



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) is pleased to announce that it is seeking applications for funding under the State Victim Assistance Academy Technical Assistance Solicitation. This program furthers the Department's mission by dedicating technical assistance resources that enhance the capability of victim service providers to better respond to the needs and rights of crime victims.

FY 2015 State Victim Assistance Academy Technical Assistance Solicitation

Eligibility

Eligible applicants are public agencies, colleges and universities (including tribal institutions of higher education), nonprofit and for-profit organizations (including tribal nonprofit and for-profit organizations), and faith-based organizations that can demonstrate the capability to carry out all planning activities required by the funded project. For-profit organizations must agree to forgo any profit or management fees.

OVC welcomes applications that involve two or more entities; however, one eligible entity must be the applicant and the others must be proposed as subrecipients. The applicant must be the entity with primary responsibility for administering the funding and managing the entire project. Only one application per lead applicant will be considered; however, subrecipients may be part of multiple proposals.

For additional eligibility information, see Section [C. Eligibility Information](#).

Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 11:59 p.m. eastern time on June 15, 2015.

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

For additional information, see [How to Apply](#) in section D. Application and Submission Information.

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. Additional information on reporting technical issues is found under “Experiencing Unforeseen Grants.gov Technical Issues” in the [How to Apply](#) section.

For assistance with any other requirements of this solicitation, contact Sharron Fletcher, Lead Victim Justice Specialist, by e-mail at Sharron.Fletcher@usdoj.gov or telephone at 202-305-2358.

Grants.gov number assigned to this announcement: OVC-2015-4246

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FY 2015 State Victim Assistance Academy Technical Assistance Solicitation CFDA # 16.582

A. Program Description

Overview

Since 1995, the Office for Victims of Crime (OVC) has worked to establish a network of State Victim Assistance Academies (SVAA) to train victim service providers and allied professionals in each state. The purpose of the SVAA is to provide comprehensive, academically based, fundamental education and training for victim assistance providers, victim advocates, criminal justice personnel, and allied professionals who routinely deal with crime victims. The training provided through SVAA is a critical step to ensuring that all crime victims receive the culturally competent, trauma-informed services they need to support their healing from properly trained victim service providers and allied professionals. The increasingly complex needs of crime victims have resulted in a demand for more coordinated and multidisciplinary training approaches for the field. Recommendations from OVC's *Vision 21: Transforming Victim Services Final Report*, released in 2013, to "build and institutionalize capacity through an infusion of technology, training, and innovation to ensure the field is equipped to meet the needs of the 21st century," acknowledge the integral role SVAA play in meeting the field's training needs and reaffirm OVC's commitment to support this important effort. For this reason, OVC is seeking a training and technical assistance (TTA) provider through this solicitation to develop tools and resources to replicate, evaluate, support, and sustain SVAA.

The statutory authority for the funding of this project is Title 42 U.S.C. §10603(c)(1)(A).

Project-Specific Information

Recognizing the need for a national training curriculum for victim service providers and allied professionals in the victim services field, OVC funded the development of the first National Victim Assistance Academy (NVAA) in 1995 to deliver a blend of education and skills-based training through a state-of-the art, intensive curriculum. When NVAA was launched, one of OVC's long-range goals was to encourage a victim assistance course of study in colleges and universities nationwide. In 1998, OVC cosponsored a state-level victim assistance academy at Michigan State University. Based on the success of the Michigan Academy, OVC funded five pilot sites in 1999 to establish a nationwide network of state academies proficient in meeting the foundation-level educational needs of a broad range of victim service providers and allied professionals. Using NVAA as a framework, OVC envisioned that the SVAA would operate in partnership with an academic institution to develop a comprehensive, fundamental, and academically based course of study in victims' rights and services and victimology to meet the entry-level educational and training needs of victim service providers, victim advocates, and allied professionals working with victims of crime. Since that time, OVC has funded 45 SVAA nationwide. For information on where SVAA are located, visit www.ovc.gov/training/svaa.html.

OVC is issuing the Fiscal Year (FY) 2015 State Victim Assistance Academy Technical Assistance Solicitation to provide dedicated TTA resources to further develop and sustain the SVAA framework and assist SVAA. The TTA provider chosen for this project will work cooperatively with OVC to establish and maintain a community of practice among the SVAA

network, state VOCA assistance and compensation agencies, and colleges and universities working to provide training and education for victim service providers and allied professionals.

