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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 in response to the national-scope demonstration project solicitation, "Postsecondary Education: Integrating Crime Victims' Issues Into University and College Curricula." This project will develop innovative, multidisciplinary education models (i.e., classroom, online, clinical) addressing victimization issues and responses to crime victims that can be integrated into university or college curricula and faculty development. This initiative will assist in providing comprehensive and quality education and training to future victim service providers and allied professionals that will ultimately improve the delivery of services and enforcement of rights for crime victims, which supports OJP and DOJ's strategic plan in responding to the needs of victims. Further, this project supports OVC's mission to fulfill its long-term goal of encouraging a victim assistance course of study in institutions of higher learning and supporting the professionalization of the victim assistance field.

# **National-Scope Demonstration Project Postsecondary Education: Integrating Crime Victims' Issues Into University and College Curricula**

## **Eligibility**

Applicants are limited to private, faith-based, tribal, or state consortiums of accredited universities and colleges or associations of institutions of higher education that can demonstrate (1) knowledge and understanding of victimization issues to be integrated into university or college curricula; (2) experience in augmenting university or college curricula by incorporating emerging education issues; and (3) staff resources and capability to carry out all activities required by the funded project.

(See "Eligibility," page 5, for a detailed definition of consortium for purposes of this solicitation and eligibility examples.)

## **Deadline**

Registration with [Grants.gov/GMS](#) is required prior to application submission.  
(See "Deadline: Registration," page 4.)

All applications are due by 11:59 p.m. e.t. on Thursday, December 18, 2008.  
(See "Deadline: Application," page 4.)

### **Contact Information**

For assistance with the requirements of this solicitation, contact Maria Acker, Program Specialist, at 202-305-8649 or [maria.acker@usdoj.gov](mailto:maria.acker@usdoj.gov).

This application must be submitted through [Grants.gov](http://Grants.gov). For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1-800-518-4726 or via e-mail to [support@grants.gov](mailto:support@grants.gov). **Note:** The Grants.gov/GMS Support Hotline hours of operation are Monday-Friday from 7:00 a.m. to 9:00 p.m. e.t.

**Grants.Gov number assigned to announcement: OVC-2009-1947**

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# National-Scope Demonstration Project Postsecondary Education: Integrating Crime Victims' Issues Into University and College Curricula (CFDA # 16.582)

## Overview

The statutory authority for this program is 42 U.S.C. § 10603 (c)(1)(A). The overall goal is to provide comprehensive and quality education and training to future victim service providers and allied professionals by enhancing university and college curricula to address crime victimization issues and responses into learning models. This initiative will focus on enhancing university and college curricula by integrating crime victimization issues and responses into multidisciplinary education models and faculty development in universities and colleges. At the completion of the entire 3-year initiative, it is anticipated that multidisciplinary education models and faculty development integrating crime victimization issues and responses may be replicated on a larger national scale.

OVC intends to fund one award in the amount of \$300,000 to a nonprofit, faith-based, or state consortium of higher education (accredited universities or colleges) or associations affiliated with higher education under this solicitation. A 25 percent in-kind or cash match to support sustainability and investment in the project for the planning year is required.

## Deadline: Registration

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 confirmations/user passwords**. OJP highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package to our agency by the application deadline specified. The registration process for organizations involves these steps: (1) Obtain a Data Universal Numbering System (DUNS) number; (2) Register your organization with the Central Contractor Registry (CCR); (3) Register with Grants.gov's Credential Provider and obtain a username and password; (4) Register with Grants.gov to establish yourself as an Authorized Organization Representative (AOR); and (5) The E-Business Point of Contact (POC) assigns the "Authorized Applicant Role" to you. For more information about the registration process, go to [www.grants.gov](http://www.grants.gov). **Note: Your CCR Registration must be renewed once a year. Failure to renew the CCR registration may prohibit submission of a grant application through Grants.gov.**

## Deadline: Application

The deadline for applying for funding under this announcement is 11:59 p.m. eastern time on Thursday, December 18, 2008.

Within 24–48 hours after submitting your electronic application, you should receive an email validation message from Grants.gov. The validation message will tell you if the application has been received and validated or if it has been rejected, and why.

