



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) is seeking applications for the Vision 21: Building State Technology Capacity program. This program furthers the Department's mission by awarding funds to Victims of Crime Act (VOCA) Formula State Administrating Agencies to enhance the state's access to technology, increase victims' access to resources, and increase accuracy of administrative reporting.

Vision 21: Building State Technology Capacity

Eligibility

Eligible applicants are limited to state victim assistance and compensation programs that are eligible to administer VOCA Victim Compensation/Assistance Formula Grants.

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 May 15, 2014. (See "Deadlines: Registration and Application," page 3.)

All applicants are encouraged to read this [Important Notice: Applying for Grants in Grants.gov](#).

Contact Information

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

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the OVC contact identified below **within 24 hours after the application deadline** and request approval to submit their application.

For assistance with any other requirements of this solicitation, contact Joel Hall, Victim Justice Program Specialist, by telephone at 202-307-3940 or by e-mail at joel.hall@usdoj.gov.

Grants.gov number assigned to this announcement: OVC-2014-3855

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Vision 21: Building State Technology Capacity (CFDA # 16.826)

Overview

This program seeks innovative proposals from Victims of Crime Act (VOCA) Formula State Administrating Agencies to implement or enhance the state's access to technology, increase access for victims to state resources, and improve timeliness of administrative reporting. The goal is to help improve the quality and timeliness of program data received, as well as increase the profile, accessibility, and responsiveness of state victim-serving organizations to crime victims.

This project is authorized Department of Justice Appropriations Act, 2014, Pub. L. No. 113-76, 128 Stat 5, 63, January 17, 2014.

Deadlines: Registration and Application

Applicants must register with Grants.gov prior to submitting 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, eastern time on May 15, 2014. See "How to Apply" on page 16 for details.

Eligibility

Refer to the title page for eligibility under this program.

Program-Specific Information

In May 2013, OVC published [Vision 21: Transforming Victim Services Final Report](#) (Vision 21), a framework for strategic change in the victim services field. The goal of Vision 21 is to change the way we respond to victims in this Nation, through a comprehensive and systemic approach, to ensure that every victim of crime receives the best responses and services. Vision 21 outlined recommendations in four broad categories: (1) conduct continuous rather than episodic strategic planning; (2) support the development of research; (3) ensure the statutory, policy, and programmatic flexibility to address enduring and emerging crime victim issues; and (4) build and institutionalize capacity through an infusion of technology, training, and innovation to ensure that the field is equipped to meet the demands of the 21st century.

The Vision 21: Building State Technology Capacity program addresses the needs of state grantees to increase access to technology, victims' access to state resources, and the accuracy of administrative reporting. As our society turns more and more to innovative technology, victim service providers and the VOCA state administering agencies must be prepared to respond to the rapid evolution of communication technologies by developing organizational capacity to not only support their organization's data collection needs, but to support victims of crime in new and varied ways that still protect the victims' rights to safety and confidentiality.

Applicants must address a demonstrated gap in technology that impedes their ability to effectively and efficiently report accurate and timely data or that negatively impacted a victim's ability to access resources in the digital age. They must address a need for which there currently are no resources, or for which resources are limited or insufficient. Proposals must demonstrate how the program would benefit the state's victim service providers and/or benefit a crime victim's ability to access services via enhancements in technology.

Goals, Objectives, and Deliverables

The goal of this initiative is to provide a competitive funding opportunity for VOCA formula state administering agencies that identify technological improvements to enhance their current systems, to build new systems to increase access to technology, to increase victims' access to resources, or to increase the accuracy of its administrative reporting. OVC anticipates awarding approximately \$2,250,000 to an unspecified number of state applicants. OVC will review the applications submitted competitively and determine which projects make the best use of the available funds.

Technology innovations can be proposed across a wide spectrum of project activities. Examples of innovative strategies can include, but are not limited to:

- Increasing online access to underserved victims.
- Increasing access to individuals with limited English proficiency.
- Increasing online presence with social media.
- Enhancing victim compensation database technology to increase efficiency and reduce claim processing time.
- Building or enhancing access to technology by the state and its subgrantees for administrative reporting.
- Building or improving statewide grants management systems or case management systems on the state or local level.
- Online staff training.
- Telemedicine.

