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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 to fund new State Victim Assistance Academies (SVAA). This program furthers the Department's mission by enhancing the capability of victim service providers to better respond to the needs and rights of all crime victims.

## FY 2012 State Victim Assistance Academy Initiative (New)

### Eligibility

Eligible applicants are limited to the remaining states that do not currently have an SVAA funded by OVC. For more information on where OVC-funded or recognized SVAA's are located, visit [www.ovcttac.gov/lc/svaa.cfm](http://www.ovcttac.gov/lc/svaa.cfm).

Two states may jointly apply for funding (not to exceed \$35,000) to develop a regional State Victim Assistance Academy. Applicants are limited to public agencies, colleges and universities, state governments, and private nonprofit organizations, including faith-based organizations, that can demonstrate capability to carry out all statewide planning activities required by the funded project.

### Deadline

Applicants must register with [Grants.gov](http://Grants.gov) prior to submitting an application. (See "How To Apply," page 14.) All applications are due by 11:59 p.m. eastern time on February 14, 2012. (See "Deadlines: Registration and Application," page 4.)

### 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 U.S.), 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 Richard Greenough, Program Manager, at 202-616-8715 or by e-mail at [Richard.Greenough2@usdoj.gov](mailto:Richard.Greenough2@usdoj.gov).

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# **STATE VICTIM ASSISTANCE ACADEMY INITIATIVE (NEW) (CFDA # 16.582)**

## **Overview**

It is a goal of the Office for Victims of Crime (OVC) to assist states in developing effective strategies for establishing State Victim Assistance Academies (SVAA) and to help create a network of SVAAAs that can meet the educational and training needs of victim service providers and allied professionals in each state in the Nation. The purpose of the SVAA is to provide comprehensive, academically based, fundamental education and training for victim assistance providers, victim advocates, criminal justice personnel, and allied professionals who routinely deal with crime victims.

OVC intends to make funding available for up to six new SVAAAs under this solicitation, at \$35,000 each for the planning year. Based on grantee performance and the availability of future funds, continuation funding will be available for 2 subsequent years. Second-year funding is projected at \$100,000 for each new SVAA (for implementation of the SVAA and evaluation), and third-year funding at \$60,000 for each new SVAA (for refinement and replication). A financial and/or in-kind match of 25 percent of the total federal grant each year will be required. OVC will also ensure that technical assistance is made available to grantees to assist in this multiyear effort.

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

## **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 February 14, 2012. See the "How To Apply" section on page 12 for details.

## **Eligibility**

Refer to the title page for eligibility under this program.

## **Program-Specific Information**

Victim service providers, advocates, and allied professionals with practical experience, training, and education are now working in a variety of settings, including law enforcement agencies, district attorneys' offices, correctional institutions, battered women's shelters, rape crisis centers, and other community and faith-based organizations. The increasingly complex needs of crime victims have resulted in a demand for more coordinated and multidisciplinary approaches to training victim service providers and allied professionals in the victim services field. To meet this training need, in 1995, OVC funded the development of a National Victim Assistance Academy (NVAA) to deliver a blend of education and skills-based training through a state-of-the-art, intensive, 40-hour curriculum delivered to victim service providers and allied professionals at university campuses across the country.

When the NVAA was launched, one of OVC's long-range goals was to encourage a victim assistance course of study in colleges and universities nationwide. In 1998, OVC cosponsored a state-level victim assistance academy at Michigan State University as part of OVC's effort to provide comprehensive, fundamental education for victim service providers, victim advocates, criminal justice personnel, and allied professionals who routinely interact with victims of crime. Based on the success of the Michigan Academy, in 1999, OVC funded five pilot sites to begin the establishment of a nationwide network of state academies able to meet the foundation-level education and training needs of a broad range of victim service providers and allied professionals. Using the NVAA as a framework, OVC envisioned that the SVAAAs would operate in partnership with academic institutions to develop a comprehensive, fundamental, and academically based state-specific course of study in victims' rights and services to meet the entry-level educational and training needs of victim service providers, victim advocates, and allied personnel working with victims of crime. Since that time, OVC has funded the following 37 SVAAAs nationwide:

1998 Michigan  
1999 Colorado, Connecticut, Pennsylvania, Texas, and Utah  
2000 Vermont  
2002 Arizona, Maine/New Hampshire, Maryland, Missouri, and Oregon  
2003 Georgia, Illinois, and New York  
2004 California, Minnesota, South Carolina, and Tennessee  
2005 Florida, Idaho, Louisiana, Massachusetts, Puerto Rico, and Washington  
2006 Arkansas, District of Columbia, Iowa, and Virginia  
2007 New Jersey, North Dakota, Rhode Island, and West Virginia  
2008 Alabama, Alaska, and Oklahoma  
2011 Indiana, Kentucky, Nebraska, and Wisconsin

This solicitation is intended to encourage similar initiatives in other states with the ultimate goal of establishing a network of state academies capable of meeting the entry-level educational/training needs of a broad range of victim assistance providers and allied professionals.

