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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 funding for National Field-Generated Demonstration Projects. This program furthers the Department's mission by supporting the development of models to strengthen the capacity of the victim services field to serve and support victims who experience polyvictimization.

## FY 2012 National Field-Generated Demonstration Projects

### Eligibility

Eligible applicants are limited to private nonprofit organizations (including tribal nonprofit organizations); faith- and community-based organizations; colleges or universities (including tribal institutions of higher education); and public agencies, tribal governments, or tribal organizations that can demonstrate knowledge and understanding of polyvictimization and the capacity to partner with other organizations and key stakeholders to deliver comprehensive victim services. Applicants must have the staff resources and capability to develop or enhance a model for delivery of these services. A private nonprofit organization does not need to have 501(c)(3) status to apply for grant funding under this solicitation.

### Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. (See "How To Apply," page 8.) **All applications are due by 11:59 p.m. eastern time on May 15, 2012.** (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 (606-545-5035 for applicants that reside outside the United States), or via e-mail to [support@grants.gov](mailto:support@grants.gov).

For assistance with any other requirements of this solicitation, it is strongly encouraged you contact Sharron Chapman, Lead Victim Justice Program Specialist, at 202-305-2358 or by e-mail to [Sharron.Chapman@usdoj.gov](mailto:Sharron.Chapman@usdoj.gov), well in advance of the application deadline for this solicitation.

Grants.gov number assigned to announcement: OVC-2012-3230

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# FY 2012 National Field-Generated Demonstration Projects CFDA # 16.582

## Overview

This solicitation allows the field to submit applications for demonstration projects that are national in scope and to develop promising practices, models, or programs through demonstration projects. It will provide funding to victim service organizations and allied professionals with a demonstrated history of providing trauma-informed, culturally competent victim services. All initiatives must focus on improving the capacity of the crime victims field to provide services to adult and child crime victims who experience polyvictimization, also known as multiple victimization or multi-victimization. Polyvictimization occurs when a victim is experiencing or has experienced multiple kinds of victimization and requires a holistic response. Applicants must propose to provide enhanced or improved services for these victims through implementation of a demonstration project developed from a promising practice, model, or program.

This solicitation is funded through section 42 U.S.C. 10603 (c)(1)(A) of the Victims of Crime Act, which provides funding for training, technical assistance, and demonstration projects.

## Deadlines: Registration and Application

Applicants must register with Grants.gov prior to submitting an application. OJP encourages applicants to register several weeks before the application submission deadline. **The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on May 15, 2012.** See the "How To Apply" section on page 8 for details.

## Eligibility

Refer to the title page for eligibility under this program.

## Project-Specific Information

The National Field-Generated Demonstration Projects solicitation seeks applications that are national in scope to develop or enhance promising practices, models, and programs that build the capacity of victim service and other ancillary providers. The aim is to enhance the provision of services and support to crime victims and ensure that victims are afforded the rights, services, and responses they are due. Projects should focus on improving the capacity of the crime victims field to provide trauma-informed, culturally competent, comprehensive services to both adult and child crime victims who experience polyvictimization (also known as multiple victimization or multi-victimization). Applicants must propose to provide enhanced or improved victim services for these victims through implementation or continuation of a demonstration project developed from a promising practice, model, or program.

## Goals, Objectives, and Deliverables

The goal of each demonstration project is to expand, enhance, or develop a model to address the needs of adult and child victims who experience polyvictimization. OVC will consider applications

that address this focus area only; all other applications will be deemed nonresponsive to the solicitation.

