



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) is seeking applications for OVC Fiscal Year (FY) 2014 Vision 21: Using Technology to Expand National and International Access to Victim Services. This program furthers the Department's mission by responding to the OVC Vision 21 report recommendation, and corresponding appropriation of funding, to provide "support for improved assistance to victims, including information, referrals, and online and hotline services" at the national and international level.

OVC FY 2014 Vision 21: Using Technology To Expand National and International Access to Victim Services

Eligibility

Eligible applicants are limited to nonprofit organizations with the financial and administrative capacity to manage a federal award funding either (as appropriate for the project proposed) a national-scope project serving crime victims within the United States at the national level, or a project serving U.S. citizens and lawful permanent residents victimized while outside of the U.S., or a combination of the two. Applicants must demonstrate a unique capability and strong desire to reach and serve victims of crime through a project that is national and/or international in scope. A private nonprofit organization does not have to have 501(c)(3) status to apply for grant funding under this solicitation.

Applicants are permitted to submit proposals (each with a separate application) for multiple projects under this solicitation. OVC may elect to make awards for applications submitted under this solicitation in future fiscal years, dependent on the merit of the applications and on the availability of appropriations.

Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. (See "How To Apply," page 21.) All applications are due by 11:59 p.m. eastern time on May 15, 2014. (See "Deadlines: Registration and Application," page 4.)

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 Jasmine D'Addario-Fobian, Victim Justice Program Specialist, by telephone at 202-305-3332, or by e-mail at jasmine.d'addario-fobian@usdoj.gov.

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Contents

Overview	4
Deadlines: Registration and Application	4
Eligibility	4
Program-Specific Information	4
Performance Measures	11
What an Application Should Include	12
Project Abstract	13
Program Narrative	13
Budget Detail Worksheet and Budget Narrative	15
Indirect Cost Rate Agreement (if applicable)	16
Additional Attachments	16
Accounting System and Financial Capability Questionnaire	19
Selection Criteria	19
Review Process	19
Additional Requirements	20
How To Apply	21
Provide Feedback to OJP	24
Application Checklist	25

OVC FY 2014 Vision 21: Using Technology To Expand National and International Access to Victim Services (CFDA #16.826)

Overview

This solicitation sets forth the requirements for applications under this competitive, discretionary, cooperative agreement program. This program will provide project funding to eligible nonprofit organizations (see Eligibility, page 1) that propose to use technology creatively to interact directly with crime victims and provide information, referral, crisis assistance, and longer term help. OVC seeks applications under the three following categories of victim service projects:

- I. National scope initiatives for all crime victims, or that specifically focusing on sexual violence, domestic violence (including stalking associated with domestic violence), and/or child and/or youth victimization.
- II. National scope initiatives for underserved victims.
- III. Initiatives for American victims of domestic violence (including stalking associated with domestic violence) and/or sexual assault, abroad (including on cruise ships).

Organizations are permitted to apply for multiple projects under this solicitation, and within each project category (each project must have a separate application.) This project is authorized by 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 p.m. eastern time on May 15, 2014. See "How To Apply" on page 21 for details.

Eligibility

Refer to the title page for eligibility under this program.

Program-Specific Information

In 2013, OVC released the *Vision 21: Transforming Victim Services Final Report (Vision 21)*, the first comprehensive assessment of the victim assistance field in nearly 15 years. *Vision 21* presents a cohesive and comprehensive framework for strategic change in the victim services field and addresses ways to overcome political, policy, and philosophical challenges in the field. OVC anticipates that this report will catalyze important first steps in the strategic direction and focus of the victim assistance field. The full report can be found at <http://ovc.ncjrs.gov/vision21/>.

