



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) is seeking applications for the OVC FY 2014 Victim Assistance Professional Development Fellowship Program—Vision 21 Fellowship. This program furthers the Department’s mission by supporting a fellowship position to assist OVC in its mission to advance victims’ rights and services through training, technical assistance, and public awareness activities.

OVC FY 2014 Victim Assistance Professional Development Fellowship Program— Vision 21 Legal Assistance Fellowship

Eligibility

Eligible applicants must be individuals (organizations are not eligible to apply) who demonstrate the financial and administrative capacity to manage the cooperative agreement; as well as the desire, knowledge, and ability to execute the development of training, technical assistance, public awareness, and other informational resources successfully to meet the needs of victim service providers and allied practitioners who serve crime victims. The Legal Assistance Fellowship is open only to attorneys, with favorable consideration given to those applicants who have a few years of experience working on related legal or policy issues, including (but not limited to) services to low-income individuals or pro bono legal assistance, crime victim legal issues, or victims’ legal rights. Applicants agree to abstain from any outside employment, either compensated or uncompensated, for the duration of the fellowship, unless approved in writing by the Director of OVC. Applicants should read the OVC Fellowship Guidelines that are available at www.ojp.usdoj.gov/ovc/pdf/OVC_Fellowship_Guidelines.pdf.

Deadline

Applicants must register with Grants.gov prior to submitting an application. (See “How To Apply,” page 18.) All applications are due by 11:59 p.m. eastern time on May 8, 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 Meg Morrow by telephone at 202-353-0591, or by e-mail at Meg.Morrow@usdoj.gov.

Grants.gov number assigned to this announcement: OVC-2014-3832

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OVC FY 2014 Victim Assistance Professional Development Fellowship Program— Vision 21 Legal Assistance Fellowship (CFDA #16.582)

Overview

The mission of the Office for Victims of Crime (OVC) is to enhance the Nation's capacity to assist crime victims and to provide leadership in changing attitudes, policies, and practices to promote justice and healing for crime victims. OVC fulfills its mission, in part, through improving the skills, knowledge, and abilities of crime victim service providers and allied professionals who provide services and support for victims, or help to ensure that victims are aware of their rights and are able to exercise those rights. The individuals awarded funding under this solicitation will undertake activities on issues emanating from OVC's strategic planning initiative, Vision 21: Transforming Victim Services, specifically the findings and recommendations in the initiative's [Final Report](#) that relate to the need for legal services for victims of crime. The cooperative agreement for the Fiscal Year (FY) 2014 Vision 21 Legal Assistance Fellowship is awarded under 42 U.S.C. §§10603 (c)(1)(A) and (c)(3)(E), which authorizes funding for training, technical assistance, demonstration projects, and fellowships.

Deadlines: Registration and Application

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 Thursday, May 8, 2014. See "How To Apply" on page 17 for details.

Eligibility

Refer to the title page for eligibility under this program.

NOTE: Any applicant for the Legal Assistance Fellowship must be an attorney. Applications from people who are not attorneys will be considered nonresponsive and will not be forwarded for peer review. Favorable consideration will be given to those attorney applicants who have a few years of experience working on related legal or policy issues, including (but not limited to) services to low-income individuals or pro bono legal assistance, working on crime victim legal issues, or victims' legal rights. The Legal Assistance Fellow will not provide legal advice to OVC, but instead will use his or her legal knowledge and experience in the legal assistance field to provide OVC with technical assistance in the programmatic implementation of various OVC legal assistance initiatives and projects.

Program-Specific Information

Background and Purpose

OVC is committed to enhancing the Nation's capacity to assist crime victims and to provide leadership in changing attitudes, policies, and practices to promote justice and healing for all victims of crime. OVC is also responsible for implementing several pieces of federal legislation that are intended to advance victims' rights and services, as well as improve the skills, knowledge, and abilities of crime victim advocates, service providers, and allied professionals who are responsible for intervening on behalf of victims and witnesses.