**Requirements:** Only one application per state will be funded; however, applicants from two states may jointly apply to develop a regional State Victim Assistance Academy.

Applicants must demonstrate the following:

- Commitment from the state Victims of Crime Act (VOCA) victim assistance and compensation program offices to help develop the academy, including the provision of financial support after completion of the 3-year federal grant. (Note: This financial support may be in the form of a percentage of VOCA administrative/training funds, as well as other appropriate state training funds available to build capacity of victim service providers to assist victims of crime in that state.)
- Commitment from an accredited college/university with departments in related subjects such as criminal justice, victim services, social work, counseling, human services, curriculum design, etc.; or, at a minimum, faculty with expertise in these subjects. The college/university academic partner would generally host and promote the SVAA; provide academic credit; accommodate and provide meals to students, as necessary; provide classrooms and accommodate breakout sessions with rooms, as necessary;

and, with assistance from a diverse, statewide steering committee, help oversee the planning, implementation, and evaluation of the project.

- Commitment to meet with OVC and other SVAA grantees at the beginning of the grant period to share planning strategies, clarify implementation issues, and receive additional programmatic and grant-related financial management training to help ensure successful grant implementation.
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- Commitment to attend the NVAA. SVAAAs are modeled after the curriculum and approaches employed by OVC's NVAA, which is an additional resource to support the effectiveness of SVAAAs. Active OVC SVAA grantee curriculum developers and/or leaders are encouraged to attend Track 1 of the NVAA in order to experience firsthand the NVAA curriculum and training approaches. An alignment of this nature between NVAA and SVAAAs will guarantee positive results in OVC's effort to provide consistency, quality, and accuracy in the overall educational design for victim assistance throughout the Nation. It will also provide an opportunity for SVAA leaders to receive face-to-face technical assistance from OVC Training and Technical Assistance Center (TTAC) staff and NVAA instructors.
- Commitment of the SVAA project director and/or the SVAA coordinator to be available as necessary to share SVAA information and provide technical assistance and mentoring to other state academy grantees through various methods. These methods include grantee meetings, onsite visits where applicable, and quarterly SVAA grantee conferences by phone and via the SVAA Online Learning Community. The SVAA Online Learning Community provides the means through which grantees at all stages of their grant cycles and SVAA institutionalization beyond the OVC grant period can share with one another planning strategies, lessons learned, goals and implementation challenges, and successes.

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

Since the Fiscal Year (FY) 2012 funding is intended to support Year 1 planning activities, the application should focus on describing the following Year 1 tasks and deliverables:

1. **Planning/steering committee.** A major task during phase one is to establish a diverse planning/steering committee to plan and manage the project. As the response to victimization increasingly requires partnerships among multiple providers, the composition of a planning/steering committee should mirror these partnerships. At a minimum, commitments of support for establishing an SVAA will be needed from the state VOCA victim compensation and assistance administrators, an accredited college/university, the state attorney general's office, where applicable, and key statewide victim advocacy coalitions and victim service groups. Coordination with the U.S. Attorney's Office is recommended. This broad-based, diverse support is critical to ensuring the success of the project in Year 1 and beyond.

