



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) is seeking applications for funding under the OVC Fiscal Year (FY) 2013 Victim Compensation Program Initiative. This program furthers the Department's mission by developing models for improving access to comprehensive services for all crime victims.

OVC FY 2013 CRIME VICTIM COMPENSATION PROGRAM INITIATIVE

Eligibility

Applicants are limited to state victim compensation programs that are eligible to administer VOCA Victim Compensation Formula Grants. (See "Eligibility," page 3.)

Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. (See "How To Apply," page 16.) All applications are due by 11:59 p.m. eastern time on June 3, 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 (606-545-5035 for applicants that reside outside the United States), 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 DeLano Foster, Team Lead, by telephone at 202-307-5983 or by e-mail at delano.foster@usdoj.gov.

Grants.gov number assigned to this announcement: OVC-2013-3609

Release date: April 18, 2013

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OVC FY 2013 CRIME VICTIM COMPENSATION PROGRAM INITIATIVE (CFDA # 16.582)

Overview

Under this solicitation, the Office for Victims of Crime (OVC) will provide funding over the course of 3 years to catalyze innovation and enhance crime victims' access to crime victim compensation funding in the 21st century. These projects/strategies will be developed by eligible state crime victim compensation programs to generate promising practices that may be replicated by state crime victim compensation programs in other jurisdictions in the future. This project is funded through 42 U.S.C. § 10603(c)(1)(A).

Deadlines: Registration and Application

Applicants must register with Grants.gov in order to submit an application. The Office of Justice Programs (OJP) encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on June 3, 2013. See "How To Apply" on page 16 for details.

Eligibility

Applicants are limited to states, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, and any other possession or territory of the United States that has an established, eligible crime victim compensation program and that meets the eligibility requirements specified in VOCA, 42 U.S.C. 10602 (b).

Project-Specific Information

The purpose of the Crime Victim Compensation Program Initiative is to provide funding to develop promising practices, models, or programs designed to enhance access and innovation in the administration of crime victim compensation programs at the state level. OVC will fund two eligible crime victim compensation programs to develop or enhance innovative strategies to increase program responsiveness, efficiency, and accessibility for all crime victims throughout the state or territory, especially underserved victims.

Innovations may be proposed across a wide spectrum of program activity. Examples of innovative strategies include the following:

- Evidence-based practices or policies (i.e., based on research or experience).
- Practices that may be new to the victims field but standard in other fields.
- Creative outreach to new or underserved victim populations.
- Organizational policies or procedures that increase productivity, enhance services to victims, improve customer satisfaction, or generate cost savings.

Applicants are strongly encouraged to explore uses of technology such as social media and electronic tools to reach more crime victims and facilitate victims' access to crime victim compensation. Innovative applications of technology may include the following:

- Online submission and verification of claims.
- Enhancements to existing Web sites to provide more information about available benefits.
- Social networking sites to reach underserved populations.
- Web-based training for the victims compensation workforce.
- Automated data collection and analysis.
- Internal case processing and management procedures, such as development of budgets, maintenance of administrative records, or tracking expenditures.

OVC is particularly interested in strategies that accomplish both purposes—improving access to victim compensation and enhancing program productivity and efficiency.

Goals, Objectives, and Deliverables

The goal of this project is to develop or enhance innovative strategies to increase program responsiveness, efficiency, and accessibility for all crime victims throughout the state or territory, especially underserved victims. The project will proceed in two phases.

Phase 1 is a 12-month period for needs assessment and planning. Objectives for this phase are to identify gaps in access to the victim compensation program; identify and collect core baseline measures of program operations; design a plan for implementing innovative programs, policies, or practices that will address identified gaps; and develop a plan for evaluating outcomes of the proposed innovation(s).

Applicants must undertake a comprehensive, statewide needs assessment to identify gaps and critical challenges in extending compensation services to all crime victims. The assessment should elicit the experiences and perspectives of crime victims; state sexual assault, domestic violence, and other crime victim coalitions; victim service providers; allied practitioners; and nontraditional stakeholders across the state. The state Victims of Crime Act (VOCA) Assistance administrator must be integrally involved in all project components, including the needs assessment. If the state contracts with an outside organization to conduct a needs assessment or any kind of survey or other activity to determine the direction/scope of the enhancements to the program, that outside organization will be barred from receiving any funding (state or federal) to implement the project in the 2 additional years that OVC will provide funding.