**Important:** You are urged to apply 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 the rejection notification.

If you experience unforeseen Grants.gov technical issues beyond your control, you must contact OJP staff **within 24 hours after the due date** and request approval to submit your application. OJP staff will require you to e-mail the complete grant application and provide a Grants.gov Help Desk tracking number within 24 hours after the due date. After OJP reviews all of the information submitted as well as contacts Grants.gov to validate the technical issues reported by the grantee, OJP will contact you to either approve or deny the request.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time; (2) failure to follow Grants.gov instructions on how to register and apply as posted on its Web site; (3) failure to follow all of the instructions in the OJP solicitation; and technical issues experienced with the applicant's computer or information technology (IT) environment.

## **Eligibility**

Applicants are limited to private, faith-based, tribal, or state consortiums of accredited universities and colleges or associations of institutions of higher education that can demonstrate (1) knowledge and understanding of victimization issues to be integrated into university or college curricula; (2) experience in augmenting university or college curricula by incorporating emerging education issues; and (3) staff resources and capability to carry out all activities required by the funded project. The lead applicant must be an accredited university or college or institution of higher education. The lead applicant must partner, at a minimum, with another university or college or state association affiliated with higher education to be eligible to apply for funding. If the applicant does not demonstrate a partnership with another university or college, the applicant will be deemed ineligible to submit an application for purposes of this solicitation.

Examples of eligible consortiums include the following:

- Two or more colleges or universities located in separate states coming together through a Memorandum of Understanding for the purposes of this project.
- Two or more colleges or universities (not part of the same higher education institution) in the same state coming together for the purposes of collaborating on this project.
- A university or college and a national or state association affiliated with higher education partnering for the purposes of this project.
- Multiple university or college campuses from the same state higher education institution partnering for the purposes of this project.
- Eligible consortiums as listed above that also partner with local, tribal, state, or national organizations and/or public agencies.

Examples of ineligible consortiums include the following:

- One university or college that partners with a community-based or system-based local, state, or national organization.
- The primary applicant is a local, tribal, state, or national organization that partners with one university or college.
- Local, tribal, state, or national organizations and/or public agencies applying individually or as a group.

Eligibility is a critical factor to the success of this initiative. This is a national-scope demonstration project that seeks comprehensive and quality education and training to future victim service providers and allied professionals by enhancing universities' and colleges' curricula to address crime victimization issues and responses into learning models. This initiative will focus on enhancing university and college curricula by integrating a broad range of crime victimization topics, issues, and responses into multidisciplinary education models and faculty development in universities and colleges. At the completion of the entire 3-year initiative, it is anticipated that multidisciplinary education models and faculty development integrating crime victimization issues and responses may be replicated on a larger national scale.

Memorandums of understanding or other documentation must be included in the application to document eligibility.

Applications that focus on prevention or research **will not** be considered for funding as these activities are not supported by OVC's statutory funding authority.

**Faith-Based and Other Community Organizations:** Consistent with President George W. Bush's Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, it is Department of Justice (DOJ) policy that faith-based and other community organizations that statutorily qualify as eligible applicants under DOJ programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and other community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. DOJ grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

If your organization is a faith-based organization that makes hiring decisions on the basis of religious belief, it may be entitled, under the Religious Freedom Restoration Act,

42 U.S.C. § 2000bb, to receive federal funds and yet maintain that hiring practice, even if the law creating the funding program contains a general ban on religious discrimination in employment. For the circumstances under which this may occur, and the certifications that may be required, please refer to the following link at [www.usdoj.gov/fbci/effect-rfra.pdf](http://www.usdoj.gov/fbci/effect-rfra.pdf).

Applicants are encouraged to review the Civil Rights Compliance section under “Additional Requirements” in this announcement.

**American Indian Tribes and Alaska Native Tribes and/or Tribal Organizations:**

Applicants are limited to for-profit (commercial) organizations, nonprofit organizations, faith-based and community organizations, institutions of higher learning, and consortiums with demonstrated organization and community-based experience working with American Indian and Alaska Native communities, including tribal commercial and nonprofit organizations, tribal colleges and universities, and tribal consortiums.

All tribal applications must be accompanied by a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal counsel or comparable government body. If the grant will benefit more than one tribal entity, a current authorizing resolution or other enactment of the tribal counsel or comparable government body from each tribal entity must be included. If the grant application is being submitted on behalf of a tribal entity, a letter or similar document authorizing the inclusion of the tribal entity named in the application must be included.