Applicants must be willing to undertake a series of comprehensive strategic planning sessions with state and community stakeholders, where appropriate. Through this collaborative strategic planning partnership, criteria will be developed to determine strategies and effective collaborative models for planning, implementing, and evaluating the proposed innovations in the state and/or surrounding communities. These meetings should elicit the experiences and perspectives of crime victims, state stakeholders, victim services providers, and other state agencies that are directly impacted by the proposed innovation.

For those states that have already conducted a needs assessment or gap analysis, the application should describe that process and the need for the technology initiative. The application should describe the development and implementation process over the course of the grant period, which can be from 1 to 3 years. The grantee should document the implementation process in a report and conduct a basic evaluation of the new technology.

For larger projects that propose a more extensive development and implementation period, the proposal should include the following three elements:

- Strategic planning
- Implementation
- Evaluation

The objective of strategic planning is to identify gaps in technology that can be enhanced by building the state's technological capacity. The award recipient will work with stakeholders in the state to develop collaborative partnerships to identify existing technological gaps that impede effective data collection and technological innovations that could reduce or eliminate barriers to timely, efficient, and effective services for crime victims. If strategic planning already occurred, it should be described in the application.

Strategic planning activities *may* include the following; including a logic model is mandatory:

- Strategic planning committee meetings.
- Preparation of a summary report of all strategic planning meetings.
- Preparation of a statewide needs assessment, if applicable.
- Preparation of a plan to implement the proposed technological innovation(s) that includes (1) areas for improvement identified by any strategic planning committee; (2) scope of innovation(s) proposed; (3) a time-task plan; and (4) estimated costs.
- Preparation of an evaluation plan to measure the project's effectiveness in achieving the identified outputs and outcomes. The evaluation plan must include a logic model (or "program planning model") that clearly links proposed activities to goals, objectives, anticipated outputs and outcomes, and core measures.
- Letters of intent or Memorandums of Understanding (MOU) with key implementation partners.

Implementation may include the following activities:

- Strategic planning committee meetings to (1) review the proposed technology innovation(s) with the strategic planning committee prior to release; (2) develop a revised time-task plan, if necessary; and (3) develop a training plan, if needed.
- Preparation of a summary report of all strategic implementation meetings.
- Development of all contracts and MOUs with vendors implementing the identified areas of improvement.

Evaluation of the planning, implementation, and results of the improvements can occur simultaneously with implementation. Activities may include the following:

- Conducting a comprehensive assessment of the outputs and, if possible, the impact of the implementation of the technology programs.
- Preparing a summary report that includes any needs assessments, surveys, or other assessment devices completed during the comprehensive assessment. OVC will assume responsibility for publication and dissemination of any document created.

OVC encourages the award recipient to use virtual innovative technologies to connect with partners and stakeholders during the strategic planning process and any required training, when applicable (teleconferencing or video conferencing, webinars, Web forums, etc.). This will reduce the cost, approval requirements, and time commitments required when meeting face-to-face. It will also model the kind of technological innovations OVC wants to promote. OJP policy and guidance encourage minimization of conference, meeting, and training costs.

A Grant Adjustment Notice must be submitted through OJP's Grants Management System requesting program office approval of beta versions of all databases, Web sites, social media, and any other technological improvements prior to their activation.

Evidence-Based Programs or Practices

OJP strongly emphasizes the use of data and evidence in policymaking and program development in criminal justice, juvenile justice, and crime victim services. OJP is committed to:

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

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. 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 an unspecified number of awards totaling approximately \$2,250,000. Awards will range from \$25,000 to \$250,000, depending on funding justification, population of the state, needs assessment/strategic planning, and the breadth and complexity of the proposed technology enhancement program. Funding requests must be reasonable in relation to the proposed program and be supported by a strong strategy that is tied to a detailed budget. Applications must clearly indicate the total amount of funding that will be required to complete the proposed program. The amount of funding will be proposed by the award recipient.