The issue of polyvictimization has long been discussed by the victim services field, but few organizations have had the resources to address it. OVC is in a position to provide resources through this solicitation to begin investing in appropriate responses to this important issue faced by many victims. Discussions during the stakeholder forums held under OVC's Vision 21: Transforming Victim Services strategic planning initiative identified polyvictimization as a critical issue to be addressed. Stakeholders recognized the field's need to enhance its capacity to serve victims who present with multiple victimizations. According to one national study, polyvictimization is highly predictive of trauma symptoms, especially in children, and in a nationally representative sample of more than 2,000 children, 22 percent were victims of multiple crimes (Finkelhor, Ormrod, and Turner, 2005. *Polyvictimization: A neglected component in child victimization.*) According to the Office of Juvenile Justice and Delinquency Prevention's (OJJDP) October 2011 Juvenile Justice Bulletin, *Polyvictimization: Children's Exposure to Multiple Types of Violence, Crime, and Abuse*, there is not yet consensus in the field on a definition or numerical threshold of experiences for polyvictimization. For the purposes of this solicitation, OVC will use the general definition identified by the authors of the bulletin (Finkelhor, Turner, Hamby, and Ormrod) that "polyvictimization can be defined as having experienced multiple victimizations of different kinds...rather than just multiple episodes of the same kind of victimization." The OJJDP bulletin outlined several implications of polyvictimization for practitioners, policymakers, and researchers, including assessing victims for a broader range of victimizations, developing interventions to encompass multiple interventions, prioritizing poly-victims to ensure their victim histories are not minimized, and treating underlying vulnerabilities that lead to further victimization.

OVC is seeking innovative proposals that utilize and/or expand these strategies and include interagency collaboration and coordination between victim service providers and allied partners to develop more victim-centered responses. Applications should reflect the provision of trauma-informed, culturally competent services for adult and child poly-victims. Successful applicants will provide services, either in-house and/or through project partners, for adult and child poly-victims, and leverage existing crime victim resources. Proposals that address needs for which there currently are no resources, or resources are limited or insufficient, are encouraged. OVC will require applicants to submit a planning and/or logic model in support of their proposal to demonstrate how the project would benefit the victim services field nationally, and explain how a particular effort would yield evidence-based practices that could be replicated.

OVC is particularly interested in applications that describe the use of a comprehensive victim service model. Use of this model will provide the framework for services to meet the wide range of needs of poly-victims. A coherent, concise, and complete comprehensive service model will also ensure that basic core services and partnerships are in place and can be quickly and easily mobilized when needed. For the purposes of this solicitation, a comprehensive victim service model is defined as an array of services that can be offered to address victims' needs at the time of intake and service planning and throughout service delivery. Examples of such services include access to local law enforcement and prosecutors, shelter, intensive case management, safety planning, crisis intervention, victim advocacy, mental health treatment, support in family preservation, medical care, substance abuse treatment, life skills training, and other necessary services. Memoranda of Understanding (MOU) or fully executed contracts from partners are required.

Applicants must demonstrate their capacity to implement an initiative that involves a significant level of coordination and collaboration to effectively deliver victim services. For example, applicants must demonstrate a plan to coordinate with state and local social service providers on behalf of victims, community-based victim service providers, state and local law enforcement, and nonprofit and faith-based organizations. This collaboration must have the capacity to provide services to diverse populations such as immigrants, youth, persons with disabilities, and other populations within the surrounding community.

All applications must include a plan for an external evaluation of the proposed program. Evaluation is necessary to ensure program success and measure program impact. OVC reserves the right to approve the evaluator. A minimum of \$180,000, or \$60,000 per year for the 3-year award period, must be used to support this evaluation. The proposal and budget must clearly reflect this allocation. Funds allocated for evaluation may also be used to support activities related to data collection for OVC required performance measures. Adequate funding must also be directed to the development of resources, such as training and protocols that can serve as useful tools for other organizations that wish to extend or enhance services to poly-victims. OVC will assume responsibility for publication and dissemination of the final products resulting from this demonstration project.

NOTE: OVC cannot fund applications that request funding for operation expenses that are not clearly tied to a national-scope demonstration project; nor can OVC fund applications that focus solely on prevention or research initiatives. Such applications will be considered nonresponsive to the solicitation and will not be forwarded for further review.