## **Program-Specific Information**

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

**Award Amount:**

Funding FY 2009: \$300,000 is contingent on the amount of FY 2009 funding available.  
Funding FY 2010: \$200,000 is contingent on grantee performance and future funding availability.  
Funding FY 2011: \$200,000 is contingent on grantee performance and future funding availability.

A 25 percent in-kind or cash match to support sustainability and investment in the project is required by the applicant for each funding cycle.

See page 22 for more information on how match is calculated per guidance from the Office of Justice Program’s Office of the Chief Financial Officer.

**Award Period:** 18 months

It is anticipated that the total project period will be for 3-years. The initial budget period will be for 18 months. Pending selection and funding availability, it is anticipated that this project would begin on October 1, 2009.

The SF-424 should indicate funding only for the initial project year. Second- and third-year funding is contingent upon grantee performance and availability of funds.

**Definitions:** For the purpose of this solicitation, the following definitions are provided to assist applicants:

Crime victim—a person who has suffered a physical, sexual, financial, or emotional harm as a result of the commission of a crime.

Multidisciplinary education model—curricula that addresses victimization topics, issues, and responses from the perspective of diverse academic disciplines.

**Program Components and Phases:**

Year 1—Formation of a planning committee to develop program strategy components, including curriculum review and development of new or modification of existing curricula, subrecipient solicitation design, subrecipient pilot selection, and evaluation design and feedback model.

Year 2—Implementation of multidisciplinary education models at pilot sites, evaluation, and revision or modification of curricula based on evaluation.

Year 3—Ongoing implementation, evaluations, and development of national replication guide.

**Background:**

OVC has a history of encouraging victim assistance courses of study through the establishment of State Victim Assistance Academies across the Nation. OVC also has helped to professionalize the field by offering individuals working with victims of crime training through State Victim Assistance Academies and the National Victim Assistance Academy. When the National Victim Assistance Academy was launched, one of OVC's long-range goals was to encourage a victim assistance course of study in colleges and universities nationwide.

This project builds upon that concept of integrating victims' issues into the Nation's educational system and professionalizing the field by encouraging the development of cross-disciplinary courses of study in colleges and universities to improve the knowledge, skills, and abilities of future victim advocates and allied professionals who come into contact with crime victims. The intent of this project is to develop multidisciplinary education models that integrate a broad variety of crime victimization topics, issues, and responses. For the purposes of this solicitation, crime victim is defined as a person who has suffered a physical, sexual, financial, or emotional harm as a result of the commission of a crime. Many professionals who encounter victims of crime receive no formal education about the impact of victimization. Educational curricula in colleges and graduate schools for doctors, lawyers, nurses, social workers, law enforcement, mental health professionals, clergy, and others should include specialized training about victim trauma and related crime victims' issues. For example, integrating victimization issues into curricula could assist journalism students in reporting on victims of violence with the sensitivity, dignity, and respect that they deserve. Faith communities are increasingly involved with crime victims' issues. Even the best intentioned faith communities are not always equipped to provide assistance. Many clergy receive little or no training in how to help victims and may have little information about available services or how victims experience the adjudication process. Members of the legal professional play a variety of critical roles in the criminal and juvenile justice systems. They serve as judges, prosecutors, defense counsel, and victim advocates or serve in positions at private law firms, corporations, law schools, or government offices. These lawyers frequently come into contact with crime victims in their work (i.e., drunk

driving, homicide, domestic violence, sexual assault, elder abuse, etc.). Lawyers need to understand the dynamics of crime victimization and should know how to refer clients to appropriate services. Students pursuing health care careers should learn about the psychological as well as the physical trauma caused by crime, including risk factors, indicators, prevalence, signs and symptoms, and available resources to support victims. Where appropriate, courses should be multidisciplinary and inform students about effective professional multi-disciplinary approaches to address crime and victimization issues. Ultimately, it is anticipated that new or revised education models will be developed to improve the practice of victim services by aspiring victim advocates and allied professionals (i.e., sociology, psychology, health care, criminal justice, business, etc.) by integrating, on a more permanent basis, information about victimology and victims' rights and services into course offerings at institutions of higher learning

A previous example of OVC's work, on a more specific topical area, is its support of strengthening social work curricula in addressing victimization issues. From 1999–2002, OVC supported the demonstration project titled *Victims of Crime: A Social Work Response: Building Skills To Strengthen Survivors*. Its goal was to enhance the capacity of professional social workers to respond to the needs of adult victims of violent crime. The project was unique in its systemic approach to reaching social workers in various phases of professional development, from practitioners in the field to students in the classroom. The project looked at the profession of social work to determine the fit between its knowledge, skills, and values and victim assistance work and its current capacity to train and maintain social workers in the field. For more information, visit <http://www.ojp.usdoj.gov/ovc/publications/bulletins/NASWvictimassistance/pg2.html>. Although this is provided as an example, applicants should develop their application to address broader victimization types, issues, and responses.

