



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) is seeking applications for funding grants under the Vision 21 Innovation Grants Program that provide training, technical assistance, capacity building, assessment, and strategic planning, with a focus on specialized needs and issues. This program furthers the Department's mission by advancing the goals of Vision 21 to enhance and transform services for victims of crime.

FY 2015 Vision 21 Innovation Grants: Enhancing and Transforming Services for Victims of Crime

Eligibility

Purpose Areas 1–4, 6, and 8: Eligible applicants are limited to public agencies, including states; federally recognized Indian tribal governments as determined by the Secretary of the Interior; units of local government (including tribal units); private nonprofit organizations (including tribal nonprofit organizations); and for-profit organizations (including tribal for-profit organizations) that can demonstrate knowledge and understanding of the area described in this solicitation. Applicants must have the staff resources and capability to develop or enhance programs proposed to address the area of victimization described in the solicitation. A private nonprofit organization does not need to have 501(c)(3) status to apply for grant funding under this solicitation. For-profit organizations must agree to forgo any profit or management fee.

Purpose Areas 5 and 7: Eligible applicants are limited to law enforcement professional associations or law enforcement agencies, although applicants may propose partnerships with other organizations or agencies, including crime victim advocacy organizations.

Applications in any of the purpose areas that involve two or more entities are welcome; however, one eligible entity must be the applicant and the others must be proposed as subrecipients. The applicant must be the entity with primary responsibility for administering the funding and managing the entire program. Only one application per lead applicant will be considered; however, subrecipients may be part of multiple proposals.

For additional eligibility information, see Section [C. Eligibility Information](#).

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 18, 2015.

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 e-mail to 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 e-mail 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 Ann Vallandingham, Senior Policy Advisor, by telephone at 202-514-5129, or by e-mail at Ann.Vallandingham@usdoj.gov.

Grants.gov number assigned to this announcement: OVC-2015-4258

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FY 2015 Vision 21 Innovation Grants: Enhancing and Transforming Services for Victims of Crime (CFDA #16.582)

A. Program Description

Overview

The Office for Victims of Crime (OVC) will fund national-scope proposals that will enhance and transform services for victims of crime. The programs must provide training, technical assistance, capacity building, assessment, or strategic planning in one of the following specialized areas: strategic planning, targeted outreach to state legislators on human trafficking, incarcerated survivors of sexual abuse, victims of crime in the immediate aftermath of a natural or man-made disaster, victims of impaired driving crashes, conservatorship and guardianship fraud and abuse, law enforcement role in supporting crime victims' access to compensation, and increasing the pool of "Master Trainers" on trauma and sexual assault.

The statutory authority for this program is 42 U.S.C. § 10603(c)(1)(A).

Program-Specific Information

In May 2013, OVC released the [Vision 21: Transforming Victim Services Final Report](#). The Vision 21 initiative examined the current framework of the victim assistance field in the United States. The initiative was the first comprehensive assessment of the field in nearly 15 years. This solicitation seeks innovative proposals that further the goals of Vision 21 by providing training, technical assistance, capacity building, assessment, or strategic planning. Through these cooperative agreements, OVC will make grants to enhance and transform services for victims of crime. The grants will also provide funding to reach and serve more crime victims and address gaps in the crime victims' field.

OVC invites applications that address one of the eight purpose areas identified below:

- Purpose Area 1: Strategic Planning
- Purpose Area 2: Targeted Outreach to State Legislators on Human Trafficking
- Purpose Area 3: Incarcerated Survivors of Sexual Abuse
- Purpose Area 4: Victims of Crime in the Immediate Aftermath of a Natural or Man-made Disaster
- Purpose Area 5: Victims of Impaired Driving Crashes
- Purpose Area 6: Conservatorship and Guardianship Fraud and Abuse
- Purpose Area 7: Law Enforcement Role in Supporting Crime Victims' Access to Compensation
- Purpose Area 8: Increasing the Pool of "Master Trainers" on Trauma and Sexual Assault

Goals, Objectives, and Deliverables

This grant program will further the goals of Vision 21 by funding innovative proposals that provide training, technical assistance, capacity building, assessment, or strategic planning, with

a focus on the following specialized needs and issues that will ultimately assist in transforming the quality and accessibility of services for victims of crime—

- Identify and address gaps in knowledge,
- Assess or develop and evaluate innovative practices,
- Develop evidence-based training and technical assistance, or
- Develop strategic approaches of leveraging resources to reach and serve more victims.

Areas of Focus:

Purpose Area 1, State Strategic Planning Grants: The final chapter of OVC's *Vision 21 Transforming Victim Services Final Report* outlines Vision 21 stakeholders' recommendations for driving transformative change, in the following four broad categories:

1. Conduct continuous rather than episodic strategic planning in the victim assistance field to effect real change in research, policy, programming, and capacity building;
2. Support the development of research to build a body of evidence-based knowledge and generate, collect, and analyze quantitative and qualitative data on victimization, emerging victimization trends, services and behaviors, and enforcement efforts;
3. Ensure the statutory, policy, and programmatic flexibility to address enduring and emerging crime victim issues; and
4. 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.

Strategic planning is especially critical, given the tremendous increase of Victims of Crime Act (VOCA) formula victim assistance funding that states will receive during Fiscal Year (FY) 2015, with the ability to expend that funding during FY 2015 plus three additional fiscal years.

OVC is interested in collaborative projects that would develop, enhance, support, and/or institutionalize a cross-cutting strategic planning process at the local, tribal, and state levels, involving all stakeholders, including crime victims. Planning should focus on institutionalizing capacity in victim services, coordinated community responses and system linkages, program evaluation, and funding diversification to ensure a continuum of services for all crime victims within the state. Strategic planning at the state level would maximize the impact of available resources and eliminate duplicative funding efforts. Strategic planning should also address policy or programmatic barriers or resource gaps that may hinder the access of crime victims to needed services, including state crime victim compensation, or the full exercise of their rights. It should also address using technology to reach and serve more victims in ways that better meet those victims' needs. State-level planning processes must include VOCA state administering agencies and other relevant state, local, and tribal governments and agencies; VOCA subrecipients and other victim assistance organizations integral to providing a continuum of services for crime victims; state and tribal domestic violence, sexual assault, child abuse, and other crime victim assistance coalitions; researchers; State Victim Assistance Academies; and other relevant stakeholders in the state. Strategic planning efforts must include organizations that represent unserved and underserved populations. OVC encourages the inclusion of letters of intent or other documents that document the broad diversity of stakeholders in the initiative.