The proposed award period is 12 to 36 months, depending on the complexity and scope of the proposed technological improvements outlined in the proposal. Proposals that exceed 3 years will not be considered.

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

OVC anticipates that these awards will be made as cooperative agreements to ensure involvement in key decisions and direction of the project. In furtherance of the goals and objectives described above, OVC's role will include the following:

- Reviewing and approving major plans, including changes to such plans, and key decisions pertaining to project operations.
- Reviewing and approving major project-generated documents (e.g., needs assessment tool and overall plan to assess needs).
- Providing guidance on significant project plans and participating in project-related training events or meetings.

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 2014 salary table for SES employees is available at www.opm.gov/salary-tables. 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.

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs

OJP strongly encourages applicants that propose to use award funds for any conference-, meeting-, or training-related activity to review carefully—before submitting an application—the OJP policy and guidance on “conference” approval, planning, and reporting available at www.ojp.gov/funding/confcost.htm. OJP policy and guidance encourage minimization of conference, meeting, and training costs; require prior written approval (which may affect project timelines) of most such costs for cooperative agreement recipients and of some such costs for grant recipients; and set cost limits, including a general prohibition of all food and beverage costs.

Costs Associated With Language Assistance (if applicable)

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

For additional information, see the "Civil Rights Compliance" section 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 |
|--|--|---|
| To enhance the state’s access to technology, increase access for victims to state victim resources, and increase accuracy of administrative reporting. | Number of projects implemented. | Number of state capacity building projects implemented due to Vision 21 funding. |
| | Number of deliverables that meet expectations. | Number of identified stakeholders participating in strategic planning. Number of strategic planning meetings held, if applicable. Number of established contracts or MOUs with key implementation partners. |
| | Percent of gaps resolved based on program evaluations. | Number of technology gaps identified as a result of research. Number of technology gaps resolved. Scope and range of technology gaps identified during statewide planning. Descriptions of actions taken to resolve the technology gaps. |
| | Percentage of funds expended. | Amount of funds awarded. Amount of funds expended. |

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” below 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.

What an Application Should Include

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

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

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 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. 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.

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

3. Program Narrative

The program narrative should not exceed 25 double-spaced pages in 12-point font with 1-inch margins, and must include six separate sections: Project Abstract, Problem Statement, Project Goals and Objectives, Project Design/Implementation Plan, Organizational Capability and Project Management, and Plans for Measuring Progress and Outcomes. The connections between and among each of these sections must be clearly delineated. For example, the goals and objectives must derive directly from the problems to be addressed. Similarly, the project design section must clearly explain how the program's structure and activities will accomplish the goals and objectives identified in the previous section. 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:** Applicants must briefly describe the nature and scope of the problem that the project will address. The applicant should use data to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the larger community. Applicants should describe any previous and current attempts to address the problem. Applicants should describe any research or evaluation studies that relate to the problem and contribute to the applicant's understanding of its causes and potential solutions.
- b. Project Design and Implementation:** Logic Model—Applicants must include a logic model that graphically illustrates how the project's problems, goals, objectives, and design are interrelated, leading to anticipated outputs, performance measures, and outcomes. Sample logic models are available at www.ojjdp.gov/grantees/pm/logic_models.html. The applicant must submit the logic model as a separate attachment, as stipulated in "Additional Attachments," page 12.

c. Capabilities and Competencies

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.

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. Budget Narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a Budget Narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

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

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

If an applicant proposes to make one or more non-competitive procurements of products or services, where the non-competitive procurement will exceed the simplified acquisition threshold (also known as the small purchase threshold), which is currently set at \$150,000, the application should address the considerations outlined in the [OJP Financial Guide](#).

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. For assistance with identifying your cognizant agency, please contact the Customer Service Center at 1-800-458-0786 or at ask.ocfo@usdoj.gov. If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf.