**Program Strategy:** OVC invites applications for the development of innovative, multidisciplinary education models (i.e., classroom, online, clinical) addressing victimization issues and responses to crime victims that can be integrated into university or college curricula and faculty development. This initiative will assist in providing comprehensive and quality education and training to future victim service providers and allied professionals that will ultimately improve the delivery of services and enforcement of rights for crime victims.

Applications should include a plan to achieve the following:

- competitively select six subrecipients for piloting the innovative, multidisciplinary education models (i.e. classroom, online, clinical) in university or college curricula;
- design an internship/practicum placement model that integrates a multidisciplinary approach for students to learn about the benefits of working in a profession that assists crime victims;
- develop faculty trainings: and,
- create awareness materials for faculty, staff, and students and other public education pieces that support the project's objectives.

When developing a strategy, please note that OVC cannot fund prevention or research activities.

Applicants and future subrecipients will be encouraged to work with OVC-recognized State Victim Assistance Academies and State Victim Assistance Coalitions as a resource on this initiative to plan the education model(s), utilize training and materials already published, and to document successes, challenges, and replication strategies. For more information on State Victim Assistance Academies, visit <http://www.ovc.gov/assist/existingsvaa.html>. Please note that it is not the intended purpose of this solicitation to replicate the SVAA adult-learning model in universities or colleges.

Stronger consideration will be given to applicants that can demonstrate how they can leverage their state or national network to support their strategy and integrate proposed education standards into a broader higher education system on a national level. The applicant should document in their application a plan to leverage those support systems.

Applicants are encouraged to set aside a portion of the funds for technical assistance needs. Technical assistance may be provided to this initiative by OVC recommended consultants.

- The project's deliverables must include at a minimum:
  - a. A plan/strategy (i.e., strategic plan, logic model) to implement multidisciplinary education models that can be piloted in an accredited university or college setting with potential for future replication (Year 1);
  - b. subrecipient solicitation and selection of at least six pilot sites (Year 1);
  - c. curriculum review and development of new or modification of existing curricula (Year 1);
  - d. curriculum kits to assist in providing faculty with specific content to incorporate into their courses (Year 1, Year 2);
  - e. sample course modules for adapting victim assistance issues into existing college curricula (Year 1, Year 2);
  - f. sample student internship placement/practicum memoranda of understanding (MOUs) with community-based organizations (Year 1, Year 2);
  - g. outreach materials to prospective students about the value of an multidisciplinary curricula (Year 1, Year 2, Year 3);
  - h. evaluation (qualitative or quantitative) based on pre- and post-pilot (Year 1, Year 2, Year 3);
  - i. replication guide for faculty interested in replicating education models developed (Year 2, Year 3).

**Evaluation:** Evaluation is critical to ensure that each OVC project is operating as designed and achieving its goals and objectives. The applicant must include a plan to perform basic evaluation of the project, incorporating the performance measures identified below and any other performance indicators identified by the applicant. 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 the identification of staff members and staff time, use of outside consultants to assist with the assessment, and any other support costs associated with conducting an evaluation. The applicant should detail a plan to use evaluation feedback to improve the multidisciplinary education models as they are being developed under this initiative. 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.

**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 <http://www.ovc.gov/fund/forms.htm> and view the two model privacy certificates available for adaptation.

### **Reporting Requirements:**

- The **Financial Status Report** (SF 269-A) is due quarterly, no later than the 45th day following the end of each calendar quarter. A report must be submitted every quarter in which the award is active, even if there has been no financial activity during the reporting period. The final report is due 90 days after the end date of the award. Future awards and fund drawdowns will be withheld if the financial status reports are delinquent. Financial Status Reports must be submitted directly into the GMS system. Address questions concerning GMS to the GMS Helpdesk, 1-888-549-9901.
- The **Semiannual Progress Report** describes activities during the reporting period and the status or accomplishment of objectives as set forth in the approved application for funding. Progress reports must be submitted within 30 days after the end of the reporting periods, which are January 1 through June 30 and July 1 through December 31 for the life of the award. Due 90 days after the end date of the award, the final report summarizes the progress toward achieving the award's goals and objectives, describes the significant results, and identifies any products developed under the award. Report format will be provided to the recipient by OJP. Future awards and fund drawdowns may be withheld if the progress reports are delinquent. Progress reports must be submitted directly into the GMS system. Address questions concerning GMS to the GMS Helpdesk, 1-888-549-9901.