In addition, OVC is dedicated to helping organizations promote awareness of crime victims' rights and issues and to providing appropriate and sensitive services to victims. Unfortunately, gaps occur in services for crime victims, in the promotion of awareness of crime victims' rights and services, and in other areas where there is potential to help victims of crime. Sometimes these gaps develop because practitioners who serve victims lack the training to appreciate the full impact of crime on victims, or these providers may lack understanding of crime victims' rights. Sometimes these gaps occur when policy decisions are based on outdated data. As a result, the victim services field needs continuing education about the impact of crime on underserved victims and how to increase support for these victims.

OVC has statutory authority under 42 U.S.C. §10603(c)(3)(E) to fund fellowships that further its mission. The Vision 21 Legal Assistance Fellow will specifically support OVC's mission in the wake of the Vision 21: Transforming Victim Services Initiative. Vision 21 is an OVC initiative designed to expand the vision and impact of the crime victim services field. The 2-year strategic planning initiative culminated in a framework for strategic, transformative change, addressing ways to overcome the obstacles faced by the field (see [Vision 21: Transforming Victim Services Final Report](#). Chapter 2 of the report, Meeting the Holistic Legal Needs of Crime Victims, is devoted to the findings in this area.)

This competitive solicitation will fund the Vision 21 Legal Assistance Fellowship, which will be critical in assisting OVC with any implementation efforts related to support of comprehensive, holistic legal assistance for victims of crime, based on recommendations in the *Vision 21 Final Report*. The fellowship will be funded for 1 year, with the possibility of continuation for an additional 4 years, contingent on funding availability, programmatic need, and grantee performance.

Program Strategy

The specific fellowship—Legal Assistance Fellowship—should be listed in box number 11 of the Application for Federal Assistance (form SF-424), in the project abstract, and in the project narrative. Applicants are advised that the overarching goal of this fellowship is to assist OVC in meeting the larger field's need for evidence-based training, technical assistance, and other resources to support the expansion and effectiveness of services to underserved crime victims. Enhancing the professional development of successful applicants is an important objective of the fellowship program, but activities and deliverables must conform to the solicitation parameters. Applicants who propose more narrowly focused fellowships that focus on their specific interests or a specific victim demographic, type of victimization, or type of legal services will not be considered responsive to the solicitation and will not be forwarded for peer review.

Additionally, please note that fellowship awards are not intended to support research or

other academic work currently being pursued by an individual or work that the individual would like to undertake and is seeking support to pursue.

The fellowship recipient will work either onsite at OVC in Washington, D.C., or remotely. If remote work is proposed by the applicant and approved by OVC, the fellow must commit to making at least six periodic trips to Washington, D.C., to meet with OVC management and staff (see the section on budget in “What an Application Should Include,” page 10). The fellow will work 80 hours per each 2-week pay period for the duration of the fellowship and will be allowed 15 days of absences for vacation, with advanced notice, and 13 days of absences for illness/medical reasons during the 12-month period. Specific schedules can be discussed on a case-by-case basis. Fellow performance will be monitored by a staff member in the assigned division, with ultimate oversight by OVC management. For a fellow working onsite at OVC, workspace and equipment, including telephone, computer, office supplies, and Internet access, will be provided by OJP. Fellows must successfully complete an OJP security clearance before beginning the fellowship at OVC.

Goals, Objectives, and Deliverables

The overarching goal of the OVC Victim Assistance Professional Development Fellowship Program is to enhance the efforts of OVC to facilitate the understanding, development, or enhancement of innovative programs, models, practices, and protocols that serve crime victims. A secondary goal is to foster the professional development of practitioners in the victim assistance field by providing them an opportunity to work closely with career and political federal staff, contractors, grantees, and myriad public and private organizations in Washington, D.C., and throughout the Nation. The fellow will support OVC staff through the provision of direct operational assistance to crime victim service organizations and agencies; the design and development of innovative initiatives and training programs; and assessment and capacity-building efforts. The fellow also will be responsible for developing articles and speeches on specific topics covered in the fellowship category area. The activities and deliverables for this fellowship are outlined below.

