



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) is seeking applications for the implementation of the 2014 National Crime Victims' Rights Week (NCVRW) Community Awareness Project. This program furthers the Department's mission by supporting public awareness and community outreach and education activities for crime victims' rights and services.

OVC FY 2013 2014 National Crime Victims' Rights Week Community Awareness Project

Eligibility

Eligible applicants are limited to nonprofit organizations (including tribal nonprofit), faith- and community-based organizations, and public agencies. A nonprofit organization that serves crime victims does not have to have 501(c)(3) status to apply for grant funding under this solicitation.

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

Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. (See "How To Apply," page 15.) All applications are due by 11:59 p.m. eastern time on April 18, 2013. (See "Deadlines: Registration and Application," page 3.)

Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 1-800-518-4726 or 606-545-5035, or via e-mail to support@grants.gov. **Note:** The [Grants.gov](#) Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

For assistance with any other requirements of this solicitation, contact Olivia Grew, Victim Justice Program Specialist, by phone at 202-616-8803 or e-mail at olivia.grew@usdoj.gov.

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OVC FY 2013 2014 National Crime Victims' Rights Week Community Awareness Project (CFDA #16.582)

Overview

This cooperative agreement will support the provision of an organization to provide financial and technical assistance to 60 communities nationwide to conduct public education and awareness activities on crime victims' rights and services in their jurisdictions during the 2014 National Crime Victims' Rights Week (NCVRW). All final decisions as to which communities will be funded by the intermediary will be made by the Director of the Office for Victims of Crime (OVC). Depending on grantee performance and funding availability, additional funding may be provided for the planning and execution of the 2015 NCVRW Community Awareness Project (CAP). Funding for this award is authorized under 42 U.S.C. § 10603 (c)(1)(A).

Deadlines: Registration and Application

Applicants must register with Grants.gov in order to submit an application. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on April 18, 2013. See "How To Apply" on page 15 for details.

Eligibility

Refer to the title page for eligibility under this project.

Project-Specific Information

Background

OVC is committed to enhancing the Nation's capacity to assist crime victims and to providing leadership in changing attitudes, policies, and practices to promote justice and healing for all victims of crime. True to its mission, 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.

The four key pieces of federal legislation that guide and direct OVC funding activities are—

- The 1982 Victim and Witness Protection Act 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 1984 Victims of Crime Act (VOCA), as amended at 42 U.S.C. 10601, which establishes the Crime Victims Fund and authorizes programs to support grants for victim compensation, victim assistance services, improvement of child abuse investigation and prosecution, as well as discretionary grants for training, technical assistance, demonstration projects, and program evaluation;
- The Victims of Trafficking and Violence Protection Act 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; and, most recently,

- The Crime Victims' Rights Act of 2004 at 18 USC 3771, as amended, which is intended to protect federal crime victims' rights, including the following: 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.

The first NCVRW occurred in 1981, and every April since, OVC has supported local communities throughout the Nation in their observances of NCVRW. Victim service providers typically conduct rallies, candlelight vigils, and a host of other events during this week to promote awareness of victims' rights and needs. To support these activities, and to minimize the financial burden on victim assistance agencies, OVC distributes an annual Resource Guide that contains resources such as sample public service announcements, victimization statistics, camera-ready art files, and a short NCVRW educational DVD. The Guide is also available in full online. Although many victim assistance agencies have conducted awareness activities, these initiatives have not always been successful in reaching out to the full range of victim service providers, or they may not have been focused on all types of crime victimization. Victim assistance agencies have extremely limited funding and staff to support their public education and awareness activities. Consequently, these service providers have little opportunity to expand the reach of their campaigns and generate innovative mechanisms for greater impact.

To address these issues, OVC implemented a competitive funding opportunity in 2004 that, through an intermediary, provides local communities with up to \$5,000 in funding for costs associated with NCVRW awareness activities. To date, this initiative has enhanced the ability of almost 300 communities throughout the United States to raise awareness of and access to crime victims' rights and services. The after-action reports provided by the organizations receiving funding indicate that most were able to use this funding to take their activities to the next level. They leveraged the funding from OVC to obtain in-kind support from the business, civic, education, faith, mental health, medical, and media sectors in their community. The awareness campaigns were more comprehensive and inclusive, integrating the efforts of other disciplines that serve crime victims and reaching greater numbers of crime victims, including victims in underserved populations such as ethnic and immigrant communities and victims with disabilities.