Collection of baseline data in Phase 1 is essential to lay the foundation for program evaluation. In addition to the results of the needs assessment, and depending on the innovative strategies to be implemented, examples of baseline data may include the following:

- Descriptive statistics of victims requesting and receiving compensation.
- Number of completed claims filed and number of benefits selected, broken down by demographics of interest.
- Case processing time and number of claims managed per staff.

Phase 1 deliverables will include the following:

- A summary report of the statewide needs assessment.
- A plan for implementing the proposed innovation(s) that details policies, procedures, and protocols, as well as resources such as technology, staffing, and outreach activities

required to carry out the implementation plan, along with a timeline for completing implementation activities.

- An evaluation plan for measuring project effectiveness in achieving the identified outputs and outcomes. The evaluation plan must include a logic model (or “program planning model”¹) that clearly links proposed activities to goals, objectives, anticipated outputs and outcomes, and core measures.
- Letters of intent or memoranda of understanding with key implementation partners.

Implementation should begin in Phase 2 of the project. OVC continuation funding for the second and third years is dependent on grantee performance and availability of funding. Applicants are not expected to provide detailed narrative information or budget information regarding Phase 2. A final report on the planning, implementation, and results of the 3-year project will be required in the third and final year of funding.

Evidence-Based Programs or Practices

OJP places a strong emphasis on the use of data and evidence in policymaking and program development in criminal justice. OJP is committed to the following:

- Improving the quantity and quality of evidence OJP generates.
- Integrating evidence into program, practice, and policy decisions within OJP and the field.
- Improving the translation of evidence into practice.

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. OJP’s CrimeSolutions.gov Web site is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

Amount and Length of Awards

OVC anticipates that it will make two awards totaling \$350,000 for the first 12-month project period. This is a 3-year project with award amounts in the first year ranging from \$25,000–\$250,000, depending on funding justification, population of the state, and the breadth and complexity of the proposed needs assessment/strategic planning phase. Continuation awards for 2 additional years may be made, depending on grantee performance and funding availability. The amount of funding will be proposed by the grantee. Approval will be based on funding availability, soundness of the proposed project implementation strategy, and documented support from key stakeholders in the state, including state sexual assault, domestic violence, and other crime victim coalitions; victim organizations and agencies; and policymakers and VOCA funding administrating agencies.

¹ Visit the OVC TTAC Web page for resources to assist with needs assessment, performance measures, and evaluation. https://www.ovcttac.gov/views/resources/dspResources_PM.cfm

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

Support for this program is authorized under 42 U.S.C. § 10603(c)(1)(A).

Limitation on Use of Award Funds for Employee Compensation; Waiver

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

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

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

Minimization of Conference Costs

OJP encourages applicants to review the OJP guidance on conference approval, planning, and reporting that is available on the OJP Web site at www.ojp.gov/funding/confcost.htm. 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 that 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 DOJ with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. OJP will require any award recipient, post award, to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. Performance measures for this solicitation are as follows:

| Objective | Performance Measure(s) | Data Grantee Provides |
|--------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| To develop or enhance innovative strategies to increase program responsiveness, efficiency, and accessibility for all crime victims. | Number of deliverables that meet OVC's expectations for depth, breadth, scope, and quality of study. | Number of deliverables that meet OVC's expectations for depth, breadth, scope, and quality of study. Number of core measures of program operations identified. Number of core measures of program operations documented. Number of identified gaps in compensation services for all crime victims. |

| | | |
|--|----------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| | Number of deliverables (e.g., reports, data collection) completed on time. | Number of deliverables (e.g., reports, data collection) completed on time . |
|--|----------------------------------------------------------------------------|-----------------------------------------------------------------------------|

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.

Note on Project Evaluations

Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute “research” for purposes of applicable DOJ human subjects protection regulations. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP’s performance measure data reporting requirements likely do not constitute “research.” Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as “a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge,” 28 C.F.R. § 46.102(d). For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the “Research and the Protection of Human Subjects” section of the OJP “Other Requirements for OJP Applications” Web page (www.ojp.usdoj.gov/funding/other_requirements.htm). Applicants whose proposals may involve a research or statistical component also should review the “Confidentiality” section on that Web page.

Notice of Post-Award FFATA Reporting Requirement

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

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 non-responsive to the scope of the solicitation, or that do not include the application elements that OVC has designated to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, OVC has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet, and Budget Narrative. Applicants may combine the Budget Narrative and the Budget Detail Worksheet in one document; however, if an applicant submits only one document, it must contain **both** narrative and detail information.

