

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



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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) is seeking applications for a national training, technical assistance, and network expansion effort that builds upon the existing National Identity Theft Victims Assistance Network (NITVAN) program to include cybercrime. Under NITVAN II, OVC intends to award one cooperative agreement in year one to a national victim-serving organization to help further unite the existing 10, previously-funded NITVAN coalitions, with subaward funding in years two and three for up to 20 new coalitions. NITVAN II will continue to build capacity for new and improved policy development, training, and service delivery at the local, state, and regional levels to address the needs of victims of identity theft, with additional emphasis on cybercrime. This program furthers the Department's mission by enhancing the Nation's capacity to assist crime victims and to provide leadership in changing attitudes, policies, and practices to promote justice and healing for all victims of crime.

## **Fiscal Year (FY) 2016 Vision 21: National Identity Theft Victims Assistance Network Expansion— NITVAN II**

**Applications Due: June 9, 2016**

### **Eligibility**

Eligible applicants are limited to nonprofit organizations (including tribal nonprofit organizations) that can demonstrate: (1) knowledge and understanding of needs of financial fraud/cyber crime/identity theft victims, (2) experience providing victim services and building coalitions at the national level, (3) staff resources and capability to carry out all activities required by the funded project, (4) the capacity to solicit competitive applications for subawards, and (5) the capacity to issue and manage subawards.

OVC welcomes applications that involve two or more entities that will carry out the funded federal award activities; however, one eligible entity must be the applicant and the other(s) must be proposed as subrecipient(s). The applicant must be the entity with primary responsibility for administering the funding and managing the entire project. Only one application per lead applicant will be considered; however, a subrecipient may be part of multiple proposals.

### **Deadline**

Applicants must register with [Grants.gov](#) prior to submitting an application. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 11:59 p.m. eastern time on June 9, 2016.

All applicants are encouraged to read this [Important Notice: Applying for Grants in Grants.gov](#).

For additional information, see [How to Apply](#) in Section D. Application and Submission Information.

## Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, or via email to [support@grants.gov](mailto:support@grants.gov). The [Grants.gov](#) Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must email the OVC contact identified below **within 24 hours after the application deadline** and request approval to submit their application. Additional information on reporting technical issues is found under “Experiencing Unforeseen Grants.gov Technical Issues” in the [How to Apply](#) section.

For assistance with any other requirements of this solicitation, contact Laura Ivkovich, Policy Analyst, by telephone at 202-616-3576 or by email at [Laura.Ivkovich@usdoj.gov](mailto:Laura.Ivkovich@usdoj.gov).

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# **FY 2016 Vision 21: National Identity Theft Victims Assistance Network Expansion— NITVAN II CFDA #16.582**

## **A. Program Description**

### **Overview**

The purpose of the FY 2016 National Identity Theft Victims Assistance Network Expansion Program (NITVAN II) is to help expand the outreach and capacity of victim service programs to better address the rights and needs of victims of identity theft through the establishment of additional collaborative regional, statewide, and community-based coalitions dedicated to improving the response to victims of identity theft, with additional and growing emphasis on victims of identity theft in cyberspace. The ultimate goal of this program is to provide training and technical assistance and policy guidance to programs and coalitions through a national network that builds capacity to provide assistance to victims of identity theft and encourages expansion of existing victim service programs and coalitions to address the needs of identity theft victims of cybercrime.

Through the NITVAN expansion effort, OVC will fund technical assistance, planning, and outreach efforts via a competitive solicitation to a national organization (years 1–3). In year two, the national organization will fund 10 competitive subawards of up to \$50,000 each to regional, statewide, and community-based coalitions (with at least two of the subawards for law enforcement-based programs). In year three, the national organization will fund 10 additional competitive subawards of up to \$50,000 each to coalitions/programs (with at least two of the subawards for programs serving tribal victims of crime). The national organization will also provide ongoing networking and training to the 10 original OVC-funded NITVAN sites. The ultimate goal, through building a cadre of network coalitions, is to help improve policy and current service delivery portfolios at the local, state, and regional levels to better address the ongoing needs of and assistance to identity theft victims, including victims of cybercrime.

This program is funded through 42 U.S.C. 10603(c)(1)(A) and the Commerce, Justice, Science, and Related Agencies Appropriation Act, 2016, sec. 505.

### **Program-Specific Information**

OVC funded the original NITVAN in 2010 to expand the outreach and capacity of victim service programs throughout the Nation to better address the rights and needs of victims of identity theft. Through that technical assistance effort, OVC successfully funded the establishment of collaborative regional, statewide, and community-based coalitions in 10 sites across the Nation, dedicated to improving the response to victims of identity theft. As a result, NITVAN has helped to improve the ability of coalition members to provide direct victim assistance, such as emotional support, practical guidance, and information; and has helped victims find local agencies that offer legal and other types of assistance.

This is an expansion of the initial NITVAN effort to add 20 additional coalitions to the network and to provide training and technical assistance and policy guidance to programs and coalitions addressing the needs of victims of identity theft, with additional and growing emphasis on

identity theft victims of cybercrime. NITVAN also developed a toolkit and has resource materials readily available on the OVC Training and Technical Assistance (OVC TTAC) website; this program effort will add to that existing toolkit.

Findings from OVC's strategic-planning initiative, *Vision 21: Transforming Victim Services*, noted a profound need to "build and institutionalize capacity through an infusion of technology, training, and innovation to ensure that the field is equipped to meet the demands of the 21st century." The initiative further recognized that victims face seemingly insurmountable hurdles, and notes that, "multiple, complex challenges prevent the victim assistance field from realizing the common goal of reaching each victim in need of hope and help. New types of crime have emerged and proliferated as a result of changes brought about by technology, globalization, and evolving demographics in our society." Emerging and new crimes, including online financial fraud, identity theft, cyber-stalking, sexual exploitation, computer hacking, and corporate data breaches, "present extreme challenges in investigating and prosecuting these crimes and providing assistance to these victims." (Vision 21 Final Report, pages vii and 20.) With the advent of additional ways to use cyberspace to threaten and commit emotional and financial harm, the victim services field needs to work together to address complex challenges by using a collaborative, multidisciplinary approach involving multiple stakeholders. In addition, findings from the Bureau of Justice Statistics report, *Victims of Identity Theft, 2014* (September, 2015), reveal that "an estimated 17.6 million persons, or about 7 percent of U.S. residents aged 16 or older, were victims of at least one incident of identity theft in 2014. Thirty-six percent of victims of multiple types of identity theft with existing account and other fraud reported that the crime was severely distressing."