Vision 21 reiterated and reinforced what we already know, both in the field and at the federal level—that there is still a large gap in service delivery to crime victims. There are many victims who, for a variety of reasons, never report their victimization to law enforcement, especially victims of domestic and sexual violence. There are victims who live in areas where services are not readily available or not culturally specific or accessible enough to fully assist them, or whose victimization occurred outside of the United States. Children, teens, and youth continue to be disproportionately effected, often by more than one type of crime. Research shows a majority of children experience physical assault in their lifetimes, and large percentages continue to be maltreated and to suffer exposure to physical and emotional violence in their homes, schools, and communities. All of these may cause lasting effects throughout the lifespan (David Finkelhor, et al., *Violence, Crime, and Abuse Exposure in a National Sample of Children and Youth: An Update*, Pediatrics 167, no. 7, 2013). Crimes such as identity theft and financial fraud can have a devastating impact and, in many cases, tend to target some populations that are already the most underserved and at-risk, such as people who are elderly, and that are increasing at rates that outpace the services available to help the growing number of victims. Many times victims are simply not aware that what happened to them is a crime or that there are services available to help. Because they face a variety of obstacles like these, victims of crime and their families may not receive the services they need to help improve their safety, security, and health. They deserve the best and most competent assistance and support on their journey to become whole again.

Through this program, OVC is implementing a number of recommendations from *Vision 21* in order to begin closing this gap in service delivery. They include recommendations to provide “support for improved assistance to victims, including information, referrals, and online and hotline services,” and to make better use of technology in providing victim services to improve and increase access.

This program will provide project funding to eligible nonprofit organizations (see Eligibility, page 1) that propose to use technology creatively to interact directly with crime victims (in the United States and/or Americans victimized abroad, depending on the project category) and provide information, referral, crisis assistance, and longer term help. Each proposed project must fall under one of the following categories:

- I. National scope initiatives for all crime victims, or that specifically focuses on sexual violence, domestic violence (including stalking associated with domestic violence), and/or child and/or youth victimization.
- II. National scope initiatives for underserved victims.
- III. Initiatives for American victims of domestic violence (including stalking associated with domestic violence) and/or sexual assault, abroad (including on cruise ships).

Examples of the type of activities OVC seeks to support include expanding text or online services and resources by existing hotlines, extending hotline or online availability to better serve specific populations, and/or creating online or mobile tools and applications to provide services and resources.

OVC plans to fund three categories of projects, as outlined below. Organizations may apply for funding under any or all of the three categories, and may also apply for funding for multiple projects under each category. Applicants must submit a separate application for each proposed project. The number of awards in each category and the award amounts provided below are estimates, and subject to change.

I. National-Scope Victim Service Initiatives

The projects under Category I must directly serve victims of crime and must be accessible by victims in all states and territories.

OVC plans to make four awards ranging from \$500,000 to \$750,000 to address the following:

- Sexual violence,
- Domestic violence, including stalking associated with domestic violence.
- Child and/or youth victimization.
- A general purpose program that would address all crime victims.

Awards in this category must demonstrate the capacity to expand existing services to reach new victims nationwide or provide a new service or response that addresses a longstanding problem. The applicant's estimate of new victims to be reached must correspond to the level of funding requested.

II. National Scope Victim Service Initiatives Proposing To Serve Underserved Victims Identified by the Applicant

The projects under Category II must focus on a specific underserved population of crime victims for which sufficient need is documented. OVC plans to make awards ranging from \$150,000 to \$400,000. Only organizations that currently operate a victim assistance program and demonstrate the capacity to maintain or expand national outreach and services to underserved victims identified and documented by the applicant are eligible under this category. For example (please note, these examples are not exhaustive), an applicant may propose to focus on victims of identity theft/fraud, victims in Indian Country, victims of crime with disabilities, or victims who identify as LGBTQ, among other possibilities.

III. Victim Service Initiatives for American Victims of Domestic Violence and/or Sexual Assault

The projects under Category III must address victims of domestic violence (including stalking associated with domestic violence) and/or sexual assault who are U.S. citizens and lawful permanent residents residing, working, traveling, or studying abroad, or traveling or working on cruise ships. OVC plans to make awards ranging from \$150,000 to \$400,000 for projects in this category. Only organizations that currently operate a victim assistance program and demonstrate the capacity to maintain or expand international outreach and services in the following areas, are eligible under this category:

- Domestic violence (including stalking associated with DV) involving Americans abroad.
- Sexual assault of Americans abroad.