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. 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 OJP's Grants Management System (GMS) take information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable).

2. Abstract

Applications should include a high quality "Project Abstract" that summarizes the proposed project in 400 words or less. Project Abstracts should be a 1-page summary that describes the purpose of the project, goals and objectives, progress to date if the application is for continuation funding, and activities that will be implemented to achieve the project's goals and objectives, methods, and outcomes; written for a general public audience; submitted as a separate attachment with "Project Abstract" as part of its file name; and single-spaced, using a standard 12-point font with 1-inch margins.

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

All project abstracts should follow the detailed template available at www.ojp.usdoj.gov/funding/Project_Abstract_Template.pdf.

In the project abstract, applicants are asked to indicate whether they give OJP permission to share their project abstract (including contact information) with the public. Granting (or failing to grant) this permission will not affect OJP's funding decisions, and, if the application is not funded, granting permission will not guarantee that abstract information will be shared, nor will it guarantee funding from any other source.

Note: OJP may choose not to list a project that otherwise would have been included in a listing of 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. The following sections should be included as part of the program narrative.

a. Problem Statement

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

b. Project Goals and Objectives

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

c. Project Design/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 tasks, activities, staff responsibilities, and clear descriptions of interim deliverables and final products. Applicants are strongly encouraged to include a logic model (or program planning model) that clearly depicts relationships between project goals, objectives, and activities, along with anticipated outputs, outcomes, and measures.

Applications must include a time-task plan that clearly identifies objectives, major activities, and products. This time-task plan must include the following:

- The designation of organizations responsible to complete each activity.
- A schedule for the completion of the activities.
- The submission date to OVC of finished products.
- The submission of semiannual progress reports and quarterly financial reports.

The time-task plan and logic model presented in chart form will not be included as part of the 25-page narrative limitation.

If your project requires a privacy certificate, the privacy certificate must be approved by the OVC grant monitor prior to commencing any activity covered by the privacy certificate (e.g., focus groups, surveys, interviews, evaluations, needs assessments). See page 13 for more information on privacy certificate requirements.

d. **Organizational Capabilities and Project Management**

Applicants must include a clear description of the management structure. Applicants must include a description of the proposed professional staff members' unique qualifications that will enable them to fulfill their grant responsibilities. Applicants must describe how the program will be managed and include an organizational chart or information describing the roles and responsibilities of key organizational and functional components and personnel. Applicants must also include a list of personnel responsible for managing and implementing the major stages of the project. The project director must have both the substantive expertise and experience to perform crucial leadership functions and sufficient time to devote to the project to provide the needed guidance and supervision. The management plan should also provide for the requisite expertise to carry out the Phase 1 needs assessment and baseline data collection. Job descriptions should be attached.

e. **Plans for Collecting the Data Required for the Solicitation's Performance Measures**

Submission of performance measures data is not required for the application. Performance measures are included as an alert that successful applicants will be required to submit specific data to OVC as part of the reporting requirements. For the application, the applicant should indicate an understanding of these requirements and discuss how the required data will be gathered, should the applicant receive funding.

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

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.

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 (i.e., reasonable, allocable, and necessary for project activities).

Applicants should demonstrate in their budget narratives how they will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary or how technology and collaboration with outside organizations could be used to reduce costs without compromising quality. If the state contracts with an outside organization to conduct a needs assessment or any kind of survey or other activity to determine the direction/scope of the enhancements to the program, that outside organization will be barred from receiving any funding (state or federal) to implement the project in the 2 additional years that OVC will provide funding.

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

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. Tribal Authorizing Resolution

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

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

7. Privacy Certificate (if applicable)

OVC and recipients of OVC funding are subject to confidentiality requirements protecting research and statistical information collected that is identifiable to a private person under the DOJ regulations found at 28 CFR Part 22. Identifying characteristics include, but are not limited to, identifiers such as name, address, Social Security number or other identifying number, fingerprints, voiceprints, photographs, genetic information, or any other item or combination of data about a person that could reasonably lead, directly or indirectly, by reference to other information, to identification of that individual(s). OVC requires recipients of OVC funding to submit a Privacy Certificate prior to engaging in any project activities that involve data collection on individuals through observations, interviews, reports, or review of administrative records, or any project tasks likely to result in the gathering or development of information identifiable to individuals. OVC-funded activities that require a Privacy Certificate prior to conducting the activity include, but may not be limited to, a needs assessment, program evaluation, survey, or focus group interviews. **If the applicant’s project includes any activity listed above, the applicant must include a Privacy Certificate with the application materials submitted.** For sample Privacy Certificates, visit www.ojp.usdoj.gov/funding/forms/privacy_cert.pdf to view the two model Privacy Certificates available for adaptation.

