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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 the 2012 National Crime Victims' Rights Week (NCVRW) Community Awareness Project. This program furthers the Department's mission by supporting public awareness and community outreach and education activities for crime victims' rights and services.

# OVC FY 2011 National Crime Victims' Rights Week Community Awareness Project

## Eligibility

Applicants are limited to private nonprofit organizations, including faith- and community-based organizations, colleges and universities, public agencies and tribal organizations, and governments. A private nonprofit organization that serves crime victims does not have to have 501(c)(3) status to apply for grant funding under this solicitation. (See "Eligibility," page 3.)

## Deadline

Registration with [Grants.gov](#) is required prior to application submission. (See "How To Apply," page 8). All applications are due by 8:00 p.m. eastern time on April 21, 2011. (See "Deadlines: Registration and Application," page 3.)

## Contact Information

For technical assistance with submitting the application, contact the Grants.gov Customer Support Hotline at 1-800-518-4726 or via e-mail to [support@grants.gov](mailto:support@grants.gov). **Note:** The Grants.gov Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

For assistance with any other requirement of this solicitation, contact Olivia Schramm, Victim Justice Program Specialist, at 202-616-8803 or by e-mail to [olivia.schramm@usdoj.gov](mailto:olivia.schramm@usdoj.gov).

Grants.gov number assigned to announcement: OVC-2011-2972

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# OVC FY 2011 National Crime Victims' Rights Week Community Awareness Project (CFDA #16.582)

## Overview

The statutory authority for this program is 42 U.S.C. § 10603 (c)(1)(A). This cooperative agreement will support the provision of financial and technical assistance to 60 communities nationwide to conduct public education and awareness activities on crime victims' rights and services in their jurisdictions during the 2012 National Crime Victims' Rights Week (NCVRW). All final decisions as to which communities will be funded by the intermediary will be made by the Director of OVC. Depending on grantee performance and funding availability, additional funding may be provided for the planning and execution of the 2013 National Crime Victims' Rights Week Community Awareness Project.

## Deadlines: Registration and Application

Registration is required prior to submission. OJP strongly encourages registering with Grants.gov several weeks before the deadline for application submission. The deadline for applying for funding under this announcement is 11:59 p.m. eastern time on April 21, 2011. Please see "How To Apply" on page 8 for more details.

## Eligibility

Applicants are limited to private nonprofit organizations, including faith- and community-based organizations, colleges and universities, public agencies and tribal organizations, and governments. A private nonprofit organization does not have to have 501(c)3 status to apply for grant funding under this solicitation.

## Project-Specific Information

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

**Background:** OVC is committed to enhancing the Nation's capacity to assist crime victims and providing leadership in changing attitudes, policies, and practices to promote justice and healing for all victims of crime. True to its mission, OVC is responsible for implementing several important pieces of federal legislation that are intended to advance victims' rights and services, and improving 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.

The four key pieces of federal legislation that guide and direct OVC funding activities are the 1982 Victim and Witness Protection Act, at 18 U.S.C. 1501, as amended, which promotes rights and services for victims of crime within the federal system and serves as the foundation of the *Attorney General Guidelines for Victim and Witness Assistance*; the 1984 Victims of Crime Act (VOCA), at 42 U.S.C. 10601, as amended, which establishes the Crime Victims Fund and authorizes programs to support grants for victim compensation, victim assistance services, and improvements in child abuse investigation and prosecution, as well as discretionary grants for training, technical assistance, demonstration projects, and program evaluation; the Victims of Trafficking and Violence Protection Act of 2000, at 22 U.S.C. 7101, as amended, which is

intended to combat trafficking of persons through prevention, prosecution, enforcement, protection, and assistance to victims of trafficking; and, most recently, the Crime Victims' Rights Act of 2004, at 18 USC 3771, as amended, which is intended to protect federal crime victims' rights, including the right to be protected from the accused; the right to be heard at any public proceeding involving the release, plea, or sentencing of the accused; the right to be treated with fairness and respect; the right to timely notice of any public proceeding involving the crime or any release or escape of the accused; the right to proceedings free from unreasonable delay; the right to confer with a government attorney; and the right to full and timely restitution.

The first NCVRW occurred in 1981. Every April since then, OVC has supported local communities throughout the Nation in their observances of NCVRW. Victim service providers typically conduct rallies, candlelight vigils, and a host of other events during this week to promote awareness of victims' rights and needs. To support these activities and to minimize the financial burden on victim assistance agencies, OVC distributes an annual Resource Guide that contains resources such as sample public service announcements, victimization statistics, camera-ready art files, and, in recent years, a short NCVRW educational DVD. Although many victim assistance agencies have conducted awareness activities, these initiatives have not always been successful in reaching out to the full range of victim service providers, or they may not have been focused on all types of crime victimization. Victim assistance agencies have extremely limited funding and staff to support their public education and awareness activities. Consequently, these service providers have had little opportunity to expand the reach of their campaigns and generate innovative mechanisms for greater impact.