Under the Legal Assistance Fellowship, an individual will be selected to work on a range of issues and efforts being undertaken by OVC to build capacity for the provision of free legal assistance to victims of crime following their victimization. The individual selected for the Legal Assistance Fellowship will support OVC’s work to develop evidence-based training, technical assistance, and models for programs and practices that build organizational and service provider capacity in this area.

During the fellowship period, activities of the fellow will include—

- Assisting in the assessment of the technical assistance, training, and capacity-building needs of victim service providers and allied practitioners.
- Supporting efforts to design and administer OVC-funded training and technical assistance initiatives and demonstration projects, including the Legal Assistance for Crime Victims Capacity-Building Initiative and the Wraparound Victim Legal Assistance Network Demonstration Project.
- Supporting other efforts of OVC grantees or subgrantees working on developing and/or expanding legal services to victims of crime.
- Supporting initiatives emanating from Vision 21, in particular any initiatives that relate to enhancing legal assistance to victims of crime.

- Contributing to the development of a quarterly electronic newsletter for OVC discretionary grantees.
- Developing reports, speeches, and articles to support OVC's training, technical assistance, and capacity-building initiatives to expand evidence-based resources for the crime victims field.
- Assisting in the collection and analysis of performance measures and other programmatic information provided by OVC grantees or subgrantees that develop training, technical assistance, and other resources that enhance crime victims' access to rights and services.
- Participating in internal and external stakeholder meetings, forums, and conferences for the purpose of providing information on OJP/OVC efforts to build capacity for providing legal assistance to victims.
- Participating in professional development and training activities.

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.

Award Period: The award period is 12 months. The fellowship is designed to span up to 5 years, with OVC potentially awarding continuation funding for 4 additional years, contingent upon grantee performance and funding availability.

Award Amount: Up to \$140,000 is available for the fellowship, with no more than \$100,000 to be allocated for salary. Salary will depend on experience and salary history.

OVC will make one award under this solicitation.

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/pay-leave. 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 applicationthe 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 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 efforts of OVC to facilitate the development or enhancement of innovative programs, initiatives, and resources that serve crime victims, and to foster the professional development of practitioners by working onsite within OVC. | Number of materials developed. | Number of materials developed, by type. |
| | Number of public awareness activities developed. | Number of public awareness activities developed, by type (speeches, articles, reports, Web-based products, and public awareness and education initiatives developed or contributed to). |
| | Number of meetings attended. | Number of internal and external stakeholder meetings attended/participated in, including working groups, forums, conferences, and other training and technical assistance initiatives. |
| | Number of recommendations developed. | Number of recommendations developed and provided to OVC management on potential areas of expansion and improvement that enhance the OVC Fellowship Program. |

OJP does not require applicants to submit performance measures data with their applications. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section “What an Application Should Include” on page 10 for additional information.

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 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 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," "Resume") for all attachments.

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. The abstract should describe in one page the overall project goals and objectives, as well as final project deliverables. All project abstracts should follow the detailed template available at

www.ojp.usdoj.gov/funding/Project_Abstract_Template.pdf.

Permission To Share Abstract and Contact Information with Private Funders

It is unlikely that OVC will be able to fund all promising applications under this solicitation, but it may have the opportunity to share information with private foundations regarding promising but unfunded applications. Applicants should indicate whether they give OVC permission to share their abstract and contact information with potentially interested private foundations. Granting this permission will not affect OJP's funding decisions, and if the application is not funded, it will not guarantee that information will be shared, nor will it guarantee funding from any other source.

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

3. Program Narrative

The program narrative should not exceed 20 doubled-spaced pages in 12-point font with 1-inch margins, and must include 6 separate sections: Project Abstract, Problem Statement, Project Goals and Objectives, Project Design/Implementation Plan, Organizational Capability and Project Management, and Plans for Measuring Progress and Outcomes. Each section is described below. If the program narrative fails to comply with these length-related restrictions, noncompliance may be considered in peer review and in final award decisions.