6. Tribal Authorizing Resolution (if applicable)

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

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

7. Additional Attachments

a. Applicant disclosure of pending applications

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

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

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

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

| Federal or State Funding Agency | Solicitation Name/ Project Name | Name/Phone/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, with the file name “Disclosure of Pending Applications,” to their application. Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page (e.g., “[Applicant Name on SF-424] does not have pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.”).

b. Research and Evaluation Independence and Integrity

If a proposal involves research and/or evaluation, regardless of the proposal’s other merits, in order to receive funds, the applicant must demonstrate research/evaluation independence, including appropriate safeguards to ensure research/evaluation objectivity and integrity.

For purposes of this solicitation, research and evaluation independence and integrity pertains to ensuring that the design, conduct, or reporting of research and evaluation funded by OVC grants, cooperative agreements, or contracts will not be biased by any personal or financial conflict of interest on the part of the investigators responsible for the research and evaluation or on the part of the applicant organization. Conflicts can be either actual or apparent. Examples of potential investigator (or other personal) conflict situations may include those in which an investigator would be in a position to evaluate a spouse’s work product (actual conflict), or an investigator would be in a position to evaluate the work of a former colleague (potential apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization could not be given a grant to evaluate a project if that organization had itself provided substantial prior technical assistance to that project, as the organization in such an instance would appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research or evaluation project are objective and reliable. Any

outside personal or financial interest that casts doubt on that objectivity and reliability is a problem.

In the attachment dealing with research and evaluation independence and integrity, the applicant should explain the process and procedures that the applicant has put in place to identify and eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or subrecipients. It should also identify any potential organizational conflicts of interest on the part of the applicant with regard to the proposed research/evaluation. If the applicant reasonably believes that no potential personal or organizational conflicts of interest exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest.

For situations in which potential personal or organizational conflicts of interest exist, in the attachment, the applicant should identify the safeguards the applicant has or will put in place to eliminate, mitigate, or otherwise address those conflicts of interest.

Considerations in assessing research and evaluation independence and integrity will include, but may not be limited to, the adequacy of the applicant's efforts to identify factors that could affect the objectivity or integrity of the proposed staff and/or the organization in carrying out the research, development, or evaluation activity; and the adequacy of the applicant's existing or proposed remedies to control any such factors.

c. Other attachments include the following materials:

- Resumes 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 MOUs 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.

8. 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](#).

Selection Criteria

1. Statement of the Problem (20%)
2. Project Design and Implementation, Including Logic Model (40%)
3. Capabilities and Competencies (20%)
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (10%)
5. Budget: complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget Narratives should generally demonstrate how

applicants will maximize cost effectiveness of grant expenditures. Budget Narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.¹ (10%)

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 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
- Confidentiality

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.

- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- Reporting of Potential Fraud, Waste, and Abuse, and Similar Misconduct
- 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 [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act of 2006 (FFATA)
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Active SAM Registration
- Policy and Guidance for Approval, Planning, and Reporting of Conferences (including Meetings and Trainings)
- OJP Training Guiding Principles for Grantees and Subgrantees

How To Apply

Applicants must register in, and submit applications 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.

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

Note on file names and file types: Grants.gov only permits the use of certain specific characters in names of attachment files. Valid file names may include only the characters shown in the table below. Grants.gov is designed to reject any application that includes an attachment(s) with a file name that contains any characters not shown in the table below. Grants.gov is designed to forward successfully submitted applications to OJP’s Grants Management System (GMS).

| Characters | Special Characters | | |
|--------------------|---|-------------------|-----------------------|
| Upper case (A – Z) | Parenthesis () | Curly braces { } | Square brackets [] |
| Lower case (a – z) | Ampersand (&) | Tilde (~) | Exclamation point (!) |
| Underscore (_) | Comma (,) | Semicolon (;) | Apostrophe (‘) |
| Hyphen (-) | At sign (@) | Number sign (#) | Dollar sign (\$) |
| Space | Percent sign (%) | Plus sign (+) | Equal sign (=) |
| Period (.) | When using the ampersand (&) in XML, applicants must use the “&amp;” format. | | |

GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: “.com,” “.bat,” “.exe,” “.vbs,” “.cfg,” “.dat,” “.db,” “.dbf,” “.dll,” “.ini,” “.log,” “.ora,” “.sys,” and “.zip.” GMS may reject applications with files that use these extensions. It is important to allow time to change the type of file(s) if the application is rejected.

