

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



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC), is pleased to announce that it is seeking applications for funding for Fiscal Year (FY) 2010 Standards for Victim Service Programs and Providers. This project furthers the Department's mission by providing resources to practitioners, programs, and communities that will promote competence and ethical integrity of victim service providers and quality and consistency of services for crime victims and their families.

OVC FY 2010 Standards for Victim Service Programs and Providers

Eligibility

Applicants are limited to private nonprofit organizations, institutions of higher education (including tribal institutions of higher education), public agencies, tribal governments, or tribal organizations that can demonstrate knowledge and understanding of the purpose of this solicitation and the staff resources and capability to undertake the project described in this solicitation. A private nonprofit organization does not have to have 501(c)(3) status to apply for grant funding under this solicitation.

Deadline

Registration with Grants.gov is required prior to application submission.
(See "How To Apply," pages 7–8.)

All applications are due by 8 p.m. eastern time, on July 1, 2010.
(See "Deadlines: Registration and Application," page 3.)

Contact Information

For technical assistance with submitting the application, contact the Grants.gov Customer Support Hotline at 1–800–518–4726 or via e-mail to support@grants.gov.

Note: The Grants.gov Support Line hours of operation are 24 hours, 7 days a week, except federal holidays.

For assistance with any other requirement of this solicitation, contact Mary Atlas-Terry, Victim Justice Program Specialist, at 202–353–8473 or by e-mail mary.atlas-terry@usdoj.gov.

Grants.Gov number assigned to announcement: OVC-2010-2761

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OVC FY 2010 Standards for Victim Service Programs and Providers (CFDA # 16.582)

Overview

The purpose of this project is to update an existing OVC product, originally released to the field in May 2003, entitled *Standards for Victim Assistance Programs and Providers*. One cooperative agreement will be awarded to reconvene the National Victim Assistance Standards Consortium, which originally drafted the document; update the document for contemporary relevance; and work in partnership with OVC to conduct outreach to targeted audiences to disseminate information and provide training on the utility of the enhanced resource. The money for this cooperative agreement is authorized by the Victim Compensation and Assistance Act, as amended, at 42 U.S.C. 10603(c)(1)(A).

Deadlines: Registration and Application

Registration is required prior to submission. OJP strongly encourages registering with Grants.gov several weeks before the deadline for application submission. The deadline for applying for funding under this announcement is 8 p.m. eastern time on July 1, 2010. Please see the "How To Apply" section, page 7, for more details.

Eligibility

Please see the title page of this solicitation.

Project-Specific Information

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

Background

Standards for Victim Assistance Programs and Providers was originally developed through OVC grant number 1999-VF-GX-K012, awarded to the University of South Carolina Center for Child & Family Studies (The Center). Under the direction of The Center, the National Victim Assistance Standards Consortium, which was a multidisciplinary group of victim service experts engaged in examining standards and credentialing for victim assistance providers, worked to develop a resource kit, which included three sets of standards: victim assistance program standards, competency standards for victim assistance providers, and ethical standards for victim assistance providers. The standards were framed by a working definition and mission statement, guiding values for victim assistance, guidelines for implementing standards, and sample assessment tools. The kit also included a compendium of promising practices in professional development, a directory of credentialing programs, a directory of related standards, and a listing of professional development resources, including books, curricula, and software.

Since 2003, the kit been housed on The Center's Web site at www.sc.edu/ccfs/training/consortium.html, and staff at The Center continue to respond to information requests about this document from throughout the U.S. and abroad. The Center has disseminated approximately 150 CD-ROMs and 450 print copies to recipients in 50 states and internationally, including Australia, Canada, Guam, India, and South Africa. The standards have been adapted for use by numerous entities, including the Federal Bureau of Investigation's victim service programs, and have been adapted and/or translated in countries including Canada, Australia, and Japan.

Project Goals, Objectives, and Deliverables

The goal of this project is to update an existing OVC product, entitled *Standards for Victim Assistance Programs and Providers*, for contemporary relevance, and to work in close coordination and consultation with OVC to disseminate the enhanced product as a capacity-building resource for the victim services field. OVC believes that it is time to reinvest in this project to ensure that the resource includes lessons learned during the last 10 years and provides a comprehensive, reflective, and forward-thinking strategy to promote competence and ethical integrity of victim service providers and quality and consistency of services for crime victims and their families. One cooperative agreement will be awarded.

