of the Budget Detail Form and include all requested information that is relevant to the execution of the fellowship grant. Applicants should ensure

that all expenses listed are allowable as outlined in the OJP Financial Guide and on pages 14 and 15 of this solicitation.

Plans for Measuring Progress and Outcomes (15%). Evaluation is critical to ensure that each OVC project is operating as designed and achieving its goals and objectives. Accordingly, each application must include a plan to assess the fellowship's effectiveness and to evaluate the accomplishment of project goals and objectives. Applicants should describe how they will assess performance in attaining the outcomes identified for the project. Goals and objectives must be clearly stated, links must be established between program activities and objectives, and performance measures must be identified. Performance measures will address a mix of immediate and intermediate outcomes and, as appropriate and feasible, information on long-term effects.

Program Attachments file must include the following materials:

- **Resumes (required).** Resumes should include all employment and volunteer experience and relevant academic work. Resumes should provide contact information for previous supervisors and indicate whether or not the applicant authorizes OVC staff to contact the supervisor to verify work experience. **The resumes must include salaries for all paid positions that are listed.**
- **Professional and/or academic references (at least three and no more than five must be submitted.)**
- **List of professional and financial affiliations (required).**
- **Time-Task plan (required).** The time-task plan should clearly identify the objectives, major activities, and deliverables. Details on the objectives and activities can be found on pages 6–9. The time-task plan will not be included as part of the 20-page narrative limitation. The time-task plan also must provide for the submission of required quarterly financial status reports and semi-annual progress reports.
- **Other attachments.** The total number of pages for other (non-required) attachments should not exceed 20 pages.

Review Process

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

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. OVC may use either internal peer reviewers, external peer reviewers, or a combination to review the applications 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 DOJ employee. An internal reviewer is a current DOJ 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, geographic diversity, strategic priorities, past performance, and available funding.

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 also may 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. OJP strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights compliance
- Faith-based and other community organizations
- Confidentiality
- Research and the protection of human subjects
- Anti-Lobbying Act
- Financial and government audit requirements
- National Environmental Policy Act (NEPA)
- DOJ information technology standards (if applicable)
- Single point of contact review
- Non-supplanting of state or local funds
- Criminal penalty for false statements
- Compliance with the [OJP Financial Guide](#)
- Suspension or termination of funding
- Nonprofit organizations
- For-profit organizations
- Government Performance and Results Act (GPRA)
- Rights in intellectual property

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

Application Checklist

OVC FY 11 Tribal Victim Assistance in Alaska Fellowship Program

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

Eligibility Requirement: Applicants must be individuals who demonstrate the financial and administrative capacity to manage the cooperative agreement, as well as the knowledge and skills to successfully execute the development of training, technical assistance, public awareness, and other informational resources to meet the needs of victim service providers and allied practitioners who serve AI/AN victims of crime. OVC will favor applicants who can demonstrate experience relevant to the unique demands of working with AN villages and associations and tribal communities, including experience living or working in AN villages and associations, tribal communities, or Indian Country, preferably with experience living and working in Alaska. (See title page and page 4.)

_____ The federal amount requested is within the allowable limit(s) of \$175,000.

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 13)
- _____ Program Narrative (see page 13)
- _____ Budget Detail Worksheet (see page 14)
- _____ Budget Narrative (see page 14)
- _____ Additional Attachments (see page 15)
- _____ Resume
- _____ 3–5 professional and/or academic references
- _____ List of financial and/or professional affiliations
- _____ Applicant’s Plan for Collection of Data Required
- _____ Time-Task Plan
- _____ Other Standard Forms as applicable (see page 15), including:
 - _____ Disclosure of Lobbying Activities (if applicable)
 - _____ Accounting System and Financial Capability Questionnaire (if applicable)