The SVAA Framework

OVC developed a defined set of criteria that each academy must meet in order to be recognized as an SVAA. These criteria created a framework for OVC to determine if the academy had been established with a multidisciplinary, trauma-informed, victim-centered approach. The following criteria comprise the SVAA Framework:

- 1. Planning/Steering Committee.** The presence of a diverse, statewide steering committee is essential to the successful implementation and management of an SVAA. As the response to victimization and trauma increasingly requires partnerships among multiple providers, the composition of a planning/steering committee should mirror these partnerships. At a minimum, commitments of support for establishing an SVAA are needed from the state Victims of Crime Act (VOCA) victim compensation and assistance program offices, an accredited college or university, the state attorney general's office, where applicable, and key statewide victim advocacy coalitions and victim service groups. Coordination with the U.S. Attorney's Office is recommended. This broad-based, diverse support is critical to ensuring the success of the project.
- 2. Partnership with Academia.** Establishing a partnership with the academic community is essential. This partnership involves several components, including provision of academic credit through an accredited college or university, establishment of a college or university as a potential host site, help with the training needs assessment and evaluation process, and use of expert faculty to help develop state-specific curricula and help oversee the academy. A college or university also should be able to provide in-resident faculty, low-cost dormitory housing (if and when needed), large and small classroom or training spaces to accommodate both plenary and smaller breakout groups, and a library with Internet access and sufficient computers to allow students access to online educational materials. Academies are encouraged to develop a Memorandum of Understanding (MOU) or obtain a Letter of Commitment from the academic partner that outlines the specific roles, responsibilities, tasks, and other resources dedicated to the SVAA.
- 3. State Training Assessment.** Some states recognize the diversity of the victim assistance workforce and have established minimum training requirements for the victim assistance providers, while other states have already sponsored educational programs. The steering committee should oversee an assessment of existing state-sponsored educational initiatives and victim assistance training resources. Establishing an SVAA is likely to require a determination regarding how existing training initiatives and resources will combine with or complement an SVAA.
- 4. Curriculum Design.** Results of the state training assessment should be used to develop the academy training curriculum. When developing curriculum, OVC recommends SVAA's work with an experienced curricula designer to apply effective training techniques that appeal to different adult learning styles; follow the five core components of effective communication; learn how to facilitate training and work effectively with challenging participants; and identify the appropriate level of training evaluation for each academy. Academy curriculum should include a history of the victim rights movement and outline state-specific victim rights laws, policies, and statutes. VictimLaw, a database of state and federal victims' rights laws and statutes, may be accessed for this purpose at www.victimlaw.org.

- 5. Student Selection.** The steering committee develops the student selection criteria, including a method for screening students and approving student applications to attend the academy. For example, some SVAAAs have encouraged attendance by community teams of providers to help promote a coordinated community response to crime victimization and trauma. Other methods include using a selection committee to choose students after reviewing students' applications and letters of recommendation sent in support of the student's application to the SVAA. Academies are encouraged to emphasize student diversity based on geographic location, demographics, and professional agency affiliation in their selection criteria.
- 6. Staffing.** The steering committee should address staffing, including the type and number of staff needed to plan, organize, and manage the state academy. In addition to choosing staff to direct the project and provide administrative support, the committee should address the selection of teaching faculty and the determination of which modules will be taught by college or university faculty, which will be presented by local agency and advocacy group representatives, and which modules may be co-presented by both practitioners and academicians. OVC encourages a blend of practitioners and academicians. Finally, the committee must identify a method for assisting teaching faculty with the development of interactive training and coursework.
- 7. Financial Plan.** The development of a viable financial plan to operate and sustain the SVAA is critical to academy success, particularly when the academy is run by nongovernmental organizations. Financial plans must account for annual academy operations. OVC has issued guidance to state VOCA administrators authorizing them to make available a percentage of their administrative funds to supplement OVC funding for the development and implementation of state academies. OVC recommends the development and submission of MOUs or Letters of Commitment that outline the commitment of SVAA steering committee members and partners to support, develop, and sustain the SVAA effort. SVAA financial plans should track resource commitments from SVAA steering committee members and partners, and address additional issues such as:

 - Leveraging and coordinating existing training resources for victim service providers within the state or region;
 - Identifying cost-saving measures, such as providing non-residential training and using Web-based training methods; and
 - Identifying potential strategies to develop a self-supporting SVAA training service.
- 8. Evaluation.** Evaluation is necessary to ensure that each academy is operating as designed and achieving its goals and objectives. SVAAAs must plan to perform a basic evaluation of the academy, incorporating the performance measures and any other performance indicators established to measure academy success. Performance measures will address a mix of immediate and intermediate outcomes and, as appropriate and feasible, information on long-term impact. The evaluation plan should identify all resources that will be devoted to conducting the assessment, including the identification of staff members and staff time, use of outside consultants to assist with the assessment, and any other support costs associated with conducting an evaluation.
- 9. Memoranda of Understanding/Letters of Commitment.** OVC recommends that all partnering agencies represented on the steering committee sign an MOU or Letter of Commitment outlining how they will be involved in planning and implementing the SVAA. Academies are encouraged to identify and track the specific resources that each agency will

dedicate to support the SVAA in the MOUs. The purpose of an MOU is to identify the type and level of commitment each agency is willing to make toward the implementation of the SVAA. By identifying specific roles and obligations and requiring signatures of all agency heads, each agency will feel a high level of commitment to the overall partnership and its decisions and actions. MOUs may also be developed for organizations that do not serve on the steering committee, but support the academy. MOUs should state the type of resource(s) being provided, for what purpose, and for what length of time.

Goals, Objectives, and Deliverables

The goal of the FY 2015 SVAA Technical Assistance Solicitation is to provide dedicated TTA resources that support and enhance the efforts of the SVAA network. Specifically, the solicitation aims to accomplish the following objectives:

1. Elevate the training and education needs of victim service agencies and allied organizations as a key priority to providing culturally competent, trauma-informed services for all crime victims.

A key goal of OVC is to raise the national awareness of the importance of training and education for victim service providers, victim advocates, criminal justice personnel, and allied professionals who routinely work with victims to ensure that all crime victims receive culturally competent, trauma-informed services to support their healing. SVAAs play an integral role in meeting the field's training needs, therefore their work should be seen as a priority in the field.

2. Enhance the capacity of SVAAs to provide culturally competent, trauma-informed training for victim service agencies and allied professionals.

SVAAs require regular access to tools and resources to effectively replicate and evaluate their efforts to provide culturally competent, trauma-informed training for service providers and allied professionals. A TTA provider is needed to deliver dedicated assistance and support to SVAAs to enhance the effectiveness of their training efforts.

3. Develop strategies to sustain academy training efforts.

Sound strategies that ensure training efforts in each state continue over time must be devised in order to develop educated professionals to work with and for crime victim-serving organizations. Creating sustainability tools and resources to guide academy planning and implementation efforts will support their long-term success, which is another important step to ensuring that all crime victims receive culturally competent, trauma-informed services.

OVC anticipates the grantee will complete the following activities and tasks to meet these objectives:

- Establish and maintain a community of practice between OVC, the SVAA network, state VOCA victim assistance and compensation agencies, and colleges and universities working to provide academically based training and education for victim service providers and allied professionals.
- Provide diverse subject matter expertise, including curriculum design and instructor training, and innovative assistance to academies to ensure quality training is provided.
- Provide tools and practical techniques for the community of practice and for the state academies that are working across disciplines to facilitate information sharing, communication, and coordination of efforts.

- Develop tools and resources to replicate, evaluate and sustain the SVAA framework. This includes maintaining and updating existing SVAA training materials. Examples of such materials include a Project Director's Handbook, Fact Sheet(s), and SVAA Directory.
- Collect, develop, and enhance tools and resources that assist academies' development of plans to sustain their efforts over time, and determine how best to share these resources with the larger field.
- Promote SVAA efforts and make presentations at relevant national conferences and forums.
- Facilitate peer-to-peer consultation and networking among participating state academies, as well as relevant organizations within a given state, to promote problem solving and innovation through the exchange of information and ideas.
- Identify relevant information and lessons learned throughout the project. Work with OVC to determine how to develop materials to communicate these findings to the larger field.

Technical assistance will also involve ongoing phone and e-mail consultations, webinars, and other distance and online learning technologies. The TTA provider will work in partnership with OVC and the SVAA network to accomplish the goals, objectives, and activities of the project.