Under this expansion program, OVC intends to make available discretionary funding to a national victim-serving organization to unite (through training and technical assistance and the sharing of expertise), a network of collaborative regional, statewide, and community coalitions dedicated to improving the response to victims of identity theft, (e.g., through infrastructure, training, technical assistance, outreach tools, policy development), and to address the rights and needs of victims of identity theft in the context of cybercrime. OVC will use tested program models from this NITVAN II effort to showcase possibilities for communities and programs interested in providing comprehensive victim assistance services.

The collaborative partner coalitions will work with the national victim-serving organization to establish a formal resource network of victim assistance providers to help these providers better address the rights and needs of victims of identity theft across the Nation. The ultimate goals of this program are to: (1) provide support and guidance to statewide and regional programs and coalitions in the network, (2) encourage the expansion of existing victim service programs and coalitions to address the rights and needs of this underserved population, and (3) offer helpful guidance to victim service programs and coalitions on how they can improve their current service delivery portfolio at the local, state, and regional level to better address the needs of and assistance to victims of identity theft and identity theft victims of cybercrime. The program should have a national scope and be capable of providing training and support to service providers throughout the United States, including territories and tribal lands. The projects will work in coordination with the technical assistance provider for the legal assistance networks programs described above.

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

NITVAN II will award one cooperative agreement to a national nonprofit organization that will support the planning activities of regional, statewide, or community-based organizations in serving victims of identity theft and identity theft victims of cybercrime during FYs 2016–2019.

Based upon the successful completion of year one activities, the grantee will make competitive subawards to help unite the field of new and existing victim service programs to improve their assistance to this underserved group. OVC is particularly interested in increasing the development and capacity of victim-serving organizations to respond to the needs and rights of victims of identity theft.

The deliverables required by OVC for this program include the following:

#### Year One

1. Develop a logic model for planning, design, implementing, executing, and evaluating outreach, subaward, and training programs for the 3-year project.
2. Design, modify, and test subaward process to be used in year two.
3. Conduct inventory and analysis of regional and statewide coalitions and community-based organizations' challenges and obstacles to developing new or expanding existing services to meet the needs of victims of identity theft and cybercrime in their communities.
4. Develop training, marketing, and an outreach plan based on inventory and analysis of regional and statewide coalitions and community-based service needs.
5. Conduct outreach to potential applicants.
6. Establish criteria for selecting the subrecipients.
7. Establish a solicitation to which potential subrecipients can apply.
8. Draft and submit to OVC an analysis report on the current challenges and obstacles for regional and statewide coalitions and community-based organizations in meeting the needs of victims of identity theft and cybercrimes, and a recommended plan for addressing these challenges through the year two subaward competitive solicitation.
9. Develop an evaluation plan.
10. Submit semiannual award progress reports to OVC.
11. Submit quarterly financial status reports to OVC.

#### Year Two

1. Develop and maintain a pool of eligible subaward applicants. The grantee will work closely with OVC to identify applicants eligible for a subaward.
2. Implement a streamlined, competitive process to award up to \$500,000 in subgrants (of up to \$50,000) to 10 regional, statewide, and community-based organizations and coalitions. The grantee will work closely with the OVC monitor to disseminate the solicitation to appropriate organizations across the country using a variety of advertising media, including written and electronic newsletters, clearinghouses, listservs, and websites. The grantee will conduct a competitive subaward process and submit recommendations for funding of each eligible applicant to OVC for approval. The grantee must provide each applicant written notification of the final resolution of its application and forward a copy to OVC.
3. Implement the evaluation plan to ensure program deliverables are useful as models for the selected subrecipients.
4. Work with the selected subrecipients to ensure that only allowable activities are funded.
5. Manage and monitor subrecipient awards.
6. Provide technical assistance to subrecipients. The grantee will coordinate with the OVC monitor on each request for technical assistance.
7. Ensure that subrecipients complete a progress report that summarizes the following: number of identity theft and cybercrime victims served (by type of crime), number of advocates trained, number of volunteers trained, number of service providers trained, and types of services provided.

8. Draft and submit to OVC recommended technical assistance guidance items for the existing NITVAN toolkit (e.g., newsletters, webinars, national or regional training opportunities, tested model program materials) for use by victim service programs and coalitions to improve their service delivery portfolio at the local, state, and regional levels to better provide services that include victims of cybercrime.
9. Report on the ongoing and future technical assistance and networking needs of local and statewide coalitions and community-based organizations, and provide recommendations for meeting the needs of victims of identity theft and identity theft cybercrimes through a competitive subaward solicitation process.
10. Submit semiannual award progress reports to OVC.
11. Submit quarterly financial status reports to OVC.
12. Keep OVC abreast of issues or concerns with subrecipients.

### Year Three

1. Implement a second competitive process to award up to \$500,000 in subgrants (of up to \$50,000 each) to 10 additional regional, statewide, and community-based organizations and coalitions.
2. Work with the selected subrecipients to encourage use of tested program policies and models.
3. Work with the selected subrecipients to ensure that only allowable activities are funded.
4. Manage and monitor subrecipient awards.
5. Ensure that subrecipients complete a progress report that summarizes the following: number of identity theft and cybercrime victims served (by type of crime), number of advocates trained, number of volunteers trained, number of service providers trained, and types of services provided.
6. Provide technical assistance to subrecipients. The grantee will coordinate with the OVC monitor on each request for technical assistance.
7. Determine program services that can easily be shared with and replicated by other victim assistance programs and coalitions capable of addressing the rights and needs of victims of identity theft and cybercrime. The grantee will work with OVC to conduct site visits as necessary and analyze subrecipient reports to identify what works and what can easily be replicated.
8. Submit semiannual award progress reports to OVC.
9. Submit quarterly financial status reports to OVC.