**Limitation on use of award funds for employee compensation; waiver:** No portion of any award of more than \$250,000 made under this solicitation may be used to pay any portion of the total cash compensation (salary plus bonuses) of any employee of the award recipient whose total cash compensation 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 salary table for SES employees is available at <http://www.opm.gov>.)

This prohibition may be waived at the discretion of the Assistant Attorney General for the Office of Justice Programs. An applicant that wishes to request a waiver should include a detailed justification in the budget narrative for the application.

## Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants that receive funding under this solicitation must provide data that measures the results of their work. **Additionally, applicants must discuss their data collection methods in the application. Please refer to the Selection Criteria in this solicitation, which outline applicant responsibilities for collecting and reporting data.** Performance measures for this solicitation are as follows and must be addressed in the application:

Objective	Performance Measures	Data Grantee Provides
<p>The objective of this solicitation is to support the planning, development, and implementation of innovative, multidisciplinary education models (i.e., classroom, online, clinical) addressing victimization issues and responses to crime victims that can be integrated into university or college curricula and faculty development.</p>	<p>Minimum number of pilot sites selected (Required for Year 1 – Minimum Target: 6).</p> <p>Number of faculty involved in course implementation (Required for Year 1, Year 2, Year 3).</p> <p>Minimum number of developed curriculum kits to assist in providing faculty with specific content to incorporate into their courses (Required Year 1, Year 2, Year 3. Minimum Target Year 1, Year 2, Year 3: 1).</p> <p>Minimum number of developed sample course</p>	<p>Number of pilot sites selected (Year 1).</p> <p>Number of faculty involved in course implementation (Year 1, Year 2, Year 3).</p> <p>Number of curriculum kits to assist in providing faculty with specific content to incorporate into their courses (Year 1, Year 2, Year 3).</p> <p>Number of sample course modules for adapting victim</p>

	<p>modules for adapting victim assistance issues into existing college curricula (Required for Year 2, Year 3. Minimum Target:1).</p> <p>Number of students taking newly developed, adapted, or modified course (Year 2, Year 3).</p> <p>Number of sample student internship placement/practicum MOUs with community-based organizations (Year 2, Year 3).</p> <p>Number of students involved in internship/practicum placements (Year 2, Year 3).</p> <p>Number of faculty trainings provided (Year 2, Year 3).</p> <p>Number of outreach materials to prospective students about the value of an multidisciplinary curricula (Year 2, Year 3).</p> <p>Minimum number of replication guides developed for faculty interested in replicating education models in other university or college settings (Required for Year 3. Minimum Target:1).</p>	<p>assistance issues into existing college curricula (Year 2, Year 3).</p> <p>Number of students taking newly developed, adapted, or modified course (Year 2, Year 3).</p> <p>Number of sample student internship placement/practicum MOUs with community-based organizations (Year 2, Year 3).</p> <p>Number of students involved in internship/practicum placements (Year 2, Year 3).</p> <p>Number of faculty trainings provided (Year 2, Year 3).</p> <p>Number of outreach materials to prospective students about the value of an multidisciplinary curricula (Year 2, Year 3).</p> <p>Number of replication guides developed for faculty interested in replicating education models in other university or college settings (Year 3).</p>
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## How to Apply

DOJ is participating in the e-Government initiative, one of 25 initiatives included in the President's Management Agenda. Part of this initiative—Grants.gov—is a “one-stop storefront” that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding.

**Grants.Gov Instructions:** Complete instructions can be found at [www.grants.gov](http://www.grants.gov). If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **1-800-518-4726**, Monday-Friday from 7:00 a.m. to 9:00 p.m. e. t.

**Funding Opportunities with Multiple Purpose Areas:** Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If you are applying to a solicitation with multiple Competition IDs, you must select the appropriate Competition ID for the intended purpose area of your application. The application will be peer reviewed according to the requirements of the purpose area under which it is submitted.