### **Evidence-based Programs or Practices**

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence (generally obtained through one or more outcome evaluations). Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. OJP's [CrimeSolutions.gov](http://CrimeSolutions.gov) Web site is one resource that applicants can use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

### **Amount and Length of Awards**

OVC anticipates that it will make two awards of \$750,000 for a 36-month project period under this solicitation. A minimum of \$180,000 of the proposed budget must be used to support the initiative's evaluation effort.

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

## **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 percent 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 2012 salary table for SES employees is available at [www.opm.gov/oca/12tables/indexSES.asp](http://www.opm.gov/oca/12tables/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 non-federal 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 (AAG) for OJP. An applicant requesting a waiver should 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 to be done.

### **Minimization of Conference Costs**

No OJP funding can be used to purchase food and/or beverages for any meeting, conference, training, or other event. Exceptions to this restriction may be made only in cases where such sustenance is not otherwise available (i.e., extremely remote areas) or where a special presentation at a conference requires a plenary address during which there is no other time for sustenance to be obtained. Such an exception would require prior approval from OJP. This restriction does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

Updated DOJ and OJP guidance on conference planning, minimization of costs, and conference cost reporting will be forthcoming and will be accessible on the OJP Web site at [www.ojp.usdoj.gov/funding/funding.htm](http://www.ojp.usdoj.gov/funding/funding.htm).

### **Costs Associated With Language Assistance**

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs to take reasonable steps to provide meaningful access to those services or benefits by individuals with limited English proficiency may be allowable costs. Those steps may include interpretation or translation services where appropriate.

For additional information, see the "Civil Rights Compliance" section of the OJP "Other Requirements for OJP Applications" Web page at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

**Match Requirement**

This solicitation does not require a match; however, if a successful application proposes a voluntary match amount, the match amount incorporated into the OJP-approved budget becomes mandatory and subject to audit.

**Performance Measures**

To assist the Department in 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. 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
The purpose of the cooperative agreement is to advance victims’ rights and services through demonstration projects that focus on polyvictimization.	Number of victim services provided.	Number of victim services provided (by type of service).
	Number of victims served.	Number of victims served.
	Percentage of funds expended.	Amount of funds awarded. Amount of funds expended.
	Number of collaborative partnerships developed.	Number of interagency collaboration and coordination between victim service providers and allied partners to develop more victim-centered responses.

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. Refer to the section “What an Application Should Include” on page 10 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 subject’s protection regulations; however, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP’s performance measure data reporting requirements, likely do not constitute “research.” Applicants should provide sufficient information for OJP to determine whether the

particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

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

## Notice of Post-Award FFATA Reporting Requirement

Applicants should anticipate that OJP will require 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), 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 found at [www.fsr.gov](http://www.fsr.gov).

Please note also that applicants should anticipate that no subaward of an award made under this solicitation can 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. Grants.gov is 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, call the Grants.gov Customer Support Hotline at **1-800-518-4726** (606-545-5035 for applicants that reside outside the U.S.) 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.** 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). A DUNS number is usually received within 1–2 business days.

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. 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. Note that there can be more than one AOR for the organization.
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 (CFDA) number for this solicitation is 16.582, titled "Crime Victim Assistance/Discretionary Grants," and the funding opportunity number is OVC-2012-3230.
6. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. An applicant that expends any funds for lobbying activities must provide the detailed information requested on the *Disclosure of Lobbying Activities* form (SF-LLL). An applicant that does not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.
7. **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.”

**Note: Duplicate Applications:** If an applicant submits multiple versions of an application, OVC will review the most recent version submitted.

### **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 e-mail the OVC contact identified in the Contact Information section on page 1 **within 24 hours after the application deadline** and request approval to submit its application. The applicant must include in the 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) the applicant has received. **Note: Requests are not automatically approved by OVC.** 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.

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, including firewalls.

