

U.S. Department of Justice  
Office of Justice Programs  
*Office for Victims of Crime*



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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 applicants for funding the 13th National Indian Nations Conference: Justice for Victims of Crime. This program furthers the Department's mission by enhancing the capability of victim service providers in American Indian and Alaska Native communities to better respond to the needs and rights of all crime victims.

## OVC FY 2011 National Indian Nations Conference: Justice for Victims of Crime

### Eligibility

Applicants are limited to nonprofit organizations, for-profit organizations, faith-based and community organizations, institutions of higher learning, and consortiums with demonstrated organization and community-based experience working with American Indian and Alaska Native communities, including tribal nonprofit and for-profit organizations, tribal colleges and universities, and tribal consortiums. For-profit organizations must agree to forgo any profit or management fee. (See "Eligibility," page 3.)

### Deadline

Registration with [Grants.gov](#) is required prior to application submission. (See "How To Apply," page 7.) All applications are due by 11:59 p.m. eastern time on April 12, 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](#) 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 Robert Brown, Tribal Victim Assistance Program Manager, at 202-616-3297 or by e-mail to [robert.brown@usdoj.gov](mailto:robert.brown@usdoj.gov).

Grants.gov number assigned to announcement: OVC-2011-2962

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# OVC FY 2011 National Indian Nations Conference: Justice for Victims of Crime

## (CFDA # 16.582)

### Overview

Through the Tribal Victim Assistance (TVA) Discretionary Grant Program and the Children's Justice Act Partnerships for Indian Communities Discretionary Grant Program (CJA), the Office for Victims of Crime (OVC) provides support to tribes and Indian organizations to provide victim services and improve the investigation, prosecution, and case management of child physical and sexual abuse. Each of these demonstration programs has separate training components, making it necessary and important to provide national-scope training. Since 1988, OVC has sponsored 12 national conferences, attended by participants from the tribal, state, and federal levels who were interested in crime victims and crime victim services in American Indian and Alaska Native (AI/AN) communities. These conferences not only provided attendees with information, training, and products to help improve services and the delivery of services for crime victims, but also proved to be an excellent forum for victim advocates, prosecutors, law enforcement officials, judicial personnel, social services personnel, health and mental health professionals, and others to share their successes, challenges, lessons learned, best practices, rewarding achievements, and visions for the future.

Support for this program is authorized under 42 U.S.C. 10603(c)(1)(A).

### 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 12, 2011. Please see "How to Apply" on page 7 for more details.

### Eligibility

Applicants are limited to nonprofit organizations, for-profit organizations, faith-based and community organizations, institutions of higher learning, and consortiums with demonstrated organization- and community-based experience working with AI/AN communities, including tribal nonprofit and for-profit organizations, tribal colleges and universities, and tribal consortiums. For-profit organizations must agree to forgo any profit or management fee.

### Program-Specific Information

**Purpose:** The purpose of this cooperative agreement is to assist OVC in planning and implementing the 13th National Indian Nations Conference: Justice for Victims of Crime, which will take place in 2012.

**Goal:** The goal of this cooperative agreement is to provide timely training, best practices, and resources to increase and enhance the skills of victim service providers, criminal justice

professionals, and other allied professionals in order to improve their response to the needs of AI/AN crime victims.

**Objectives:** The National Indian Nations Conference is the largest and oldest Department-sponsored Indian Nations conference. The theme of the 12<sup>th</sup> conference, held in December 2010, was Walking in Harmony: Honoring Victim Voices to Achieve Safety, Justice, and Healing. It provided training for victim service providers, law enforcement officials, prosecutors, judges, health and mental health professionals, social workers, and victim advocates from tribal, federal, state, and local levels. In total, more than 800 people attended the 2 ½-day event. Issues addressed included victim issues within the tribal criminal justice system, service delivery, advocacy strategies, responding to child abuse, tribal community responsibility, working with victims and Indian nations, improving the criminal justice process, using research and evaluation, safety for elders, working with domestic violence victims, and working with law enforcement and other allied professionals. Participants departed the conference with solid tools to implement tested methods and practices on providing services to Indian Country crime victims; increased knowledge of available federal, state, tribal, and local resources; and information on current research findings—all of which will inform and strengthen crime victim service provider efforts.

Objectives of this cooperative agreement are—

- (1) To assist OVC in conducting a needs assessment.
- (2) To assist OVC in planning and developing a conference agenda.
- (3) To assist OVC in identifying a conference site that is cost effective and, preferably, on tribal property.
- (4) To administer and manage, in coordination with OVC, the planning and monitoring of project activities throughout the cooperative agreement.
- (5) To support the travel of tribal representatives to the conference through the award of scholarships approved by OVC.
- (6) To develop a conference Web site; provide speaker, exhibitor, and attendee conference support; provide online registration; and develop conference graphics and materials, all in conjunction with OVC.
- (7) To assist OVC in presenting a 3-day national conference.
- (8) To provide OVC with a comprehensive post-conference summary and evaluation reports.