2. **Partnership with academia.** Establishing a partnership with the academic community is essential. This partnership involves several components, including provision of academic credit through an accredited college or university, establishment of a college/university as a potential host site, help with the training needs assessment and evaluation process, and use of expert faculty to help develop state-specific curricula and help oversee the academy. A college/university also should be able to provide in-resident faculty, low-cost dormitory housing and dining facilities, large and small classroom/training spaces to accommodate both plenary and smaller breakout groups, and a library with Internet access and sufficient computers to allow students access to online educational materials.
3. **State training assessment.** Some states have recognized the diversity of the victim assistance workforce and have established minimum training requirements for victim assistance providers, while other states have already sponsored educational programs. The steering committee should oversee an assessment of existing state-sponsored educational initiatives and victim assistance training resources. Establishing an SVAA is likely to require a determination regarding how existing training initiatives and resources will combine with or complement an SVAA.
4. **Curriculum design.** OVC TTAC offers curriculum design training. The training was developed for individuals who design and deliver curricula and for those who are involved in planning, developing, and delivering training. OVC TTAC training offers SVAA grantees the ability to learn and apply adult learning principles in creating training modules for their SVAA. In sum, OVC TTAC will provide the necessary course work to allow SVAA grantees to apply effective training techniques that appeal to different adult learning styles; develop a simple training needs assessment plan; prepare a brief presentation that illustrates the five core components of effective communication; learn how to facilitate training and work effectively with challenging participants; and identify levels of training evaluation.
5. **Student selection.** In Year 1 of the grant, the steering committee should begin to formulate the student selection criteria, including a method for screening students. The steering committee will finalize the process in Year 2. For example, some SVAAAs have encouraged community teams of providers to attend to help promote a coordinated community response to crime victimization. Other methods include using a selection committee to choose students after reviewing the applications and letters of recommendation sent to that state's SVAA. Grantees are encouraged to emphasize student diversity based on geographic location, demographics, and professional agency affiliation in their selection criteria.
6. **Staffing issues.** The steering committee should address staffing, including the type and number of staff needed to plan, organize, and manage the state academy. In addition to choosing staff to direct the project and provide administrative support, the committee should address the selection of teaching faculty and determine which modules will be taught by college/university faculty, which will be presented by local agency and advocacy group representatives, and which may be co-presented by both practitioners and academics. OVC encourages a blend of practitioners and academics. Finally, the committee must identify a method for assisting teaching faculty to develop presentations with an interactive format. The OVC TTAC Ultimate Trainer (training of trainers) course

incorporates state-of-the-art adult learning principles into a universal training format that is available as a resource in this effort.

7. **Financial plan.** Another Year 1 activity must include the development of a viable financial plan for the continued match of OVC federal funds in Years 2 and 3, as well as for continuation of the SVAA in Year 4 and beyond. Although VOCA funds cannot be used as a match for this grant, OVC has issued guidance to state VOCA administrators authorizing them to make available a percentage of their administrative funds to supplement OVC funding for the development and implementation of state academies. However, these VOCA funds may not be counted as part of the matching requirement.

### **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:** \$35,000 for up to six new SVAAs.

A 25-percent in-kind or cash match to support sustainability and investment in the project is required. See page 10 for more information on how match is calculated per guidance from the Office of Justice Programs (OJP) Office of the Chief Financial Officer.

**Award Period:** 12 months

It is anticipated that the total project period will be 3 years. The initial budget period will be 12 months. Pending selection and funding availability, it is anticipated that this project would begin on October 1, 2012.

The Application for Federal Assistance should indicate funding only for the initial project year. Second- and third-year funding is contingent upon grantee performance and availability of funds.

### **Budget Information**

**Project Components:** The overall 3-year project has the following core components:

Year 1 Funding—Up to \$35,000, contingent on funding availability

- Formation of a diverse planning/steering committee of victim assistance, criminal justice, and social service professionals to strategically plan the development of the SVAA (Year 1).
- University/community planning and implementation of an SVAA with a combination of federal, state, and local funding (Year 1).
- Distribution and analysis of a statewide training needs assessment to ensure academy offerings represent the training and educational needs of the respective state while avoiding duplication of existing training efforts (Year 1).
- Curriculum review, adaptation, and/or design (Years 1 and 2).

- State academy staff available for technical assistance and mentoring to other state academy grantees through OVC TTAC (Years 1, 2, and 3).

Year 2 Funding—Up to \$100,000, contingent on funding availability

- Curriculum review, adaptation, and/or design (Years 1 and 2).
- Academy presentation and project evaluation (Year 2).
- State academy staff available for technical assistance and mentoring to other state academy grantees through OVC TTAC (Years 1, 2, and 3).

Year 3 Funding—Up to \$60,000, contingent on funding availability

- Presentation of a second academy with decreased federal and increased state and local funding (Year 3).
- State academy staff available for technical assistance and mentoring to other state academy grantees through OVC TTAC (Years 1, 2, and 3).

Beyond OVC Funding

- Independent state funding and continued availability of state academy staff for technical assistance and mentorship to other interested state academy grantees (Year 4 and beyond).