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

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

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 applications that are unresponsive to the scope of the solicitation, or that do not include application elements designated by OVC to be critical, will neither proceed to peer review or receive further consideration. Under this solicitation, OVC has designated the following application elements as critical: Program Narrative and Budget Detail Worksheet and Budget. The Budget Narrative and Budget Detail Worksheet may be combined in one document; however, if only one document is submitted, it must contain **both** narrative and detail information.

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, select "For-Profit Organization" or "Small Business" (as applicable).

2. **Program Narrative**

The program narrative should not exceed 25 doubled-spaced pages in 12-point font with 1-inch margins, and must include 6 separate sections—Project Abstract, Problem Statement, Project Goals and Objectives, Project Design/Implementation Plan, Organizational Capability and Project Management, and Plans for Measuring Progress and Outcomes. Each section is described below. If the program narrative fails to comply with these length-related restrictions, noncompliance may be considered in peer review and in final award decisions.

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. Please note that to be responsive to this solicitation, the project described must be national in scope and must address gaps in responding to the needs of children or adults experiencing polyvictimization.
- b. **Problem Statement:** 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. It 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 necessary to reach the goals or how the goals will be accomplished. The application should clearly describe how funding will support the overall success of the project. Please note that to be responsive to this solicitation, the project described must be national in scope and must address gaps in the field of responding to children or adults experiencing polyvictimization.
- c. **Project Design and Implementation Plan:** The project design and implementation plan must describe the project strategy and discuss how the strategy will address the identified problems and support the goals and objectives. The applicant must convincingly document that the proposed project will be national in scope; that is, the deliverables will be of utility to many organizations across the Nation as opposed to being of utility only to a specific state or jurisdiction. The applicant's strategy or design must include a description of project phases, tasks, activities, staff responsibilities, and clear descriptions of interim deliverables and final products. Applicants must include a planning or logic model that graphically illustrates how the performance measures are related to the project's problems, goals, objectives, and design. A guide to developing the planning or logic model is available at

<https://www.ovcttac.gov/taResources/OVCTAGuides/PerformanceMeasurement/welcome.html>. Applicants must submit the model as a separate attachment.

The evaluation plan must identify the evaluation consultant or a description of the process that will be used to select an evaluator. The plan must also indicate the credentials of the research partner, along with the basic framework and timeline of evaluation activities. The applicant may include plans for the collection of performance measurement data in the evaluation plan.

The time-task plan must include the designation of organizational responsibility, a schedule for the completion of the activities, and the submission of finished products. In preparing the time-task plan, the Gant chart, or schedule, applicants should make certain that all project activities will occur within the proposed project period. Applications proposing development of a curriculum must include the involvement of a curriculum specialist and document clearly that individual's expertise. Curricula must adhere to OVC curriculum standards and to that end, applicants will be required to work closely with the OVC Training and Technical Assistance Center in the development of the curriculum. Applicants proposing a multiyear project that must be supplemented with funding in subsequent years are not expected to provide a detailed strategy or budget for the subsequent years of the project; however, in the application narrative, applicants should outline a projected plan for carrying out the continuation phases of the project.

- d. **Organizational Capacity and Project Management:** Applications must include a clear description of the applicant's management structure and the current and proposed professional staff members' unique qualifications that will enable them to fulfill their grant responsibilities. Applicants must describe how the program will be managed and include an organizational chart or information describing the roles and responsibilities of key organizational and functional components and personnel. Applicants must also include a list of personnel responsible for managing and implementing the major stages of the project. If additional staff will be hired to complete the project, the applicant should identify the selection criteria.

The project director must have both the substantive expertise and experience to perform crucial leadership functions and sufficient time to devote to the project to provide the needed guidance and supervision. Job descriptions and copies of resumes for proposed key staff positions, including the evaluator, must be included.

- e. **Plan for Collecting the Data Required for This Solicitation's Performance Measures:** 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.
- f. **Other:** Applicants 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 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. Applicants also should describe the dissemination plan for the product or services and provide recommendations for dissemination of any products. If those recommendations include nontraditional groups, such as organizations or agencies not likely to be included in a victim assistance or criminal justice mailing list, then applicants should be prepared to provide specific names and contact information. In most instances, publications that have been reviewed, revised by the grantee, and subsequently approved for publication by OVC will be printed by OVC and disseminated through the OVC Resource Center at the expense of OVC. Most publications will be uploaded to the OVC Web page.