OVC is continuing this initiative and the selected applicant will serve as the technical assistance provider to the competitively selected subgrantees and assist OVC in the application review and selection process.

Goals, Objectives, and Deliverables

The project goal is to financially, programmatically, and administratively support approximately 60 subgrants of up to \$5,000 each to communities and victim assistance organizations nationwide and to provide technical assistance to the recipient organizations to promote 2014 NCVRW in communities across the Nation. The approximately 60 recipient subgrant organizations will use this funding and technical assistance to support the following:

- Promoting 2014 NCVRW events and victims' rights and services.
- Designing and printing educational materials.

- Purchasing supplies and materials used in community awareness events and activities.
- Supporting NCVRW event speakers (not to exceed \$450 per speaker per day, based on an 8-hour day).
- Developing a broad, collaborative approach that highlights services for all types of crime victims.

Subrecipient Eligibility: Public agencies, nonprofit organizations, community-based victim service organizations, faith-based organizations, tribal organizations, and community coalitions committed to ensuring the rights of and services for crime victims will be eligible to apply for the reimbursable contract funding for the CAPs held during 2014 NCVRW. A private nonprofit organization that serves crime victims does not have to have 501(c)(3) status to apply. VOCA-funded organizations are also eligible to apply. Applicants selected for funding will be required to submit an after-action report on their NCVRW activities, including data on performance measures and financial outlays.

The successful applicant for this project must be positioned to undertake a nationwide solicitation for proposals and the delivery of technical assistance to recipient organizations. The applicant must be capable of marketing the project so that it meets the goal of funding a project in every state. A group of expert reviewers who are familiar with NCVRW and the victim assistance field, and who are willing to volunteer their services to review every application received and be a part of the selection process, must be assembled.

The selected applicant for this project must plan to complete the following activities:

- Develop and administer the community project outreach and application processes (final recommendations require the approval of the OVC Director).
- Establish a Review Committee to review, grade, and comment on each application submitted. The Review Committee should meet after all applications are scored to discuss and determine which applications move forward for final approval.
- Advertise and publicize the funding availability through OVC and other public venues.
- Establish an NCVRW CAP Web site to advertise the funding opportunity; provide FAQs for first-time applicants; link to the main OVC NCVRW Web site; and establish user names and passwords for the selected applicants to provide them with assistance to carry out their projects.
- Provide technical assistance to each selected subrecipient organization through use of an interactive Internet-based video conferencing program and individual consultation via e-mail and telephone.
- Send Certificates of Appreciation to all of the successful CAP applicants.
- Adhere to the OJP Financial Guide (www.ojp.usdoj.gov/financialguide/). CAP subrecipients **may** be approved for up to \$5,000 reimbursement under this funding for the following activities:
 - Purchasing advertising in print media, radio, or television, or outdoor advertising to promote NCVRW events, victims' rights, and available services.
 - Designing and printing promotional or educational materials.
 - Reimbursing NCVRW event speakers (NOT to exceed \$450 per day for each speaker). Supplemental funding from other sources cannot be used to exceed this daily limitation.
 - Designing and printing posters, invitations, fliers, and other promotional materials.
 - Renting space to conduct NCVRW activities and events.
 - Purchasing supplies, materials, and equipment used in public awareness events and activities.

- The following reimbursements will **NOT** be approved for subrecipients:
 - Salaries.
 - Organizational overhead or operational costs.
 - Refreshment costs not associated with public awareness events or programs.
 - Entertainment (such as bands).
 - Costs associated with a fundraising activity or event.
 - Bar charges or alcoholic beverages.
 - Food and beverage costs associated with award events or ceremonies.
 - Construction costs.
 - Cash prizes, including gift cards, associated with contests, raffles, or drawings.
 - Costs associated with promotional items, such as pins, buttons, or badges that are not directly tied to the 2014 NCVRW theme.
- Receive, review, and summarize after-action reports, including documentation and verification of expenses and requests for reimbursement.
- Submit quarterly financial and biannual progress reports.
- Prepare a final report to OVC on the overall project, including recommendations for improvement and a list of innovative practices for inclusion in the 2014 NCVRW Resource Guide.