## **B. Federal Award Information**

OVC estimates that it will make up to one award of up to \$1,500,000 for a 36-month project period, beginning on October 1, 2016.

OVC may, in certain cases, provide supplemental funding in future years to awards under this solicitation. Important considerations in decisions regarding supplemental funding include, among other factors, the availability of funding, strategic priorities, assessment of the quality of the management of the award (for example, timeliness and quality of progress reports), and assessment of the progress of the work funded under the award.

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

## **Type of Award<sup>1</sup>**

OVC expects that it will make any award from this solicitation in the form of a cooperative agreement, which is a particular type of grant used if OVC expects to have ongoing substantial involvement in award activities. Substantial involvement includes direct oversight and involvement with the grantee organization in implementation of the grant, but does not involve day-to-day project management. See [Administrative, National Policy, and other Legal Requirements](#), under [Section F. Federal Award Administration Information](#), for details regarding the federal involvement anticipated under an award from this solicitation.

## **Financial Management and System of Internal Controls**

Award recipients and subrecipients (including any recipient or subrecipient funded in response to this solicitation that is a pass-through entity<sup>2</sup>) must, as described in the Part 200 Uniform Requirements set out at 2 C.F.R. 200.303:

- (a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the recipient (and any subrecipient) is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- (b) Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards.
- (c) Evaluate and monitor the recipient’s (and any subrecipient’s) compliance with statutes, regulations, and the terms and conditions of Federal awards.
- (d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- (e) Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive or the recipient (or any subrecipient) considers sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

In order to better understand administrative requirements and cost principles, applicants are encouraged to enroll, at no charge, in the Department of Justice Grants Financial Management Online Training available [here](#).

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<sup>1</sup> See generally 31 U.S.C. §§ 6301-6305 (defines and describes various forms of federal assistance relationships, including grants and cooperative agreements (a type of grant)).

<sup>2</sup> For purposes of this solicitation (or program announcement), “pass-through entity” includes any entity eligible to receive funding as a recipient or subrecipient under this solicitation (or program announcement) that, if funded, may make a subaward(s) to a subrecipient(s) to carry out part of the funded program.



## **Budget Information**

### **Cost Sharing or Matching Requirement**

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

### **Pre-Agreement Cost (also known as Pre-award Cost) Approvals**

Pre-agreement costs are costs incurred by the applicant prior to the start date of the period of performance of the grant award.

OJP does not typically approve pre-agreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. If approved, pre-agreement costs could be paid from grant funds consistent with a grantee's approved budget, and under applicable cost standards. However, all such costs prior to award and prior to approval of the costs are incurred at the sole risk of an applicant. Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs. Should there be extenuating circumstances that appear to be appropriate for OJP's consideration as pre-agreement costs, the applicant should contact the point of contact listed on the title page of this announcement for details on the requirements for submitting a written request for approval. See the section on Costs Requiring Prior Approval in the [Financial Guide](#), for more information.

### **Limitation on Use of Award Funds for Employee Compensation; Waiver**

With respect to any award of more than \$250,000 made under this solicitation, recipients may not use federal funds to pay total cash compensation (salary plus cash 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.<sup>3</sup> The 2016 salary table for SES employees is available at the Office of Personnel Management [website](#). Note: A recipient may compensate an employee at a greater 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.) For employees who charge only a portion of their time to an award, the allowable amount to be charged is equal to the percentage of time worked times the maximum salary limitation.

The Assistant Attorney General for OJP may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. An applicant requesting a waiver should include a detailed justification in the budget narrative of the 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 the budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service the individual will provide, 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.

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<sup>3</sup> OJP does not apply this limitation on the use of award funds to the nonprofit organizations listed at Appendix VIII to 2 C.F.R. Part 200.

### **Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs**

OJP strongly encourages applicants that propose to use award funds for any conference-, meeting-, or training-related activity to review carefully—before submitting an application—the OJP policy and guidance on conference approval, planning, and reporting available at [www.ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](http://www.ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm). OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most conference, meeting, and training costs for cooperative agreement recipients and of some conference, meeting, and training costs for grant recipients; and (3) set cost limits, including a general prohibition of all food and beverage costs.

### **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 for individuals with limited English proficiency may be allowable. 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 under "Solicitation Requirements" in the [OJP Funding Resource Center](#).

## **C. Eligibility Information**

For eligibility information, see the title page.

For additional information on cost sharing or matching requirements, see [Section B. Federal Award Information](#).

### **Limit on Number of Application Submissions**

If an applicant submits multiple versions of the same application, OVC will review only the most recent system-validated version submitted. For more information on system-validated versions, see [How to Apply](#).

## **D. Application and Submission Information**

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

Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are determined to be nonresponsive to the scope of the solicitation, or that do not include the application elements that OVC has designated 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, Budget Narrative, Time/Task Plan, and resumes/curriculum vitae of key personnel. Applicants may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one budget document, it must contain **both** narrative and detail information. Please review the "Note

on File Names and File Types” under [How to Apply](#) to be sure applications are submitted in permitted formats.

*OJP strongly recommends that applicants use appropriately descriptive file names (e.g., “Program Narrative,” “Budget Detail Worksheet and Budget Narrative,” “Timelines,” “Memoranda of Understanding,” “Resumes”) for all attachments. Also, OJP recommends that applicants include resumes in a single file.*

## 1. Information to Complete the Application for Federal Assistance (SF-424)

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and the OJP Grants Management System (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).