### 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, see the OJP Financial Guide at [www.ojp.usdoj.gov/financialguide/index.htm](http://www.ojp.usdoj.gov/financialguide/index.htm).

- i. Travel for training: Applicants should plan to attend an annual OVC discretionary grantee meeting in Washington, D.C., and, with the exception of local grantees, should include line items detailing all estimated travel expenses associated with attending this meeting. Applicants should budget for a 3-day meeting. Applicants that receive annual funding of more than \$100,000 should also budget costs to attend one Financial Management Training Seminar sponsored by OJP's Office of the Chief Financial Officer (OCFO), unless the grantee has previously attended this seminar. Detailed information on this training, which is available both online and in person, can be found at [www.ojp.usdoj.gov/training/fmts.htm](http://www.ojp.usdoj.gov/training/fmts.htm).
- ii. Consultant rates: Consultant rates cannot exceed the maximum of \$450/day or, if paid by the hour, \$56.25/hour for a maximum 8-hour work day per award.
- iii. Consultant travel: Travel costs associated with project staff who are not directly employed by the grantee organization must be listed under the Consultant category on the budget information sheet.
- iv. 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 through the OJP Web site at

[www.ojp.usdoj.gov/financialguide/index.htm](http://www.ojp.usdoj.gov/financialguide/index.htm). This document governs the administration of funds by all successful applicants and their contractors.

- v. Any proposed program income (for example, registration fees for a training event or conference) must be identified. Program income should not be included on the budget detail worksheet, but reflected in a document accompanying the budget that clearly shows the income and how it will be expended in the context of the project.
- vi. A minimum of \$180,000 must be budgeted to support a program evaluation.

**b. Budget Narrative**

The budget narrative should thoroughly and clearly describe every category of expense listed in the budget detail worksheet. Proposed budgets are expected to be complete; reasonable and allowable; cost effective; and necessary for project activities. 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.

**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/funding/pdfs/indirect\\_costs.pdf](http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf).

**5. Tribal Authorizing Resolution (if applicable)**

If an application is being submitted by either a tribe or tribal organization, or a third party proposing to provide direct services or assistance to residents on tribal lands, then a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable governing body authorizing the inclusion of the tribe or tribal organization and its membership should be included with the application. In those instances when an organization or consortium of tribes proposes to apply for a grant on behalf of a tribe or multiple specific tribes, then the application should include a resolution (or comparable legal documentation, as may be applicable) from all tribes that will be included as a part of the services/assistance provided 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 authorizing resolution or other enactment of each tribal governing body) may submit a copy of its consortium bylaws with the application in lieu of tribal resolutions (or comparable legal documentation).

If an applicant is unable to obtain and submit with its application a fully executed (i.e., signed) copy of a tribal resolution or other comparable legal documentation as may be consistent with the tribe's governance structure, then, at minimum, the applicant should



submit an unsigned, draft version of such legal documentation as part of its application (except in cases where, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, use of and access to funds will be contingent on receipt of the fully executed tribal resolution or other, comparable legal documentation.

## 6. **Additional Attachments**

Remaining attachments include the following materials:

- a. **Privacy Certificate.** OVC and recipients of OVC funding are subject to confidentiality requirements protecting research and statistical information collected that is identifiable to a private person under the DOJ regulations found at 28 CFR Part 22. Identifying characteristics include, but are not limited to, identifiers such as name, address, Social Security number or other identifying number, fingerprints, voiceprints, photographs, genetic information, or any other item or combination of data about a person that could reasonably lead, directly or indirectly, by reference to other information, or to identification of that individual(s). OVC requires recipients of OVC funding to submit a privacy certificate prior to engaging in any project activities that involve data collection on individuals through observations, interviews, reports, 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](http://www.ojp.usdoj.gov/ovc/grants/help.html#forms) and view the two model privacy certificates available for adaptation.
- b. **Résumés of key personnel** must be provided. For positions that are vacant, provide job descriptions outlining roles and responsibilities and provide the selection criteria for the proposed new positions (required).
- c. **Letters of support and/or MOUs** should be provided from agencies and organizations whose support and collaboration is integral to the successful implementation of the project (where applicable). All MOUs and letters submitted must be signed by an authorized representative of the specified organization and commit resources to the proposed project.
- d. **Detailed Time-Task Plan** must be provided (required).
- e. **Planning or Logic Model** must be provided (required).

## 7. **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. Note the following forms in particular:

- a. [Standard Assurances](#)  
Applicants must read, certify, and submit this form in GMS prior to the receipt of any award funds.
- b. [Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)  
Applicants must read, certify, and submit in GMS prior to the receipt of any award funds.
- c. [Accounting System and Financial Capability Questionnaire](#)  
Required for any applicant other than an individual that is a non-governmental entity and that has not received any award from OJP within the past 3 years. This form must be downloaded, completed, and submitted. The form must be submitted along with a copy of the organization's most recent audited Financial Statements (review if audited Financial Statements are not available). The completed form and audit report must be submitted as attachments to the application.

## Selection Criteria

1. Problem Statement (20%)
2. Project Design and Implementation Plan (40%)
3. Organizational Capacity and Project Management (20%)
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%)
5. Budget: complete; reasonable and allowable; cost effective; and necessary for project activities (10%)
6. Other supporting 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. 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 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. Applications that meet basic minimum requirements 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 OCFO, 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 AAG, 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
- 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 the [OJP Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-profit Organizations
- Government Performance and Results Act
- Rights in Intellectual Property

- Federal Funding Accountability and Transparency Act of 2006
- Awards in Excess of \$5,000,000— Federal Taxes Certification Requirement
- Active CCR Registration

### **Provide Feedback to OJP on This Solicitation**

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, application submission process, and/or the application review/peer review process. Feedback can be provided to [OJPSolicitationFeedback@usdoj.gov](mailto:OJPSolicitationFeedback@usdoj.gov).

# Application Checklist

## FY 2012 National Field-Generated Demonstration Projects

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

**Eligibility Requirement:** Eligible applicants are limited to private nonprofit organizations (including tribal nonprofit organizations); faith- and community-based organizations; colleges or universities (including tribal institutions of higher education); and public agencies, tribal governments, or tribal organizations that can demonstrate knowledge and understanding of areas of victimization described in this solicitation, and staff resources and capability to develop or enhance national-scope resources for the crime victims field in the area of victimization described in this solicitation. A private nonprofit organization 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 of \$750,000.

### What an Application Should Include:

- \_\_\_\_\_ Application for Federal Assistance (SF-424) (see page 11)
- \_\_\_\_\_ Program Narrative (see page 11)
- \_\_\_\_\_ Budget Detail Worksheet (see page 13)
- \_\_\_\_\_ Budget Narrative (see page 14)
- \_\_\_\_\_ Disclosure of Lobbying Activities (SF-LLL) (see page 9)
- \_\_\_\_\_ Indirect Cost Rate Agreement (if applicable) (see page 14)
- \_\_\_\_\_ Tribal Authorizing Resolution (if applicable) (see page 14)
- \_\_\_\_\_ Additional Attachments (see page 15)
  - \_\_\_\_\_ Privacy Certificate
  - \_\_\_\_\_ Resumes of key personnel
  - \_\_\_\_\_ Letters of support/MOUs
  - \_\_\_\_\_ Time-Task Plan
  - \_\_\_\_\_ Planning/Logic Model
- \_\_\_\_\_ Other Standard Forms as applicable (see page 16), including:
  - \_\_\_\_\_ Accounting System and Financial Capability Questionnaire (if applicable)