Applicants must clearly demonstrate their knowledge and experience in victim services and compensation, victim rights, training development and delivery methods, and other key components identified by the applicant. Applicants should also demonstrate their knowledge of and relevant connection to academic entities working to develop and provide victim-related courses, training, and education, and have the ability to partner with these entities as needed to support this TTA project. Applicants must:

- Identify a project lead, and other expert consultants to use when needed, to provide ongoing support for SVAA at all levels of implementation.
- Provide technical support, in consultation with OVC, to refine and improve the SVAA framework to keep pace with evidence-based practices and adult learning principles.
- Work collaboratively with OVC to establish and maintain a community of practice among the SVAA network, state VOCA assistance and compensation program offices, and colleges and universities.
- Perform all logistics to support TTA activities and events, including developing meeting agendas, identifying consultants and/or trainers, and providing meeting materials.
- Develop and deliver issue-based training on topics of interest or concern to the SVAA community of practice in collaboration with OVC.
- Maintain regular communication with OVC and the SVAA community of practice on ongoing project issues, developments, and activities.
- Provide OVC with regular updates on the progress of SVAA network efforts to plan, develop, and implement their training academies.
- Develop a system for receiving, tracking, and responding to requests for TTA, including an evaluation process that allows OVC to assess user satisfaction with services.
- Conduct special projects. OVC may require the successful applicant to conduct special projects or develop products in support of SVAA. For example, OVC may wish to convene a SVAA meeting to facilitate peer-to-peer learning and networking among SVAA, state VOCA compensation and assistance agencies, and colleges and universities that offer victim-centered training and education.

OVC expects that it will make any award from this solicitation in the form of a cooperative agreement with the successful applicant to ensure involvement in key decisions and direction of the project. In furtherance of the goals and objectives described above, OVC's role will include the following:

- Reviewing and approving major plans, including changes to such plans, and key decisions pertaining to project operations.
- Reviewing and approving the training resources developed.
- Providing guidance on significant project plans and participating in project-related training events or meetings.

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; and
- 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. The OJP.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.

B. Federal Award Information

OVC estimates that it will make one award of up to \$1,000,000 for a 36-month project period, beginning on October 1, 2015.

OVC may, in certain cases, provide supplemental funding in future years to awards under this solicitation. Important considerations in decisions regarding supplemental funding include, among other factors, the availability of funding, strategic priorities, assessment of the quality of the management of the award (e.g., timeliness and quality of progress reports), and assessment of the progress of the work funded under the award.

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

Type of Award¹

OVC expects that it will make any award from this solicitation in the form of a cooperative agreement, which is a particular type of grant used if OVC expects to have ongoing substantial involvement in award activities. Substantial involvement includes direct oversight and involvement with the grantee organization in implementation of the grant, but does not involve day-to-day project management. See [Administrative, National Policy, and other Legal Requirements](#), under Section [F. Federal Award Administration Information](#), for details regarding the federal involvement anticipated under an award from this solicitation.

Financial Management and System of Internal Controls

If selected for funding, the award recipient must:

(a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

(b) Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards.

(c) Evaluate and monitor the non-Federal entity's compliance with statute, regulations and the terms and conditions of Federal awards.

(d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.

(e) Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive or the non-Federal entity considers sensitive consistent with applicable Federal, state and local laws regarding privacy and obligations of confidentiality.

In order to better understand administrative requirements and cost principles, award applicants are encouraged to enroll, at no charge, in the Department of Justice Grants Financial Management Online Training available [here](#).

Budget Information

Cost Sharing or 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.

¹ See *generally* 31 U.S.C. §§ 6301-6305 (defines and describes various forms of federal assistance relationships, including grants and cooperative agreements (a type of grant)).

Pre-Agreement Cost Approvals

OJP does not typically approve pre-agreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. If approved, pre-agreement costs could be paid from grant funds consistent with a grantee's approved budget, and under applicable cost standards. However, all such costs prior to award and prior to approval of the costs are incurred at the sole risk of an applicant. Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs. Should there be extenuating circumstances that appear to be appropriate for OJP's consideration as pre-agreement costs, the applicant should contact the point of contact listed on the title page of this announcement for details on the requirements for submitting a written request for approval. See the section on Costs Requiring Prior Approval in the [Financial Guide](#), for more 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.² The 2015 salary table for SES employees is available at the Office of Personnel Management [website](#). Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

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

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

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

OJP strongly encourages applicants that propose to use award funds for any conference-, meeting-, or training-related activity to review carefully – before submitting an application – the OJP policy and guidance on conference approval, planning, and reporting available at <http://www.ojp.gov/financialguide/PostawardRequirements/chapter15page1.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

² This limitation on use of award funds does not apply to the non-profit organizations specifically named at Appendix VIII to 2 C.F.R. part 200.