Purpose Area 2, Targeted Outreach to State Legislators on Human Trafficking: State legislators have demonstrated a strong interest in proposing effective legislation to identify victims of human trafficking and to ensure that they receive comprehensive services to support

their needs and begin a path of recovery. In legislatures around the country, protections and services for these victims are being researched and debated. It is critical that state legislators have access to the most recent and accurate information available about both labor and sex trafficking to inform their policies. OVC is seeking an experienced applicant to:

1. Disseminate distilled federal research and programmatic information on human trafficking to all state legislators in the United States;
2. Prepare information briefs on specific human trafficking issues such as labor trafficking, sex trafficking including domestic minor sex trafficking, safe harbor laws, and other critical policy and programming issues;
3. Respond to requests directly from state legislators looking to identify model policies and practices on human trafficking; and
4. Create a Web presence where legislators can find resources, suggested readings, and other policy-relevant materials on human trafficking.

All deliverables produced with grant funds must be submitted to OVC for review and concurrence. Proposed draft products must be included in the time-task plan along with an appropriate time for review by OVC, depending on the size and complexity of the deliverable.

Purpose Area 3, Incarcerated Survivors of Sexual Abuse: OVC anticipates that the VOCA Assistance Guidelines will be revised in 2015 to remove the prohibition against using VOCA Assistance state formula funds to provide services to incarcerated victims of crime, including incarcerated victims of sexual assault. If the Guidelines are revised, OVC expects that VOCA Assistance state administrators, state and tribal sexual assault coalitions, local sexual assault victim service providers, and correctional and juvenile detention facility officials will need information, training, and technical assistance on the specialized needs of this population of crime victims. OVC intends to fund a national training and technical assistance program for VOCA state administrators, state and tribal sexual assault coalitions, and local rape crisis providers, and correctional officials on the unique needs of incarcerated victims of sexual abuse; the Prison Rape Elimination Act Standards; and practices that leverage community-level resources to build partnerships between state administrators, sexual assault victim service providers, and correctional and juvenile detention facilities.

The applicant will work with OVC's Training and Technical Assistance Center (OVC TTAC) to develop the curriculum, identify expert trainers, pilot the training, and develop a plan to promote and deliver the training after final approval of training and technical assistance materials. The applicant must coordinate with OVC TTAC throughout development of all training materials to ensure that they are developed according to OVC Instructional Design Standards. These standards outline the processes to be followed during the analysis, design, development, implementation, and evaluation phases of instructional design. When training material is developed according to these standards, the effective, consistent transfer of learning to participants is more likely. Any publication or deliverable produced with grant funds must be submitted to OVC 9 months prior to the grant end date to provide adequate time for review by OVC and subsequent modifications to the curriculum by the grantee. Fifteen percent of the grant award will be withheld until OVC returns the draft product to the grantee after its review and issues a Grant Adjustment Notice to remove the special condition withholding funds to allow the grantee to make needed modifications.

Purpose Area 4, Victims of Crime in the Immediate Aftermath of a Natural or Man-Made Disaster: Natural and man-made disasters can have a devastating impact on the health and well-being of crime victims and the response they receive. In the aftermath of these disasters,

crime victims may face daunting obstacles to reporting crimes, accessing the criminal justice system, and receiving support and assistance. Such disasters have other implications such as crimes going unreported; evidence being lost, destroyed, or not collected; and displaced individuals facing safety concerns in shelters. Several recent natural disasters such as Hurricane Katrina and the Deepwater Horizon oil spill in the Gulf Coast demonstrate the critical need to include alternative plans for reporting crime and assisting victims in emergency preparedness planning for natural or man-made disasters. Issues may include a deteriorated law enforcement infrastructure that may raise additional obstacles for victims to report crimes committed against them to law enforcement and to access direct services, which also may be impacted by the disaster. These issues ultimately may raise additional barriers for crime victims who seek compensation from state crime victim compensation funds for expenses incurred as a result of the victimization. Hurricane Katrina raised a number of important issues that should be considered in emergency preparedness, such as the ability to track the whereabouts of sex offenders. During the Deepwater Horizon oil spill, the Louisiana Coalition Against Domestic Violence reported a marked spike in calls to the state and national domestic violence hotlines requesting services, at a time when private funding to support local domestic violence programs in Louisiana decreased. The result was reduced staffing hours in domestic violence programs at a time when needed services were most critical.

OVC is interested in funding a project that assesses the impact of past natural and man-made disasters on the ability of local, state, and tribal law enforcement agencies to accept and respond to reports from victims and others on crimes committed in the aftermath of the disaster, and the impact of such incidents on crime victims' access to services and crime victim compensation. As part of this assessment, the applicant should work with a variety of stakeholders, including law enforcement professional associations; state domestic violence, sexual assault, child abuse, and other coalitions; local, state, and tribal emergency preparedness agencies; victim service providers; and other relevant stakeholders. Applicants should identify innovative practices and make recommendations to address these issues in a Final Report that will be published by OVC. Any publication or deliverable produced with grant funds must be submitted to OVC 9 months prior to the grant end date to provide adequate time for review by OVC and subsequent modifications by the grantee. Fifteen percent of the grant award will be withheld until OVC returns the draft product to the grantee after its review and issues a Grant Adjustment Notice to remove the special condition withholding funds to allow the grantee to make needed modifications.