To address these issues, OVC implemented a competitive funding opportunity in 2004 that, through an intermediary, provides local communities with up to \$5,000 in funding for costs associated with NCVRW awareness activities. To date, this initiative has enhanced the ability of almost 300 communities throughout the United States to raise awareness of and access to crime victims' rights and services. The after-action reports provided by the organizations receiving funding indicate that most were able to use this funding to take their activities to the next level. They leveraged the funding from OVC to obtain in-kind support from the business, civic, education, faith, mental health, medical, and media sectors in their community. The awareness campaigns were more comprehensive and inclusive, integrating the efforts of other disciplines that serve crime victims and reaching greater numbers of crime victims, including victims in underserved populations such as ethnic and immigrant communities and victims with disabilities.

OVC is continuing this initiative and the selected applicant will serve as the technical assistance provider to the competitively selected subgrantees and will assist OVC in the application review and selection process.

### **Goals, Objectives, and Deliverables**

The goal of this project is to financially, programmatically, and administratively support approximately 60 sub-grants of up to \$5,000 each to victim assistance organizations nationwide and to provide technical assistance to the recipient organizations to promote 2012 National Crime Victims' Rights Week in communities throughout the Nation. The recipient organizations will use this funding and technical assistance to—

- Promote 2012 NCVRW events, victims' rights, and services.

- Design and print educational materials.
- Purchase supplies and materials used in awareness events and activities.
- Support NCVRW event speakers (not to exceed \$450 per speaker per day, based on an 8-hour day).
- Develop a broad, collaborative approach that highlights services for all types of crime victims.

**Subrecipient Eligibility:** Public agencies, nonprofit organizations, community-based victim service organizations, faith-based organizations, tribal organizations, and community coalitions committed to ensuring the rights of and services for crime victims will be eligible to apply for the reimbursable contract funding for the Community Awareness Projects held during 2012 NCVRW. A private nonprofit organization that serves crime victims does not have to have 501(c)(3) status to apply. VOCA-funded organizations are also eligible to apply. Applicants selected for funding will be required to submit an after-action report on their NCVRW activities, including data on performance measures and financial outlays.

The successful applicant must be positioned to undertake a nationwide solicitation of proposals and the delivery of technical assistance to recipient organizations. The successful applicant must be capable of marketing the project so that it meets the goal of funding a project in every state. A group of expert reviewers who are familiar with NCVRW and the victim assistance field and who are willing to volunteer their services to review every application received and be a part of the selection process must be assembled.

### **Project Activities and Deliverables**

- Develop and administer the community project outreach and application processes (final recommendations require the approval of the OVC Director).
- Establish a Review Committee to review, grade, and comment on each application submitted. The Review Committee should meet after all applications are scored to discuss and determine which applications move forward for final approval.
- Advertise and publicize the funding availability through OVC and other public venues.
- Establish an NCVRW Community Awareness Project Web site to advertise the funding opportunity, provide FAQs for first-time applicants, link to the main OVC NCVRW Web site, and establish usernames and passwords for the selected applicants to provide them with assistance to carry out their projects.
- Provide technical assistance to each selected subrecipient organization through use of an interactive Internet-based video conferencing program and individual consultation via e-mail and telephone.
- Adhere to the OJP Financial Guide ([www.ojp.usdoj.gov/financialguide/](http://www.ojp.usdoj.gov/financialguide/)). Community Awareness Project subrecipients **may** be approved for up to \$5,000 reimbursement under this funding for the following activities:

- Purchase of advertising in print media, radio, television, or outdoor advertising to promote NCVRW events, victims' rights, and available services.
  - Design and printing of posters, invitations, fliers, and other promotional or educational materials.
  - NCVRW event speakers (NOT to exceed \$450 per day for each speaker). Supplemental funding from other sources cannot be used to exceed this daily limitation.
  - Rental of space to conduct NCVRW activities and events.
  - Purchase of supplies, materials, and equipment used in public awareness events and activities.
  - **Reasonable** purchases of refreshments for an educational event open to the public.
- The following reimbursements will **NOT** be approved for subrecipients:
    - Salaries.
    - Organizational overhead or operational costs.
    - Refreshment costs not associated with public awareness events or programs.
    - Entertainment (such as bands).
    - Costs associated with a fundraising activity or event.
    - Bar charges or alcoholic beverages.
    - Food and beverage costs associated with award events or ceremonies.
    - Construction costs.
    - Cash prizes, including gift cards, associated with contests, raffles, or drawings.
    - Costs associated with promotional items, such as pins, buttons, or badges that are not directly tied to the 2012 NCVRW theme and are not reasonable.
  - Receive, review, and summarize after-action reports, including documentation and verification of expenses and requests for reimbursement.
  - Submit quarterly financial and biannual progress reports.
  - Prepare a final report to OVC on the overall project, including recommendations for improvement and a list of innovative practices for inclusion in the 2013 NCVRW Resource Guide.