For the purposes of awards made in Category III, for victim services to Americans abroad, "Americans abroad" refers to citizens or lawful permanent residents of the United States who are traveling or residing (whether temporarily or permanently) overseas, including on cruise ships and U.S. military bases, but excluding U.S. possessions and territories.

The services under all proposed projects must be provided by trained staff and/or contractors experienced in the provision of quality victim services and supervised by the applicant. Applicants should identify needs and gaps in this area and determine necessary partners and what service provision they may already be providing that could be leveraged into broader service provision. Applicants should describe the solution, their approach, their strategies to

address confidentiality, privacy, and safety concerns posed by the use of the technologies proposed, and the impact of their proposed project (including a plan to collect data that shows the impact of the funding without infringing on the privacy and confidentiality of crime victims.) In addition to addressing confidentiality, privacy, and safety concerns, applicants should submit a detailed plan for data use, including what will and will not be collected and how information and the technological solution will be kept secure. If the applicant is building on existing services, applicants should document what services are currently provided, how many victims are served, and how many victims they anticipate being able to serve if their capacity is extended or if the funding allows them to provide new services under this program. Applicants should be prepared, within 3 months of award, to provide baseline measures that will be used to demonstrate the impact of this Vision 21 funding through expansion of services provided or number of victims served.

Goals, Objectives, and Deliverables

The goal of this solicitation is to provide funding to support projects that provide outreach and direct assistance to victims, particularly those who have never been served or for whom services are not readily available, nationally and/or internationally (for Americans abroad). Applicants must have the capacity to provide a full range of victim services depending on the population they propose to serve, including, but not limited to, providing information, referrals, crisis assistance, safety planning and/or assistance with relocation and safe housing, assistance with filing pertinent forms for orders of protection or compensation, assistance with obtaining travel documents, counseling, advocacy, and other forms of longer term help.

Applicants proposing a project under Category III that would address victimization abroad or on cruise ships must be prepared to coordinate closely with OVC, the Federal Bureau of Investigation's Office of Victim Assistance, the Department of State, and other relevant federal agencies in the provision of emergency assistance, and should also be familiar with Department of State Consular and Department of Defense victim services resources. Applicants may budget for provision of some emergency assistance funding to victims where gaps in available funding for such needs may occur. Applicants proposing projects that will provide services to victims abroad should budget funds for a 1½–2-day grantee operational meeting at OJP in Washington, D.C., to coordinate with OVC, relevant federal agencies, and other nongovernmental organizations on service delivery and collaboration.

Applicants proposing projects under this solicitation must not only demonstrate the capacity to operate on a national or international level (as relevant, depending on the proposed project), but must also demonstrate knowledge of the victim services field and the ability to coordinate and collaborate with, as well as provide referrals to, available resources and services throughout the United States (or abroad), including those at the local level, to support the victim population the applicant proposes to serve. Examples of such resources include, but are not limited to other national victim service hotlines and organizations and local chapters thereof; local and state-wide hotlines; state victim coalitions; local victim assistance providers; culturally specific, community-based organizations; tribal organizations; emergency services; legal service programs; and health care providers (including mental health).

Branding of the hotline, online services, Web portals, mobile applications, tools, and materials developed under this initiative should be attached to existing services where appropriate to take advantage of name recognition and facilitate marketing the new services. OVC expects that applicants proposing new services not linked to an existing hotline or other service vehicle will brand the new services separately from the applicant's organization in order to encourage

developing an independent identity. This makes it possible to transition between providers without an interruption in branding or services, if needed. The applicant should discuss in the proposal an outline of a detailed plan for outreach and marketing of the new or expanded services to the public, the field, and, specifically, the population it proposes to serve. A complete plan for outreach and marketing will be required as an interim deliverable. The outline and detailed plan should describe strategies to publicize the new or enhanced service throughout the United States and its possessions and territories, as well as abroad, if applicable.