Purpose Area 5, Victims of Impaired Driving Crashes: Drunk and impaired driving crashes are not accidents. When someone chooses to drive despite their impaired state, they choose to put others at risk of harm or death. According to the National Highway Traffic and Safety Administration (NHTSA) and the Centers for Disease Control and Prevention (CDC), one person dies in a drunk driving crash every 51 minutes (over 10,000 fatalities in 2012 alone) and someone is injured every minute. Both the NHTSA and CDC estimate that one in three motor vehicle crashes involves a drunk driver. When factoring in other types of impaired driving, the number of victims rises even higher. Although campaigns against drunk and impaired driving have reduced the incidents of drunk driving-related fatalities and injuries in the United States, drunk and impaired driving continue to be the primary cause of motor vehicle crashes that result in fatalities. According to the NHTSA's 2013–2014 roadside survey, while rates of drinking and driving continue to fall, rates of drugged driving are increasing.

Many victims of drunk or impaired drivers have trouble obtaining appropriate services and successfully navigating the criminal justice system because of the pervasive attitude that their victimization was the result of "an accident" as opposed to a crime. Not only do victims of these

crashes, perpetrated by impaired drivers, experience immediate loss and injury, they may require long-term support to recover or function. According to the NHTSA estimate for 2010, driving under the influence (DUI) of alcohol cost the United States approximately \$199 billion a year (with cost measurements based on medical expenses, lost work productivity, and other ancillary costs)¹.

OVC seeks to support the development of training and technical assistance for law enforcement to ensure they: (1) respond to and interact with victims of DUIs or impaired driving crashes and their family members and loved ones in a victim-centered way, and (2) make appropriate referrals for needed services and available crime victim compensation. The initiative should also include information on how law enforcement can access available state and federal funding, including VOCA state formula grant funding, to support and integrate victim assistance into law enforcement agencies to ensure the provision of crisis and longer-term assistance to all crime victims, including victims of impaired driving crashes. All training materials should include specialized information relevant to tribal and campus law enforcement. The applicant will coordinate with OVC TTAC throughout the development of any proposed curriculum to ensure that it is developed according to OVC Instructional Design Standards. These standards outline the processes to be followed during the analysis, design, development, implementation, and evaluation phases of instructional design. When training material is developed according to these standards, the effective, consistent transfer of learning to participants is more likely. Any publication or deliverable produced with grant funds must be submitted to OVC 9 months prior to the grant end date to provide adequate time for review by OVC and subsequent modifications by the grantee. Fifteen percent of the grant award will be withheld until OVC returns the draft product to the grantee after its review and issues a Grant Adjustment Notice to remove the special condition withholding funds to allow the grantee to make needed modifications.

Purpose Area 6, Conservator and Guardianship Fraud and Abuse: Conservatorship is a relationship created by state law in which a court gives one person or entity (the conservator) the duty and power to make property decisions for another (the incapacitated person). Conservatorship requires a formal judicial determination of incapacity prior to the appointment of a conservator. The pool of suitable conservators in the United States is shrinking, while the demand for conservators is increasing. The extent to which conservators breach their fiduciary duty is unknown, as such data is not systematically collected. However, a recent U.S. Government Accountability Office (2010) report concluded that the majority of allegations concerned financial exploitation and misappropriation of assets. In their review of 20 court cases involving 158 incapacitated persons, \$5.4 million in assets had been lost. Conservatorship monitoring of some form is required in all states, although improvements in monitoring have been recommended. The National Probate Court Standards, adopted in 2013, also recommend inclusion of a surety bond with the appointment of a conservator, although in practice this bond can be waived, leaving a victim little recourse. OVC is interested in a project or initiative that would assess the scope of criminal fraud and financial exploitation by conservators and guardians of adults deemed incompetent. The project or program would do the following:

1. Assess the data being collected and available on the issue through courts and other resources nationwide;

¹ Blincoe, L. J., Miller, T. R., Zaloshnja, E., & Lawrence, B. A. (2014, May). *The economic and societal impact of motor vehicle crashes, 2010*. (Report No. DOT HS 812.013). Washington, DC. National Highway Traffic Safety Administration. Available at: www-nrd.nhtsa.dot.gov/Pubs/812013.pdf.

2. Assess the data to determine the consequences of conservator and guardianship abuse that rise to the level of criminal fraud and exploitation, to include available remedies for identified cases, psychological and financial impact, and legal and other challenges to remedying an identified case;
3. Convene a forum of major stakeholders to review key findings and recommendations and provide additional information and recommendations;
4. Issue a final report that—
 - a. makes recommendations for judicial personnel, attorneys representing incapacitated victims of financial fraud and abuse, victim advocates, social services caseworkers, family members, and other practitioners on how to recognize and deal with conservator and guardianship fraud and abuse; and
 - b. identifies innovative, evidence-based programs and practices that successfully detect and remedy conservator and guardianship fraud and abuse, such as alternatives to conservatorships and guardianships.

Any publication or deliverable produced with grant funds must be submitted to OVC 9 months prior to the grant end date to provide adequate time for review by OVC and subsequent modifications by the grantee. Fifteen percent of the grant award will be withheld until OVC returns the draft product to the grantee after its review and issues a Grant Adjustment Notice to remove the special condition withholding funds to allow the grantee to make needed modifications.

Purpose Area 7, Law Enforcement Role in Supporting Crime Victims' Access to

Compensation: OVC is interested in funding an initiative that develops training and technical assistance related to the key role that law enforcement plays in supporting crime victims' access to crime victim compensation. Crime victim compensation is a direct reimbursement to or on behalf of a crime victim for a wide variety of crime-related expenses, including medical costs, funeral and burial costs, expenses for mental health counseling, and lost wages or loss of support. Every state, the District of Columbia, Puerto Rico, and the U.S. Virgin Islands administers a crime victim compensation program that provides crucial financial assistance to victims of both federal and state crimes.

In most instances, promptly reporting the crime to law enforcement and subsequently cooperating with the investigation and prosecution of the crime are part of the eligibility criteria for compensation. Law enforcement, as first responders, play a critical role in informing victims of the potential availability of crime victims' compensation and other available victim assistance in the community. The information that law enforcement provides, or in some instances does not provide, in an investigative report often guides state crime victim compensation boards in making a determination of eligibility for compensation. OVC envisions the development of short, concise training or technical assistance materials, such as roll-call videos, templates of tips for victim-centered investigative reports, or customizable templates for cards and brochures to provide victims with contact information for the state crime victim compensation program and additional victim assistance resources in the community. Efforts should include materials suitable for use by tribal or campus law enforcement. OVC welcomes additional ideas on materials and resources that would inform law enforcement efforts to assist crime victims in accessing crime victim compensation. The successful grantee will be responsible for the electronic and/or print distribution of all materials after review and approval from OVC.