All applicants are required to complete the following steps:

- 1. Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866–705–5711 to obtain a DUNS number or apply online at www.dnb.com. A DUNS number is usually received within 1-2 business days.
- 2. Acquire registration with the System for Award Management (SAM).** SAM is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be

registered in SAM to successfully register in Grants.gov. Applicants must **update or renew their SAM registration annually** to maintain an active status.

Applications cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. The information transfer from SAM to Grants.gov can take up to 48 hours. OJP recommends that the applicant register or renew registration with SAM as early as possible.

Information about SAM registration procedures can be accessed at www.sam.gov.

3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS number must be used to complete this step. For more information about the registration process, 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 number for this solicitation is 16.826, titled "Vision 21," and the funding opportunity number is OVC-2014-3855.
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 form *Disclosure of Lobbying Activities* (SF-LLL). Applicants that do not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.
7. **Submit a valid application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The message will state whether the application has been received and validated, or rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received and then receive a rejection notice a few minutes or hours later. Submitting well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges applicants to submit applications **at least 72 hours prior** to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

Click [here](#) for further details on DUNS, SAM, and Grants.gov registration steps and timeframes.

Note: Duplicate Applications

If an applicant submits multiple versions of an application, OVC will review only the most recent valid 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 the title 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 OJP determines that the applicant failed to follow all required procedures, which resulted in an untimely application submission, OJP will deny the applicant's request to submit their application.

The following conditions are generally insufficient to justify late submissions:

- Failure to register in SAM or Grants.gov in sufficient time.
- 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.
- 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

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

IMPORTANT: This 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@imbps.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

OVC FY 2014 Vision 21: Building State Technology Capacity

OJP created this application checklist to assist in developing an application.

What an Applicant Should Do:

Prior to Registering in Grants.gov:

_____ Acquire a DUNS number (see page 17)

_____ Acquire or renew registration with SAM (see page 17)

To Register with Grants.gov:

_____ Acquire AOR and Grants.gov username/password (see page 18)

_____ Acquire AOR confirmation from the E-Biz POC (see page 18)

To Find Funding Opportunity:

_____ Search for the funding opportunity on Grants.gov (see page 18)

_____ Sign up for Grants.gov e-mail notifications (optional) (see page 18)

_____ Read [Important Notice: Applying for Grants in Grants.gov](#)

General Requirements:

_____ Review "[Other Requirements](#)" Web page

Scope Requirement:

_____ The federal amount requested is within the allowable limit(s) of \$250,000.

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 assistance and crime victim compensation program and that meets the eligibility requirements specified in VOCA, 42 U.S.C. 10602 (b).

What an Application Should Include:

_____ Application for Federal Assistance (SF-424) (see page 9)

_____ Project Abstract (see page 10)

_____ Program Narrative (see page 10)

_____ Budget Detail Worksheet (see page 11)

_____ Budget Narrative (see page 11)

_____ Employee Compensation Waiver request and justification (if applicable) (see page 7)

_____ Read OJP policy and guidance on "conference" approval, planning, and reporting available at www.ojp.gov/funding/confcost.htm (see page 7)

_____ Disclosure of Lobbying Activities (SF-LLL) (see page 18)

_____ Indirect Cost Rate Agreement (if applicable) (see page 12)

_____ Tribal Authorizing Resolution (if applicable) (see page 12)

_____ Additional Attachments (see page 12)

_____ Applicant Disclosure of Pending Applications (see page 13)

- _____ Research and Evaluation Independence and Integrity (see page 13)
- _____ Resumes of key personnel (see page 14)
- _____ Letters of support and/or memorandums of understanding (see page 14)
- _____ Detailed time-task plan (see page 14)
- _____ Logic Model (see page 14)
- _____ Accounting System and Financial Capability Questionnaire (if applicable) (see page14)