8. Additional Attachments:

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

- the federal or state funding agency;
- the solicitation name/project name; and
- the point of contact information at the applicable funding agency.

| Federal or State Funding Agency | Solicitation Name/ Project Name | Name/Phone/E-mail for Point of Contact at Funding Agency |
|---------------------------------|---------------------------------|----------------------------------------------------------|
| DOJ/COPS | COPS Hiring Program | Jane Doe, 202/000-0000; jane.doe@usdoj.gov |

| | | |
|--------------------------------------------------------------|-------------------------------------------------------------------------------|------------------------------------------|
| HHS/ Substance Abuse & Mental Health Services Administration | Drug Free Communities Mentoring Program/ North County Youth Mentoring Program | John Doe, 202/000-0000; john.doe@hhs.gov |
|--------------------------------------------------------------|-------------------------------------------------------------------------------|------------------------------------------|

- b. Other attachments include the following materials:
- Résumés of key personnel (required). For positions that are vacant, provide job descriptions outlining roles and responsibilities and the selection criteria for the proposed new positions.
 - Letters of support and/or memoranda of understanding must be provided from agencies and organizations, including academic partners, whose support and collaboration are integral to the successful implementation of the project (required).
 - A detailed time-task plan must be provided (required).
 - A logic model, or program planning model, is strongly encouraged.

9. **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 nongovernmental entity and that has not received any award from OJP within the past 3 years must download, complete, and submit this form.

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

Selection Criteria

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 (i.e., reasonable, allocable, and necessary for project activities); budget narratives should generally demonstrate how applicants will maximize cost effectiveness of grant expenditures. Budget narratives

should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.² (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 AAG, 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
- Confidentiality
- Research and the Protection of Human Subjects

² 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 cost.

- 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 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 e-mail updates will be notified.

All applicants are required to complete the following steps:

1. **Acquire a DUNS number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used 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-2013-3609.
6. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. Applicants that expend any funds for lobbying activities must provide the detailed information requested on the *Disclosure of Lobbying Activities* form (SF-LLL). Applicants that do not expend any funds for lobbying activities should enter “N/A” in the required highlighted fields.
7. **Submit an application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The message will state whether OJP has received and validated the application, or rejected it, with an explanation. **Important:** OJP urges applicants to submit applications **well in advance** of the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

Note: Grants.gov only permits the use of specific characters in names of attachment files. Valid file names may only include the following characters: A-Z, a-z, 0-9, underscore (), hyphen (-), space, and period. Grants.gov will forward the application to GMS. GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: “.com,” “.bat,” “.exe,” “.vbs,” “.cfg,” “.dat,” “.db,” “.dbf,” “.dll,” “.ini,” “.log,” “.ora,” “.sys,” and “.zip.”

Note: Duplicate Applications

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

Experiencing Unforeseen Grants.gov Technical Issues

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the OVC contact identified in the Contact Information section on page 1 **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 cannot forward your resume. **Note:** Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.

Application Checklist

OVC FY 2013 Crime Victim Compensation Program Initiative

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

Eligibility Requirement: Applicants are limited to states, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, and any other possession or territory of the United States that has an established eligible crime victim compensation program, and that meets the eligibility requirements specified in VOCA, 42 U.S.C. 10602 (b).

_____ The federal amount requested is within the allowable limit(s) of \$75,000. 

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 9)
- _____ Program Narrative (see page 10)
- _____ Budget Detail Worksheet (see page 11)
- _____ Budget Narrative (see page 11)
- _____ Indirect Cost Rate Agreement (if applicable) (see page 12)
- _____ Tribal Authorizing Resolution (if applicable) (see page 13)
- _____ Privacy Certificate (if applicable) (see page 13)
- _____ Additional Attachments (see page 13)
 - _____ Disclosure of Pending Applications
 - _____ Resumes of key personnel
 - _____ Letters of support and/or memoranda of understanding (MOU)
 - _____ Detailed time task plan
- _____ Other Standard Forms as applicable (see page 14, including:
 - _____ Accounting System and Financial Capability Questionnaire, if applicable)