All applications must include a detailed description of the methods that will be used to ensure privacy and confidentiality of the victims being served through their program, including proper handling of confidential or sensitive information and use of data, including the submission of a privacy certificate as detailed in the “What an Application Should Include” section of this application package.

While collaboration with law enforcement (where indicated) is not precluded, this solicitation seeks applications for programs that are focused on protecting and promoting the safety of victims and their family members using a victim-centered approach. This means that services provided through the proposed initiative must:

- Protect and promote safety for victims and their families.
- Build on strengths and resources of victims and their families.
- Offer options and support for independent decisionmaking by victims, based on the specific needs and circumstances of victims and their families.
- Assist victims and their families with obtaining services that are culturally appropriate and respectful of characteristics of their community.
- Be appropriately coordinated with other community partners and/or criminal justice system components.

Interim deliverables for projects that involve new technology solutions may include:

- Business rules.
- Wireframe of the proposed technology solution.
- Technical requirements.
- Design compositions for the proposed technology solution.
- PlanQuality Assurance Testing.
- Plan for user testing (Beta Testing) with victims to ensure the solution meets the needs of the end user.

It is understood that projects under this solicitation may have collaboration, assessment, and implementation phases. Applicants developing a new technology solution should expect to work closely with both OVC and OJP’s Office of the Chief Information Officer (OCIO) at each stage of project development.

Interim deliverables for all projects should include:

- Identification of baseline measurements within 3 months of start date.
- A detailed plan for outreach and marketing of new or expanded services.

Final deliverables may include, but are not limited to:

- Creation of online or mobile tools, applications, or other technology solutions to provide services and resources.
- Expansion of text or online services and resources by existing hotlines.

- Extending hotline or online availability to better serve specific populations.

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

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

OVC anticipates making up to 10 awards under this solicitation, for a total award amount of up to \$4.15 million. OVC anticipates that award amounts will range from \$150,000 to \$750,000 per year, depending on the nature, scope, and complexity of the project, per the parameters discussed in the section "Project-Specific Information." The exact number and amount of awards is subject to change depending on the applications received.

- Up to four awards ranging from \$500,000 to \$750,000 (see Project Specific Information, Category I).
- Smaller awards ranging from \$150,000 to \$400,000 (see Project Specific Information, Categories II and III).

Funding requests must be reasonable in relation to the proposed project and supported by a strong strategy that is tied to a detailed budget. Applicants must clearly indicate the total amount of funding that will be required to complete the proposed project, either incrementally or all at once.

Award Period: 12–15 months, with up to four continuation awards of 12 to 15 months each. Applicants are not expected to provide a detailed strategy or budget for subsequent years of the project in their application, but should outline a projected plan to carry out the continuation phases of the projects in their application narrative.

Applicants that propose multiyear projects requiring supplemental funding in subsequent years should be aware that all funding under this program solicitation is contingent on the availability and amount of FY 2014 and subsequent fiscal year funding. In addition, OVC will consider

grantee performance in meeting project goals as an important factor in providing any continuation funding.

Budget Information

Limitation on Use of Award Funds for Employee Compensation; Waiver

With respect to any award of more than \$250,000 made under this solicitation, 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 that the applicant 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 (1) encourage minimization of conference, meeting, and training costs; (2) 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 (3) set cost limits, including a general prohibition of all food and beverage costs.