Amount and Length of Awards

OVC anticipates that it will make 1 award of up to \$375,000 for a 12-month project period for the purpose of financially, programmatically, and administratively supporting approximately 60 subgrants of up to \$5,000 each to communities and victim assistance organizations nationwide and providing technical assistance to the recipient organizations to promote 2014 NCVRW in communities across the Nation. Supplemental FY 2014 funding of up to \$375,000 may be available for the purpose of financially, programmatically, and administratively supporting the 2015 NCVRW CAPs in communities across the Nation.

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

Budget Information

Limitation on Use of Award Funds for Employee Compensation; Waiver

With respect to any award of more than \$250,000 made under this solicitation, recipients may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. The 2012 salary table for SES employees is available at www.opm.gov/oca/12tables/indexSES.asp. Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

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

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

Minimization of Conference Costs

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

Prior review and approval of conference costs can take time (see the guidance for specific deadlines), and applicants should take this into account when submitting proposals. Applicants also should understand that conference cost limits may change and they should check the guidance for updates before incurring such costs.

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

Costs Associated with Language Assistance (if applicable)

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

For additional information, see the "Civil Rights Compliance" section of the OJP "Other Requirements for OJP Applications" Web page at www.ojp.usdoj.gov/funding/other_requirements.htm.

Match Requirement

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

Performance Measures

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

Objective	Performance Measure(s)	Data Grantee Provides
Increase public awareness of crime victims’ rights and services nationwide during 2014 NCVRW.	Percentage of states and territories represented.	Number of states/territories selected, compared to total number of states/territories identified.
Strengthen the capacity of victim assistance agencies to develop a broad, collaborative approach that highlights services for all types of crime victims.	Number of NCVRW events supported. Number of educational materials developed (by type) by subgrantees. Number of collaborative partners involved in the NCVRW events.	Number of NCVRW events supported. Number of educational materials distributed (by type) by subgrantees. Number of collaborative partners involved in the NCVRW events.

OJP does not require applicants to submit performance measures data with their applications. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section “What an Application Should Include” on page 9 for additional information.

Notice of Post-Award FFATA Reporting Requirement

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

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

What an Application Should Include

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

Moreover, applicants should anticipate that applications that are determined to be nonresponsive to the scope of the solicitation, or that do not include the application elements that OVC has designated to be critical, will neither proceed to peer review, nor receive further consideration. Under this solicitation, OVC has designated the following application elements as critical: Project Abstract; Program Narrative, Budget Detail Worksheet and Budget Narrative; Timeline; and resumes of key personnel. Applicants may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one document, it must contain **both** narrative and detail information.

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

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

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

2. Project Abstract

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

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

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

The project abstract should describe in one page the overall project goals and objectives, as well as final project deliverables. All project abstracts should follow the detailed template available at www.ojp.usdoj.gov/funding/Project_Abstract_Template.pdf.

Permission to share abstract and contact information with private funders: It is unlikely that OVC will be able to fund all promising applications under this solicitation, but it may have the opportunity to share information with private foundations regarding promising but unfunded applications. Applicants should indicate whether they give OVC permission to share their abstract and contact information for both the Authorized Representative and Point of Contact with potentially interested private foundations. Granting this permission will

not affect OJP's funding decisions, and, if the application is not funded, it will not guarantee that information will be shared, nor will it guarantee funding from any other source.

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

3. Program Narrative

The Program Narrative should not exceed 25 double-spaced pages in 12-point font with 1-inch margins. If the program narrative fails to comply with these length-related restrictions, OVC may consider such noncompliance in peer review and in final award decisions. The following sections should be included as part of the program narrative:

- a. **Statement of the Problem:** The Statement of the Problem 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.
- b. **Project Design and Implementation Plan:** The Project Design and Implementation Plan must describe the project strategy and discuss how the strategy will address the identified problems and support the goals and objectives. The applicant'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 applicant must describe the strategy, tasks, and time-task plan for developing the services and products.