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 under "Solicitation Requirements" in the [OJP Funding Resource Center](#).

C. Eligibility Information

For additional eligibility information, see title page.

Cost Sharing or Match Requirement

For additional information on cost sharing and match requirement, see Section [B. Federal Award Information](#).

Limit on Number of Application Submissions

If an applicant submits multiple versions of the same application, OVC will review only the most recent system-validated version submitted. For more information on system-validated versions, see [How to Apply](#).

D. Application and Submission 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 has designated to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, OVC has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet, and Budget Narrative. Applicants may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one budget document, it must contain **both** narrative and detail information. Please review the "Note on File Names and File Types" under [How to Apply](#) to be sure applications are submitted in permitted formats.

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).

Intergovernmental Review: This funding opportunity (program) **is not** subject to [Executive Order 12372](#). (In completing the SF-424, applicants are to make the appropriate selection in response to question 19 to indicate that the “Program is not covered by E.O. 12372.”)

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.gov/funding/Apply/Resources/ProjectAbstractTemplate.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 webpage 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 be double-spaced, using a standard 12-point font (Times New Roman preferred); have no less than 1-inch margins; and should not exceed 25 pages. 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 Program Narrative must include five separate sections: Problem Statement, Goals and Objectives, Project Design and Implementation Plan, Capabilities and Competencies, 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. The following sections should be included as part of the program narrative and all pages should be numbered:

a. Problem Statement

Applicants must briefly describe the TTA needs of the victims field and the importance of the valuable work completed by the SVAA network. The applicant should use data to provide evidence that the need exists and demonstrate the size and scope of the need. Applicants should describe any previous or current attempts to address the problem and any related research or evaluation studies that contribute to the applicant's understanding of its causes and potential solutions.

Applicants should describe any experience with delivering and evaluating TTA for victim service providers and allied professionals. Applicants should describe any current training materials and resources developed on issues related to providing services and support to victims of crime.

b. Goals and Objectives

Project goals should state the overall purpose of what will be accomplished. The objectives should be measurable, relate directly to the issues described in the problem statement, and describe the steps necessary to reach the goals or how the goals will be accomplished.

c. Project Design and Implementation Plan

The project design and implementation plan must describe how the training and technical assistance project will operate throughout the funding period, and describe the strategies that will be used to achieve the goals and objectives identified in the previous section.

The project design and implementation plan must include a time-task plan that indicates major tasks associated with the goals and objectives of the project, assigns responsibility for each, and plots completion of each task. In preparing the time-task plan, Gant chart, or schedule, applicants should make certain that all project activities will occur within the proposed project period.

Applicants should submit the timeline as a separate attachment, as stipulated in "Additional Attachments," page 18. On receipt of award, the recipient may revise the timeline based on specific guidance provided by OVC (identification of selected states).

Applicants must include a logic model that graphically illustrates how the project's problems, goals, objectives, and design are interrelated, leading to anticipated outputs, performance measures, and outcomes. Sample logic models are available at www.ojjdp.gov/grantees/pm/logic_models.html. The applicant must submit the logic model as a separate attachment, as stipulated in "Additional Attachments," page 18.

d. Capabilities and Competencies

Applicants should describe the roles and responsibilities of project staff, including identification of a lead consultant or project lead, and explain the program's organizational structure and operations. Management and staffing patterns should be clearly connected to the project design described in the previous section. This section should describe the experience and capability of the applicant's organization and any contractors that the applicant will use to implement and manage this effort and its

associated federal funding, highlighting any previous experience implementing projects of similar design or magnitude.

Applicants should be sure to highlight previous experience either conducting or providing TTA using multidisciplinary partnerships and balanced approaches to demonstrate their desire to expand their efforts to strengthen training and education for victim service providers and allied professionals.

Resumes for key staff identified must be submitted as an attachment to the application.