**Note: OJP's Grants Management System (GMS) does not support Microsoft Vista or Microsoft 2007.** Therefore, OJP will not review any application whose attachments are in Microsoft Vista or Microsoft 2007 format. GMS downloads applications from Grants.gov and is the system in which OJP reviews applications and manages awarded grants. Applications submitted via GMS must be in the following word processing formats: Microsoft Word (\*.doc), PDF files (\*.pdf), or Text Documents (\*.txt). GMS is not yet compatible with Vista and cannot yet process Microsoft Word 2007 documents saved in the new default format with the extensions of “.docx.” Please ensure the documents you are submitting in Grants.gov are saved using “Word 97-2003 Document (\*.doc)” format. Additionally, 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.”

**CFDA Number:** 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-2009-1947.

**A DUNS number is required:** The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. 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, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at <http://www.dunandbradstreet.com>. Individuals are exempt from this requirement.

**Central Contractor Registration (CCR) is required:** In addition to the DUNS number requirement, OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).

## **What an Application Must Include**

### **Application for Federal Assistance Standard Form 424**

#### **Program Narrative**

The program narrative should detail the applicant's strategy to address the purpose of the solicitation as outlined in the Background section of this solicitation, page 8. The program narrative should not exceed 25 double-spaced pages in 12-point font with 1-inch margins and must include six separate sections: Project Abstract, Problem Statement, Project Goals and Objectives, Project Design/Implementation Plan, Organizational Capability and Project Management, and Plans for Measuring Progress and Outcomes. Each section is described below.

- 1) **Project Abstract:** The application should include a one-page summary that describes the project's purpose, goals, and objectives, as well as activities that will be implemented to achieve these goals and objectives, methods, and outcomes.
- 2) **Problem Statement:** The problem statement must include 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.
- 3) **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.
- 4) **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's strategy or design must include a description of project phases, tasks, activities, staff responsibilities, and clear descriptions of interim deliverables and final products. The applicant's plan must include a time-task plan that clearly identifies objectives, major activities, and products. Applicants must develop a time-task plan that clearly identifies major activities and products for the duration of the project period. This time-task plan must include the following:

- the designation of organizations responsible to complete each activity;
- a schedule for the completion of the activities; and
- the submission date to OVC of finished products.

In preparing the time-task plan, applicants should make certain that all project activities will occur within the proposed project period. The plan also must provide for the submission of financial and progress reports.

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 (i.e., focus groups, surveys, interviews, evaluations, and needs assessments). See page 11 for more information on privacy certificate requirements.

All recipients are required to submit semiannual progress reports and quarterly financial reports. 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 publications' 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 OVC's Publishing Guidelines for Print and Web Media online at

<http://www.ovc.gov/publications/infores/pubguidelines/welcome.html>.

- The project's deliverables must include at a minimum:
  - a. a plan/strategy to implement education models that can be piloted in an accredited university or college setting with potential for future replication
  - b. curriculum review
  - c. curriculum kits to assist in providing faculty with specific content to incorporate into their courses
  - d. sample course modules for adapting victim assistance issues into existing college curricula
  - e. sample student internship placement/practicum memoranda of understanding (MOUs) with community-based organizations
  - f. outreach materials to prospective students about the value of a multidisciplinary curricula
  - g. evaluation (qualitative or quantitative) based on pre- and post-pilot
  - h. replication guide for faculty interested in replicating education models developed.

5) Capabilities/Competencies and Organizational Capability 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 include in this section:

- a description of how the program will be managed and include an organization chart or information describing the roles and responsibilities of key organizational and functional components and personnel.
- a list of personnel responsible for managing and implementing the major stages of the project.
- job descriptions outlining the roles and responsibilities and provide the selection criteria for the vacant and proposed new positions.
- resumes of key personnel.

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. The project director's job description should be attached.

- 6) Impact/Outcomes and Evaluation/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 applicant should also address the development of a feedback mechanism to utilize the data collected in the ongoing evaluation to improve the multidisciplinary education models as they are being developed during the grant period.

The evaluation plan should identify all resources that will be devoted to conducting the assessment, including the identification of staff members and staff time, use of outside consultants to assist with the assessment, and any other support costs associated with conducting an evaluation.

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.

OVC is required to report its programmatic results annually, in accordance with the Government Performance and Results Act (GPRA). OVC summarizes the individual results and outcomes of all discretionary grant programs, indicating whether the programs are successfully meeting their objectives. OVC depends on its grantees to provide accurate, timely, and relevant information on grant progress and impact.