In addition to funding, OVC will support the grantees by providing access to the following throughout the course of the grant:

- Technical assistance from a dedicated provider via OVC TTAC with extensive expertise and experience in such topics as curriculum design, academy development, implementation, and evaluation, as well as access to an online resource community in which SVAA grantees (past and present) share information and program resources.
- Attendance at OVC TTAC-sponsored training, including the OVC TTAC Curriculum Design/Ultimate Trainer course.
- Attendance at SVAA trainings, where training/mentoring opportunities can be provided on how to conduct academies.
- Instructional materials developed by OVC discretionary grantees.
- Informational material available through the OVC Resource Center.
- One or two training consultants for special topic areas provided through OVC TTAC.

**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, or review of administrative records, or any project tasks likely to result in the gathering or development of information identifiable to individuals. OVC-funded activities that require a Privacy Certificate prior to conducting the activity include, but may not be limited to, a needs assessment, program evaluation, survey, or focus group interviews. **If the applicant's project includes any activity listed above, the applicant must include a privacy certificate with the application materials submitted.** For sample privacy certificates, visit [www.ojp.usdoj.gov/funding/forms.htm](http://www.ojp.usdoj.gov/funding/forms.htm) and view the two model privacy certificates available for adaptation.

#### **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 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 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 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 where there is no other time for sustenance to be attained. 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 Department of Justice 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 applicable)**

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

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

### **Match Requirement**

Federal funds awarded under this program cannot cover more than 75 percent of the total costs of the project being funded. The applicant must identify the source of the 25-percent nonfederal portion of the total project costs and how match funds will be used. Match is restricted to the same uses of funds as allowed for the federal funds. Applicants may satisfy this match requirement with either cash or in-kind services. The formula for calculating the match is:

$$\frac{\text{Federal Award Amount}}{\text{Federal Share Percentage}} = \text{Adjusted (Total) Project Costs}$$

$$\text{Required Recipient's Share Percentage} \times \text{Adjusted Project Cost} = \text{Required Match}$$

**Example:** 75%/25% match requirement: for a federal award amount of \$35,000, match would be calculated as follows:

$$\frac{\$35,000}{75\%} = \$46,667 \times 25\% = \$11,667 \text{ match}$$

### **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:

<b>Objective</b>	<b>Performance Measure(s)</b>	<b>Data Grantee Provides</b>
Develop/continue a diverse planning/steering committee to guide the strategy/implementation of an SVAA.	Development/continuation of a diverse planning/steering committee to guide the strategy/ implementation of an SVAA.	List of steering committee members and dates when meeting held (meeting minutes, etc.).  Total number of grantees that continue a diverse planning/steering committee.
Establish/continue a viable partnership with an academic college/ university to help in the planning process for implementation of the state academy.	Number of grantees that establish partnerships with colleges/universities.	Total number of grantees that establish partnerships with colleges/universities.
Complete and analyze a statewide training needs assessment.	Number of grantees that have analyzed and utilized the results from the training needs assessment to direct curriculum development.	Training needs assessment tool/focus group questionnaires and analysis completed.
Obtain commitment of support from the state VOCA office for establishing a state academy.	Number of grantees that have obtained support from VOCA administrators.	Copy of support letters.
Develop a resource development plan for sustaining the program after OVC funding ends.	Number of grantees that have a sustainability plan.	Copy of sustainability plan.
Implement an SVAA.	Number of states that implement an SVAA.	Documentation of SVAA implementation.

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 14 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 ([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 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 (FSRS), 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 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 Through Grants.gov

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**, or **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-2012-3124.
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 the 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 nor receive further consideration. Under this solicitation, OVC has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet, and Budget Narrative. The Budget Narrative and the 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 double-spaced pages in 12-point font with 1-inch margins.

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 one-page summary that describes the project's purpose, goals, and objectives, as well as the activities that will be implemented to achieve these goals and objectives, methods, and outcomes.
- 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.
- 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 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.
- d. **Project Design/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's strategy or design must include a description of project phases, tasks, activities, staff responsibilities, and clear descriptions of interim deliverables and final products. It must include a time-task plan that clearly identifies objectives, major activities, and products.

The time-task plan presented in chart form will not be included as part of the 25-page narrative limitation. The time-task plan must include:

- The designation of organizations responsible to complete each activity.
- A schedule for the completion of the activities.
- The submission date to OVC of finished products.
- The submission of semiannual progress reports and quarterly financial reports.

If your project requires a privacy certificate, the privacy certificate must be approved by the OVC grant monitor prior to commencing any activity covered by the privacy certificate (e.g., focus groups, surveys, interviews, evaluations, and needs assessments). See page 9 for more information on privacy certificate requirements.