The applicant 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 organization responsibility, a schedule for the completion of the activities, and the submission of finished products. In preparing the time-task plan, the 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. **The applicant should keep in mind the OVC requirement that final drafts of all publications are to be submitted to OVC 120 days prior to the end of the grant period.** For further guidance on OVC's publication process, OVC's Publishing Guidelines for Print and Web Media is online at:

www.ojp.usdoj.gov/ovc/publications/infores/pubguidelines/welcome.html.

- c. **Capabilities and Competencies:** The application must include a clear description of the applicant's management structure. Applicants must include a description of the current and proposed professional staff members' unique qualifications that will enable them to fulfill their grant responsibilities.

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

- d. **Plan for Collecting the Data Required for this Solicitation's Performance Measures:** OVC does not require applicants to submit performance measures data with their application. Performance measures are included as an alert that OVC will require successful applicants to submit specific data as part of their reporting requirements. **For the application, applicants should indicate an understanding of these requirements and discuss how they will gather the required data, should they receive funding.**

4. Budget Detail Worksheet and Budget Narrative

a. Budget Detail Worksheet

A sample budget detail worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet.

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

In addition to what is included in the budget worksheet, the budget should also include line items for the following:

- Review Committee—Must show the breakdown for each day of the in-person review committee meeting:
 - Travel
 - Lodging for approximately 2 nights in a central meeting location
 - Per diem
- Other:
 - Review Committee meeting room rental
 - Internet/video conferencing costs
 - Printing
 - Postage/shipping
 - Costs associated with certificates of appreciation to the successful applicants
 - If applicable, Financial Management Training Seminar (the successful applicant is encouraged to attend a Regional Financial Management Training.) Please visit www.esi-bethesda.com/OJPtraining/locations.html for more information.

b. Budget Narrative

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

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

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

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. If DOJ is the cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf.

6. Additional Attachments

a. Resumes of key personnel

Resumes of key personnel must be provided with the application. For positions that are vacant, provide job descriptions outlining roles and responsibilities and provide the selection criteria for the proposed new positions (required).

b. Applicant disclosure of pending applications

Applicants are to disclose whether they have pending applications for federally funded assistance that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to state agencies that will be sub-awarding federal funds).

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

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

- Federal or state funding agency
- Solicitation name/project name
- Point of Contact information at the applicable funding agency

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

Applicants should include the table as a separate attachment to their application, with the file name “Disclosure of Pending Applications.” Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page. (e.g., “[Applicant Name] does not have pending applications submitted within the last 12 months for federally funded assistance that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.”)

7. Other Standard Forms

Additional forms that OJP may require in connection with an award are available on OJP’s funding page at www.ojp.usdoj.gov/funding/forms.htm. For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Note in particular the following forms:

- a. [Standard Assurances](#)*
Applicants must read, certify, and submit this form in GMS prior to the receipt of any award funds.
- b. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)*
Applicants must read, certify, and submit in GMS prior to the receipt of any award funds.
- c. [Accounting System and Financial Capability Questionnaire](#)
Any applicant (other than an individual) that is a non-governmental entity and that has not received any award from OJP within the past 3 years, must download, complete, and submit this form.

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

Selection Criteria

Applications will be reviewed using the following criteria:

- 1. Statement of the Problem (20%)
- 2. Project Design and Implementation (40%)
- 3. Capabilities and Competencies (20%)
- 4. Plan for Collecting the Data Required for this Solicitation’s Performance Measures (5%)

5. Budget: complete, cost effective, and allowable (e.g., reasonable¹, allocable, necessary for project activities). Budget Narratives should generally demonstrate how applicants will maximize cost effectiveness of grant expenditures in relation to potential alternatives and the goals of the project. (15%)