- **Statement of the Problem:** The problem statement must provide strong rationale for the fellowship project and provide a clear statement of how funding will support the project's value to the victims field by meeting a stated goal.
- **Project Goals and Objectives:** The applicant must specify the goals and objectives of this fellowship. The objectives should be measurable and relate directly to the issues described in the problem statement. The goals should state the overall purpose of what is to be accomplished. The objectives should describe the steps necessary to reach the goals or how the goals will be accomplished. The application should clearly describe how funding will support the overall success of the fellowship project.
- **Project Design and Implementation Plan:** The project design and implementation plan must describe the fellowship strategy and discuss how the strategy will address the identified problems and support the goals and objectives. It must include a time-task plan that clearly identifies objectives, major activities, and deliverables. The time-task plan presented in chart or table form will not be included as part of the 12-page narrative limitation. The time-task plan also must provide for the submission of required quarterly financial status reports and semi-annual progress reports.
- **Capabilities and Competencies:** Applications must include a clear description of the applicant's academic and professional expertise in the subject matter areas of specialization of the fellowship, as well as the applicant's unique qualifications to fulfill the grant responsibilities. Applicants should demonstrate that they possess the flexibility, skills, and temperament to operate in a fast-moving environment on multiple activities, sometimes with very short turnaround time. Applicants should document their ability to work collegially and collaboratively as a member of a team or teams across divisions, offices, agencies, and practitioners in the field. The applicant must demonstrate sufficient subject matter and project management expertise and other necessary skills, such as technical writing and technological proficiency with specific software programs, to perform crucial functions of the specific fellowship. Resumes should be attached to the narrative to support this section and should include all employment and volunteer experience. Resumes should provide contact information for previous supervisors and indicate whether or not the supervisor can be contacted. All required attachments (see below) must be included to document experience and capability; optional attachments may be used

to document specific skills that will assist in the successful completion of the fellowship project.

As noted above, only attorneys are eligible to apply for the Legal Assistance Fellowship. Favorable consideration will be given to those applicants who have a few years of experience working on related legal or policy issues, including (but not limited to) services to low-income individuals or pro bono legal assistance, working on crime victim legal issues, or victims' legal rights.

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

4. Budget Detail Worksheet and Budget Narrative

- **Budget Detail Worksheet**
A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. If you submit a different format, you must include the budget categories as listed in the sample budget worksheet.

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

- **Budget Narrative**
The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. Proposed budgets are expected to be complete, reasonable and allowable, cost effective, and necessary for project activities.

Applicant 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 all costs were estimated and calculated 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.

All expenses must be necessary for the completion of the fellowship and comport with the requirements of the OJP Financial Guide. Applications that exceed the \$140,000 limitation for this solicitation will be considered nonresponsive and will not be reviewed.

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

The only expenses that are **allowable** under this solicitation include the following:

- Personnel (salary), located in section A of the Budget Detail Worksheet. OVC will pay salaries up to \$100,000, depending on education, experience, and salary history. No exceptions to the salary ceiling of \$100,000 will be granted. Benefits are not included as part of salary. If the application is selected for an award, applicants may be required to provide a copy of their last two federal tax returns (with SSN redacted) or other documentation of salary or consulting income history.
- Fringe Benefits, located in section B of the Budget Detail Worksheet, may include life, health, and disability insurance; state workers' compensation; retirement plan; FICA (the employer match of 7.65 percent of salary only); and, for applicants proposing to work onsite at OVC, a public transportation stipend that does not exceed \$130.00 monthly, based on actual expenses. (This amount is based on the current maximum transit subsidy monthly benefit for federal employees and is subject to change.) Applicants must clearly identify which benefits they are requesting and the actual calculations. For example, if the individual is requesting health insurance, the applicant should indicate the amount paid monthly and multiply by 12 to get the annual expense.
- Travel will involve site visits, attendance at conferences and meetings, and participation in training and professional development training. Additionally, for those applicants proposing to work remotely, travel should include periodic trips to Washington, D.C., for 2 to 5 days, to meet with OVC management and staff. Applicants proposing to work onsite at OVC should budget for 6 to 8 trips. Applicants proposing to work remotely should budget for a total of up to 12 trips, at least 6 of which are for travel to Washington, D.C., for work onsite at OVC, and no more than 6 trips for the other purposes listed above. Trips to Washington, D.C., should be estimated based on approximate current costs, with specific estimated allocations for airfare, lodging, and per diem. All other trips should be budgeted at \$1,500 each, with a notation that date, location, and nature of travel will be determined in consultation with OVC management after the award is made. **The applicant should include in the Budget Narrative a notation that travel costs such as per diem and lodging will not exceed the federal guidelines.** Travel expenses should be listed in section C of the Budget Detail Worksheet.
- Supplies (located in section E of the Budget Detail Worksheet) may include expenses to cover professional reference materials and resources relating to the fellowship activities (not to exceed \$500) and business cards (not to exceed \$30).
- Other Costs (section H of the Budget Detail Worksheet) may include costs of a cell phone or Blackberry to maintain communication with OVC staff. (Fellows may opt instead to use a DOJ-issued Blackberry at no cost, in which