## 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 Amount:** One cooperative agreement will be made in the amount of \$375,000.

**Award Period:** Up to 12 months. Depending on grantee performance and funding availability, additional funding may be provided for the planning and execution of the 2013 National Crime Victims' Rights Week Community Awareness Project.

## 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, federal funds may not be used to pay total cash compensation (salary plus 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 2011 salary table for SES employees is available at [www.opm.gov/oca/11tables/indexSES.asp](http://www.opm.gov/oca/11tables/indexSES.asp).) Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with nonfederal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Assistant Attorney General for OJP. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of its 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 its budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service being provided, 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 that is to be done.

### Match Requirement:

This solicitation does not require a match.

## Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), Public Law 103-62, applicants that receive funding under this solicitation must provide data that measure the results of their work. Any award recipient will be required, 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
Increase public awareness of crime victims' rights and services nationwide during 2012 NCVRW.	Percentage of states and territories represented.	Number of states/territories selected compared to total number of states/territories identified.
Strengthen the capacity of victim assistance agencies to develop a broad, collaborative approach that highlights services for all types of crime victims.	Number of NCVRW events supported.	Number of NCVRW events supported.
	Number of education materials (by type) developed by subgrantees.	Number of educational materials distributed (by type) by subgrantees.
	Number of collaborative partners involved in the NCVRW events.	Number of collaborative partners involved in the NCVRW events.

Submission of performance measure data is not required for the application. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Please refer to “What an Application Should Include” on page 10 for additional information.

## Notice of New Post-Award Reporting Requirements

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

Please note also that applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

## How To Apply

Applications will be submitted through [Grants.gov](http://Grants.gov), a “one-stop storefront” that provides a unified process for all customers of federal awards to find funding opportunities and apply for funding. Complete instructions on how to register and submit an application can be found at



[www.Grants.gov](http://www.Grants.gov). If the applicant experiences technical difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **1-800-518-4726**, 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 up to several weeks** for first-time registrants to receive confirmation and a user password. OJP highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the specified application deadline.

All applicants are required to complete the following steps:

- 1. Acquire a DUNS number.** A DUNS number is required for Grants.gov. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of 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. 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 renewal of an existing award. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling Dun and Bradstreet at 1-866-705-5711 or by applying online at [www.dnb.com](http://www.dnb.com). Individuals are exempt from this requirement.
- 2. Acquire or renew registration with the Central Contractor Registration (CCR) database.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the CCR database. An applicant must be registered in the CCR to successfully register in Grants.gov. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must **update or renew their CCR registration annually** to maintain an active status. Information about CCR registration procedures can be accessed at [www.ccr.gov](http://www.ccr.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](http://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. Please note that there can be more than one AOR for the organization.
- 5. Search for the funding opportunity on Grants.gov.** Please use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.582, titled "OVC FY NCVRW Community Awareness Project," and the funding opportunity number is OVC-2011-2972.

- 6. Submit an application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The validation message will state whether the application has been received and validated, or rejected, with an explanation. **Important:** Applicants are urged to submit applications **at least 72 hours prior** to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification.

**Note: Grants.gov will forward the application 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.”

### **Experiencing Unforeseen Grants.gov Technical Issues**

If an applicant experiences unforeseen Grants.gov technical issues beyond the applicant’s control that prevent submission of its application by the deadline, the applicant must contact OVC staff **within 24 hours after the deadline** and request approval to submit its application. At that time, OVC staff will instruct the applicant to submit specific information detailing the technical difficulties. The applicant must e-mail a description of the technical difficulties, a timeline of submission efforts, the complete grant application, the applicant DUNS number, and Grants.gov Help Desk tracking number(s) received. After the program office reviews all of the information submitted, and contacts the Grants.gov Help Desk to validate the technical issues reported, OJP will contact the applicant to either approve or deny the request to submit a late application. If the technical issues reported cannot be validated, the application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: failure to begin the registration process in sufficient time, failure to follow Grants.gov instructions on how to register and apply as posted on its Web site, failure to follow all of the instructions in the OJP solicitation, and technical issues experienced with the applicant’s computer or information technology environment.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding Web page, [www.ojp.usdoj.gov/funding/solicitations.htm](http://www.ojp.usdoj.gov/funding/solicitations.htm).