Purpose Area 8, Increasing the Pool of "Master Trainers" on Trauma and Sexual Assault:

The number of requests from the criminal and juvenile justice fields for training on the

neurobiology of trauma in sexual assault cases has increased greatly over the past several years. However, there are a limited number of professionals with the requisite skill set and expertise to provide these services. Therefore, OVC would like to increase the available pool of individuals who can provide this training for mental health practitioners, law enforcement, prosecutors, advocates, and other allied professionals. Applicants should propose to develop an evidence-based “train the trainers” curriculum on the neurobiology of trauma and deliver this training through a series of workshops, webinars, and other training opportunities. The applicant will coordinate with OVC TTAC throughout the life cycle of the project to ensure that the curriculum adheres to adult education principles and the highest national standards of evidence-based curriculum development. These standards outline the processes to be followed during the analysis, design, development, implementation, and evaluation phases of instructional design. When training material is developed according to these standards, the effective, consistent transfer of learning to participants is more likely. The grantee will also work closely with OVC and OVC TTAC staff to:

1. Identify trauma experts interested in becoming “master trainers”;
2. Pilot the training at multiple sites; and
3. ~~AO~~ Develop a plan to promote the training.

The training should cover, but is not limited to, brain circuitry, common reactions to trauma in sexual assault cases, survival reflexes (e.g., tonic immobility), memory, and healing. Training must be evidence-based and reflect state-of-the art research. Deliverables include:

1. A “train-the-trainers” curriculum and a plan to pilot that training;
2. Identification of expert faculty to deliver the training; and
3. An outreach and dissemination plan to promote the training through OVC TTAC.

OVC anticipates that this training will result in a much larger pool of experts on the neurobiology of trauma who can provide training on this topic using an OVC-supported curriculum. The curriculum supported under this initiative must be submitted to OVC 9 months prior to the grant end date to provide adequate time for review by OVC and subsequent modifications to the curriculum by the grantee. Fifteen percent of the grant award will be withheld until OVC returns the draft product to the grantee after its review and issues a Grant Adjustment Notice to remove the special condition withholding funds (to allow the grantee to make needed modifications).

Evidence-Based Programs or Practices

OJP strongly emphasizes the use of data and evidence in policymaking and program development in criminal justice, juvenile justice, and crime victim services. OJP is committed to:

- Improving the quantity and quality of evidence OJP generates
- Integrating evidence into program, practice, and policy decisions within OJP and the field
- Improving the translation of evidence into practice

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a

program or practice to be evidence-based. The [OJP CrimeSolutions.gov](http://OJP.CrimeSolutions.gov) Web site is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

B. Federal Award Information

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

Purpose Area 1, State Strategic Planning Grants

Competition ID: OVC-2015-4259

OVC expects to make up to 20–30 award(s) ranging from \$25,000 to \$150,000 for a 24-month project period. Larger awards will be made to applicants representing more populous states; most awards will range from \$50,000–\$100,000.

Purpose Area 2, Targeted Outreach to State Legislators on Human Trafficking

Competition ID: OVC-2015-4260

OVC expects to make one award of up to \$500,000 for a 36-month project period.

Purpose Area 3, Incarcerated Survivors of Sexual Abuse

Competition ID: OVC-2015-4261

OVC expects to make one award of up to \$1 million for a 36-month project period.

Purpose Area 4, Victims of Crime in the Immediate Aftermath of a Natural or Man-Made Disaster

Competition ID: OVC-2015-4262

OVC expects to make one award of up to \$500,000 for a 24- to 30-month period.

Purpose Area 5, Victims of Impaired Driving Crashes

Competition ID: OVC-2015-4263

OVC expects to make one award of up to \$750,000 for a 24- to 30-month project period.

Purpose Area 6, Conservator and Guardianship Fraud and Abuse

Competition ID: OVC-2015-4264

OVC expects to make one award of up to \$350,000 for up to 24 months.

Purpose Area 7, Law Enforcement Role in Supporting Crime Victims' Access to Compensation

Competition ID: OVC-2015-4266

OVC expects to make one award of up to \$750,000 for 24- to 30-month project period.

Purpose Area 8, Increasing the Pool of "Master Trainers" on Trauma and Sexual Assault

Competition ID: OVC-2015-4267

OVC expects to make one award of up to \$500,000 for 24–36 months.

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

Type of Award²

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

If selected for funding, the award recipient must:

(a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the non-Federal entity 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 non-Federal entity's compliance with statute, 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 non-Federal entity considers sensitive consistent with applicable Federal, state and local laws regarding privacy and obligations of confidentiality.

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

Budget Information

Cost Sharing or Match 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.

² 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)).

Pre-Agreement Cost Approvals

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.³ The 2015 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.)

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.

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 <http://www.ojp.gov/financialguide/PostawardRequirements/chapter15page1.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 such costs for cooperative agreement recipients and of some such costs for grant recipients; and (3) set cost limits, including a general prohibition of all food and beverage costs.

³ This limitation on use of award funds does not apply to the non-profit organizations specifically named at Appendix VIII to 2 C.F.R. part 200.

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

Purpose Area 1, State Strategic Planning Grants: Eligible applicants are limited to state and local agencies; private nonprofit organizations (including tribal nonprofit organizations); for-profit organizations (including tribal for-profit organizations); states, units of local government, and federally recognized Indian tribal governments as determined by the Secretary of the Interior; and public agencies or tribal organizations that can demonstrate knowledge and understanding of the area described in this solicitation. Applicants must have the staff resources and capability to develop or enhance programs proposed to address the area of victimization described in the solicitation. A private nonprofit organization does not need to have 501(c)(3) status to apply for grant funding under this solicitation. For-profit organizations must agree to forgo any profit or management fee.