The grantee will be expected to:

1. Reconvene the National Victim Assistance Standards Consortium. The grantee will engage the original consortium of victim service experts who are still active in the field and work with OVC to identify several new members who will fill gaps in expertise that may have been lost or lacking in the original membership in order to revitalize the discussion with new perspectives. The Consortium will include experts from federal, national, state, local, and tribal organizations and agencies that interact with, provide services to, or otherwise impact victims. Proposed group members should be an integral part of the application for funding and letters of support or intent from all potential members of the group, except for potential members from federal agencies, should be included in the application. There may be ethics issues involved for representatives of federal agencies in signing letters of support; therefore, OVC is asking that such letters not be included in the application. Applicants certainly can reach out to representatives of federal agencies during the application process to discuss informally the proposed project and gauge the interest of those representatives in participating. In the program narrative, applicants should indicate the types of federal agencies that they propose be included on the Consortium.

OVC staff will work with the organization ultimately awarded funding under the grant solicitation to identify and/or confirm all members of the Consortium, including federal agency representation. OVC will have final approval authority of the group membership after award of the grant. Establishment of this group must occur within 2 months of grant start date.

2. Facilitate the review of the existing document and compendium of resources with consortium members and OVC to gather input and facilitate consensus on areas for enhancement and specific changes needed to update and improve the product. The grantee will also update and expand the resource contact information in the compendium of resources and gather information on promising and evidence-based practices that can be highlighted. The first year of the project should be focused on establishing consensus on content of the product and will include in-person meetings and conference calls with the full consortium.

3. Submit a draft outline of the proposed enhanced product within 9 months of the start of the grant, including plans for updating and enhancing the compendium of resources. Submit draft content/written material to OVC for review and feedback periodically throughout the process with the intent to submit a complete draft by month 16 of the project.
4. Work in partnership with OVC and OVC's Web master to develop the product and resources so that they may be published by OVC on OVC's Web site and available as an online tool housed on the OVC Web site, with sections and resources that can be individually accessed, searched, and easily updated online. The grantee must plan to submit ideas for technical illustrations that may be used within the resource kit. The grantee must plan for two major production milestones in the course of product development: 1) the grantee must submit a final edited version of the product for review 120 days before the grant end date; and 2) the grantee must be prepared to incorporate final editorial changes to the draft, per discussion with OVC, and resubmit the final package to OVC within 30 days before the end date of the grant. The grantee must follow the stated submission requirements specified in the OVC Publishing Guidelines Handbook, www.ovc.gov/publications/infores/pubguidelines/welcome.html.
5. Work in coordination with OVC to conduct outreach, through existing channels, to target audiences to disseminate information about the resource and showcase the utility of the standards kit at national conferences/forums or through other means.

NOTE: The grantee will not be responsible for costs of printing or Web design or maintenance of the final product. The grantee will be responsible for costs associated with the review and revision of the content and resources and the submission of copies of the final products to OVC. The grantee will also be responsible for costs associated with showcasing the final Web-based product at national conferences and other forums.

Amount and Length of Award

Award Amount. One cooperative agreement will be awarded up to \$325,000.

Award Length. 24 months

Budget Information

Limitation on use of award funds for employee compensation; waiver: With respect to any award of more than \$250,000 made under this solicitation, federal funds may not be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The 2010 salary table for SES employees is available at www.opm.gov/oca/10tables/indexSES.asp.) Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Assistant Attorney General for OJP. An applicant that wishes to

request a waiver must include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request that the applicant adjust and resubmit their budget.

The justification should include: the particular qualifications and expertise of the individual, the uniqueness of the service being provided, the individual’s specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual’s salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work that is to be done.

Match Requirement: There is no match required for this project.

Performance Measures

To assist in fulfilling the Department’s responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Grantees are required to provide the data requested in the “Data Grantee Provides” column so that OJP can calculate values for the “Performance Measures” column. **Additionally, applicants must discuss in their application their methods for collecting data for performance measures. Please refer to “What an Application Must Include” (below), for additional information on applicant responsibilities for collecting and reporting data.**

Performance measures for this solicitation are as follows:

Objective	Catalog ID	Performance Measure(s)	Data Grantee Provides
Reconvene the National Victim Assistance Standards Consortium to review and update an existing OVC product entitled <i>Standards for Victim Assistance Programs and Providers</i> .		Number of Consortium members participating. Number of meetings/conference calls convened for the purpose of review and gathering consensus on content of product.	Number of original Consortium members participating. Number of new Consortium members participating. Consortium membership list. Number of meetings/conference calls convened. Minutes from meetings and conference calls documenting process.
Work in partnership with OVC to update and enhance an existing product and compendium of		Number of final products that meet OVC’s standards for quality and completeness.	Outline of the proposed enhanced product. Draft content/written material, including

resources that they may be published by OVC and made available in print and as an online tool.			proposed graphic design and illustrations. Final edited content submitted for OVC review.
Work with OVC to market and disseminate information about the new product as a capacity-building resource for the victim services field.		Number of presentations conducted to showcase the utility of the newly developed resource.	Number of presentations conducted to showcase the utility of the newly developed resource.