**Cooperative Agreement Strategy:** The recipient will assist OVC in sponsoring a 3-day national training conference to meet the goal and objectives listed above. The recipient will review recent conference evaluations and submit a report of the evaluations with recommendations for future training and technical assistance strategies. OVC is responsible for the general oversight and redirection of the cooperative agreement and will review and approve all activities enumerated in the cooperative agreement.

OVC and the recipient will share responsibility for the coordination of topics addressed and services rendered. Where appropriate, the recipient will act jointly with OVC to determine

modifications to the cooperative agreement plan and to budget and design data collection instruments. In executing this responsibility, OVC requires that its cooperative agreement monitor interacts periodically with the recipient (as determined by OVC) throughout the life of the cooperative agreement to discuss activities, plans, problems, and solutions. Responsibility for the day-to-day functions of the cooperative agreement rests with the recipient. This specifically includes operations, data collection, analysis, and interpretation.

**Scholarships:** No less than one-third of the cooperative agreement funding will be used to support scholarships that may include travel, lodging, per diem, and registration fees (if utilized) for tribal participants who otherwise would not be able to attend the conference. Priority will be given to tribal victim advocates, tribal representatives attending as part of a multidisciplinary team, Tribal Victim Assistance grantees, Children's Justice Act Partnership grantees, and others involved in providing crime victim services during the management of victim assistance and child abuse cases.

### **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.

One cooperative agreement will be awarded. The applicant may apply for up to \$600,000 for a project period not to exceed 2 years, from September 1, 2011, to August 31, 2013. Depending on grantee performance and funding availability, additional funding may be provided for the planning and execution of the 2014 National Indian Nations Conference.

### **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
Plan and conduct a crime victim assistance-related multidisciplinary national training conference to support victim assistance programs in AI/AN communities.	Number of hours of training received.  Percentage of participants reporting that the training was relevant to their needs as reported through an evaluation instrument.	Number of hours of training received by participants.  Number of participants reporting by evaluation.  Number of participants reporting an improved ability to perform their duties as a result of training by evaluation.

Submission of performance measures 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 9 for additional information.

**Note on project evaluations:** Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute research for purposes of applicable DOJ human subjects protections. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP’s performance measure data reporting requirements likely do not constitute “research.” Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as, “a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge.” 28 C.F.R. § 46.102(d). For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the “Research and the Protection of Human Subjects” section of the OJP “Other Requirements for OJP Applications” Web page ([www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).) Applicants whose proposals may involve

a research or statistical component also should review the “Confidentiality” section on that Web page.

## 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. 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. 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. 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 database 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 2011 National Indian Nations Conference: Justice for Victims of Crime," and the funding opportunity number is OVC-2011-2962.
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 and 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 should include five separate sections: Statement of Problem, Project/Program Design and Implementation, Capability/Competencies, Budget and Budget Narrative, and Plan for Collecting the Data Required for this Solicitation's Performance Measures. (See "Selection Criteria" and related program-specific information.)

(Note: Submission of performance measures 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.)

### 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).

**b. Budget Narrative**

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

When completing both the Budget Narrative attachment form and the Budget Detail Worksheet, applicants should also consider the following:

Training. The applicant should plan, develop, and conduct a December 2012 national training conference for project participants; and attend an annual OVC discretionary grantee meeting. Such venues should include line items detailing all estimated travel expenses associated with planning/conducting such meetings.

Program Match. A cash and/or in-kind match is not required for this program.

Consultant Rates. Consultant rates may not exceed the maximum of \$450/day or, if paid by the hour, \$56.25/hour for a maximum 8-hour workday per award.

Travel. Travel costs associated with project staff who are not directly employed by the grantee organization must be listed under the Consultant Budget category on the budget information sheet.

Scholarships. No less than one-third of the cooperative agreement funding will be used to support scholarships that may include travel, lodging, per diem, and registration fees (if utilized) for tribal participants who otherwise would not be able to attend the conference. Priority will be given to tribal victim advocates, tribal representatives attending as part of a multidisciplinary team, Tribal Victim Assistance grantees, Children's Justice Act Partnership grantees, and others involved in providing crime victim services during the management of victim assistance and child abuse cases.

OJP Financial Guide: All grantees are required to comply with the regulations and requirements outlined in the OJP Financial Guide. The Financial Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. Copies are available on the OJP Web site. This document will govern the administration of funds by all successful applicants and their contractors.