**Intergovernmental Review:** This funding opportunity (program) **is not** subject to [Executive Order 12372](#). (In completing the SF-424, applicants are to make the appropriate selection in response to question 19 to indicate that the “Program is not covered by E.O. 12372.”)

## 2. Project Abstract

Applications should include a high-quality project abstract that summarizes the proposed project in 400 words or less. Project abstracts should be—

- Written for a general public audience;
- Submitted as a separate attachment, with “Project Abstract” as part of its file name; and
- Single-spaced, using a standard 12-point font (Times New Roman) with 1-inch margins.

As a separate attachment, the project abstract will **not** count against the page limit for the program narrative.

All project abstracts should follow the detailed template available at [ojp.gov/funding/Apply/Resources/ProjectAbstractTemplate.pdf](http://ojp.gov/funding/Apply/Resources/ProjectAbstractTemplate.pdf).

**Permission to Share Project Abstract with the Public:** It is unlikely that OVC will be able to fund all applications submitted under this solicitation, but it may have the opportunity to share information with the public regarding unfunded applications, for example, through a listing on a web page available to the public. The intent of this public posting would be to allow other possible funders to become aware of such proposals.

In the project abstract template, applicants are asked to indicate whether they give OJP permission to share their project abstract (including contact information) with the public. Granting (or failing to grant) this permission will not affect OJP’s funding decisions, and, if the application is not funded, granting permission will not guarantee that abstract information will be shared, nor will it guarantee funding from any other source.

**Note:** OJP may choose not to list a project that otherwise would have been included in a listing of unfunded applications, should the abstract fail to meet the format and content requirements noted above and outlined in the project abstract template.

### 3. Program Narrative

The program narrative should be double-spaced, using a standard 12-point font (Times New Roman preferred); have no less than 1-inch margins; and should not exceed 25 pages. Pages should be numbered. If the program narrative fails to comply with these length-related restrictions, OVC may consider such noncompliance in peer review and in final award decisions. The program narrative must include five separate sections—Problem Statement, Project Goals and Objectives, Project Design and Implementation Plan, Capabilities and Competencies, and Plans for Collecting the Data Required for this Solicitation's Performance Measures. Each section is described below.

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

#### a. Statement of the Problem

The problem statement must describe the need for the project and provide a clear statement of how funding will support the project's value to the victims' field by meeting a stated goal.

#### b. Project Goals and Objectives

The applicant must specify the goals and objectives of the project. The goals should state the overall purpose of what is to be accomplished. The objectives should:

- Be measurable and relate directly to the issues described in the problem statement.
- Describe the steps necessary to reach the goals or how the goals will be accomplished.
- Clearly describe how funding will support the overall success of the project.

#### c. Project Design and Implementation Plan

The project design and implementation plan must describe the project strategy and discuss how the strategy will address the identified problems and support the goals and objectives. This section must include:

- The strategy, tasks, and time-task plan for project implementation.
- A description of project phases, tasks, activities, staff responsibilities, interim deliverables, and final products.
- A time-task plan that clearly identifies objectives, major activities, and products for the duration of the project period. (The time-task plan presented in chart form will not be included as part of the 25-page narrative limit.)
- The designation of organizational responsibility and a schedule for completion of activities and submission of finished products. (In preparing the time-task plan, the Gantt chart, or schedule, applicants should make certain that all project activities will occur within the proposed project period.)
- A plan for how the project deliverables (e.g., training, technical assistance, promising practices, models, programs) will be developed to offer utility to current and new NITVAN coalition members.
- A plan for how a pool of eligible subaward applicants will be developed and maintained.
- A plan for conducting a competitive subaward process and plans to effectively manage and monitor the selected subrecipients.
- A plan for the submitting financial and progress reports. (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 9 months prior to the end of the grant period. In most instances, the draft publication will undergo an external review by subject matter experts retained by OVC to provide written comments on the publication's accuracy, relevance, and readability, and to provide suggestions to enhance the publication. In all instances, the publication will be reviewed internally by OVC and other DOJ agencies. For further guidance on the publication process, please refer to OVC's Publishing Guidelines for Print and Web Media, available online at [www.ojp.usdoj.gov/ovc/publications/infores/pubguidelines/welcome.html](http://www.ojp.usdoj.gov/ovc/publications/infores/pubguidelines/welcome.html).

The strategy should clearly describe:

- i. The project's intended services and deliverables.
  - ii. Coordination of the project with other organizations, including victim services and any additional joint or cooperative efforts.
  - iii. A dissemination plan for any training products or awareness materials that will be disseminated as a result of the proposed project. Products should be provided in accessible formats. Applicants should provide recommendations for dissemination by OVC. If those recommendations include nontraditional groups, such as organizations or agencies not likely to be included in a victim assistance or criminal justice mailing list, then applicants should be prepared to provide specific names and contact information. In most instances, publications that have been reviewed, revised by the grantee, and subsequently approved for publication by OVC will be printed by OVC and disseminated through the OVC Resource Center at the expense of OVC. Most publications also will be uploaded to the OVC web page. However, product and/or publication dissemination may be limited to the organization alone. In this case, both a plan and line item for funding organization-wide dissemination should be included in the application.
- d. **Capabilities and Competencies**

Organizational capability will be assessed on the basis of (1) the applicant's described management structure and financial capability; and (2) the applicant's project management plan and documentation of the professional staff members' unique qualifications to perform their assigned tasks.

Applications must also include:

- A clear description of the management structure and the current and proposed professional staff members' unique qualifications that will enable them to fulfill the grant responsibilities.
- A descriptions of the program will be managed, including an organizational 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. If additional staff will be hired to complete the project, the applicant should identify the selection criteria.
- Detailed information about staff who have committed to work on the project contingent upon receipt of funding.
- A descriptive statement about the applicant's (1) knowledge and understanding of the needs of financial fraud/identity theft victims; (2) experience providing

victim services and advocacy; (3) staff resources and capability to carry out all activities required by the funded project; (4) the capacity to solicit competitive applications for subawards, and (5) the capacity to issue and manage subawards.