How To Apply

Applications will be submitted through Grants.gov. Grants.gov is a “one-stop storefront” that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding. Complete instructions on how to register and submit an application can be found at www.grants.gov. If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **1-800-518-4726**, 24 hours, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur and it can take up to several weeks** for first-time registrants to receive confirmation and a user password. The Office of Justice Programs highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the application deadline specified.

All applicants are required to complete the following.

1. **Acquire a DUNS number.** A Data Universal Numbering System (DUNS) number is required for Grants.gov registration. The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a DUNS number in their applications for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling 1-866-705-5711 or by applying online at www.dnb.com. Individuals are exempt from this requirement.
2. **Acquire or renew registration with the Central Contractor Registration Database.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. An applicant must be registered in the CCR to successfully register in Grants.gov. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR

registration at least once per year to maintain an active status. Information about CCR registration procedures can be accessed at www.ccr.gov.

3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete your AOR profile on Grants.gov and create your username and password. You will need to use your organization's DUNS number to complete this step. For more information about the registration process, go to www.grants.gov/applicants/get_registered.jsp.
4. **Acquire authorization for your AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at your organization must login to Grants.gov to confirm you as an AOR. Please note that there can be more than one AOR for your organization.
5. **Search for the funding opportunity on Grants.gov.** Please use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.582, titled "Crime Victim Assistance Discretionary Grants" and the funding opportunity number is OVC-2010-2761.
6. **Submit an application consistent with this Solicitation.** Within 24–48 hours after submitting your electronic application, you should receive an e-mail validation message from Grants.gov. The validation message will tell you whether the application has been received and validated or rejected, with an explanation. **Important:** You are urged to submit your application at least 72 hours prior to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification.

Note: Grants.gov will forward the application to OJP's Grants Management System (GMS). GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

Experiencing Unforeseen Grants.gov Technical Issues

If you experience unforeseen Grants.gov technical issues beyond your control that prevent you from submitting your application by the deadline, you must contact OVC staff within **24 hours after the deadline** and request approval to submit your application. At that time, OVC staff will require you to e-mail the complete grant application, your DUNS number, and provide a Grants.gov Help Desk tracking number(s). After the program office reviews all of the information submitted, and contacts the Grants.gov Help Desk to validate the technical issues you reported, OVC will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be validated, your application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (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 (4) technical issues experienced with the applicant's computer or information technology environment.

Notifications regarding known technical problems with Grants.gov are posted on the OJP funding Web page, www.ojp.usdoj.gov/funding/solicitations.htm.

What an Application Must Include

This section describes what an application is expected to include and sets out a number of elements. Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application and, should a decision nevertheless be made to make an award, may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are not responsive to the scope of the solicitation, or do not include a program narrative, budget, budget narrative, and tribal resolution (if applicable), will not proceed to peer review and will not receive further consideration.

OJP strongly recommends use of appropriately descriptive file names (e.g., "Program Narrative," "Budget and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all attachments. OJP recommends that resumes be included in a single file.

Standard Form 424

Please see www.grants.gov/assets/SF424Instructions.pdf for instructions on how to complete your SF424. When selecting "type of applicant," if the applicant is a for-profit entity, please select "For-Profit Organization" or "Small Business" (as applicable) in the Type of Applicant 1 data field. For-profit applicants also may select additional applicable categories (e.g., "Private Institution of Higher Education").

Program Narrative

The program narrative should not exceed 25 doubled-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. Applicants should anticipate that if the program narrative fails to comply with these length-related restrictions, such that it provides a significant competitive advantage, the failure to comply may be considered in peer review and in final award decisions.

Each required element of the program narrative is described below.

- **Project Abstract:** The application should include a 1-page summary that identifies the topic area being addressed, describes the purpose of the project, goals and objectives, and activities that will be implemented to achieve the project's goals and objectives, methods, and outcomes.
- **Problem Statement:** The problem statement must describe the need for the project and provide a clear statement of how funding will support the project's value to the victims' field by meeting a stated goal. The problem statement must make a convincing case that the project addresses a gap in existing resources and does not duplicate existing resources.
- **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. All goals and objectives must be aligned with the goals and objectives stated on pages 4 and 5 of the solicitation.