- e. **Organizational Capabilities and Project Management:** Applications must include a clear description of the applicant's management structure. Applications must include a description of the 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. 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 should be attached.
  
- f. **Plans for Collecting the Data Required for the Solicitation's Performance Measures:** Evaluation is critical to ensure that each OVC project is operating as designed and achieving its goals and objectives. Accordingly, each application must provide a plan to assess the project's effectiveness and to evaluate accomplishment of project goals and objectives. Applicants should describe how they will assess performance in attaining the identified outcomes. Goals and objectives must be clearly stated, links established between program activities and objectives, and performance measures identified. Performance measures will address a mix of immediate and intermediate outcomes and, as appropriate and feasible, information on long-term impact. The evaluation plan should identify all resources that will be devoted to conducting the assessment, including 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.

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 the 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.

- g. **Other:** Applicants should keep in mind the OVC requirement that final drafts of all publications, including videos, are to be submitted 120 days before 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. For further guidance on the publication process, visit the OVC's Publishing Guidelines at [www.ojp.usdoj.gov/ovc/publications/infores/pubguidelines/welcome.html](http://www.ojp.usdoj.gov/ovc/publications/infores/pubguidelines/welcome.html)

### 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).

#### 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. Additional Attachments

Other attachments include the following materials:

- Résumés of key personnel must be provided (required). For positions that are vacant, provide job descriptions outlining roles and responsibilities and provide the selection criteria for the proposed new positions.
- Letters of support and/or memoranda of understanding must be provided from agencies and organizations, including academic partners, whose support and collaboration are integral to the successful implementation of the project (required).

### 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. Note in particular the following forms.

- 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.)

## Selection Criteria

Applications will be evaluated and rated based on the extent to which the program meets the following selection criteria, which were described in the section of this solicitation titled "What an Application Must Include" on page 14.

1. Project Abstract (5%)
2. Problem Statement (5%)
3. Project Goals and Objectives (10%)
4. Project Design/Implementation Plan (25%)
5. Organizational Capability and Project Management (20%)
6. Plan for Collecting the Data Required for the Solicitation's Performance Measures (15%)
7. Budget and Narrative/Detail Worksheet/Match (20%)

## 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. Applications for formula awards will be reviewed to ensure statutory requirements have been met.

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.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements (BMR). For OVC, the BMRs include:

- Applications must be submitted by an eligible type of applicant.

- Applicants must request funding within programmatic funding constraints.
- Applications must be responsive to the funding purpose or goal of the solicitation under which it is submitted.
- Applications that fail to include items designated as “critical elements” shall not be forwarded for peer review. For OVC, those “critical elements” are a program narrative, a program budget, and a budget narrative.
- During the BMR process, the organization name submitted as the applicant organization in all applications for competitive discretionary awards will be checked against current listings in the Excluded Parties List System (EPLS) maintained by the General Services Administration. Applications from organizations currently on the EPLS database as being suspended or debarred from participation in federal grant programs will not be submitted to peer review during the period of suspension or debarment.

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 [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

#### **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).

## FY 2011 State Victim Assistance Academy Initiative (New) Application Checklist

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

**Eligibility Requirement:** Applicants are limited to the remaining states that do not currently have an SVAA. For more information on where SVAAAs are located, visit [www.ovc.gov/assist/existingsvaa.html](http://www.ovc.gov/assist/existingsvaa.html). Two states may jointly apply for funding to develop a regional SVAA. Applicants are limited to public agencies, colleges and universities, state governments, and private, state-based nonprofit organizations, including faith-based organizations that can demonstrate capability to carry out all statewide planning activities required by the funded project.

\_\_\_\_\_ The federal amount requested is within the allowable limit(s) of \$35,000.

### What an Application Should Include:

- \_\_\_\_\_ Application for Federal Assistance (SF-424) (see page 15)
- \_\_\_\_\_ Program Narrative (see page 16)
- \_\_\_\_\_ Budget Detail Worksheet (see page 17)
- \_\_\_\_\_ Budget Narrative (see page 17)
- \_\_\_\_\_ Indirect Cost Rate Agreement (if applicable) (see page 17)
- \_\_\_\_\_ Additional Attachments (Résumés, Letters of Support) (see page 17)
- \_\_\_\_\_ Disclosure of Lobbying Activities (SF-LLL) (see page 17)
- \_\_\_\_\_ Other Standard Forms as applicable (see page 17), including:
  - \_\_\_\_\_ Accounting System and Financial Capability Questionnaire (if applicable)