Costs Associated With Language Assistance

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 provide high quality and timely comprehensive services to support projects that provide outreach and direct assistance to victims, particularly those who have never been served or for whom services are not readily available.	<p>Percent increase in the number of services.</p> <p>Percent increase in the number of victims served.</p>	<p>The number of services provided to the victim population the applicant proposes to serve at the beginning and end of the report period, by type of service.</p> <p>The number of NEW victims served for the first time during the report period.</p> <p>The TOTAL number of victims served during the report period, by type. (This includes new clients and existing clients served during the report period.)</p>
	<p>Number materials developed.</p> <p>Number of materials disseminated.</p> <p>Number of times Web- or mobile application-based resources are accessed.</p> <p>Number of visits to Web site or mobile application.</p>	<p>Number and type of materials developed.</p> <p>Number and type of materials disseminated.</p> <p>Number of Web page hits or access to mobile applications, and other statistics (i.e., which specific resources are receiving the most hits. The grantee must specify what these other statistics are.)</p>
	Number of outreach efforts to stakeholders.	Number of outreach efforts to stakeholders through outreach and marketing activities to promote new or enhanced services (by types of efforts).

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 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.

Permission to Share Project Abstract with the Public: It is unlikely that OVC will be able to fund all promising applications submitted under this solicitation, but it may have the opportunity to share information with the public regarding promising but unfunded applications, for example, through a listing on a Web page available to the public. The intent of this public posting would be to allow other possible funders to become aware of such proposals.

In the project abstract template, 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, and must include 6 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 program 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 or 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:** 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 must convincingly document that the proposed project will be national or international in scope, as appropriate for the project proposed (i.e., the deliverables will be of utility to many communities across the Nation or internationally, as opposed to being of utility only to a specific state or jurisdiction.) The applicant's strategy or design must include clear descriptions of project phases, tasks, activities, staff responsibilities, interim deliverables, and final products. The applicant must specify the goals and objectives of the project. 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 objectives should be measurable and relate directly to the issues described in the statement of the problem. The time-task plan must include the designation of organizational responsibility, a schedule for the completion of the activities, and the submission of finished products. In preparing the time-task plan, the Gant chart, or schedule, applicants should make certain that all project activities will occur within the proposed project period. Applicants proposing a multiyear project that must be supplemented with funding in subsequent years are not expected to provide a detailed strategy or budget for the subsequent years of the project; however, in the application narrative, applicants should outline a projected plan for carrying out the continuation phases of the project.

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.ojdp.gov/grantees/pm/logic_models.html.

Applicants developing a new technology solution should expect to work closely with both OVC and OJP's OCIO at each stage of project development.

- c. Capabilities and Competencies:** Organizational capability will be assessed on the basis of (1) the applicant's described management structure and financial capability; (2) results of current grant efforts (if applicable); and (3) the applicant's project management plan and documentation of the professional staff members' unique qualifications to perform their assigned tasks. If the applicant is building on existing services, applicants should document what services are currently provided, how many victims are served, and how many victims they anticipate being able to serve if their capacity is extended or allows them to provide new services under this program. 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 applicant must clearly demonstrate the qualifications and experience of their direct service staff and subcontractor partners to provide quality services to victims and their families. Resumes of key staff should be attached. If additional staff will be hired to complete the project, the applicant should provide a job description and identify the selection criteria. Applicants should also provide detailed information about staff committed to work on the project contingent upon receipt of funding. Applicants must state their administrative and financial capability to manage federal grants. Applicant must document that key staff on the project possess the requisite subject matter expertise. The applicant 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.

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.

Applicants proposing services to victims abroad should budget funds for a 1½–2-day grantee operational meeting at OJP in Washington, D.C., to coordinate with OVC, other federal agencies, and relevant nongovernmental organizations on service delivery and collaboration.

All applicants that receive annual funding of more than \$100,000 should access the online Financial Management Training course. Please go to the OJP Training and Technical Assistance Web site at www.ojp.usdoj.gov/training/training.htm.

Consultant rates may not exceed the maximum of \$450/day or, if paid by the hour, \$56.25/hour for a maximum 8-hour work day. Travel costs associated with project staff who are not directly employed by the grantee organization must be listed under the Consultant Category on the budget information sheet.