- **Project Design/Implementation Plan:** The project design and implementation plan must describe the project strategy and discuss how the strategy will address the identified problems and support the goals and objectives. The applicant's strategy or design must include a description of project phases, tasks, activities, staff responsibilities, and clear descriptions of interim deliverables and final products. It must include a time-task plan that clearly identifies objectives, major activities, and products for the duration of the project period. The implementation plan must include tasks described on pages 4 and 5 of the solicitation.

The time-task plan must include the designation of organizational responsibility, a schedule for the completion of the activities, and the submission of finished products. In preparing the time-task plan, Grant chart, or schedule, applicants should make certain that all project activities will occur within the proposed project period.

All recipients are required to submit semiannual progress reports and quarterly financial reports. The time-task plan must provide for the submission of these and the submission of a formal plan for evaluation activities within 30 days after the award date.

Applicants should keep in mind the OVC requirement that final drafts of all publications, including videos, are to be submitted 120 days prior to the end of the grant period. In most instances, the draft publication will undergo an external review by subject matter experts retained by OVC to provide written comments on the publication's accuracy, relevance, and readability, and to provide suggestions to enhance the publication. In all instances, the publication will be reviewed internally by OVC and other DOJ agencies. OVC's Publishing Guidelines for Print and Web Media is online at www.ojp.usdoj.gov/ovc/publications/infores/pubguidelines/welcome.html for further guidance on the publication process. 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.

- **Organizational Capability and Project Management:** Within this section, the applicant must demonstrate that they have the experience, staff resources, and capability to implement all aspects of the project described in this solicitation (pages 4 and 5) and to manage a federal grant with a national scope. Applications must include a clear description of the applicant's management structure. Applicants must include a description of the proposed professional staff members' or consultant's unique qualifications that will enable them to fulfill their grant responsibilities.

Applicants must describe how the program will be managed and include an organizational chart or information describing the roles and responsibilities of key organizational and functional components and personnel. Applicants must also include a list of personnel responsible for managing and implementing the major stages of the project. If additional staff will be hired to complete the project, the applicant should identify the selection criteria. Applicants should also provide detailed information about staff or consultants committed to work on the project contingent upon receipt of funding.

- **Plans for Measuring Progress and Outcomes:** 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 the accomplishment of project goals and objectives. Goals and objectives must be clearly stated, and links must be established between program activities and objectives and the performance measures listed on pages 6 and 7. Applicants must discuss, within the application, their methods for collecting data for the OVC-required performance measures stated in this solicitation. The evaluation plan should identify all resources that will be devoted to conducting the assessment, including identification of staff members and staff time 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.

Budget Narrative Attachment Form

The applicant is required to complete a budget narrative and budget detail worksheet (see description below). The budget narrative must justify and explain each budget item and ensure that each item is in alignment with project activities listed on pages 4–7 of this solicitation and within the applicant's implementation plan. 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 costs categories and demonstrate that all costs are reasonable. The applicant must demonstrate that there is sufficient staff and time to accomplish the proposed tasks in a cost-effective manner. Applicants must show cost-effective and efficient use of grant resources, demonstrating that all grant-related expenses are necessary for project completion. Please see the OJP Financial Guide for questions pertaining to budget including allowable and unallowable costs at www.ojp.gov/financialguide/index.htm.

Budget Detail Worksheet

A sample budget worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. If you submit a different format, you must include the budget categories as listed in the sample budget worksheet. The completion of this form in support of the budget narrative form described above is required. 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 a complete and detailed itemization of all proposed costs. (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 SF 424.*

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

1. **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 under the Travel category detailing all estimated travel expenses associated with attending this meeting. Applicants should budget for a 3-day meeting. Applicants that receive annual funding of more than \$100,000 should also budget costs to attend one Financial Management Training Seminar sponsored by OJP's Office of the Chief Financial Officer (OCFO), unless the grantee has previously attended this seminar. Specific information (such

as dates and locations of upcoming OCFO events) can be found at www.ojp.usdoj.gov/training/fmts.htm.

2. **Program Match:** An in-kind match is not required for this grant.
3. **Consultant Rates:** Consultant rates may not exceed the maximum of \$450/day or, if paid by the hour, \$56.25/hour for a maximum 8-hour workday per award.
4. **Travel:** Travel costs associated with project staff who are not directly employed by the grantee organization must be listed under the Consultant Budget category on the budget information sheet.
5. **OJP Financial Guide:** All grantees are required to comply with the regulations and requirements outlined in the OJP Financial Guide. The Financial Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. Copies are available through the Department of Justice Resource Center (1-800-421-6770) and also through the OJP Web site at www.ojp.usdoj.gov/financialguide/index.htm. This document will govern the administration of funds by all successful applicants and their contractors.