Review Process

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

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. OVC may use either internal peer reviewers, external peer reviewers, or a combination, to review the applications. An external peer reviewer is an expert in the subject matter of a given solicitation who is NOT a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer, in consultation with OVC, reviews applications for potential discretionary awards to evaluate the fiscal integrity and financial capability of applicants, examines proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may consider 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 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
- Civil Rights Compliance Specific to State Administering Agencies
- Faith-Based and Other Community Organizations

¹ Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

- 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 [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 of 2006 (FFATA)
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Policy and Guidance for Conference Approval, Planning, and Reporting
- OJP Training Guiding Principles for Grantees and Subgrantees

How To Apply

Applicants must submit applications through Grants.gov. Applicants must first register with Grants.gov in order to submit an application through Grants.gov, a “one-stop storefront” to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at www.Grants.gov. Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, 24 hours a day, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take several weeks** for first-time registrants to receive confirmation and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline.

In addition, OJP urges applicants to submit applications 72 hours prior to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

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

All applicants are required to complete the following steps:

1. **Acquire a DUNS number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used to for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866-705-5711 to obtain a DUNS number or apply online at www.dnb.com. A DUNS number is usually received within 1-2 business days.
2. **Acquire registration with the System for Award Management (SAM). SAM replaces the Central Contractor Registration (CCR) database** as the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. (Previously, organizations that had submitted applications via Grants.gov were registered with CCR, as it was a requirement for Grants.gov registration. SAM registration replaces CCR as a pre-requisite for Grants.gov registration.) Applicants must **update or renew their SAM registration annually** to maintain an active status.

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

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

Applicants that were not previously registered in the CCR database must register in SAM prior to registering in Grants.gov. Information about SAM registration procedures can be accessed at www.sam.gov.

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. Note that an organization can have more than one AOR.

5. **Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.582, titled “Crime Victim Assistance/Discretionary Grants,” and the funding opportunity number is OVC-2013-3532.
6. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. Applicants that expend any funds for lobbying activities must provide the detailed information requested on the Disclosure of Lobbying Activities form (SF-LLL). Applicants that do not expend any funds for lobbying activities should enter “N/A” in the required highlighted fields.
7. **Submit an application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The message will state whether OJP has received and validated the application, or rejected it, with an explanation.

Important: OJP urges applicants to submit applications **well in advance** of the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

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

Note: Duplicate Applications

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

Experiencing Unforeseen Grants.gov Technical Issues

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail OVC contact identified in the Contact Information section on the solicitation cover page **within 24 hours after the application deadline** and request approval to submit their application. The e-mail must describe the technical difficulties, and include a timeline of the applicant’s submission efforts, the complete grant application, the applicant’s DUNS number, and any Grants.gov Help Desk or SAM tracking number(s). **Note: OVC does not automatically approve requests.** After the program office reviews the submission, and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If the technical issues reported cannot be validated, OJP will reject the application as untimely.

The following conditions are not valid reasons to permit late submissions: failure to register in sufficient time, failure to follow Grants.gov instructions on how to register and apply as posted

on its Web site, failure to follow each instruction in the OJP solicitation, and technical issues with the applicant's computer or information technology environment, including firewalls.

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

Provide Feedback to OJP on This Solicitation

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

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

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

Application Checklist

FY 2013 2014 National Crime Victims' Rights Week Community Awareness Project

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

Eligibility Requirement:

Eligible applicants are limited to nonprofit organizations (including tribal nonprofit), faith- and community-based organizations, and public agencies. A nonprofit organization that serves crime victims does not have to have 501(c)(3) status to apply for grant funding under this solicitation.

_____ The federal amount requested is within the allowable limit(s) of: **\$375,000**.

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 9)
- _____ Abstract (see page 9)
- _____ Program Narrative (see page 10)
- _____ Timeline (see page 10)
- _____ Budget Detail Worksheet (see page 11)
- _____ Budget Narrative (see page 11)
- _____ Disclosure of Lobbying Activities (SF-LLL) (see page 17)
- _____ Indirect Cost Rate Agreement (if applicable) (see page 12)
- _____ Additional Attachments (see page 12)
- _____ Disclosure of Pending Applications (see page 12)
- _____ Other Standard Forms as applicable (see page 13), including:
 - _____ Accounting System and Financial Capability Questionnaire (if applicable)