e. Plan for Collecting the Data Required for this Solicitation’s 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
Establish community of practice with the SVAA network, state VOCA compensation and assistance agencies, and universities and colleges.	Number of stakeholders who participate.	Number and type of partners involved in the community of practice.
	Number of outreach efforts to stakeholders.	Number and type of outreach efforts completed to reach stakeholders.
Develop tools and resources to replicate, evaluate, and sustain SVAAAs.	Number of TTA recipients who implemented one or more policies and practices.	Number of TTA recipients reporting they have implemented one or more new or improved policies and practices during the reporting period.
	Number of TTA recipients who reported that the info on policies or practices was useful in addressing their needs.	Number of TTA recipients reporting that the info on policies and practices was useful in addressing their needs.
	Number of materials developed.	Number and type of materials and tools developed during the reporting period.
	Number of materials disseminated.	Number and type of materials and tools disseminated during the reporting period.
Provide effective TTA to support SVAAAs.	Percent of agencies and organizations reporting improvements in operations due to TTA.	Number of agencies who completed training. Number and type of agencies reporting improvements in

		operations due to TTA received (as reported in a post-TTA survey tool).
	Number of agencies and organizations receiving TTA.	Number and type of agencies and organizations that received TTA during the reporting period.
	Number of agencies and organizations requesting TTA.	Number and type of agencies and organizations that requested TTA during the reporting period.
	Percent of participants trained who reported an increase in knowledge, skills, and/or abilities.	Number of participants trained. Number of participants that completed training who report increases in knowledge, skills, and abilities due to TTA (as reported in a pre-post test survey tool).
	Number of participants receiving TTA.	Number of participants that receive TTA during the reporting period.
	Number of TTA events and activities conducted.	Number and type of TTA events and activities conducted during the reporting period.

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/Apply/Resources/BudgetDetailWorksheet.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 Financial Guide at www.ojp.gov/financialguide/index.htm.

b. Budget Narrative

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

Applicants should demonstrate in their budget narratives how they will maximize cost effectiveness of grant expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For

example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

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

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

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

d. Pre-Agreement Cost Approvals

For information on pre-agreement costs, see Section [B. Federal Award Information](#).

5. Indirect Cost Rate Agreement

Indirect costs are allowed only if the applicant has a current 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 the definition of Cognizant Federal Agency, see the "Glossary of Terms" in the [Financial Guide](#). For assistance with identifying your cognizant agency, please contact the Customer Service Center at 1-800-458-0786 or at ask.ocfo@usdoj.gov. If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at <http://www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf>.

6. Tribal Authorizing Resolution (if applicable)

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

7. Applicant Disclosure of High-Risk Status

Applicants are to disclose whether they are currently designated high risk by another federal grant making agency. This includes any status requiring additional oversight by the federal agency due to past programmatic or financial concerns. If an applicant is designated high risk by another federal grant making agency, you must e-mail the following information to OJPComplianceReporting@usdoj.gov at the time of application submission:

- The federal agency that currently designated the applicant as high risk;
- Date the applicant was designated high risk;
- The high-risk point of contact name, phone number, and e-mail address, from that federal agency; and
- Reasons for the high-risk status.

OJP seeks this information to ensure appropriate federal oversight of any grant award. Unlike the Excluded Parties List, this high risk information does not disqualify any organization from receiving an OJP award. However, additional grant oversight may be included, if necessary, in award documentation.

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

b. 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 C.F.R. 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 www.ojp.usdoj.gov/ovc/grants/help.html#forms and view the two model privacy certificates available for adaptation.

c. Memoranda of Understanding/Letters of Commitment

Applications submitted from two or more entities are encouraged to develop and submit signed MOUs or signed Letters of Commitment that provide a detailed description of how the agencies will work together to meet the solicitation requirements. For more information see pages 6–7.

d. Timeline or Milestone Chart

The timeline or milestone chart must include the following:

- Project goals and objectives, as described on page 7. This must also include a schedule for the timely development, review, and final submission of all new materials. This schedule should include at least six benchmarks (i.e., planning, coordination, development, implementation, marketing, evaluation) that the grantee is expected to meet in order to ensure the steady progress of product development throughout the grant period. Applicants must build the 9-month product review deadline into the timeline.
- Related activities and expected completion dates.
- Organization and person(s) responsible for completing each task on the timeline.

e. Logic Model

See page 14 for information about what should be included in the Logic Model.

f. Resumes of Key Personnel

Submit resumes of all key personnel identified in the application. OJP recommends that resumes be included in a single file.

9. Financial Management and System of Internal Controls Questionnaire

In accordance with [2 CFR 200.205](#), federal agencies must have in place a framework for evaluating the risks posed by applicants before they receive a federal award. To facilitate part of this risk evaluation, **all** applicants (other than an individual) are to download, complete, and submit this [form](#).

10. Disclosure of Lobbying Activities

All applicants must complete this information. Applicants that expend any funds for lobbying activities are to provide the detailed information requested on the form Disclosure of Lobbying Activities (SF-LLL). Applicants that do not expend any funds for lobbying activities are to enter “N/A” in the text boxes for item 10 (“a. Name and Address of Lobbying Registrant” and “b. Individuals Performing Services”).