Indirect Cost Rate Agreement

Indirect costs are allowed provided the applicant has a federal approved indirect cost rate agreement.

Other Program Attachments

Remaining attachments include the following materials:

- **Detailed Time-Task Plan**
- **Résumés of key personnel:** For positions that are vacant, provide job descriptions outlining roles and responsibilities and provide the selection criteria for the proposed new positions
- **Letters of support and/or Memoranda of Understanding (MOU)** should be provided from individuals or agencies and organizations whose support and collaboration is integral to the successful implementation of the project including proposed Consortium members who will be an integral part of the process of updating the existing product. Letters of support and/or MOUs must state specific commitment to work with the applicant and participate in the project, and not simply support of the applicant's ability or support of the general project goal. Letters of support or intent from employees of federal government agencies are not required. Applications will not be evaluated on whether they include letters from federal government agencies.
- **Indirect Cost Rate Agreement**
- **Tribal Authorizing Resolution** (required if applicable).
If an application is being submitted by either (1) a tribe or tribal organization, or (2) by a third party proposing to provide direct services or assistance to residents on tribal lands, then a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable governing body authorizing the inclusion of the tribe or tribal

organization and its residents must be included with the application. In those instances when an organization or consortium of tribes proposes to apply for a grant on behalf of a tribe or multiple specific tribes, then the application must include a resolution from all tribes that will be included as a part of the services/assistance provided under the grant.

If an applicant is unable to obtain a signed copy of a tribal resolution documenting support for its application, then, at a minimum, the applicant must submit an unsigned, draft tribal resolution as part of its application. If an applicant fails to submit either a signed or an unsigned copy of a tribal resolution as part of its application, then it will be eliminated from funding consideration. If selected for funding, any applicant that has submitted an unsigned tribal resolution must submit the signed copy of the tribal resolution to OJP within 30 days of acceptance of the award. In all such cases, use of and access to funds will be contingent on receipt of the signed tribal resolution.

- **Other Attachments** as needed (if applicable).

Selection Criteria

Applications will be reviewed by a peer review panel based on the required elements described in detail on pages 9–13 (Program Narrative, Budget and Budget Narrative, and all other required attachments). The following weights will be applied to each section of the proposal.

1. *Statement of the Problem (15%)*
2. *Project Design and Implementation (30%)*
3. *Organizational Capabilities/Competencies (including resumes of key personnel) (25%)*
4. *Budget and Budget Narrative (15%)*
5. *Evaluation/Plan for Collecting Data for Performance Measures (10%)*
6. *Other—Letters of Support and/or MOUs (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 be reviewing the applications submitted under this solicitation that meet basic minimum requirements. OVC may use either internal peer reviewers, external peer reviewers, or a combination to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. Eligible applications will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

The OCFO, in consultation with OVC, conducts a financial review of applications for 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.

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, who may also give consideration to factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. 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 www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Nonsupplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with the [OJP Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property

- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in excess of \$5,000,000—federal taxes certification requirement

Application Checklist

OVC FY 2010 Standards for Victim Service Programs and Providers

The application check list has been created to aid you in developing your application. If any of the items listed below are missing, the application may not move forward for review.

Eligibility Requirement:

Applicants are limited to private nonprofit organizations, institutions of higher education (including tribal institutions of higher education), public agencies, tribal governments, or tribal organizations that can demonstrate knowledge and understanding of the purpose of this solicitation and the staff resources and capability to undertake the project described in this solicitation. A private nonprofit organization does not have to have 501(c)(3) status to apply for grant funding under this solicitation.

Award Amount:

_____ The federal amount requested is within the allowable limit of \$325,000

The Application Components:

- _____ Abstract
- _____ Statement of the Problem/Program Narrative
- _____ Project Design and Implementation
- _____ Organizational Capabilities/Competencies
- _____ Budget Narrative
- _____ Budget Detail Worksheet
- _____ Evaluation/Plan for Collecting Data for Performance Measures
- _____ Project Timeline
- _____ Resumes
- _____ Letters of Support/MOUs

Program Narrative/Abstract Format:

- _____ Double-spaced
- _____ 12-point standard font
- _____ 1" standard margins
- _____ Narrative is 25 pages or fewer

Other:

- _____ Standard 424 Form
- _____ DUNS Number
- _____ Certifications
- _____ Certifications
- _____ Disclosure of Lobbying Activities (if applicable)
- _____ Accounting System and Financial Capability Questionnaire (if applicable)