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

**e. Plan for Collecting the Data Required for this Solicitation's Performance Measures**

It 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 accomplishments of project goals and objectives.
- Include goals and objectives that are clearly stated.
- Establish links between program activities and objectives.
- Identify the proscribed performance measures.

Applicants should describe how they will assess performance in attaining the outcomes identified for the project.

The plan for collecting the data required for this solicitation's performance measures 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 other support costs associated with collecting the data.

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. 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. Increasingly, these findings will provide justification for continuing OVC's discretionary grant program. Performance measures identified by the applicant from the solicitation should be included in the application.

To demonstrate program progress and success, as well as, to assist the Department with 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. OJP will require any award recipient, post award, to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Description	Data Grantee Provides
Through training and technical assistance resources, develop models for coordinated responses to effectively identify and assess child and youth victims and provide comprehensive services.	Percentage of technical assistance recipients who will implement policy and program changes as a result.	The intent is to measure the extent to which technical assistance impacts policies and program changes. These changes translate to reaching and serving more victims of crime, addressing gaps in the field, or enhancing and transforming services for victims of crime.	Number of individuals who received technical assistance.  Number of recipients reporting that policy or program changes will be implemented based on training and technical assistance.
	Number of technical assistance requests completed.	The number of requests received during the reporting period for technical assistance. The intent is to measure the progress of awards that have this activity.  Completed requests for technical assistance can be documented to demonstrate that the requestor's needs have been met/satisfied. Technical assistance services may be delivered in person, or via email, telephone, mobile platforms, etc.	Number of technical assistance requests received during the reporting period.  Number of technical assistance requests completed during the reporting period.
	Number of technical assistance program materials developed.	The intent is to measure completion progress for program materials funded to implement Vision 21 goals and objectives. BASELINE questions are answered once, but can be edited if necessary.	BASELINE QUESTION: Number of materials planned for development during the entire grant period.  Number of materials developed and completed during the reporting period.
	Number of technical assistance recipients satisfied with the information provided.	The intent is to measure the extent to which providers of technical assistance services are able to meet the needs of victims and/or professionals as a result of the Vision 21 funding.	Number of technical assistance recipients who completed a satisfaction survey during the reporting period.  Number of recipients who reported satisfaction with the technical assistance during the reporting period.

OVC does not require applicants to submit performance measures data with their application. Performance measures are included as an alert that OVC will require successful applicants to submit specific data as part of their reporting requirements. For the application, applicants should indicate an understanding of these requirements and discuss how they will gather the required data, should they receive funding.

#### **Note on Project Evaluations**

Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute “research” for purposes of applicable DOJ human subjects 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 Funding Resource Center](http://www.ojp.gov/funding/Explore/SolicitationRequirements/EvidenceResearchEvaluationRequirements.htm) web page ([www.ojp.gov/funding/Explore/SolicitationRequirements/EvidenceResearchEvaluationRequirements.htm](http://www.ojp.gov/funding/Explore/SolicitationRequirements/EvidenceResearchEvaluationRequirements.htm)). Applicants whose proposals may involve a research or statistical component also should review the “Data Privacy and Confidentiality Requirements” section on that web page.

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

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

A sample Budget Detail Worksheet can be found at [www.ojp.gov/funding/Apply/Resources/BudgetDetailWorksheet.pdf](http://www.ojp.gov/funding/Apply/Resources/BudgetDetailWorksheet.pdf). Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet. The Budget Detail Worksheet should be broken down by year.

For questions pertaining to budget and examples of allowable and unallowable costs, see the Financial Guide at <http://ojp.gov/financialguide/DOJ/index.htm>.

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

The budget narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, necessary for project activities).

Applicants should demonstrate in their budget narratives how they will maximize cost effectiveness of grant expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are



necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs, 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.

**c. Non-Competitive Procurement Contracts in Excess of Simplified Acquisition Threshold**

If an applicant proposes to make one or more non-competitive procurements of products or services, where the non-competitive procurement will exceed the simplified acquisition threshold (also known as the small purchase threshold), which is currently set at \$150,000, the application should address the considerations outlined in the [Financial Guide](#).

**d. Pre-Agreement Cost Approvals**

For information on pre-agreement costs, see [Section B. Federal Award Information](#).

**5. Indirect Cost Rate Agreement (if applicable)**

Indirect costs are allowed only under the following circumstances:

- (a) The applicant has a current, federally approved indirect cost rate; or
- (b) The applicant is eligible to use and elects to use the “de minimis” indirect cost rate described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.414(f).

Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their 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. For the definition of Cognizant Federal Agency, see the “Glossary of Terms” in the [Financial Guide](#). For assistance with identifying your cognizant agency, please contact the Customer Service Center at 1-800-458-0786 or at [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov). If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at <http://www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf>.

In order to use the “de minimis” indirect rate, attach written documentation to the application that advises OJP of both the applicant’s eligibility (to use the “de minimis” rate) and its election. If the applicant elects the “de minimis” method, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. In addition, if this method is chosen then it must be used consistently for all federal awards until such time as you choose to negotiate a federally approved indirect cost rate.<sup>4</sup>

**6. Applicant Disclosure of High Risk Status**

Applicants are to disclose whether they are currently designated high risk by another federal grant making agency. This includes any status requiring additional oversight by the federal agency due to past programmatic or financial concerns. If an applicant is designated high

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<sup>4</sup> See 2 C.F.R. § 200.414(f).

risk by another federal grant making agency, you must email the following information to [OJPComplianceReporting@usdoj.gov](mailto:OJPComplianceReporting@usdoj.gov) at the time of application submission:

- The federal agency that currently designated the applicant as high risk
- Date the applicant was designated high risk
- The high risk point of contact name, phone number, and email address, from that federal agency
- Reasons for the high risk status

OJP seeks this information to ensure appropriate federal oversight of any grant award. Disclosing this high risk information does not disqualify any organization from receiving an OJP award. However, additional grant oversight may be included, if necessary, in award documentation.