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 automatically 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.

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.		

Grants.gov is designed to forward successfully submitted applications to OJP's Grants Management System (GMS).

GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip." 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:

OJP may not make a federal award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with the requirements by the time the federal awarding agency is ready to make a federal award, the federal awarding agency may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

- 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 16.582, titled "Crime Victim Assistance/Discretionary Grants," and the funding opportunity number is OVC-2015-4246.
6. **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 two notifications from Grants.gov. The first will confirm the receipt of the application and the second will state whether the application has been successfully 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 the same application, OVC will review only the most recent system-validated version submitted. See Note on File Names and File Types under [How to Apply](#).

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 contact the Grants.gov [Customer Support Hotline](#) or the [SAM Help Desk](#) to report the technical issue and receive a tracking number. Then applicant 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; and
- Technical issues with the applicant’s computer or information technology environment, including firewalls.

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

E. Application Review Information

Selection Criteria

1. Statement of the Problem (15%)
2. Project Design and Implementation (40%)
3. Capabilities and Competencies (25%)
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 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.³ (10%)
6. Additional Attachments (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. For purposes of assessing whether applicants have met basic minimum requirements, OJP screens applications for compliance with specified program requirements to help determine which applications should proceed to further consideration for award. Although program requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP grant programs:

- Applications must be submitted by an eligible type of applicant.
- Applications must request funding within programmatic funding constraints (if applicable).
- Applications must be responsive to the scope of the solicitation.
- Applications must include all items designated as “critical elements”.
- Applicants will be checked against the General Services Administration’s Excluded Parties List.

For a list of critical elements, see “What an Application Should Include” under [Section D. Application and Submission Information](#).

³ 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.

OVC may use internal peer reviewers, external peer reviewers, or a combination, to assess applications meeting basic minimum requirements on technical merit using the solicitation's selection criteria. 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, although their views are considered carefully. 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 under prior OVC and OJP awards, and available funding.

OJP reviews applications for potential discretionary awards to evaluate the risks posed by applicants before they receive an award. This review may include but is not limited to the following:

1. Financial stability and fiscal integrity
2. Quality of management systems and ability to meet the management standards prescribed in the Financial Guide
3. History of performance
4. Reports and findings from audits
5. The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities
6. Proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and whether those 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, peer review ratings, underserved populations, geographic diversity, strategic priorities, past performance under prior OVC and OJP awards, and available funding when making awards.

F. Federal Award Administration Information

Federal Award Notices

OJP award notification will be sent from GMS. Recipients will be required to log in; accept any outstanding assurances and certifications on the award; designate a financial point of contact; and review, sign, and accept the award. The award acceptance process involves physical signature of the award document by the authorized representative and the scanning of the fully-executed award document to OJP.

Administrative, National Policy, and other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the agency-approved project proposal and budget, the recipient must comply with award terms and conditions, and other legal requirements, including but not limited to OMB, DOJ, or other federal regulations which will be included in the award, incorporated into the award by reference, or are otherwise applicable to the award. OJP strongly encourages prospective applicants to review the information pertaining to these requirements **prior** to submitting an application. To assist

applicants and recipients in accessing and reviewing this information, OJP has placed pertinent information on its [Solicitation Requirements](#) page of the [OJP Funding Resource Center](#).

Please note in particular the following two forms, which applicants must accept in GMS prior to the receipt of any award funds, as each details legal requirements with which applicants must provide specific assurances and certifications of compliance. Applicants may view these forms in the Apply section of the [OJP Funding Resource Center](#) and are strongly encouraged to review and consider them carefully prior to making an application for OJP grant funds.

- [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)
- [Standard Assurances](#)

Upon grant approval, OJP electronically transmits (via GMS) the award document to the prospective award recipient. In addition to other award information, the award document contains award terms and conditions that specify national policy requirements⁴ with which recipients of federal funding must comply; uniform administrative requirements, cost principles, and audit requirements; and program-specific terms and conditions required based on applicable program (statutory) authority or requirements set forth in OJP solicitations and program announcements, and other requirements which may be attached to appropriated funding. For example, certain efforts may call for special requirements, terms, or conditions relating to intellectual property, data/information-sharing or -access, or information security; or audit requirements, expenditures and milestones, or publications and/or press releases. OJP also may place additional terms and conditions on an award based on its risk assessment of the applicant, or for other reasons it determines necessary to fulfill the goals and objectives of the program.