Purpose Area 2, Targeted Outreach to State Legislators on Human Trafficking: Eligible applicants are limited to state and local agencies; private nonprofit organizations (including tribal nonprofit organizations); for-profit organizations (including tribal for-profit organizations); states, units of local government, and federally recognized Indian tribal governments as determined by the Secretary of the Interior; and public agencies or tribal organizations that can demonstrate knowledge and understanding of the area described in this solicitation. Applicants must have the staff resources and capability to develop or enhance programs proposed to address the area of victimization described in the solicitation. A private nonprofit organization does not need to have 501(c)(3) status to apply for grant funding under this solicitation. For-profit organizations must agree to forgo any profit or management fee.

Purpose Area 3, Incarcerated Survivors of Sexual Abuse: Eligible applicants are limited to state and local agencies; private nonprofit organizations (including tribal nonprofit organizations); for-profit organizations (including tribal for-profit organizations); states, units of local government, and federally recognized Indian tribal governments as determined by the Secretary of the Interior; and public agencies or tribal organizations that can demonstrate knowledge and understanding of the area described in this solicitation. Applicants must have the staff resources and capability to develop or enhance programs proposed to address the area of victimization described in the solicitation. A private nonprofit organization does not need to have 501(c)(3) status to apply for grant funding under this solicitation. For-profit organizations must agree to forgo any profit or management fee.

Purpose Area 4, Victims of Crime in the Immediate Aftermath of a Natural or Man-Made Disaster: Eligible applicants are limited to state and local agencies; private nonprofit organizations (including tribal nonprofit organizations); for-profit organizations (including tribal for-profit organizations); states, units of local government, and federally recognized Indian tribal governments as determined by the Secretary of the Interior; and public agencies or tribal

organizations that can demonstrate knowledge and understanding of the area described in this solicitation. Applicants must have the staff resources and capability to develop or enhance programs proposed to address the area of victimization described in the solicitation. A private nonprofit organization does not need to have 501(c)(3) status to apply for grant funding under this solicitation. For-profit organizations must agree to forgo any profit or management fee.

Purpose Area 5, Victims of Impaired Driving Crashes: Eligible applicants are limited to law enforcement professional associations or law enforcement agencies, although applicants may propose partnerships with other organizations or agencies, including crime victim advocacy organizations.

Purpose Area 6, Conservator and Guardianship Fraud and Abuse: Eligible applicants are limited to state and local agencies; private nonprofit organizations (including tribal nonprofit organizations); for-profit organizations (including tribal for-profit organizations); states, units of local government, and federally recognized Indian tribal governments as determined by the Secretary of the Interior; and public agencies or tribal organizations that can demonstrate knowledge and understanding of the area described in this solicitation. Applicants must have the staff resources and capability to develop or enhance programs proposed to address the area of victimization described in the solicitation. A private nonprofit organization does not need to have 501(c)(3) status to apply for grant funding under this solicitation. For-profit organizations must agree to forgo any profit or management fee.

Purpose Area 7, Law Enforcement Role in Supporting Crime Victims' Access to Compensation: Eligible applicants are limited to law enforcement professional associations or law enforcement agencies, although applicants may propose partnerships with other organizations or agencies, including crime victim advocacy organizations.

Purpose Area 8, Increasing the Pool of "Master Trainers" on Trauma and Sexual Assault: Eligible applicants are limited to state and local agencies; private nonprofit organizations (including tribal nonprofit organizations); for-profit organizations (including tribal for-profit organizations); states, units of local government, and federally recognized Indian tribal governments as determined by the Secretary of the Interior; and public agencies or tribal organizations that can demonstrate knowledge and understanding of the area described in this solicitation. Applicants must have the staff resources and capability to develop or enhance programs proposed to address the area of victimization described in the solicitation. A private nonprofit organization does not need to have 501(c)(3) status to apply for grant funding under this solicitation. For-profit organizations must agree to forgo any profit or management fee.

Applications in any of the purpose areas that involve two or more entities are welcome; however, one eligible entity must be the applicant and the others must be proposed as subrecipients. The applicant must be the entity with primary responsibility for administering the funding and managing the entire program. Only one application per lead applicant will be considered; however, subrecipients may be part of multiple proposals.

Cost Sharing or Match Requirement

For additional information on cost sharing and match requirement, 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, and Budget Narrative. 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 OJP’s 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
- 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.

The project abstract should clearly indicate for which Purpose Area (1–8) identified herein the applicant is applying. Applications submitted for more than one identified purpose area will not be considered.

All project abstracts should follow the detailed template available at 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 promising applications submitted under this solicitation, but it may have the opportunity to share information with the public regarding promising but unfunded applications, for example, through a listing on a webpage 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 promising but 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 must include five separate sections: Problem Statement, Goals and Objectives, Project Design and Implementation Plan, Capabilities and Competencies, and Plans for Measuring Progress and Outcomes, which are described below. The connections between and among each of these sections must be clearly delineated. For example, the goals and objectives must derive directly from the problems addressed. Similarly, the project design section must clearly explain how the program’s structure and activities will accomplish the goals and objectives identified in the previous section. The program narrative should be double-spaced, using a standard 12-point font (Times New Roman preferred); use 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.

- a. **Problem Statement:** The problem statement must establish strong rationale for the project and provide a clear statement of how funding will support the project’s value to the victims field by meeting the stated goals. Applicants should use data to provide evidence that the need for the effort exists and demonstrate the scope and size of the need. The problem statement must also make a convincing case that the project addresses a gap in existing resources and does not duplicate existing resources.

If the applicant organization is receiving funding from any other sources to providing services and support for crime victims, or technical assistance to support such projects, then the strategy must demonstrate how the OVC funding would leverage the other funding to enhance the response to victims.

- b. **Goals and Objectives:** State the overall purpose of the project and specific goals and objectives. The objectives should be measurable, relate directly to the issues described

in the problem statement, and describe the steps necessary to reach the goals or how the goals will be accomplished. Goals proposed in the application must not simply restate the solicitation goals.

- 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 in support of the goals and objectives. This section should detail how the project will link and leverage resources from program partners that address the complex, long-term issues of survivors and their families, such as substance abuse, health issues, joblessness, educational opportunities, and stable housing, which may prevent victims from achieving stability, safety, and overall well-being. The applicant's strategy or project design must include the identification of a lead applicant and a main point of contact within the lead applicant to coordinate the effort. It must also contain a description of project phases, tasks, activities, staff responsibilities, interim deliverables, and final products.