### **Budget Narrative Attachment Form**

The SF-424 should indicate funding only for the initial project year. Second- and third-year funding is contingent upon grantee performance and availability of funds. The budget narrative and budget worksheet should reflect first year funding only (\$300,000

federal share plus \$100,000 match). As a separate attachment the applicant should provide an overview of the budget for second and third year funding.

The applicant is required to complete the budget narrative and budget detail worksheet (see description below). The budget narrative justifies or explains each budget item and relates it to project activities. The budget narrative provides a justification for all proposed costs and should closely follow the content of the budget detail worksheet. For example, the narrative should explain how fringe benefits were calculated, how travel costs were estimated, why particular items of equipment or supplies must be purchased, and how overhead or indirect costs were calculated. The budget narrative should justify the specific items listed in the budget detail worksheet in all cost categories and demonstrate that all costs are reasonable.

### **Budget Detail Worksheet**

The completion of this form is required in support of the budget narrative form described above. The budget detail worksheet must list the cost of each budget item and show how the costs were calculated. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee to be paid through grant funds. The budget detail worksheet should present and complete a detailed itemization of all proposed costs. A sample budget detail worksheet form, which can be used as a guide to assist you in preparation of the budget detail worksheet and narrative, can be downloaded by visiting <http://www.ojp.usdoj.gov/ovc> and clicking on Standard forms. Completion of this form is required.

*Note: Total costs specified in the Budget Detail Worksheet must match the total amount on line 15.g of the SF424.*

When completing both the budget narrative attachment form and the budget detail worksheet, applicants must also consider the following:

**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 that receive annual funding of more than \$100,000 must attend one Financial Management Training Seminar sponsored by Office of Justice Programs' (OJP) Office of the Comptroller (OC), unless the grantee has previously attended this seminar within the past 24 months. Specific information (such as dates and locations of upcoming OC events) can be found at <http://www.ojp.usdoj.gov/oc/fmts/index.htm>.

**Technical Assistance:** Applicants are encouraged to set aside a portion of the funds for technical assistance needs.

**Match Requirement:** A grant made under this program may not 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 budget and how match funds will be used. Applicants may satisfy this match requirement with either cash or in-kind services. The formula for calculating the match is:

$$\frac{\text{Award amount}}{\text{Federal Share}} = \text{Adjusted Project Costs} \times \text{Recipient's Share} = \text{Required Match}$$

Example: 75/25% match requirement

For a federal award amount of \$300,000, match would be calculated as follows:

$$\frac{\$300,000}{75\%} = \$400,000 \times 25\% = \$100,000 \text{ match}$$

### **Other Program Attachments**

Other attachments include the following materials:

Résumés of key personnel must be provided. For positions that are vacant, provide job descriptions outlining the roles and responsibilities and provide the selection criteria for the proposed new positions. This attachment is required.

Letters of support and/or memoranda of understanding (MOUs) must be provided from agencies and organizations whose support and collaboration is integral to the successful implementation of the project. MOUs must also be included to document consortium eligibility. This attachment is required.

Other attachments as needed (if applicable).

### **Selection Criteria**

Applications will be evaluated and rated based on the extent to which the program meets the following selection criteria.

**Program Narrative Format (5 points):** The program narrative should not exceed 25 double-spaced pages in 12-point font with 1-inch margins and must include six separate sections: Project Abstract, Problem Statement, Project Goals and Objectives, Project Design/Implementation Plan, Organizational Capability and Project Management, and Plans for Measuring Progress and Outcomes.

- 1) **Project Abstract (5 points):** The application should include a one-page summary that describes the project's purpose, goals, and objectives, as well as activities that will be implemented to achieve these goals and objectives, methods, and outcomes.
- 2) **Problem Statement (5 points):** The problem statement must include 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.
- 3) **Project Goals and Objectives (10 points):** 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.

4) **Project Design and Implementation Plan (20 points):** 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. The applicant's plan must include a time-task plan that clearly identifies objectives, major activities, and products. Applicants must develop a time-task plan that clearly identifies major activities and products for the duration of the project period. This time-task plan must include the following:

- the designation of organizations responsible to complete each activity;
- a schedule for the completion of the activities; and
- the submission date to OVC of finished products.

In preparing the time-task plan, applicants should make certain that all project activities will occur within the proposed project period. The plan also must provide for the submission of financial and progress reports.