### **What an Application Should Include**

This section describes what an application should include and sets out a number of elements. Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that some application elements are so critical that applications unresponsive to the scope of the solicitation, or that do not include a program narrative, or budget detail worksheet including a budget narrative will neither proceed to peer review nor receive further consideration.

OJP strongly recommends use of appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all attachments. OJP recommends that resumes be included in a single file.

**1. Information to complete the Application for Federal Assistance (SF-424)**

The SF-424 is a standard form required for use as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and 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, please select "For-Profit Organization" or "Small Business" (as applicable).

**2. Program Narrative**

The program narrative should not exceed 25 double-spaced pages in 12-point font with 1-inch margins and must include six separate sections—Project Abstract, Problem Statement, Project Goals and Objectives, Project Design and Implementation, Capabilities and Competencies, and Plans for Collecting Data. If the program narrative fails to comply with these length-related restrictions, noncompliance may be considered in peer review and in final award decisions.

The following sections should be included as part of the program narrative.

- a. Project Abstract:** The application should include a 1-page summary that describes the purpose of the project, goals and objectives, and activities that will be implemented to achieve the project's goals and objectives, methods, and outcomes.
- b. Statement of the Problem:** The problem statement must describe the need for the project and provide a clear statement of how funding will support the project's value to the victims' field by meeting a stated goal.
- c. Project Goals and Objectives:** The applicant must specify the goals and objectives of the project. The objectives should be measurable and relate directly to the issues described in the problem statement. The goals should state the overall purpose of what is to be accomplished. The objectives should describe the steps to reach the goals or how the goals will be accomplished (see full description of project goals on page 4).
- d. Project Design and Implementation:** The project design and implementation plan must describe the project strategy and discuss how the strategy will address the identified problems and support the goals and objectives. The applicant's strategy or design must include a description of project phases, tasks, activities, and staff responsibilities, as well as clear descriptions of interim deliverables and final products. It must include a time-task plan that clearly identifies objectives, major activities, and products. The applicant must describe the strategy, tasks, and time-task plan for developing the services and products.

The applicant must develop a time-task plan that clearly identifies major activities and products for the duration of the project period. This plan must include the designation of organization responsibility, a schedule for the completion of the activities, and the submission of finished products. In preparing the time-task plan,

the applicants should make certain that all project activities will occur within the proposed project period. The plan also must provide for the submission of financial and progress reports. **The applicant should keep in mind the OVC requirement that final drafts of all publications, including videos, are to be submitted 120 days prior to the end of the grant period. In most instances, the draft publication will undergo an external review by the subject matter experts retained by OVC to provide written comments on the publication's accuracy, relevance, and readability, and to provide suggestions to enhance the publication. In all instances, the publication will be reviewed internally by OVC and other DOJ agencies.** OVC's Publishing Guidelines for Print and Web Media is online at [www.ojp.usdoj.gov/ovc/publications/infores/pubguidelines/welcome.html](http://www.ojp.usdoj.gov/ovc/publications/infores/pubguidelines/welcome.html) for further guidance on the publication process.

- e. **Capabilities and Competencies:** The application must include a clear description of the applicant's management structure. Applicants must include a description of the current and proposed professional staff members' unique qualifications that will enable them to fulfill their grant responsibilities.

The applicant must describe how the program will be managed and include an organizational chart or information describing the roles and responsibilities of key organization and functional components and personnel. The applicant also must include a list of personnel responsible for managing and implementing the major stages of the project. If additional staff will be hired to complete the project, the applicant should identify the selection criteria. Applicants should also provide detailed information about staff committed to working on the project contingent upon receipt of funding.

- f. **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.

Evaluation is critical to ensure that each OVC project is operating as designed and achieving its goals and objectives. Accordingly, each applicant must provide a plan to assess the project's effectiveness and to evaluate accomplishment of project goals and objectives. Goals and objectives must be clearly stated, links must be established between program activities and objectives, and performance measures must be identified. Data must be provided on the performance measures established for this solicitation as outlined in the Performance Measures section of this solicitation.

The evaluation plan should identify all resources that will be devoted to conducting the assessment, including 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. Assessment information will be submitted

as part of the semiannual progress report, as well as part of the final report due within 90 days of project completion.