The project design and implementation section must include a time-task plan that delineates organizational responsibility for the activities to be completed and a schedule for the completion of the activities and the submission of finished products. In preparing the time-task plan, Gantt chart, or schedule, applicants should make certain that all project activities occur within the proposed project period.

Applicants must include a logic model that graphically illustrates how the project's problems, goals, objectives, and design are interrelated, leading to anticipated outputs, performance measures, and outcomes. Sample logic models are available at www.ojdp.gov/grantees/pm/logic_models.html. The applicant must submit the logic model as a separate attachment, as stipulated in "Additional Attachments" on page 25.

- d. Capabilities and Competencies:** The lead applicant must demonstrate it has the expertise and organizational capacity to successfully undertake an initiative that involves significant collaboration with other agencies supporting the effort. Applicants must address the following items in this section:
- Explain the roles and responsibilities of the lead applicant along with a plan for communicating with the multidisciplinary team, other agencies, and community partners. This discussion must describe the project's organizational structure and operations.
 - Identify a coordinator within the lead applicant responsible for the operation and expansion of program efforts. This individual must be empowered to lead a multidisciplinary effort within a well-designed, staff-supported organizational structure that includes capacity to oversee programmatic and financial responsibilities.
 - Discuss any previous or current experience providing victim services, or technical assistance to support such services, using multidisciplinary partnerships, balanced approaches, and data-driven strategies.
 - List personnel, in addition to the identified coordinator, responsible for managing and implementing the major stages of the project, and a description of the current and proposed professional staff members' unique qualifications that enable them to fulfill their responsibilities.
 - Submit resumes for identified key staff as an attachment to the application.

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

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
Purpose Area #1: Improve strategic planning process to better serve victims of crime.	Number of strategic plans developed.	Maximize the impact of available resources and eliminate duplicative funding efforts made available through State Victim Assistance Coalitions by developing, enhancing, supporting, and/or institutionalizing a cross-cutting strategic planning process involving all stakeholders.	Number of strategic plans developed.
Purpose Area 2: Provide current and accurate information on labor and sex trafficking to state legislators.	Number of needs assessments completed.	<p>Conduct activities to ensure state legislators have access to the most recent and accurate information available about trafficking to most effectively inform their policies.</p> <p>Provide a report on distilled federal research and programmatic information on human trafficking to all U.S. state legislators.</p> <p>Provide information briefs on specific human trafficking issues, such as labor trafficking, domestic child sex trafficking, safe harbor laws, etc., to state legislators.</p> <p>Respond to requests from state legislators looking to identify model policies and practices on human trafficking.</p>	<p>Provide OVC with a report outlining the findings of the assessment.</p> <p>Report on federal trafficking research and programmatic information.</p> <p>Number of information briefs.</p> <p>Number of responses to requests from state legislators.</p>

		Develop a Web presence where legislators can find resources, suggested readings, and other policy-relevant materials on human trafficking.	Number of Web-based inquiries answered.
Purpose Area 3: Build capacity that improves responses to unserved and underserved victims.	Number of curricula developed.	Provide services to incarcerated victims of crime, including incarcerated victims of sexual assault, by developing a national training and technical assistance program that will educate VOCA state administrators, national sexual assault coalitions, and local rape crisis centers. A number of factors come into play with this group of victims including: (1) the unique needs of incarcerated victims of sexual abuse, (2) the anticipated change to the VOCA Rule, (3) the Prison Rape Enforcement Act Standards, and (4) practices that leverage community-level resources to build partnerships between state administrators, rape crisis providers, and correctional facilities.	Develop a national training and technical assistance program. Number of curricula developed.
Purpose Area 4: Improve responses to victims of crime in the immediate aftermath of a natural or man-made disaster.	Number of needs assessments completed.	Assess the impact of law enforcement's response to victims of crime in the aftermath of a natural or man-made disaster, such as Hurricane Katrina or the Deepwater Horizon oil spill. Provide OVC with a report outlining the findings of the assessment, including VOCA state grant formula funding grantees and other state administrators that serve a role in law enforcement's response to crime and victim assistance and the reporting of crime to law enforcement in the aftermath of a natural or man-made disaster.	Number of needs assessments completed.

<p>Purpose Area 5: Improve responses to victims of impaired driving crashes.</p>	<p>Number of training and technical assistance provided.</p>	<p>Ensure that law enforcement responds to victims of impaired driving crashes or DUIs in an appropriate way and makes appropriate referrals for service.</p>	<p>Number of training and technical assistance provided, by type.</p>
<p>Purpose Area 6: Improve responses to victims of conservator and guardianship fraud and abuse.</p>	<p>Number of reports generated or developed.</p>	<p>Assess the scope of fraud and financial exploitation by conservators and guardians of adults deemed incompetent.</p>	<p>Number of reports generated or developed.</p> <p>Provide a report that assesses the data being collected and made available on the issue through courts and other resources nationwide.</p> <p>Provide a report on the grantee's assessment of the consequences of conservator and guardianship abuse, to include available remedies for identified cases, psychological and financial impact, and legal and other challenges to remedying an identified case.</p> <p>Conduct a forum and provide a report making recommendations for judicial personnel, attorneys representing incapacitated victims of financial fraud and abuse, victim advocates, family members, and other practitioners on how to recognize and</p>

			deal with conservator and guardianship fraud and abuse. Provide recommendations for innovative programs addressing the detection and remedy of conservator and guardianship fraud and abuse and alternatives to conservatorships and guardianships.
Purpose Area 7: Increase law enforcement's role in supporting crime victims' access to compensation.	Number of training and technical assistance provided. Number of curricula developed.	Support victim-centered law enforcement by developing materials to assist law enforcement personnel in carrying out their duties, such as conducting investigations and completing reports, by providing a victim-centered approach to ensure the needs of victims are being served.	Number of training and technical assistance provided. Number of curricula developed.
Purpose Area 8: Increase the Pool of "Master Trainers" on trauma and sexual assault.	Number of training and technical assistance provided. Number of curricula developed.	Increase the available pool of subject-matter experts that can respond to requests from law enforcement, prosecutors, advocates, and others for training, presentations, and expert testimony about the impact of trauma on victims of sexual assault.	Number of training and technical assistance provided. Number of curricula developed.