## **7. Time-Task Plan**

Applicants must submit a Time-Task Plan that covers the 2-year period of the award. The plan will demonstrate coordination and integration of goals and objectives across this initiative. The Time-Task Plan must show—

- Project goals.
- Related objectives and activities, including production of training materials; provision of training and technical assistance; data collection; and programmatic and financial reporting.
- The key staff responsible for completing each task.

## **8. Position Descriptions and Resumes**

Applicants should provide position descriptions and resumes for all key positions. Resumes should be tailored to demonstrate relevant qualifications of staff involved in the project.

## **9. Additional Attachments**

### **a. Applicant Disclosure of Pending Applications**

Applicants are to disclose whether they have pending applications for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to State agencies that will subaward federal funds).

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

- The federal or state funding agency
- The solicitation name/project name
- The point of contact information at the applicable funding agency

Federal or State Funding Agency	Solicitation Name/ Project Name	Name/Phone/Email for Point of Contact at Funding Agency
DOJ/COPS	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov
HHS/Substance Abuse & Mental Health Services Administration	Drug Free Communities Mentoring Program/North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

Applicants should include the table as a separate attachment to their application. The file should be named “Disclosure of Pending Applications.”

Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page (e.g., “[Applicant Name on SF-424] does not have pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.”)

**b. Memoranda of Understanding, Letters of Intent**

Applicants must include, for each named partner, an MOU, Letter of Intent, or subcontract that confirms the partner’s agreement to provide the service and describes the cost agreement between the agencies. Subcontracts, MOUs, or Letters of Intent should be submitted as one separate attachment to the application. MOUs and Letters of Intent must include the following: (1) names of the organizations involved in the agreement; (2) scope of the direct service(s) and other work to be performed under the agreement; (3) duration of the agreement; (4) estimated cost per victim or cost of actual services provided—fee-for-service, in-kind match, or no-cost; (5) whether or not there is a cap on the total amount of the agreement; and (6) whether or not there is a maximum number of victims that may be served under the agreement. If any of the required direct services above are to be provided pro bono, or accessed through other government-subsidized or otherwise funded programs, applicants must describe how services will be provided to victims without the use of grant funds.

**10. Financial Management and System of Internal Controls Questionnaire**

In accordance with the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.205, federal agencies must have in place a framework for evaluating the risks posed by applicants before they receive a federal award. To facilitate part of this risk evaluation, **all** applicants (other than an individual) are to download, complete, and submit this [form](#).

**11. Disclosure of Lobbying Activities**

All applicants must complete this information. Applicants that expend any funds for lobbying activities are to provide the detailed information requested on the form Disclosure of Lobbying Activities (SF-LLL). Applicants that do not expend any funds for lobbying activities are to enter “N/A” in the text boxes for item 10 (“a. Name and Address of Lobbying Registrant” and “b. Individuals Performing Services”).

## How to Apply

Applicants must register in, and submit applications through Grants.gov, a primary source to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at [www.Grants.gov](http://www.Grants.gov). Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, 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 several weeks** for first-time registrants to receive confirmation and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

OVC strongly encourages all prospective applicants to sign up for Grants.gov email [notifications](#) regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for updates will be automatically notified.

**Browser Information:** Grants.gov was built to be compatible with Internet Explorer. For technical assistance with Google Chrome or another browser, contact Grants.gov Customer Support.

**Note on Attachments:** Grants.gov has two categories of files for attachments: mandatory and optional. OJP receives all files attached in both categories. Please insure all required documents are attached in the mandatory category.

**Note on File Names and File Types:** Grants.gov only permits the use of certain specific characters in names of attachment files. Valid file names may include only the characters shown in the table below. Grants.gov is designed to reject any application that includes an attachment(s) with a file name that contains any characters not shown in the table below.

Characters	Special Characters		
Upper case (A – Z)	Parenthesis ( )	Curly braces { }	Square brackets [ ]
Lower case (a – z)	Ampersand (&)	Tilde (~)	Exclamation point (!)
Underscore ( _ )	Comma ( , )	Semicolon ( ; )	Apostrophe ( ' )
Hyphen ( - )	At sign ( @ )	Number sign ( # )	Dollar sign ( \$ )
Space	Percent sign ( % )	Plus sign ( + )	Equal sign ( = )
Period ( . )	<b>When using the ampersand (&amp;) in XML, applicants must use the “&amp;amp;” format.</b>		

Grants.gov is designed to forward successfully submitted applications to the OJP 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.” GMS may reject applications with files that use these extensions. It is important to allow time to change the type of file(s) if the application is rejected.

All applicants are required to complete the following steps:

OJP may not make a federal award to an applicant organization until the applicant organization has complied with all applicable DUNS and SAM requirements. Individual applicants must comply with all Grants.gov requirements. If an applicant has not fully complied with the requirements by the time the federal awarding agency is ready to make a federal award, the federal awarding agency may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

Individual applicants should search Grants.gov for a funding opportunity for which individuals are eligible to apply. Use the Funding Opportunity Number (FON) to register. Complete the registration form at <https://apply07.grants.gov/apply/IndCPRRegister> to create a username and password. Individual applicants should complete all steps except 1, 2, and 4.

- 1. Acquire a Data Universal Numbering System (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 a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating 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. Call Dun and Bradstreet at 866-705-5711 to obtain a DUNS number or apply online at [www.dnb.com](http://www.dnb.com). A DUNS number is usually received within 1-2 business days.
- 2. Acquire registration with the System for Award Management (SAM).** SAM is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. Applicants must **update or renew their SAM registration annually** to maintain an active status. SAM registration and renewal can take as long as 10 business days to complete.

Applications cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. Once the SAM registration/renewal is complete, **the information transfer from SAM to Grants.gov can take up to 48 hours.** OJP recommends that the applicant register or renew registration with SAM as early as possible.