case personal cell phone costs may not be included in the budget.) Also allowable in the category are expenses associated with professional development and training relating to the OVC fellowship project. Fees for up to four trainings at up to \$1,000 each should be included. Note: Many training opportunities will be in the Washington, D.C., area, and consequently local for an onsite fellow; however, final decisions will be made in consultation with OVC management. Applicants should identify the type of training that they believe would be most helpful to them in carrying out fellowship activities.

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

- Computers, laptops, and other equipment.
- Moving expenses.
- International travel.
- Indirect costs.

5. Additional Attachments

- **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 who 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.”)

- **Resume.**
- **References** (minimum of three but no more than five professional and/or academic references).
- **List of financial and/or professional affiliations.**
- **Academic transcripts to document level of post-secondary education.**
- **Letters of support.**
- **Optional attachments** (may include items such as certifications of key training or writing samples).

6. Accounting System and Financial Capability Questionnaire

Any applicant (other than an individual) that is a non-governmental entity and that has not received any award from OJP within the past 3 years must download, complete, and submit this [form](#).

Selection Criteria

The Project Abstract and Program Narrative elements (see pages 10–11) will be weighted as follows:

- Abstract (5%)
- Statement of the Problem (10%)
- Project Goals and Objectives (10%)
- Project Design and Implementation Plan (20%)
- Capabilities and Competencies (30%)
- Plan for Collecting the Data Required for this Solicitation’s Performance Measures (10%)
- Budget Detail Worksheet and Budget Narrative: 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 (15%)

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.

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
- 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 registration 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 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 16.582, titled Crime Victim Assistance/Discretionary Grants and the funding opportunity number is OVC-2014-3832.
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 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 ojpeerreview@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

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

What an Applicant Should Do:

To Register with Grants.gov:

_____ Acquire AOR and Grants.gov username/password (see page 19)

_____ Acquire AOR confirmation from the E-Biz POC (see page 19)

To Find Funding Opportunity:

_____ Search for the funding opportunity on Grants.gov (see page 19)

_____ 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 up to \$140,000 for each fellowship, with no more than \$100,000 to be allocated for salary. Salary will depend on experience and salary history.

Eligibility Requirement:

_____ Applicants are limited to individuals; organizations are not eligible to apply. The Legal Assistance Fellowship is open only to attorneys.

What an Application Should Include:

_____ Application for Federal Assistance (SF-424) (see page 10)

_____ Project Abstract (see page 10)

_____ Program Narrative (see page 11)

_____ Budget Detail Worksheet (see page 12)

_____ Budget Narrative (see page 12)

_____ Disclosure of Lobbying Activities (SF-LLL) (see page 19)

_____ Additional Attachments

_____ Applicant Disclosure of Pending Applications (see page 14)

_____ Resume, including salary history (see page 15)

_____ Professional and/or academic references (see page 15)

_____ List of financial and/or professional affiliations (see page 15)

_____ Academic transcripts (see page 15)

_____ Letters of Support (see page 15)

_____ Optional Attachments (see page 15)

_____ Accounting System and Financial

Capability Questionnaire (if applicable) (see page 15)