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). 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. Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet.

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

All Applicants

- Funds for personnel and fringe benefits may be budgeted to support a coordinator in the lead applicant.
- Travel for training: All applicants should plan to send representatives to attend at least one 2-day in-person meeting in Washington, D.C.
 - All applicants must budget for costs to attend one Financial Management Training Seminar sponsored by OJP's Office of the Chief Financial Officer (OCFO). Specific information (such as dates and locations of upcoming OCFO events) can be found at www.ojp.usdoj.gov/training/fmts.htm. In addition, the OCFO offers an online Financial Management Training course to all grantees. To access the online Financial Management Training course, please go to the OJP Training and Technical Assistance website at <http://qfm.webfirst.com/>.
- Consultant rates: Consultant rates may not exceed the maximum of \$650 per day or, if paid by the hour, \$81.25 per hour for a maximum 8-hour work day. Applicants must be able to substantiate that consultants receiving the full \$650-per-day rate received this amount of compensation prior to working with the project.
- Consultant travel: Travel costs associated with project staff not directly employed by the grantee organization must be listed under the Consultant Category on the budget information sheet.

- Indirect costs: All applicants with current approved federal indirect cost rates may apply said rates to the budget. However, applicants are advised that the amount of funding proposed for direct services and costs will be one factor in the review of applications.

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, and 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 if the applicant has a current federally approved indirect cost rate. (This requirement does not apply to units of local government.) 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. 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>.

6. Tribal Authorizing Resolution (if applicable)

Tribes, tribal organizations, or third parties proposing to provide direct services or assistance to residents on tribal lands should include in their applications a resolution, letter, affidavit, or other documentation, as appropriate, that certifies that the applicant has the legal authority from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for a grant on behalf of a tribe or multiple specific tribes, the application should include appropriate legal documentation, as described above, from all tribes that would receive services or assistance under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without an authorizing resolution or comparable legal documentation from each tribal governing body) may submit, instead, a copy of its consortium bylaws with the application.

Applicants unable to submit an application that includes a fully-executed (i.e., signed) copy of appropriate legal documentation, as described above, consistent with the applicable tribe's governance structure, should, at a minimum, submit an unsigned, draft version of such legal documentation as part of its application (except for cases in which, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, OVC will make use of and access to funds contingent on receipt of the fully-executed legal documentation.

7. 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 risk by another federal grant making agency, you must email the following information to 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. Unlike the Excluded Parties List, 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.

8. 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/E-mail 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, with the file name “Disclosure of Pending Applications,” to their application. 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. Research and Evaluation Independence and Integrity

If a proposal involves research and/or evaluation, regardless of the proposal’s other merits, in order to receive funds, the applicant must demonstrate research/evaluation independence, including appropriate safeguards to ensure research/evaluation objectivity and integrity, both in this proposal and as it may relate to the applicant’s other current or prior related projects. This documentation may be included as an attachment to the application which addresses BOTH i. and ii. below.

- i. For purposes of this solicitation, applicants must document research and evaluation independence and integrity by including, at a minimum, one of the following two items:
 - a. A specific assurance that the applicant has reviewed its proposal to identify any research integrity issues (including all principal investigators and sub-recipients) and it has concluded that the design, conduct, or reporting of research and evaluation funded by OVC grants, cooperative agreements, or contracts will not be biased by any personal or financial conflict of interest on

the part of part of its staff, consultants, and/or sub-recipients responsible for the research and evaluation or on the part of the applicant organization;

OR

- b. A specific listing of actual or perceived conflicts of interest that the applicant has identified in relation to this proposal. These conflicts could be either personal (related to specific staff, consultants, and/or sub-recipients) or organizational (related to the applicant or any subgrantee organization). Examples of potential investigator (or other personal) conflict situations may include, but are not limited to, those in which an investigator would be in a position to evaluate a spouse's work product (actual conflict), or an investigator would be in a position to evaluate the work of a former or current colleague (potential apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization could not be given a grant to evaluate a project if that organization had itself provided substantial prior technical assistance to that specific project or a location implementing the project (whether funded by OJP or other sources), as the organization in such an instance would appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research or evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability of an evaluation or research product is a problem and must be disclosed.
- ii. In addition, for purposes of this solicitation applicants must address the issue of possible mitigation of research integrity concerns by including, at a minimum, one of the following two items:
 - a. If an applicant reasonably believes that no potential personal or organizational conflicts of interest exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion. Applicants **MUST** also include an explanation of the specific processes and procedures that the applicant will put in place to identify and eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or sub-recipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest.

OR

- b. If the applicant has identified specific personal or organizational conflicts of interest in its proposal during this review, the applicant must propose a specific and robust mitigation plan to address conflicts noted above. At a minimum, the plan must include specific processes and procedures that the applicant will put in place to eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or sub-recipients for this particular project, should that be necessary

during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan, if any, will be accepted as proposed.

Considerations in assessing research and evaluation independence and integrity will include, but are not be limited to, the adequacy of the applicant’s efforts to identify factors that could affect the objectivity or integrity of the proposed staff and/or the organization in carrying out the research, development, or evaluation activity; and the adequacy of the applicant’s existing or proposed remedies to control any such factors.

9. Financial Management and System of Internal Controls Questionnaire

In accordance with [2 CFR 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](#).

10. 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 “one-stop storefront” to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at 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.

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 (.)	When using the ampersand (&) in XML, applicants must use the “&” format.		

Grants.gov is designed to forward successfully submitted applications 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.” 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 until the applicant has complied with all applicable DUNS and SAM 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.

- 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. 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.

Applications cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. **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.

- 3. Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization’s DUNS number must be used to complete this

step. For more information about the registration process, go to www.grants.gov/applicants/get_registered.jsp.