Information about SAM registration procedures can be accessed at [www.sam.gov](http://www.sam.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 for organizations, go to [www.grants.gov/web/grants/register.html](http://www.grants.gov/web/grants/register.html). Individuals registering with Grants.gov should go to <http://www.grants.gov/web/grants/applicants/individual-registration.html>.
- 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. The E-Biz POC will need the Marketing Partner Identification

Number (MPIN) password obtained when registering with SAM to complete this step. Note that an organization can have more than one AOR.

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 number for this solicitation is 16.582, titled “Crime Victim Assistance/Discretionary Grants,” and the funding opportunity number is OVC-2016-9348.
6. **Submit a valid 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 two notifications from Grants.gov. The first will confirm the receipt of the application and the second will state whether the application has been successfully validated, or rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received and then receive a rejection notice a few minutes or hours later. Submitting well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges applicants to submit applications **at least 72 hours prior** to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 8:00 p.m. eastern time on June 9, 2016.

Click [here](#) for further details on DUNS, SAM, and Grants.gov registration steps and timeframes.

#### **Note: Duplicate Applications**

If an applicant submits multiple versions of the same application, OVC will review only the most recent system-validated version submitted. See Note on File Names and File Types under [How to Apply](#).

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

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must contact the Grants.gov [Customer Support Hotline](#) or the [SAM Help Desk](#) (Federal Service Desk) to report the technical issue and receive a tracking number. Then applicants must email the OVC contact identified in the Contact Information section on page 2 **within 24 hours after the application deadline** and request approval to submit their application. The email must describe the technical difficulties, and include a timeline of the applicant’s submission efforts, the complete grant application, the applicant’s DUNS number, and any Grants.gov Help Desk or SAM tracking number(s). **Note: OVC does not automatically approve requests.** After the program office reviews the submission, and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the applicant failed to follow all required procedures, which resulted in an untimely application submission, OJP will deny the applicant’s request to submit their application.

The following conditions are generally insufficient to justify late submissions:

- Failure to register in SAM or Grants.gov in sufficient time (SAM registration and renewal can take as long as 10 business days to complete. The information transfer from SAM to Grants.gov can take up to 48 hours.)

- Failure to follow Grants.gov instructions on how to register and apply, as posted on its website.
- Failure to follow each instruction in the OJP solicitation.
- Technical issues with the applicant’s computer or information technology environment, including firewalls, browser incompatibility, etc.

**Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding web page at <http://ojp.gov/funding/index.htm>.**

## **E. Application Review Information**

### **Selection Criteria**

1. Statement of the Problem (10%)
2. Project Design and Implementation Plan (25%)
3. Capabilities and Competencies (25%)
4. Plan for Collecting the Data Required for this Solicitation’s Performance Measures (20%)
5. Budget: complete, cost effective, and allowable (e.g., reasonable, allocable, necessary for project activities). Budget narratives should generally demonstrate how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.<sup>5</sup> (15%)
6. Other—Resumes of key personnel/MOUs, as necessary (5%)

### **Review Process**

OJP is committed to ensuring a fair and open process for awarding grants. OVC reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. For purposes of assessing whether applicants have met basic minimum requirements, OJP screens applications for compliance with specified program requirements to help determine which applications should proceed to further consideration for award. Although program requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP grant programs:

- Applications must be submitted by an eligible type of applicant.
- Applications must request funding within programmatic funding constraints (if applicable).
- Applications must be responsive to the scope of the solicitation.
- Applications must include all items designated as “critical elements”.
- Applicants will be checked against the System for Award Management (SAM).

For a list of critical elements, see “What an Application Should Include” under [Section D. Application and Submission Information](#).

OVC may use internal peer reviewers, external peer reviewers, or a combination, to assess applications meeting basic minimum requirements on technical merit using the solicitation’s

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<sup>5</sup> Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

selection criteria. 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. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. Peer reviewers' ratings and any resulting recommendations are advisory only, although their views are considered carefully. 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 under prior OVC and OJP awards, and available funding.

OJP reviews applications for potential discretionary awards to evaluate the risks posed by applicants before they receive an award. This review may include but is not limited to the following:

1. Financial stability and fiscal integrity
2. Quality of management systems and ability to meet the management standards prescribed in the Financial Guide
3. History of performance
4. Reports and findings from audits
5. The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on award recipients
6. Proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and whether those 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 may consider factors including, but not limited to, peer review ratings, underserved populations, geographic diversity, strategic priorities, past performance under prior OVC and OJP awards, and available funding when making awards.

## **F. Federal Award Administration Information**

### **Federal Award Notices**

OJP sends award notification by email through GMS to the individuals listed in the application as the point of contact and the authorizing official (E-Biz POC and AOR). The email notification includes detailed instructions on how to access and view the award documents, and how to accept the award in GMS. GMS automatically issues the notifications at 9:00 p.m. eastern time on the award date (by September 30, 2016). Recipients will be required to log in; accept any outstanding assurances and certifications on the award; designate a financial point of contact; and review, sign, and accept the award. The award acceptance process involves physical signature of the award document by the authorized representative and the scanning of the fully executed award document to OJP.

### **Administrative, National Policy, and other Legal Requirements**

If selected for funding, in addition to implementing the funded project consistent with the agency-approved project proposal and budget, the recipient must comply with award terms and conditions, and other legal requirements, including but not limited to OMB, DOJ, or other federal regulations which will be included in the award, incorporated into the award by reference, or are otherwise applicable to the award. OJP strongly encourages prospective applicants to review



the information pertaining to these requirements **prior** to submitting an application. To assist applicants and recipients in accessing and reviewing this information, OJP has placed pertinent information on its [Solicitation Requirements](#) page of the [OJP Funding Resource Center](#).

Please note in particular the following two forms, which applicants must accept in GMS prior to the receipt of any award funds, as each details legal requirements with which applicants must provide specific assurances and certifications of compliance. Applicants may view these forms in the Apply section of the [OJP Funding Resource Center](#) and are strongly encouraged to review and consider them carefully prior to making an application for OJP grant funds.