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 (as 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 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. 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 subaward 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 to their application, with the file name “Disclosure of Pending Applications.” Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page (e.g., “[Applicant Name 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. 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.ojdp.gov/grantees/pm/logic_models.html. The applicant must submit the logic model as a separate attachment.

d. Résumés of Key Personnel

For positions that are vacant, provide job descriptions outlining roles and responsibilities and provide the selection criteria for the proposed new positions (required).

e. Memorandums of Understanding/Contracts/Letters of Support must be provided to document payment structures with organizations that will be providing direct services to clients served under this grant (required).

f. A Detailed Time-Task plan must be provided (required).

g. A Privacy Certificate

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, or 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 <http://ovc.gov/grants/help.html> and view the two model privacy certificates available for adaptation.

7. 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 Plan, including Logic Model (40%)
3. Capabilities and Competencies (20%)
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%)
5. Budget: complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget Narrative should generally demonstrate how applicants will maximize cost effectiveness of grant expenditures. Budget Narrative should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.¹ (10%)
6. Privacy Certificate (5%)

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

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.

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
- 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/web/grants/register.html.
- 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-2014-3847.

6. **Select the correct Competition ID.** Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If applying to a solicitation with multiple Competition IDs, select the appropriate Competition ID for the intended purpose area of the application.
7. **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.
8. **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 page 2 **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@lmbps.com. The OJP Solicitation Feedback e-mail account will not forward your resume. **Note:** Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.

Application Checklist

OVC FY 2014 Vision 21: Using Technology to Expand National and International Access to Victim Services

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

What an Applicant Should Do:

Prior to registering in Grants.gov:

- Acquire a DUNS Number (see page 22)
- Acquire or renew registration with SAM (see page 22)

To register with Grants.gov:

- Acquire AOR and Grants.gov username/password (see page 22)
- Acquire AOR confirmation from the E-Biz POC (see page 22)

To find funding opportunity:

- Search for the funding opportunity on Grants.gov (see page 22)
- Select the correct Competition ID (see page 23)
- Sign up for Grants.gov e-mail notifications (optional)(see page 23)
- 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 \$750,000.

Eligibility Requirement: Eligible applicants are limited to nonprofit organizations with the financial and administrative capacity to manage a federal award funding either (as appropriate for the project proposed) a national-scope project serving crime victims within the United States at the national level, or a project serving U.S. citizens and lawful permanent residents victimized while outside of the U.S., or a combination of the two. Applicants must demonstrate a unique capability and strong desire to reach and serve victims of crime through a project that is national and/or international in scope. A private nonprofit organization does not have to have 501(c)(3) status to apply for grant funding under this solicitation.

Applicants are permitted to submit proposals (each with a separate application) for multiple projects under this solicitation. OVC may elect to make awards for applications submitted under this solicitation in future fiscal years, dependent on the merit of the applications and on the availability of appropriations.

What an Application Should Include:

- Application for Federal Assistance (SF-424) (see page 13)
- Project Abstract (see page 13)
- Program Narrative (see page 13)

- _____ Budget Detail Worksheet (see page 15)
- _____ Budget Narrative (see page 15)
- _____ Employee Compensation Waiver request and justification (if applicable) (see page 10)
- _____ Read OJP policy and guidance on conference approval, planning, and reporting available at www.ojp.gov/funding/confcost.htm (see page 10)
- _____ Disclosure of Lobbying Activities (SF-LLL) (see page 23)
- _____ Indirect Cost Rate Agreement (if applicable) (see page 16)
- _____ Additional Attachments
 - _____ Applicant Disclosure of Pending Applications (see page 16)
 - _____ Research and Evaluation Independence and Integrity (see page 17)
 - _____ Logic Model (see page 18)
 - _____ Résumés of Key Personnel. For positions that are vacant, provide job descriptions outlining roles and responsibilities and provide the selection criteria for the proposed new positions (required). (see page 18)
- _____ MOUs/Contracts/Letters of Support must be provided to document payment structures with organizations that will be providing direct services to clients served under this grant (required). (see page 18)
- _____ A Detailed Time-Task plan must be provided (required). (see page 18)
- _____ A Privacy Certificate must be provided (required). (see page 18)
- _____ Accounting System and Financial Capability Questionnaire (if applicable) (see page 19)