4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. Note that 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 15.682, titled "Crime Victim Assistance/Discretionary Grants," and the funding opportunity number is OVC-2015-4258.
6. **Select the correct Competition ID.** Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If applying to a solicitation with multiple Competition IDs, select the appropriate Competition ID for the intended purpose area of the application.

Purpose Area 1, State Strategic Planning Grants
Competition ID: OVC-2015-4259

Purpose Area 2, Targeted Outreach to State Legislators on Human Trafficking
Competition ID: OVC-2015-4260

Purpose Area 3, Incarcerated Survivors of Sexual Abuse
Competition ID: OVC-2015-4261

Purpose Area 4, Victims of Crime in the Immediate Aftermath of a Natural or Man-Made Disaster
Competition ID: OVC-2015-4262

Purpose Area 5, Victims of Impaired Driving Crashes
Competition ID: OVC-2015-4263

Purpose Area 6, Conservator and Guardianship Fraud and Abuse
Competition ID: OVC-2015-4264

Purpose Area 7, Law Enforcement Role in Supporting Crime Victims' Access to Compensation
Competition ID: OVC-2015-4266

Purpose Area 8, Increasing the Pool of "Master Trainers" on Trauma and Sexual Assault
Competition ID: OVC-2015-4267

7. **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.

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](#) to report the technical issue and receive a tracking number. The applicant must e-mail 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 e-mail 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
- Failure to follow Grants.gov instructions on how to register and apply as posted on its Web site
- Failure to follow each instruction in the OJP solicitation
- Technical issues with the applicant's computer or information technology environment, including firewalls

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding Web page at www.ojp.gov/funding/Explore/CurrentFundingOpportunities.htm.

E. Application Review Information

Selection Criteria

1. Statement of the Problem (15%)
2. Project Design and Implementation (40%)
3. Capabilities and Competencies (25%)
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (10%)
5. Budget: complete, cost effective, and allowable (e.g., reasonable, allocable, and 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.⁴ (10%)

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 General Services Administration’s Excluded Parties List

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 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 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.

4. Reports and findings from audits
5. The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities
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 award notification will be sent from GMS. 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 requirements⁵ 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.

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 2 CFR Part 200. 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 additional Federal Awarding Agency Contact(s), see the Title page.

For additional contact information for Grants.gov, see the Title page.

⁵ 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)).

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.

IMPORTANT: This e-mail 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 e-mail 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 e-mail your resume to ojpeerreview@lmbps.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 2015 Vision 21 Innovation Grants: Enhancing and Transforming Services
for Victims of Crime

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 29)
- _____ Acquire or renew registration with SAM (see page 29)

To Register with Grants.gov:

- _____ Acquire AOR and Grants.gov username/password (see page 29)
- _____ Acquire AOR confirmation from the E-Biz POC (see page 30)

To Find Funding Opportunity:

- _____ Search for the Funding Opportunity on Grants.gov (see page 30)
- _____ Select the correct Competition ID: (see page 30)

Purpose Area 1, State Strategic Planning Grants

Competition ID: OVC-2015-4259

Purpose Area 2, Targeted Outreach to State Legislators on Human Trafficking

Competition ID: OVC-2015-4260

Purpose Area 3, Incarcerated Survivors of Sexual Abuse

Competition ID: OVC-2015-4261

Purpose Area 4, Victims of Crime in the Immediate Aftermath of a Natural or Man-Made Disaster

Competition ID: OVC-2015-4262

Purpose Area 5, Victims of Impaired Driving Crashes

Competition ID: OVC-2015-4263

Purpose Area 6, Conservator and Guardianship Fraud and Abuse

Competition ID: OVC-2015-4264

Purpose Area 7, Law Enforcement Role in Supporting Crime Victims' Access to Compensation

Competition ID: OVC-2015-4266

Purpose Area 8, Increasing the Pool of "Master Trainers" on Trauma and Sexual Assault

Competition ID: OVC-2015-4267

- _____ Download Funding Opportunity and Application Package (see page 30)
- _____ Sign up for Grants.gov email [notifications](#) (optional) (see page 28)
- _____ Read [Important Notice: Applying for Grants in Grants.gov](#)

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 30)

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 each purpose area identified in this solicitation.

Purpose Area 1, State Strategic Planning Grants, between \$25,000 and \$150,000

Purpose Area 2, Targeted Outreach to State Legislators on Human Trafficking, up to \$500,000

Purpose Area 3, Incarcerated Survivors of Sexual Abuse, up to \$1 million

Purpose Area 4, Victims of Crime in the Immediate Aftermath of a Natural or Man-Made Disaster, up to \$500,000

Purpose Area 5, Victims of Impaired Driving Crashes, up to \$750,000

Purpose Area 6, Conservator and Guardianship Fraud and Abuse, up to \$350,000

Purpose Area 7, Law Enforcement Role in Supporting Crime Victims' Access to Compensation, up to \$750,000

Purpose Area 8, Increasing the Pool of "Master Trainers" on Trauma and Sexual Assault, up to \$500,000

Eligibility Requirement: See the title page and Section C for further details on eligibility.

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 16)
- _____ Project Abstract (see page 16)
- _____ Program Narrative (see page 17)
- _____ Budget Detail Worksheet (see page 23)
- _____ Budget Narrative (see page 24)
- _____ Employee Compensation Waiver request and justification (if applicable) (see page 13)
- _____ Read OJP policy and guidance on conference approval, planning, and reporting available at ojp.gov/financialguide/PostawardRequirements/chapter15page1.htm (see page 13)
- _____ Disclosure of Lobbying Activities (SF-LLL) (see page 28)
- _____ Indirect Cost Rate Agreement (if applicable) (see page 24)
- _____ Tribal Authorizing Resolution (if applicable) (see page 25)
- _____ Applicant Disclosure of High Risk Status (see page 25)
- _____ Additional Attachments: (1) Letters of Intent and other documents that document the broad diversity of stakeholders in the initiative (see purpose area 1 identified in this solicitation), and (2) Logic Model (see page 25)
- _____ Applicant Disclosure of Pending Applications (see page 25)
- _____ Research and Evaluation Independence and Integrity (if applicable)(see page 26)
- _____ Financial Management and System of Internal Controls Questionnaire (if applicable) (see page 28)