- [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)
- [Standard Assurances](#)

Upon grant approval, OJP electronically transmits (via GMS) the award document to the prospective award recipient. In addition to other award information, the award document contains award terms and conditions that specify national policy requirements<sup>6</sup> with which recipients of federal funding must comply; uniform administrative requirements, cost principles, and audit requirements; and program-specific terms and conditions required based on applicable program (statutory) authority or requirements set forth in OJP solicitations and program announcements, and other requirements which may be attached to appropriated funding. For example, certain efforts may call for special requirements, terms, or conditions relating to intellectual property, data/information-sharing or -access, or information security; or audit requirements, expenditures and milestones, or publications and/or press releases. OJP also may place additional terms and conditions on an award based on its risk assessment of the applicant, or for other reasons it determines necessary to fulfill the goals and objectives of the program.

Prospective applicants may access and review the text of mandatory conditions OJP includes in all OJP awards, as well as the text of certain other conditions, such as administrative conditions, via [Mandatory Award Terms and Conditions](#) page of the [OJP Funding Resource Center](#).

As stated above, OVC anticipates that it will make any award from this solicitation in the form of a cooperative agreement. Cooperative agreement awards include standard “federal involvement” conditions that describe the general allocation of responsibility for execution of the funded program. Generally stated, under cooperative agreement awards, responsibility for the day-to-day conduct of the funded project rests with the recipient in implementing the funded and approved proposal and budget, and the award terms and conditions. Responsibility for oversight and redirection of the project, if necessary, rests with OVC.

In addition to any “federal involvement” condition(s), OJP cooperative agreement awards include a special condition specifying certain reporting requirements required in connection with conferences, meetings, retreats, seminars, symposium, training activities, or similar events funded under the award, consistent with OJP policy and guidance on conference approval, planning, and reporting.

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<sup>6</sup> See generally 2 C.F.R. 200.300 (provides a general description of national policy requirements typically applicable to recipients of Federal awards, including the Federal Funding Accountability and Transparency Act of 2006 (FFATA)).

### **General Information about Post-Federal Award Reporting Requirements**

Recipients must submit quarterly financial reports, semi-annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements. Future awards and fund drawdowns may be withheld if reports are delinquent.

Special reporting requirements may be required by OJP depending on the statutory, legislative or administrative obligations of the recipient or the program.

### **G. Federal Awarding Agency Contact(s)**

For Federal Awarding Agency Contact(s), see the title page.

For contact information for Grants.gov, see the title page.

### **H. Other Information**

#### **Provide Feedback to OJP**

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

**IMPORTANT:** This email is for feedback and suggestions only. Replies are **not** sent from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, **you must** directly contact the appropriate number or email listed on the front of this solicitation document. These contacts are provided to help ensure that you can directly reach an individual who can address your specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please email your resume to [ojppeerreview@lmsolas.com](mailto:ojppeerreview@lmsolas.com). The OJP Solicitation Feedback email account will not forward your resume. **Note:** Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.

**Application Checklist**  
**FY 2016 Vision 21: National Identity Theft Victims Assistance Network Expansion –**  
**NITVAN II**

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

**What an Applicant Should Do:**

*Prior to Registering in Grants.gov:*

\_\_\_\_\_ Acquire a DUNS Number (see page 21)

\_\_\_\_\_ Acquire or renew registration with SAM (see page 21)

*To Register with Grants.gov:*

\_\_\_\_\_ Acquire AOR and Grants.gov username/password (see page 21)

\_\_\_\_\_ Acquire AOR confirmation from the E-Biz POC (see page 21)

*To Find Funding Opportunity:*

\_\_\_\_\_ Search for the Funding Opportunity on Grants.gov (see page 22)

\_\_\_\_\_ Download Funding Opportunity and Application Package (see page 22)

\_\_\_\_\_ Sign up for Grants.gov email [notifications](#) (optional) (see page 20)

\_\_\_\_\_ Read [Important Notice: Applying for Grants in Grants.gov](#)

\_\_\_\_\_ Read OJP policy and guidance on conference approval, planning, and reporting available at [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](#) (see page 10)

*After Application Submission, Receive Grants.gov Email Notifications That:*

\_\_\_\_\_ (1) application has been received,

\_\_\_\_\_ (2) application has either been successfully validated or rejected with errors (see page 22)

*If No Grants.gov Receipt, and Validation or Error Notifications are Received:*

\_\_\_\_\_ contact OVC regarding experiencing technical difficulties (see page 2)

**General Requirements:**

\_\_\_\_\_ Review the [Solicitation Requirements](#) in the OJP Funding Resource Center.

**Scope Requirement:**

\_\_\_\_\_ The federal amount requested is within the allowable limit(s) of \$1,500,000.

**Eligibility Requirement:** See the title page

**What an Application Should Include:**

\_\_\_\_\_ Application for Federal Assistance (SF-424) (see page 11)

\_\_\_\_\_ Project Abstract (see page 11)

\_\_\_\_\_ Program Narrative (see page 12)

\_\_\_\_\_ Budget Detail Worksheet (see page 16)

\_\_\_\_\_ Budget Narrative (see page 16)

\_\_\_\_\_ Indirect Cost Rate Agreement (if applicable) (see page 17)

\_\_\_\_\_ Applicant Disclosure of High Risk Status (see page 17)

\_\_\_\_\_ Additional Attachments

\_\_\_\_\_ [Memoranda of Understanding]

\_\_\_\_\_ Applicant Disclosure of Pending Applications (see page 18)

\_\_\_\_\_ Position Descriptions and Resumes (see page 18)

\_\_\_\_\_ Time-Task Plan (see page 18)

\_\_\_\_\_ Financial Management and System of Internal Controls Questionnaire (see page 19)

\_\_\_\_\_ Disclosure of Lobbying Activities (SF-LLL) (see page 19)

\_\_\_\_\_ Employee Compensation Waiver request and justification (if applicable) (see page 9)