4. **Indirect Cost Rate Agreement** (if applicable)  
Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. 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.
  - b. **Position descriptions** must be provided for positions that are vacant, which outline roles and responsibilities and provide the selection criteria for the proposed new positions.
  - c. **Letters of support and/or Memoranda of Understanding (MOU)** must be provided from agencies and organizations whose support and collaboration is integral to the successful implementation of the project.
  - d. **Time-Task Plan.** A two-year time-task plan that clearly identifies objectives, major activities, services, and products for the duration of the project period is required. The plan should include the designation of organizational responsibility, a schedule for the completion of the activities, and the submission of finished products. In preparing a time-task plan, Gantt chart, or schedule, applicants should make certain that all project activities will occur within the proposed project period. The plan also must provide for the submission of quarterly financial and semiannual progress reports.
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

Applications will be reviewed using the following criteria. (For related information, see “Program-Specific Information”.)

- **Statement of the Problem/Program (20%).** The problem statement must provide a strong rationale for the project and clearly describe how the proposed project will be of value to the victims’ field by meeting stated goals. The goals and objectives must be clearly specified and related directly to the problem statement. The goal(s) should state the overall purpose of what is to be accomplished. The objectives should describe the steps necessary to accomplish the goal(s), within the context of what the project is to accomplish.
- **Project/Program Design and Implementation (30%).** The program design and implementation plan/methodology must include sufficient detail so the reviewer can understand what will be accomplished, how it will be accomplished, and who will accomplish it. All proposed tasks should be presented in a way that allows the reviewer to see the logical progression of tasks and to be able to relate the tasks directly to the accomplishment of the project goal(s) and objectives. Projected activities should be realistic and reflect the time, staff, and funding allocated to the project. A clear picture of the contents or components of the product or training is important, as is a detailed plan for packaging and disseminating related products to user groups. Detailed procedures for developing, pilot testing, and refining the products should be included, if applicable.
- **Capabilities/Competencies (20%).** The applicant must demonstrate how its resources, capabilities, and experience will enable it to achieve the goals and objectives. The applicant must document its capability to undertake and complete a federally funded project, including evidence that the applicant possesses the requisite staff and expertise. Organizational capability will be assessed on the basis of (1) the applicant’s described management structure, financial capability, and the results of current crime victim assistance efforts, if any; and (2) the applicant’s project management plan and documentation of the professional staff members’ unique qualifications to perform their assigned tasks. The applicant must clearly establish that their experience and resources enable them to achieve the goals and objectives that they propose to accomplish with the funding.
- **Budget and Budget Narrative (15%).** The reviewer will examine the identified project tasks, milestones, and assignment of staff resources within the framework of the proposed budget. The applicant must demonstrate that there is sufficient staff and time to accomplish the proposed tasks in a cost-effective manner. Applicants must show cost-effective and efficient use of grant resources, demonstrating that all grant-related expenses are necessary for project completion. Tasks and activities described in the narrative should parallel the budget. All identified costs should accurately reflect the tasks, staff time, supplies, and travel necessary to accomplish the grant-related work, if applicable.
- **Plan for Collecting the Data Required for this Solicitation’s Performance Measures (15%).** The applicant must describe its plan for measuring project progress and success; include a plan for evaluating the accomplishment of project goal(s) and objectives; describe how data will be collected to report on the performance measures established for this solicitation; and describe how the evaluation data will be gathered and analyzed. The evaluation plan must also identify any resources that will be devoted to the use of outside consultant(s), if applicable, 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.

## 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.

## 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
- Nonsupplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [OJP's 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

# OVC FY 2011 National Indian Nations Conference: Justice for Victims of Crime

## Application Checklist

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

**Eligibility Requirement:** Applicants are limited to nonprofit organizations, for-profit organizations, faith-based and community organizations, institutions of higher learning, and consortiums with demonstrated organization and community based experience working with American Indian and Alaska Native communities, including tribal nonprofit and/or for-profit organizations, tribal colleges and universities, and tribal consortiums. For-profit organizations must agree to forgo any profit or management fee.

\_\_\_\_\_ The federal amount requested is within the allowable limit(s) of \$600,000.00.

### What an Application Should Include:

- \_\_\_\_\_ Application for Federal Assistance (SF-424) (see page 9)
- \_\_\_\_\_ Program Narrative (see page 9)
- \_\_\_\_\_ Budget Detail Worksheet (see page 10)
- \_\_\_\_\_ Budget Narrative (see page 10)
- \_\_\_\_\_ Indirect Cost Rate Agreement (if applicable) (see page 11)
- \_\_\_\_\_ Additional Requirements (see page 13)
- \_\_\_\_\_ Other Standard Forms, as applicable, including: (see page 13)
  - \_\_\_\_\_ Disclosure of Lobbying Activities
  - \_\_\_\_\_ Accounting System and Financial Capability Questionnaire (if applicable)