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 (i.e., focus groups, surveys, interviews, evaluations, and needs assessments). See page 11 for more information on privacy certificate requirements.

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- h. replication guide for faculty interested in replicating education models developed

- 5) **Capabilities/Competencies and Organizational Capability and Project Management (20 points):** 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.

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- 6) **Impact/Outcomes and Evaluation/Performance Measures (15 points):** 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 applicant should also address the development of a feedback mechanism to utilize the data collected in the ongoing evaluation to improve the multidisciplinary education models as they are being developed during the grant period.

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on its grantees to provide accurate, timely, and relevant information on grant progress and impact.

### **Budget Narrative/Detail Worksheet/Match (15 points)**

The applicant is required to complete the budget narrative and budget detail worksheet. The SF-424 should indicate funding only for the initial project year. Second- and third-year funding is contingent upon grantee performance and availability of funds. The budget narrative and budget worksheet should reflect first year funding only (\$300,000 federal share plus \$100,000 match). As a separate attachment the applicant should provide an overview of the budget for second and third year funding.

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**Technical Assistance:** Applicants are encouraged to set aside a portion of the funds for technical assistance needs.

**Match Requirement:** The applicant must identify the source of the 25 percent nonfederal portion of the budget and how match funds will be used. Applicants may

satisfy this match requirement with either cash or in-kind services. The formula for calculating the match is:

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### **Other Program Attachments (5 points)**

Other attachments include the following materials:

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Other attachments as needed (if applicable).

### **Review Process**

OJP is committed to ensuring a standardized process for awarding grants. The Office for Victims of Crime reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with program or legislative requirements as stated in the solicitation. Responsive applications will be forwarded for peer review.

Peer Reviewers will be reviewing the applications submitted under this solicitation as well. The Office for Victims of Crime reviews may use either internal peer reviewers, external peer reviewers or a combination of both to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current U.S. Department of Justice employee. An internal reviewer is an expert in the field of the subject matter of a given solicitation who is a current U.S. Department of Justice employee. Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all other 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 may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

On approval by the OVC Director, the application selected for funding will be forwarded for award processing, subject to the final approval of the Assistant Attorney General for OJP. All funding decisions are final, and reviewer comments expressed in the summary are those of the individual reviewers and do not necessarily represent the official position or policies of the U.S. Department of Justice.

After the peer review is finalized, the Office of the Chief Financial Officer (OCFO), in consultation with The Office for Victims of Crime reviews, conducts a financial review of all potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget and budget narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable Federal cost principles and agency regulations. OCFO also reviews the award document and verifies the OJP Vendor Number. Funding will not be awarded to applicants with overdue financial and/or progress reports for existing OJP grants.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final grant award decisions will be made by the Assistant Attorney General (AAG), who may also give consideration to factors including, but not limited to, underserved populations, strategic priorities, past performance, and available funding when making awards.

## **Additional Requirements**

Successful applicants selected for award must agree to comply with some or all of the additional requirements below prior to receiving grant funding. We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at [http://www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- Civil Rights Compliance
- Funding to Faith-Based Organizations
- Confidentiality and Human Subjects Protections Regulations
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) Compliance
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with the Office of the Chief Financial Officer Financial Guide (<http://www.ojp.usdoj.gov/financialguide/index.htm>)
- Suspension or Termination of Funding
- Non-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006

We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at [http://www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

## **GRANTS VERSUS COOPERATIVE AGREEMENTS**

Cooperative agreements are used when substantial collaboration is anticipated between OVC and the award recipient during performance of the proposed activities.

Responsibility for general oversight and redirection of the project, as necessary, rests with OVC. OVC will review and approve all activities in the requirements under the various stages, as enumerated in the solicitation. This includes review and approval in a timely manner of all key personnel selections, consultants, assessments, plans, instruments, manuals, and documents developed or identified for use during the project, with suggestions for modification. Responsibility for the coordination of topics addressed or services rendered will be shared by OVC and the recipient. Where appropriate, the recipient will act jointly with OVC to determine modifications to the program plan or budget and design data collection instruments. In executing this responsibility, OVC requires that its program specialist meet periodically with the recipient (as determined by OVC) throughout the life of the project to discuss project activities, plans, problems, and solutions. Responsibility for the day-to-day conduct of the project rests with the recipients. This specifically includes operations, data collection, analysis, and interpretation.