Prospective applicants may access and review the text of mandatory conditions OJP includes in all OJP awards, as well as the text of certain other conditions, such as administrative conditions, via [Mandatory Award Terms and Conditions](#) page of the [OJP Funding Resource Center](#).

As stated above, OVC anticipates that it will make any award from this solicitation in the form of a cooperative agreement. Cooperative agreement awards include standard “federal involvement” conditions that describe the general allocation of responsibility for execution of the funded program. Generally-stated, under cooperative agreement awards, responsibility for the day-to-day conduct of the funded project rests with the recipient in implementing the funded and approved proposal and budget, and the award terms and conditions. Responsibility for oversight and redirection of the project, if necessary, rests with OVC.

In addition to any “federal involvement” condition(s), OJP cooperative agreement awards include a special condition specifying certain reporting requirements required in connection with conferences, meetings, retreats, seminars, symposium, training activities, or similar events funded under the award, consistent with OJP policy and guidance on conference approval, planning, and reporting.

⁴ See generally 2 C.F.R. 200.300 (provides a general description of national policy requirements typically applicable to recipients of Federal awards, including the Federal Funding Accountability and Transparency Act of 2006 (FFATA)).

General Information about Post-Federal Award Reporting Requirements

Recipients must submit quarterly financial reports, semi-annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with 2 CFR Part 200. Future awards and fund drawdowns may be withheld if reports are delinquent.

Special Reporting requirements may be required by OJP depending on the statutory, legislative or administrative obligations of the recipient or the program.

G. Federal Awarding Agency Contact(s)

For additional Federal Awarding Agency Contact(s), see the Title page.

For additional contact information for Grants.gov, see the Title page.

H. Other Information

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 FY 2015 State Victim Assistance Academy Technical Assistance Solicitation

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 21)
- _____ Acquire or renew registration with SAM (see page 21)

To Register with Grants.gov:

- _____ Acquire AOR and Grants.gov username/password (see page 21)
- _____ 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)
- _____ Download Funding Opportunity and Application Package (see page 22)
- _____ Sign up for Grants.gov e-mail [notifications](#) (optional) (see page 23)
- _____ Read [Important Notice: Applying for Grants in Grants.gov](#)

After application submission, receive Grants.gov e-mail notifications that:

- _____ (1) application has been received,
- _____ (2) application has either been successfully validated or rejected with errors (see page 20)

If no Grants.gov receipt, and validation or error notifications are received:

- _____ Contact OVC regarding experiencing technical difficulties (see page 2)

General Requirements:

- _____ Review the [Solicitation Requirements](#) in the OJP Funding Resource Center.

Scope Requirement:

- _____ The federal amount requested is within the allowable limit(s) of \$1,000,000.

Eligibility Requirement:

_____ Eligible applicants for this solicitation include public agencies, colleges and universities (including tribal institutions of higher education), nonprofit and for-profit organizations (including tribal nonprofit and for-profit organizations), and faith-based organizations that can demonstrate capability to carry out all planning activities required by the funded project. For-profit organizations must agree to forgo any profit or management fees.

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 12)
- _____ Project Abstract (see page 13)
- _____ Program Narrative (see page 13)
- _____ Budget Detail Worksheet (see page 16)
- _____ Budget Narrative (see page 16)
 - _____ Employee Compensation Waiver request and justification (see page 11)
 - _____ Read OJP policy and guidance on conference approval, planning, and reporting available at [ojp.gov/financialguide/PostawardRequirements/chapter15page1.htm](#) (see page 11)
- _____ Indirect Cost Rate Agreement (if applicable) (see page 17)
- _____ Tribal Authorizing Resolution (if applicable) (see page 17)
- _____ Applicant Disclosure of High-Risk Status (see page 18)

_____	Additional Attachments	
_____	Applicant Disclosure of Pending Applications	(see page 18)
_____	Privacy Certificate	(see page 19)
_____	Memoranda of Understanding/Letters of Commitment	(see page 19)
_____	Timeline or Milestone Chart	(see page 19)
_____	Logic Model	(see page 19)
_____	Resumes of Key Personnel	(see page 20)
_____	Financial Management and System of Internal Controls Questionnaire	(see page 20)
_____	Disclosure of Lobbying Activities (SF-LLL)	(see page 20)