### **3. Budget Detail Worksheet and Budget Narrative**

#### **a. Budget Detail Worksheet**

A sample Budget Detail Worksheet can be found at [www.ojp.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.gov/funding/forms/budget_detail.pdf). If the budget is submitted in a different format, the budget categories listed in the sample budget worksheet should be included.

For questions pertaining to budget and examples of allowable and unallowable costs, please see the OJP Financial Guide at [www.ojp.usdoj.gov/financialguide/index.htm](http://www.ojp.usdoj.gov/financialguide/index.htm).

In addition to what is included in the Budget Detail Worksheet (see link above), the Budget should also include line items for the following:

- Review Committee: Must show the breakdown for each day of the in-person review committee meeting, including travel, lodging for approximately 3 nights in a central meeting location, and per diem allowances.
- Other, which may include Review Committee meeting room rental, Internet/video conferencing costs, printing, postage/shipping, costs associated with certificates of appreciation to the successful applicants, lodging, travel, and per diem costs for staff member(s) to attend the OVC Discretionary Grantee Meeting in Washington, D.C.

#### **b. Budget Narrative**

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. The Budget Narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The Budget Narrative should explain how all costs were estimated and calculated and how they are relevant to the completion of the proposed project. The Budget 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.

### **4. Indirect Cost Rate Agreement (if applicable)**

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) A copy of the rate approval should be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant federal agency, which will review all documentation and approve a rate for the applicant organization; or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. If DOJ is the cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at [www.ojp.usdoj.gov/financialguide/part3/part3chap17.htm](http://www.ojp.usdoj.gov/financialguide/part3/part3chap17.htm).

## 5. Additional Attachments

- a. **Resumes of key personnel** must be provided. For positions that are vacant, provide job descriptions outlining roles and responsibilities and the selection criteria for the proposed new positions (required).
- b. **Letters of support and/or memoranda of understanding (MOU)** should be provided from agencies and organizations whose support and collaboration is integral to the successful implementation of the project (if applicable).

## 6. Other Standard Forms

Additional forms that may be required in connection with an award are available on OJP's funding page at [www.ojp.usdoj.gov/funding/forms.htm](http://www.ojp.usdoj.gov/funding/forms.htm). For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Please note in particular the following forms.

- a. [Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements](#) (Required to be submitted in GMS prior to the receipt of any award funds.)
- b. [Disclosure of Lobbying Activities](#) (Required for any applicant that expends any funds for lobbying activities; this form must be downloaded, completed, and then uploaded.)
- c. [Accounting System and Financial Capability Questionnaire](#) (Required for any applicant other than an individual that is a nongovernmental entity and that has not received any award from OJP within the past 3 years; this form must be downloaded, completed, and then uploaded.)
- d. [Standard Assurances](#) (Required to be submitted in GMS prior to the receipt of any award funds.)

## Selection Criteria

Please see **Project-Specific Information** (page 3) and **What an Application Should Include** (page 10) for more details.

1. Statement of the Problem (10%)
2. Project Design and Implementation (30%)
3. Capabilities and Competencies (25%)
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (15%)
5. Budget (20%)

## Review Process

OJP is committed to ensuring a standardized 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 program or legislative requirements as stated in the solicitation.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. OVC may use either internal peer reviewers, external peer reviewers, or a combination to review the applications under this solicitation. An external peer reviewer is an expert in the field of 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. Eligible applications will be evaluated, scored, and rated by a peer review panel. 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, conducts a financial review of 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 also may give consideration to 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 strongly 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](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements

- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [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 (FFATA) of 2006
- Awards in Excess of \$5,000,000—Federal Taxes Certification Requirement
- Active CCR Registration



# Application Checklist

## 2012 National Crime Victims' Rights Week Community Awareness Project

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

**Eligibility Requirement:** Applicants are limited to private nonprofit organizations, including faith-based and community-based organizations, colleges and universities, public agencies and tribal organizations, and governments. A private nonprofit organization that serves crime victims does not have to have 501(c)(3) status to apply for grant funding under this solicitation.

\_\_\_\_\_ The federal amount requested is within the allowable limit(s) of \$375,000.00

### What an Application Should Include:

- \_\_\_\_\_ Application for Federal Assistance (SF-424) (see page 11)
- \_\_\_\_\_ Program Narrative (see page 11–12)
- \_\_\_\_\_ Budget Detail Worksheet (see page 13)
- \_\_\_\_\_ Budget Narrative (see page 13)
- \_\_\_\_\_ Additional Attachments (see page 13)
- \_\_\_\_\_ Other Standard Forms as applicable, including: (see page 13)
  - \_\_\_\_\_ Disclosure of Lobbying Activities (if applicable)
  - \_\_\_\_\_ Accounting System and Financial Capability Questionnaire (if applicable)